



BURLINGAME CITY COUNCIL
Unapproved Minutes
FY 2024-25 Mid-Year Budget Study Session on March 12, 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 5:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The pledge of allegiance was led by Theresa.

3. ROLL CALL

MEMBERS PRESENT: Brownrigg, Colson, Pappajohn, Stevenson, and Thayer

MEMBERS ABSENT: None

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There was no request.

5. PUBLIC COMMENT

Jennifer Pfaff from the Burlingame Historical Society and Laura Hesselgren from the Burlingame Parks Forever Foundation asked the City for assistance in preserving and restoring the old City Hall cupola located in Lot J.

6. STAFF REPORTS AND COMMUNICATIONS

a. ADOPTION OF A RESOLUTION AMENDING THE FY 2024-25 OPERATING AND CAPITAL BUDGET TO REFLECT THE RECOMMENDED MID-YEAR ADJUSTMENTS

Finance Director Yu-Scott began by reviewing the FY 2023-24 General Fund audited results. She explained that the General Fund balance as of June 30, 2024, was \$57.4 million. She then reviewed the breakdown of the \$57.4 million:

- Non-spendable and restricted - \$20.4 million – (\$20.3 million is the Pension Trust and \$0.1 million is prepaid)
- Assigned - \$24.2 million (\$1.6 million is encumbrances, \$0.5 million is contingency, \$20.1 million is economic stability, and \$2 million is catastrophic)
- Unassigned - \$12.8 million (all discretionary)

Finance Director Yu-Scott next reviewed the FY 2024-25 General Fund revenues:

General Fund Revenue	Current Budget	Mid-Year Revised Budget	Total Mid-Year Changes (\$)	Total Mid-Year Changes (%)
Property Tax	\$31.417 million	\$33.947 million	\$2.53 million	8.1%
Sales and Use Tax	\$17.494 million	\$17.974 million	\$480,000	2.7%
Transient Occupancy Tax	\$22.666 million	\$21.666 million	(\$1 million)	(4.4%)
Other Taxes	\$4.229 million	\$4.169 million	(\$60,000)	(1.4%)
Charges for Services	\$7.314 million	\$8.244 million	\$930,000	12.7%
Others	\$4.208 million	\$4.24 million	\$32,000	0.8%
TOTAL	\$87.328 million	\$90.24 million	\$2.912 million	3.3%

Finance Director Yu-Scott explained that property tax revenue continues to trend upward for the City. She reviewed the City’s history of property tax revenue:

- FY 2015-16 - \$17.6 million
- FY 2016-17 - \$18.9 million
- FY 2017-18 - \$20.3 million
- FY 2018-19 - \$22 million
- FY 2019-20 - \$23.3 million
- FY 2020-21 - \$24.2 million
- FY 2021-22 - \$27.7 million
- FY 2022-23 - \$31.3 million
- FY 2023-24 - \$31.6 million
- FY 2024-25 - \$33.9 million

Finance Director Yu-Scott discussed the City’s sales and use tax revenue. She noted that after a strong bounce back from the pandemic in fiscal year 2021-22, there was a slight drop due to car sales decreasing and inflation.

Finance Director Yu-Scott discussed the City’s transient occupancy tax (“TOT”). She began by reviewing the decrease in TOT revenue because of the pandemic, which is highlighted in the numbers below:

- FY 2015-16 - \$26.1 million
- FY 2016-17 - \$26.3 million
- FY 2017-18 - \$27.9 million

- FY 2018-19 - \$29.4 million
- FY 2019-20 - \$20.4 million
- FY 2020-21 - \$5.7 million
- FY 2021-22 - \$12.4 million
- FY 2022-23 - \$18.3 million
- FY 2023-24 - \$19.3 million
- FY 2024-25 (estimated) - \$21.7 million

Mayor Stevenson asked if the City is seeing any numbers yet from TopGolf opening. Finance Director Yu-Scott replied in the negative.

Councilmember Colson stated that she believed the TopGolf contract kicks in in September 2025. City Manager Goldman replied in the affirmative.

Vice Mayor Brownrigg asked if going forward staff could track the number of rooms available at the hotels in Burlingame as part of the data for TOT. Finance Director Yu-Scott replied in the affirmative.

Councilmember Colson discussed vehicle licensing fees (“VLFs”). She explained that it is money going to the County, and then the State has been clawing that back. She thanked Assemblymember Papan for working with the cities to recover that money.

