



**BURLINGAME CITY COUNCIL**  
**Unapproved Minutes**  
**Regular City Council Meeting on July 7, 2025**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:08 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The Pledge of Allegiance was led by the City Council.

**3. ROLL CALL**

**MEMBERS PRESENT:** Brownrigg, Colson\*, Pappajohn, Stevenson, Thayer

**MEMBERS ABSENT:** None

*\* Councilmember Colson appeared remotely as noticed on the agenda from Shanagarry, Co. Cork, Ireland.*

**4. REQUEST FOR AB 2249 REMOTE PARTICIPATION**

There was no request.

**5. REPORT OUT FROM CLOSED SESSION**

There was no closed session.

**6. UPCOMING EVENTS**

Mayor Stevenson reviewed upcoming events in the city.

**7. PRESENTATIONS**

**a. PROCLAMATION RECOGNIZING JUNETEENTH**

Mayor Stevenson read a proclamation recognizing Juneteenth.

The Council discussed the importance of recognizing holidays like Juneteenth.

**b. PROCLAMATION RECOGNIZING NATIONAL MOSQUITO CONTROL AWARENESS WEEK**

Mayor Stevenson read a proclamation recognizing National Mosquito Control Awareness Week.

San Mateo County Mosquito and Vector Control District (“District”) Manager Brian Weber gave a presentation about the work of the District including:

- Mosquito control
- Mosquitofish
- Insect and tick ID
- Rodent inspections
- Yellowjacket control
- Community education
- Disease surveillance

Mr. Weber discussed the work that the District accomplished in Burlingame in 2024:

- 204 Total Service Requests – residents can submit service requests via phone or online at [smcmvcd.org](http://smcmvcd.org)
- 59 Rodent Service Requests – technicians conduct a comprehensive exterior inspection and provide a detailed report
- 48 Yellowjacket and Wasp Service Requests – technicians can treat nests if the resident knows where the nest is located
- 40 Mosquito Service Requests – technicians collect samples and search the area to find and treat mosquito sources
- 27 Standing Water Service Requests – known locations with standing water that have potential to breed mosquitoes
- 1,886 Site Inspections – mosquito sources are inspected multiple times each year to detect mosquito breeding
- 394 Site Treatments – control methods include biorational and chemical products to treat actively breeding sources
- 18 Dead Birds Reported – residents report dead birds, which can be an early indication of West Nile Virus in an area
- 0 West Nile Virus Positive Dead Birds – District staff collect and test dead birds for West Nile Virus

Mr. Weber discussed different campaigns the District is running, from reporting dead birds to dumping standing water.

Mayor Stevenson opened the item up for public comment. No one spoke.

The Council thanked Mr. Weber for his presentation.

**c. RECYCLED WATER PROJECT UPDATE**

DPW Murtuza reviewed the background of the recycled water project. He noted that a few years ago, the Council identified water conservation as a key initiative for the City and formed a subcommittee. He stated that currently Mayor Stevenson and Councilmember Thayer serve on the subcommittee. He added that the City received a \$1 million State grant to study the feasibility of recycled water and also to reduce the amount of treated wastewater discharged to the San Francisco Bay.

DPW Murtuza stated that the recycled water project has two objectives:

1. To reduce the amount of treated wastewater discharged to the Bay
2. To study the feasibility of and planning for recycled water

DPW Murtuza introduced the consultants for the project: Water Resources Engineering representative Patrick Hassett and Carollo Engineers representative Andrew Salveson.

Mr. Hassett discussed factors that are driving the project:

- Uncertainty of water availability and supply
- Wastewater discharge reduction requirement from the State (40% reduction in nutrient discharge by 2034)
- The City's population increase

Mr. Hassett discussed the goals of the feasibility study:

- Identify project alternatives and perform stakeholder outreach
- Evaluate feasibility
- Define preferred alternative

Mr. Hassett reviewed the team's approach to the project:

- Phase A – alternatives development and screening
  - City selects three alternatives for evaluation (August 2025)
- Phase B – alternatives evaluation
  - City selects preferred alternative (December 2025)
- Phase C – project implementation

Mr. Hassett discussed the City's current operation where wastewater is discharged from homes and businesses to the Wastewater Treatment Facility and then to the Bay. He explained that in the future, with a recycled water project, wastewater would undergo additional treatments so that some of it could be used for non-potable uses.

Mr. Salveson reviewed flowcharts showcasing how different treatments can assist in decreasing the amount of nutrients and water going to the Bay. He explained how by running the wastewater through an advanced purification plant, wastewater could become drinking water. He reviewed a flowchart showing

all the treatments that wastewater would need to go through in order to be purified and become drinking water.

DPW Murtuza reviewed the next steps:

- In-depth stakeholder interviews
- Continue Phase A alternatives development
- Project alternatives screening workshop
- Agency outreach including Millbrae, San Mateo, BAWSCA, SFPUC, OneShoreline, and SFO

Councilmember Pappajohn asked how other agencies financed their water purification processes. Mr. Salvesson replied that the projects cost \$100 million or more and have received funds from the State and Federal grants.

Councilmember Pappajohn asked about the City's current water usage for landscaping and irrigation. DPW Murtuza replied that more than 50% of water is generally used for landscaping and irrigation purposes.

Vice Mayor Brownrigg asked if the City has space constraints at the current water processing plant. DPW Murtuza replied in the affirmative. He explained that the City would need to expand the treatment facility into the parking lot.

Vice Mayor Brownrigg discussed the need for this project in order to allow for population growth.

Councilmember Thayer thanked the team for the presentation.

Mayor Stevenson opened the item up for public comment. No one spoke.

The Council thanked the team for their presentation.

## **8. PUBLIC COMMENTS**

There was no public comment.

## **9. APPROVAL OF CONSENT CALENDAR**

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Colson pulled item 9m, and the Council pulled item 9i.

Vice Mayor Brownrigg made a motion to adopt items 9a, 9b, 9c, 9d, 9e, 9f, 9g, 9h, 9j, 9k, and 9l; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

### **a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 19, 2025 CLOSED SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 19, 2025 Closed Session.

**b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 19, 2025 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 19, 2025 Regular City Council Meeting.

**c. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 21, 2025 BUDGET STUDY SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 21, 2025 Budget Study Session.

**d. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JUNE 2, 2025 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the June 2, 2025 Regular City Council Meeting.

**e. ADOPTION OF A RESOLUTION ACCEPTING THE 2024 SIDEWALK REPAIR PROGRAM BY JJR CONSTRUCTION, INC., CITY PROJECT NO. 86710, IN THE AMOUNT OF \$1,016,018**

DPW Murtuza requested Council adopt Resolution Number 059-2025.

**f. ADOPTION OF A RESOLUTION APPROVING THE FINAL PARCEL MAP (PM 24-01), LOT MERGER, AND SUBDIVISION OF A PORTION OF PARCEL A, BLOCK 8, ANZA AIRPORT PARK UNIT NO. 6 SUBDIVISION, AND A PORTION OF PARCEL G, BLOCK 7, ANZA AIRPORT PARK NO. 7 SUBDIVISION AT 555-577 AIRPORT BOULEVARD**

DPW Murtuza requested Council adopt Resolution Number 060-2025.

**g. ADOPTION OF A RESOLUTION APPROVING THE UPDATED SANITARY SEWER MANAGEMENT PLAN**

DPW Murtuza requested Council adopt Resolution Number 061-2025.

**h. ADOPTION OF A RESOLUTION APPROVING A \$299,125 PROFESSIONAL SERVICES AGREEMENT WITH WILSEY HAM FOR THE BURLINGAME GARDENS AND NEIGHBORHOOD WATER MAIN REPLACEMENT PROJECT, CITY PROJECT NO. 86442, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

DPW Murtuza requested Council adopt Resolution Number 062-2025.

**i. APPROVAL OF REVISIONS TO THE INVESTMENT POLICY FOR FISCAL YEAR 2025-26**

Mayor Stevenson stated that the Council had a study session, prior to this regular meeting, regarding the City's Investment Policy. He noted that the Council agreed to continue utilizing its current Investment Policy with the requirement that the Council conduct an annual review and discussion of the policy.

Councilmember Colson added that the Council also agreed to review the investment management firm on an annual basis.

Mayor Stevenson opened the item up for public comment. No one spoke.

Mayor Stevenson made a motion to accept the City's current Investment Policy with guidance to undertake an annual review of the policy and the investment management firm; seconded by Councilmember Colson. The motion passed unanimously by roll call vote, 5-0.

**j. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO DISPOSE OF SURPLUS PARKING METERS**

Interim Police Chief Boll requested Council adopt Resolution Number 063-2025.

**k. ADOPTION OF A RESOLUTION AUTHORIZING A SECOND AMENDMENT OF THE CITY ATTORNEY'S EMPLOYMENT AGREEMENT AND APPROVING THE CITY OF BURLINGAME PAY RATES AND RANGES (SALARY SCHEDULE)**

HR Director Saguisag-Sid requested Council adopt Resolution Number 064-2025.

**l. ADOPTION OF A RESOLUTION APPROVING THE CITY OF BURLINGAME SALARY SCHEDULE – CASUAL EMPLOYEES, EFFECTIVE JUNE 30, 2025**

HR Director Saguisag-Sid requested Council adopt Resolution Number 065-2025.

**m. ACCEPTANCE OF THE CITY OF BURLINGAME'S ASSESSMENT OF INTERNAL CONTROLS REPORT**

Councilmember Colson stated that the independent auditor who reviewed the City's policies and procedures gave the Finance Department high marks. She noted that there were a few minor recommendations that staff willingly agreed to undertake.

Finance Director Yu-Scott stated that the City and staff are doing whatever they can to improve processes.

Mayor Stevenson opened the item up for public comment. No one spoke.

Councilmember Colson made a motion to accept the City's assessment of internal controls report; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote.

## 10. **PUBLIC HEARINGS**

### a. **PUBLIC HEARING AND ADOPTION OF RESOLUTIONS (1) APPROVING PERSONNEL CLASSIFICATION AND POSITION CHANGES; (2) ADOPTING THE FY 2025-26 OPERATING AND CAPITAL BUDGETS AND AUTHORIZING THE FINANCE DIRECTOR TO ASSIGN USES OF FUND BALANCE AMOUNTS; AND (3) APPROVING THE GANN APPROPRIATION LIMIT PURSUANT TO ARTICLE XII B OF THE CALIFORNIA CONSTITUTION**

Finance Director Yu-Scott reviewed the FY 2025-26 Budget Highlights:

- Economic Outlook
  - Rise in economic uncertainty
  - Escalation of tariffs and trade wars
  - Increasing unemployment and inflation
  - Continuation of fiscal and monetary policy changes
- Budget Strategies
  - Priority on quality municipal service delivery
  - Balance discretionary spending and capital needs
  - Eliminate transfers to the Capital Investment Reserve
  - Pause contribution to the Pension Trust Fund
  - Draw from unassigned fund balance

Finance Director Yu-Scott discussed the budget changes since the May 21 Budget Study Session:

- Increase allocation to community services organizations
- Reduce sales and use tax revenue
- Update the five-year General Fund forecast

Finance Director Yu-Scott discussed the FY 2025-26 proposed General Fund revenues. She noted that the proposed General Fund revenues totaled \$92,513,152 for fiscal year 2025-26 with the following breakdown:

- Property Tax - \$35,946,490
- Sales and Use Tax - \$17,062,890
- Transient Occupancy Tax - \$22,821,000
- Other Taxes
  - Franchise Tax - \$1,934,600
  - Business Tax - \$1,885,000
  - Real Property Transfer Tax - \$400,000
  - State HOPTR - \$64,000
- Licenses and Permits - \$94,600
- Fines, Forfeitures, and Penalties - \$668,000

- Use of Money and Property - \$1,507,000
- Charges for Services - \$7,777,572
- Other Revenue - \$137,000
- State Subventions - \$215,000
- Interest Income - \$2,000,000

Finance Director Yu-Scott reviewed the FY 2025-26 proposed General Fund expenditures. She noted that the proposed General Fund expenditures totaled \$85,837,852 for fiscal year 2025-26 with the following breakdown:

- General Administration - \$8,645,014
- Public Safety
  - Fire and Disaster Preparedness - \$16,875,797
  - Police and Dispatch - \$22,087,215
  - Parking Enforcement - \$837,966
- Public Works - \$10,743,595
- Community Development - \$2,904,009
- Leisure and Neighborhood Services
  - Aquatics Center - \$735,000
  - Library - \$7,178,035
  - Parks and Tree Maintenance - \$9,757,805
  - Recreation - \$6,073,416

Finance Director Yu-Scott reviewed the proposed personnel classification and position changes for FY 2025-26:

- Reclassification
  - One Assistant to the City Manager to Deputy City Manager
  - One Senior Building Inspector to Building Division Supervisor
  - Two Assistant Planners to two Associate Planners
  - One Management Analyst to GIS Coordinator
- Add
  - One Information Technology Manager
  - One Parks Maintenance Worker
  - One Recreation Supervisor
  - Two Administrative Assistants (City Clerk, Finance, and Public Works)
- Remove
  - One Administrative Assistant (Building)

Finance Director Yu-Scott reviewed the FY 2025-26 proposed General Fund operating budget:  
(in millions)

- General Fund Revenues - \$92.51
- General Fund Expenditures – (\$85.84)



- Operating Transfers:
  - Debt Service Obligators – (\$3.12)
  - Cost Recovery (reimbursement from other funds for debt service share and General Fund admin support/overhead charges) - \$2.77
- Revenues Over/(Under) Expenditures and Operating Transfers - \$6.32
- Transfer to Capital Improvement Program – (\$9.96)
- Net Surplus/(Deficit) – (\$3.64)

Finance Director Yu-Scott reviewed the projected FY 2025-26 General Fund balance assignments:

<b>General Fund (in thousands)</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Adopted Budget</b>	<b>FY 2024-25 Revised Budget</b>	<b>FY 2025-26 Proposed Budget</b>
Economic Stability Reserve	\$20,074	\$20,959	\$21,658	\$22,203
Catastrophic Reserve	\$2,000	\$2,000	\$2,000	\$2,000
Contingency Reserve	\$500	\$500	\$500	\$500
Subtotal, Assigned Fund Balance	\$22,574	\$23,459	\$24,158	\$24,703
Add: Restricted for Pension Trust Fund	\$20,301	\$18,432	\$20,301	\$20,301
Add: Unassigned Fund Balance	\$14,533	\$612	\$4,888	\$700
Total, Ending Fund Balance (Projected)	\$57,408	\$42,503	\$49,347	\$45,704

Finance Director Yu-Scott reviewed the anticipated General Fund Five-Year Forecast:

<b>General Fund (in thousands)</b>	<b>FY 2024-25 Revised</b>	<b>FY 2025-26 Proposed</b>	<b>FY 2026-27 Forecast</b>	<b>FY 2027-28 Forecast</b>	<b>FY 2028-29 Forecast</b>	<b>FY 2029-30 Forecast</b>
Total Revenues	\$90,240	\$92,513	\$96,148	\$99,992	\$104,038	\$108,267
Total Expenditures	(\$84,382)	(\$85,838)	(\$89,102)	(\$92,287)	(\$96,680)	(\$100,803)
Revenues Net of Expenditures	\$5,858	\$6,675	\$7,046	\$7,705	\$7,358	\$7,464
Transfer to Debt Service Fund	(\$3,650)	(\$3,122)	(\$3,105)	(\$3,104)	(\$3,112)	(\$3,121)
Other Transfers In (Out)	\$2,388	\$2,766	\$2,256	\$2,059	\$2,134	\$2,206

Revenues Over (Under) Expenditures and Operating Transfers	\$4,596	\$6,319	\$6,197	\$6,660	\$6,380	\$6,549
Transfer to Capital Project Fund	(\$12,657)	(\$9,962)	(\$10,765)	(\$9,305)	(\$8,410)	(\$7,710)
Net Surplus/(Deficit)	(\$8,061)	(\$3,643)	(\$4,568)	(\$2,645)	(\$2,030)	(\$1,261)

Finance Director Yu-Scott reviewed anticipated fund balances in the five-year forecast:

<b>Fund Balance (in thousands)</b>	<b>FY 2024-25 Revised</b>	<b>FY 2025-26 Proposed</b>	<b>FY 2026-27 Forecast</b>	<b>FY 2027-28 Forecast</b>	<b>FY 2028-29 Forecast</b>	<b>FY 2029-30 Forecast</b>
General Fund Beginning Balance	\$57,408	\$49,347	\$45,704	\$41,136	\$38,491	\$36,461
General Fund Ending Balance	\$49,347	\$45,704	\$41,136	\$38,491	\$36,461	\$35,201
Assigned Balance:	\$24,158	\$24,703	\$25,575	\$26,498	\$27,469	\$28,484
Economic Stability Reserve @24% of Revenue	\$21,658	\$22,203	\$23,075	\$23,998	\$24,969	\$25,984
Catastrophic Reserve (\$2 million)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Contingency Reserve (\$0.5 million)	\$500	\$500	\$500	\$500	\$500	\$500
PARS Restricted cash	\$20,301	\$20,301	\$20,301	\$20,301	\$20,301	\$20,301
Unassigned Fund Balance	\$4,888	\$700	(\$4,740)	(\$8,308)	(\$11,309)	(\$13,584)

Finance Director Yu-Scott reviewed the proposed FY 2025-26 Capital Improvement Program budget:

<b>Program</b>	<b>Proposed Budget (in thousands)</b>
Street	\$6,700
Parks and Trees	\$1,860
Parking and Garages	\$500
Facilities	\$7,602
Storm Drain	\$2,025
Water	\$3,675
Sewer	\$4,798
<b>TOTAL</b>	<b>\$27,160</b>

Finance Director Yu-Scott reviewed the FY 2025-26 proposed citywide budget:

<b>Source</b>	<b>Funds (in millions)</b>
General Fund	\$85.8
Capital Improvements	\$27.2
Utilities (Water and Sewer)	\$32.5
Other Funds	\$16.7
<b>Total</b>	<b>\$162.2</b>

Finance Director Yu-Scott thanked her team, the Department Heads, and the Council for their work on getting this budget accomplished.

Vice Mayor Brownrigg asked how the City covers costs in future years, when it is projected that the unassigned balance of the General Fund is in the negative. Finance Director Yu-Scott replied that the City is exploring other revenue sources for the future.

City Manager Goldman added that the City would be kicking off a revenue raising process in the fall. She explained that the City would be talking with the community about the needs of the City before potentially placing something on the ballot in November 2026. She also noted that the expenditures listed are the ceiling, but the City always spends less due to vacancies, office expense savings, etc.

Vice Mayor Brownrigg suggested placing an asterisk on the unassigned balance to highlight the need for additional revenue sources and that the City wouldn't be spending beyond its means. He also suggested that the City review the Economic Stability Reserve in order to understand if it can be tapped.

Councilmember Colson stated that the deficit is in the City's investments in infrastructure, which is a cost that continues to escalate whether it is invested in or not. She discussed the City's Section 115 Trust, which can be utilized to pay pension costs.

Mayor Stevenson opened the public hearing. No one spoke.

The Council thanked Finance Director Yu-Scott for her report.

Vice Mayor Brownrigg made a motion to adopt Resolution Number 066-2025; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

Councilmember Colson made a motion to adopt Resolution Number 067-2025; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

Mayor Stevenson made a motion to adopt Resolution Number 068-2025; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

**11. STAFF REPORTS AND COMMUNICATIONS**

There were no staff reports.

**12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS**

There were none.

**13. FUTURE AGENDA ITEMS**

There were none.

**14. ACKNOWLEDGMENTS**

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

**15. ADJOURNMENT**

Mayor Stevenson adjourned the meeting at 8:43 p.m. in memory of Minnesota State Representative Melissa Hortman and her husband Mark.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk