



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Agenda - Final City Council

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Tuesday, July 6, 2021

7:00 PM

Online

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### Regular Meeting

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct meetings telephonically or by other means. Pursuant to the Governor's Executive Order N-29-20, the Council Chambers will not be open to the public for the July 6, 2021 City Council Meeting.*

*Members of the public may view the meeting by logging into the Zoom Webinar listed below. Additionally, the meeting will be streamed live on YouTube and uploaded to the City's website after the meeting.*

*Members of the public may provide written comments by email to [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org).*

*Emailed comments should include the specific agenda item on which you are commenting, note that your comment concerns an item that is not on the agenda nor on the Consent Calendar. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words. To ensure that your comment is received and read to the City Council for the appropriate agenda item, please submit your email no later than 5:00 p.m. on July 6, 2021. The City will make every effort to read emails received after that time, but cannot guarantee such emails will be read into the record. Any emails received after the 5:00 p.m. deadline which are not read into the record, will be provided to the City Council after the meeting.*

### 1. CALL TO ORDER - 7:00 p.m. - Online

To access the meeting by computer:

Go to [www.zoom.us/join](http://www.zoom.us/join)

Meeting ID: 817 9797 6187

Passcode: 085943

To access the meeting by phone:

Dial 1-669-900-6833

Meeting ID: 817 9797 6187

Passcode: 085943

### 2. PLEDGE OF ALLEGIANCE TO THE FLAG

**3. ROLL CALL****4. REPORT OUT FROM CLOSED SESSION****5. UPCOMING EVENTS****6. PRESENTATIONS**

- a. City Recognition of Finance Director Carol Augustine

**7. PUBLIC COMMENTS, NON-AGENDA**

*Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the City Council from acting on any matter that is not on the agenda.*

**8. APPROVAL OF CONSENT CALENDAR**

*Consent calendar items are usually approved in a single motion, unless pulled for separate discussion. Any member of the public wishing to comment on an item listed here may do so by submitting a speaker slip for that item in advance of the Council's consideration of the consent calendar.*

- a. Approval of City Council Meeting Minutes for the June 7, 2021 Closed Session

Attachments:      [Meeting Minutes](#)

- b. Approval of City Council Meeting Minutes for the June 7, 2021 Regular Meeting

Attachments:      [Meeting Minutes](#)

- c. Approval of City Council Meeting Minutes for the June 9, 2021 Special Meeting

Attachments:      [Meeting Minutes](#)

- d. Approval of City Council Meeting Minutes for the June 21, 2021 Regular Meeting

Attachments:      [Meeting Minutes](#)

- e. Adoption of a Resolution Approving and Authorizing the City Manager to Execute an Agreement with IPS Group, Inc to Provide Payment Transaction Services for Single Space Smart Meters For Fiscal Year 2021-22

Attachments:      [Staff Report](#)  
                              [Resolution](#)  
                              [Agreement](#)

- f. Adoption of a Resolution Authorizing the City Manager to Execute a \$1,276,335 Agreement with West Coast Arborists, Inc. for Tree Pruning and Stump Removal, City Project #85450
- Attachments:**     [Staff Report](#)  
                              [Resolution](#)  
                              [Scope of Services/Proposal Form](#)  
                              [Agreement with West Coast Arborists, Inc.](#)
- g. Adoption of a Resolution Authorizing the City Manager to Execute the 2nd Amendment to the Agreement with Bay Area Geotechnical Group for Geotechnical Observation, Special Inspection, and Material Testing Services, and Increasing the Contract by \$104,800 for a Total Not-to-Exceed Amount of \$565,450, City Project No. 83240
- Attachments:**     [Staff Report](#)  
                              [Resolution](#)  
                              [2nd Agreement Amendment with BAGG](#)  
                              [1st Amendment with BAGG](#)  
                              [Original Agreement with BAGG](#)
- h. Adoption of a Resolution Accepting the Ray Park Field and Parking Lot Project in the Amount of \$1,864,267.18, Project No. 85750
- Attachments:**     [Staff Report](#)  
                              [Resolution](#)  
                              [Final Invoice](#)
- i. Adoption of a Resolution Approving the Procurement of Three Vehicles for the City's Fleet System as Part of the FY 21/22 Vehicle Replacement Program in the Amount of \$487,664
- Attachments:**     [Staff Report](#)  
                              [Resolution](#)  
                              [Sourcewell Contract Acceptance Award Letter](#)  
                              [Bid Proposals](#)
- j. Adoption of a Resolution Accepting the Broadway, California Drive, Cadillac Way, and Trousdale Drive Federal Grant Resurfacing Project by Redgwick Construction Co., City Project No. 84810
- Attachments:**     [Staff Report](#)  
                              [Resolution](#)  
                              [Final Progress Payment](#)  
                              [Project Location Map](#)

- k. Open Nomination Period to Fill Three Vacancies on the Beautification Commission  
**Attachments:** [Staff Report](#)
- l. Open Nomination Period to Fill Three Vacancies on the Parks and Recreation Commission  
**Attachments:** [Staff Report](#)
- m. Adoption of a Resolution Authorizing Amendment No. 2 to the Professional Services Agreement with TFG (The Ferguson Group) for Needs Analysis, Grant Research and Development, Grant Writing, and Advocacy Services in the Amount of \$180,000  
**Attachments:** [Staff Report](#)  
[Resolution](#)  
[Amendment No. 2](#)  
[Amendment No. 1](#)  
[TFG Original Agreement](#)  
[TFG Proposal](#)

## 9. PUBLIC HEARINGS (Public Comment)

## 10. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

- a. Adoption of an Ordinance Repealing and Replacing Chapter 25.77 (Wireless Communications Facilities) of Title 25 of the Burlingame Municipal Code; and Adding Chapter 12.11 (Wireless Facilities in Public Rights-of-Way) to Title 12 of the Burlingame Municipal Code (CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15061(b)(3), 15302, 15303, and 15304)  
**Attachments:** [Staff Report](#)  
[Ordinance](#)  
[Introduction Staff Report - June 21, 2021](#)

- b. Adoption of Three Resolutions: (1) Resolution Establishing Design and Location Standards for Wireless Facilities in Public Rights-of-Way and Utility Easements, and on Public and Private Land and Establishing Standard Permit Conditions; (2) Resolution Approving the Form of a Municipal Facility License Agreement (MFLA) for Small Cell Wireless Facilities Installation and Authorizing the City Manager to Execute and Amend the Agreement; (3) Resolution Establishing a Deposit for Wireless Permit Applications Under Chapter 12.11 and Establishing a Fee for Wireless Permit Appeals Under Chapter 12.11, and Authorizing the Finance Director to Amend the Master Fee Schedule (CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15061(b)(3), 15302, 15303, and 15304)

**Attachments:**      [Staff Report](#)  
[Resolution \(Design and Location Standards\)](#)  
[Resolution \(Design and Location Standards\) - Reflecting Edits](#)  
[Resolution \(Form Municipal Facility License Agreement Approval\)](#)  
[Form Municipal Facility License Agreement](#)  
[Form Municipal Facility License Agreement - Reflecting Edits](#)  
[Resolution \(Wireless Fees\)](#)  
[Introduction Staff Report - June 21, 2021](#)

- c. Adoption of an Ordinance Amending Chapter 15.06 and Adopting a New Chapter 15.07 of the Burlingame Municipal Code to Prohibit Wasteful Water Use Practices (CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378 and 15061(b)(3))

**Attachments:**      [Staff Report](#)  
[Ordinance](#)  
[June 21, 2021 Staff Report](#)

- d. Discussion Regarding the Process of Reviewing and Revising the General Fund Reserve Policy and Adoption of a Resolution Modifying the Annual Review Language in the Policy

**Attachments:**      [Staff Report](#)  
[Resolution](#)  
[General Fund Reserve Policy \(redlined\)](#)  
[Capital Investment Reserve Policy](#)

- e. Review of Proposed Water and Sewer Infrastructure Capacity Charges for New Development and Redevelopment Projects

**Attachments:**      [Staff Report](#)  
[Draft Water & Sewer Capacity Charge Study – June 2021](#)  
[Proposed Water & Sewer Capacity Charges](#)

f. Consideration of a Market and Economic Study for Downtown Burlingame

Attachments:      [Staff Report](#)  
[Draft EDS Minutes - June 9, 2021](#)  
[Burlingame Talks Shop Summary Memorandum](#)

## 11. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

*Councilmembers report on committees and activities and make announcements.*

## 12. FUTURE AGENDA ITEMS

## 13. ACKNOWLEDGMENTS

*The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and the Library Board of Trustees are available online at [www.burlingame.org](http://www.burlingame.org).*

## 14. ADJOURNMENT

*Notice: Any attendees who require special assistance, a disability related modification, or language assistance in order to participate in the meeting should contact Meaghan Hassel-Shearer, City Clerk by 10:00 a.m. on Tuesday, July 6, 2021 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto:mhasselshearer@burlingame.org). Any individual who wishes to request an alternative format for the agenda, meeting notice, or other writings that may be distributed at the meeting, should contact Meaghan Hassel-Shearer, City Clerk by 10:00 a.m. on Tuesday July 6, 2021 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto:mhasselshearer@burlingame.org).*

*Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and your ability to comment.*

### **NEXT CITY COUNCIL MEETING**

**Cancelled Meeting - July 19, 2021**

**Cancelled Meeting - August 2, 2021**

**Regular City Council Meeting on Monday, August 16, 2021 at 7:00 p.m.**

**VIEW REGULAR COUNCIL MEETING ONLINE**

**[www.burlingame.org/video](http://www.burlingame.org/video)**

*Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection via [www.burlingame.org](http://www.burlingame.org) or by emailing City Clerk Meaghan Hassel-Shearer at [mhasselshearer@burlingame.org](mailto:mhasselshearer@burlingame.org). If you are unable to obtain information via the City's website or through email, contact the City Clerk at (650) 558-7203.*