Finance Director Yu-Scott next reviewed the FY 2024-25 General Fund expenditures:

General Fund Expenditures	Adopted Budget	Current Budget	Mid-Year Revised Budget	Total Mid-Year Changes (\$)	Total Mid-Year Changes (%)
Salaries and Wages	\$24.392 million	\$24.392 million	\$24.871 million	\$479,000	2.0%
Benefits	\$16.317 million	\$16.317 million	\$16.317 million	0	0
Operating Costs	\$30.432 million	\$32.788 million	\$33.182 million	\$394,000	1.2%
Internal Services	\$9.58 million	\$9.58 million	\$9.58 million	0	0
Capital Outlay	\$312,000	\$414,000	\$432,000	\$18,000	4.3%
TOTAL	\$81.033 million	\$83.491 million	\$84.382 million	\$891,000	1.1%

She noted that \$479,000 of the \$891,000 is overtime and part-time costs. She added that a lot of this cost is offset by reimbursement for police services or recreation fees. She discussed other expenditures that increased the City’s expenditures including:

- \$65,000 for recruitment services for a new Police Chief, Assistant City Attorney, and Chief Building Official

- \$168,000 for the City’s share of the Fire Station 36 rehabilitation project
- \$50,000 for rebuilding a storm pump, which will be reimbursed from the Storm Drain Fee Fund
- \$128,000 for recreation contract services to assist with increased enrollment for classes

Finance Director Yu-Scott reviewed the FY 2024-25 General Fund balance:

General Fund	FY 2023-24 Actual	FY 2024-25 Adopted Budget	FY 2024-25 Mid-Year
Beginning Fund Balance (audited)	\$54.993 million	\$48.737 million	\$57.408 million
<ul style="list-style-type: none"> • Projected revenues 	\$89.497 million	\$87.328 million	\$90.24 million
<ul style="list-style-type: none"> • Projected departmental expenditures 	(\$76.767 million)	(\$81.033 million)	(\$84.382 million)
Subtotal, Revenue Net of Expenditures	\$12.730 million	\$6.295 million	\$5.858 million
Transfer to Debt Service	(\$3.622 million)	(\$3.65 million)	(\$3.65 million)
Transfer to Capital Project Fund	(\$8.616 million)	(\$10.84 million)	(\$12.657 million)
Other Transfers In (Out) of General Fund	\$1.923 million	\$1.961 million	\$2.388 million
Ending Fund Balance (Projected)	\$57.408 million	\$42.503 million	\$49.347 million

Finance Director Yu-Scott reviewed how the ending General Fund balance of \$49.347 million is utilized:

- Economic Stability Reserve - \$21,658,000
- Catastrophic Reserve - \$2 million
- Contingency Reserve - \$500,000
- Pension Trust Fund - \$20,300,835
- Unassigned Fund Balance - \$4,887,850

She added that in addition to the General Fund Reserves, the City also has a Capital Reserve Fund in the amount of \$20,597,670, which is earmarked for the Broadway Grade Separation project and El Camino Real underground utility project.

Finance Director Yu-Scott highlighted other fund amendments for FY 2024-25:

- Revenue
 - Parking Fund - \$234,050
- Expenditures
 - Water Fund - \$17,700
 - Sewer Fund - \$72,500

Councilmember Pappajohn asked about the Police Department overtime costs. Finance Director Yu-Scott explained that the Police Department doesn't budget for the special police services that are supplied to stores such as Apple and Sephora. She explained that the cost of overtime including benefits is paid for by the stores that the Police Department signs contracts with.

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

General Fund	FY 2024-25 New Projection	FY 2025-26 Forecast	FY 2026-27 Forecast	FY 2027-28 Forecast	FY 2028-29 Forecast	FY 2029-30 Forecast
Total Revenues	\$90.240 million	\$95.230 million	\$98.723 million	\$102.372 million	\$106.183 million	\$110.167 million
Total Expenditures	(\$84.382 million)	(\$87.825 million)	(\$91.111 million)	(\$94.439 million)	(\$98.088 million)	(\$101.607 million)
Revenue Over (Under) Expenditures	\$5.858 million	\$7.405 million	\$7.612 million	\$7.933 million	\$8.095 million	\$8.56 million
Transfer to Capital Project Fund	(\$12.657 million)	(\$5.96 million)	(\$9.765 million)	(\$9.305 million)	(\$8.41 million)	(\$7.81 million)
Transfer to Debt Service Fund	(\$3.650 million)	(\$3.122 million)	(\$3.105 million)	(\$3.104 million)	(\$3.112 million)	(\$3.12 million)
Other Transfers In (Out)	\$2.388 million	\$2.03 million	\$2.1 million	\$2.175 million	\$2.252 million	\$2.064 million
Net Surplus/(Deficit)	(\$8.061 million)	\$353,000	(\$3.158 million)	(\$2.301 million)	(\$1.175 million)	(\$306,000)

Vice Mayor Brownrigg asked how the forecasted transfers to the Capital Fund were determined. Finance Director Yu-Scott discussed the City Hall project and stated that she also works with Public Works to determine future capital needs.

City Manager Goldman stated that she asked staff to back off the transfer to the Capital Project Fund because the City has a number of known expenses in the next year.

Vice Mayor Brownrigg asked how the City decides how much additional debt service it can take on. Finance Director Yu-Scott replied that the City can take on an additional \$2 million a year.

Councilmember Colson asked when the City needs to start to dip into the Pension 115 Trust. Finance Director Yu-Scott replied that the City hasn't been making contributions to this fund lately. She added that the City would most likely start drawing down on this fund after FY 2029-30.

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

Councilmember Colson thanked Finance Director Yu-Scott for her presentation.

Councilmember Thayer added that the staff report is easy to understand and that she appreciated that as a new Councilmember.

Councilmember Colson made a motion to adopt Resolution Number 020-2025; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

b. REVIEW OF DRAFT FY 2025-26 CAPITAL IMPROVEMENT PROGRAM FUNDED BY THE GENERAL FUND, MEASURE I, GAS TAX, MEASURE A, SENATE BILL (SB-1), PARKING ENTERPRISE FUNDS, AND DEVELOPMENT IMPACT FEES

Assistant Public Works Director Okada began by reviewing the proposed draft CIP for FY 2025-26 by funding source:

Funding Source	FY 2025-26 Requests
General Fund	\$4.96 million
Measure I (\$500,000 each for Streets and Sidewalks)	\$1 million
Gas Tax, Measure A, and SB 1	\$3.36 million
Parking Enterprise Fund	\$500,000
Impact Fees	\$2.5 million
Grants	\$340,000
TOTAL	\$12.66 million

Mr. Okada next reviewed the proposed FY 2025-26 CIP Program by categories:

Programs	FY 2025-26 Requests
Parks and Recreation Improvements	\$1.86 million
Building Facilities Improvements	\$3.6 million
Bike, Pedestrian, and Traffic Improvements	\$4.05 million
Parking and Garages	\$500,000
Street Resurfacing	\$2.65 million
TOTAL	\$12.66 million

Mr. Okada reviewed the proposed FY 2025-26 Parks and Recreation Improvements:

Project Description	General Fund	Total
LED Tennis Court/ Field Lights Washington Park	\$600,000	\$600,000
LED Field Light Replacement at Bayside Fields	\$500,000	\$500,000

BSD Synthetic Turf Replacement Fund	\$200,000	\$200,000
Murray Field Synthetic Turf Replacement	\$150,000	\$150,000
Cuernavaca Synthetic Turf Replacement	\$150,000	\$150,000
Playground Replacement Fund	\$100,000	\$100,000
Playground Resilient Surfacing (Paloma Park)	\$80,000	\$80,000
City Parks Fencing	\$50,000	\$50,000
Annual Tree Replacement	\$30,000	\$30,000
TOTAL	\$1.86 million	\$1.86 million

Vice Mayor Brownrigg asked if the turf replacement fund includes an official policy that it will be PFAs free. Parks and Recreation Director Glomstad replied that City fields will not have PFAs. She noted that she would need to check in with the Burlingame School District.

Vice Mayor Brownrigg asked if the Parks and Recreation Commission is the place that the City considers putting in lights on fields that are currently not lit. Parks and Recreation Director Glomstad replied in the affirmative. She added that the only field that the City would need to consider lighting next is Cuernavaca because it is turfed.

Councilmember Colson asked about pickleball courts at Washington Park. Parks and Recreation Director Glomstad discussed the usage of the pickleball courts versus tennis courts.

The Council had a discussion on how best to serve the pickleball community, and it was determined that this discussion is best scheduled for the Parks and Recreation Commission.

Mr. Okada next reviewed the proposed FY 2025-26 Building Facilities Improvements:

Project Description	General Fund	Impact Fees	Total
Fire Station 34 HVAC Improvements	\$1.2 million		\$1.2 million
Main Library Elevator Modernization		\$600,000	\$600,000
Fire Station 35 Renovation – Phase 2	\$400,000		\$400,000
Roof Replacement Fund	\$300,000		\$300,000
Public Works Corp Yard HVAC Improvements	\$250,000		\$250,000
Police Department Emergency Radio	\$250,000		\$250,000

Infrastructure Replacement			
Police Department Dispatch Consoles Replacement	\$250,000		\$250,000
Security Access Card Upgrades for City Facilities	\$200,000		\$200,000
Citywide Minor Building Facilities	\$100,000		\$100,000
CIP Program Management	\$50,000		\$50,000
TOTAL	\$3 million	\$600,000	\$3.6 million

Vice Mayor Brownrigg asked about repairs to the Parks Yard. Parks and Recreation Director Glomstad stated that the City has funds for the first steps and is looking at phasing in the whole yard.

Mr. Okada next reviewed the proposed FY 2025-26 Bike, Pedestrian, and Traffic Improvements:

Project Description	General Fund	Gas Tax/SB 1	Measure A	Measure I	Impact Fees	Grants	Total
Sidewalk Program and ADA Improvements		\$100,000		\$500,000	\$500,000		\$1.1 million
Transit Station Bike and Pedestrian Improvements (Design)			\$140,000			\$160,000	\$300,000
Citywide Traffic Calming Improvements			\$300,000				\$300,000
Occidental Traffic Calming Project			\$250,000				\$250,000
Burlingame Avenue Intersections Rehabilitation					\$250,000		\$250,000
Citywide Street Light Improvements Master Plan					\$200,000		\$200,000
Bay Trail Gap Closure at Airport/Beach (Design)			\$220,000			\$180,000	\$400,000

Willborough Sidewalk Improvements Project (Design)			\$200,000				\$200,000
Citywide Traffic Signal Upgrades			\$150,000				\$150,000
Lyon Hoag Traffic Calming Phase 2 (Design)					\$150,000		\$150,000
South Rollins Road Traffic Calming Improvements					\$150,000		\$150,000
California Drive Class I Bike Facility Improvements – Oak Grove to Burlingame Station (Design)			\$100,000				\$100,000
Citywide Traffic and Transportation Studies					\$100,000		\$100,000
Hillside Drive Traffic Calming Project			\$100,000				\$100,000
Broadway Arch Sign Lighting Improvements	\$100,000						\$100,000
Caltrans ECR Renewal and PG&E Rule 20 Project Coordination					\$50,000		\$50,000
TOTAL	\$100,000	\$100,000	\$1.61 million	\$500,000	\$1.4 million	\$340,000	\$4.05 million

Councilmember Colson asked about speed bumps on Carmelita Avenue. Mr. Okada replied that the City is proposing studying where to put speed humps on Carmelita Avenue in the FY 2025-26 budget.

Councilmember Thayer discussed the State law that prevents parking within 20 feet of an intersection. She asked how this would be funded. DPW Murtuza replied that this law is currently being implemented as part of the City’s operations program.

Mr. Okada stated that staff is also proposing using \$500,000 from the Parking Enterprise Fund to resurface Lot G.

Mr. Okada reviewed the proposed FY 2025-26 Street Resurfacing Program at a total cost of \$2.65 million:

- Farrington Lane – between Palm Drive and Oak Grove Avenue

- Hoover Avenue – between Adeline Drive and Columbus Avenue
- Escalante Way – between Rivera Drive and Atwater Drive
- Broadway – between El Camino Real and Vancouver Avenue
- David Road – between Rollins Road and Adrian Road
- Rollins Road – between Millbrae Avenue and Broadway
- Eastmoor Road – between Rosedale Avenue and Westmoor Road
- Carmelita Avenue – between California Drive and El Camino Real
- Chula Vista Avenue – between Carmelita Avenue and Sanchez Avenue
- Howard Avenue – between Occidental Avenue and El Camino Real
- Broderick Road – from Rollins Road to end
- Crescent Avenue – between Ralston Avenue and Barroilhet Avenue
- Ralston Avenue – between Occidental Avenue and El Camino Real

Mr. Okada reviewed the FY 2025-26 CIP recommendations:

Programs	FY 2025-26 Requests
Parks and Recreation Improvements	\$1.86 million
Building Facilities Improvements	\$3.6 million
Bike, Pedestrian, and Traffic Improvements	\$4.05 million
Parking and Garages	\$500,000
Street Resurfacing	\$2.65 million
TOTAL	\$12.66 million

Councilmember Colson asked about funding for the former City Hall cupola. City Manager Goldman replied that the Burlingame Historical Society could apply for funds through the City’s annual community funding.

Councilmember Colson stated that the cupola could be moved to the future City Hall in order to make the building feel more like a City Hall. She discussed coordinating with the historic society so that it could be timed with the opening of the new City Hall.

The Council agreed that the City should pay \$2,500 to help restore the cupola.

Vice Mayor Brownrigg asked how much input the City receives from residents regarding prioritizing projects. DPW Murtuza stated that much of the Capital Improvements Program is based on staff assessments and complaints from the community.

Vice Mayor Brownrigg suggested setting aside \$20,000 to \$30,000 for community projects. He explained that then residents could make proposals on how best to spend those funds.

City Manager Goldman and DPW Murtuza stated that a lot of the projects go through TSPC or the Parks and Recreation Commission first in order to get community input.

Councilmember Pappajohn asked if there was tree maintenance in the proposed CIP program. Parks and Recreation Director Glomstad stated that it would be part of the Parks operating budget.

Mayor Stevenson discussed the SMC Alert system. City Manager Goldman replied that Council would be receiving a presentation on this item at the March 17, 2025, meeting.

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

The Council thanked Public Works for their presentation.

7. ADJOURNMENT

Mayor Stevenson adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk