



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on November 17, 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 7:04 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by members of the community.

3. ROLL CALL

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

MEMBERS ABSENT: None

** Councilmember Thayer appeared at the meeting remotely from Hyatt Place Boston/ Seaport District Lobby, 295 Northern Avenue, Boston, MA 02210.*

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There were no requests.

5. REPORT OUT FROM CLOSED SESSION

**a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE SECTION 54957)
TITLE: CITY ATTORNEY**

City Attorney Guina stated that no reportable action was taken.

**b. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957)
AGENCY DESIGNATED REPRESENTATIVES: CITY COUNCIL
UNREPRESENTED EMPLOYEE: CITY ATTORNEY MICHAEL GUINA**

City Attorney Guina stated that no reportable action was taken.

6. UPCOMING EVENTS

Mayor Stevenson reviewed upcoming events in the city.

7. PRESENTATIONS

a. PRESENTATION OF A VETERANS DAY CERTIFICATE

Mayor Stevenson recognized and honored US Army Veteran Joseph Machado Holman III. Mr. Holman served in US Army from 1963 to 1965.

The Council thanked Mr. Hollman for his service.

b. PRESENTATION FROM THE SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL

San Jose Conservation Corps + Charter School (“SJCCCS”) Community Engagement Manager Trejo began with an overview of SJCCCS. She stated that SJCCCS is a workforce development program providing hands-on experience, industry certifications, and professional development to individuals aged 17 to 27. She explained that the program’s mission is to “develop young adults to create transformational change for our community and our planet.”

SJCCCS’ Vice President of Social Enterprise Rob Walker discussed the three major programs they offer:

1. Construction Division – built six to eight tiny homes in the past year
2. Natural Resource Management Division – offers trail and park maintenance, emergency flood response, and vegetation and fire prevention services
3. Zero Waste Division – includes electronic waste events and other recycling compliance efforts, typically delivered at low to no cost through CalRecycle funding

Mr. Walker stated that SJCCCS’ work extends throughout the Bay Area.

Ms. Trejo discussed the wraparound support services that SJCCCS provides Corps members including advanced certifications, food assistance, transitional housing, and family support resources. She emphasized the program’s role in providing a holistic foundation for participants to move forward in life.

Vice Mayor Brownrigg asked for clarification on the program and whether it was a school. Mr. Walker replied that it is a charter school that provides high school diplomas for individuals aged 17 to 27.

Vice Mayor Brownrigg stated that he would make introductions between SJCCCS and Rethink Waste to see if there were ways the two agencies could work together.

Councilmember Colson thanked SJCCCS for their presentation and discussed potential future collaborations.

Councilmember Pappajohn discussed Proposition 4 and thanked SJCCCS for their focus on community and environmental benefits.

Mayor Stevenson asked whether SJCCCS is involved in wildland-urban-interface (“WUI”) vegetation management. Mr. Walker replied in the affirmative.

The Council thanked SJCCCS for their presentation.

8. PUBLIC COMMENTS

There were none.

9. APPROVAL OF CONSENT CALENDAR

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Vice Mayor Brownrigg pulled item 9d.

Councilmember Colson made a motion to adopt the following items on the Consent Calendar: 9a, 9b, 9c, 9e, 9f, 9g, and 9h; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE NOVEMBER 3, 2025 CLOSED SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the November 3, 2025 Closed Session.

b. ADOPTION OF A RESOLUTION AWARDED A \$338,520 CONSTRUCTION CONTRACT TO TELSTAR INSTRUMENTS FOR THE TROUSDALE PUMP STATION VARIABLE FREQUENCY DRIVE REPLACEMENT, CITY PROJECT NO. 85800, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT

DPW Murtuza requested Council adopt Resolution Number 127-2025.

c. ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF FOUR VEHICLES FOR THE CITY’S FLEET SYSTEM AS PART OF THE FY 2025-26 VEHICLE REPLACEMENT PROGRAM IN THE AMOUNT OF \$1,728,488.36.

DPW Murtuza requested Council adopt Resolution Number 128-2025.

d. ADOPTION OF A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE JANITORIAL SERVICES AGREEMENT WITH KARLA’S JANITORIAL AND SUPPLIERS, LLC, TO EXTEND THE JANITORIAL

SERVICES FOR A PERIOD OF AN ADDITIONAL TWO MONTHS AND INCREASING THE CONTRACT AMOUNT BY \$92,785, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$1,683,917.

Vice Mayor Brownrigg stated that he pulled this item because he wanted to request that future RFPs for contracts of this nature be evaluated on a “best value” approach, not just lowest price. He advocated for including labor-friendly factors as tiebreakers in the City’s evaluation.

City Attorney Guina acknowledged the Council’s direction and advised that legal review would ensure any RFP changes comply with public contracting laws.

The Council voiced support for Vice Mayor Brownrigg’s suggestion.

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

Vice Mayor Brownrigg made a motion to adopt Resolution Number 129-2025; seconded by Councilmember Colson. The motion passed unanimously by roll call vote, 5-0.

- e. **ADOPTION OF A RESOLUTION ACCEPTING THE EASTON CREEK BERM IMPROVEMENTS AND EL PORTAL CHANNEL REHABILITATION, CITY PROJECT NO. 86730, BY B AND D EXCAVATION AND COSNTRUCTION IN THE AMOUNT OF \$355,200**

DPW Murtuza requested Council adopt Resolution Number 130-2025.

- f. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH PACKET FUSION, INC. FOR SUPPORT AND MAINTENANCE OF THE RINGCENTRAL TELEPHONE SYSTEM FOR \$9,711, WITH THE OPTION TO RENEW THE SERVICES ANNUALLY THEREAFTER, AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE AMENDMENTS TO ADD OR CHANGE THE SCOPE OF SERVICES AS NEEDED**

Finance Director Yu-Scott requested Council adopt Resolution Number 131-2025.

- g. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH TELECOMMUNICATIONS ENGINEERING ASSOCIATES (“TEA”) TO PROCURE, MAINTAIN, AND SERVICE THE POLICE DEPARTMENT’S EMERGENCY RADIO COMMUNICATIONS SYSTEM FOR \$818,150**

Police Chief Vaswani requested Council adopt Resolution Number 132-2025.

- h. **APPROVAL OF QUARTERLY INVESTMENT REPORT PERIOD ENDING SEPTEMBER 30, 2025**

Finance Director Yu-Scott requested Council approve the Quarterly Investment Report for the period ending September 30, 2025.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

a. ADOPTION OF A RESOLUTION APPROVING THE POLICE DEPARTMENT'S PURCHASE OF A TWO-OFFICER VIRTUAL REALITY TRAINING SYSTEM BY OPERATOR XR, WITH WARRANTY AND SERVICE AGREEMENT AND PRODUCT LICENSE, FOR A TOTAL COST OF \$138,606.25

Police Chief Vaswani stated that the City has been utilizing force option simulation training for a long time. He reviewed the current Multiple Interactive Learning Objectives ("MILO") screen-based system that has been used for quarterly trainings and the Continuous Police Training program.

Police Chief Vaswani stated that while the older MILO system has been a beneficial training resource, it is increasingly limited by its restricted scenario library and the lack of ongoing manufacturer support. He noted that without updates or enhancements, the system cannot adapt to evolving law enforcement practices or community expectations, diminishing its long-term effectiveness.

Police Chief Vaswani discussed why Operator XR Virtual Reality system is the only supplier that is able to meet the Police Department's requirements and represents a significant advancement in training technology:

- Immersive and realistic training – officers engage in lifelike, 360-degree environments that replicate real-world situations more effectively than flat, screen-based training.
- The training area can reach up to 10,000 square feet, in contrast to other simulators that are constrained to smaller spaces, thereby limiting the immersive training experience.
- Customizable scenarios: training modules can be tailored to reflect current policies, procedures, and local challenges, ensuring relevance and effectiveness.
- Interactive and collaborative learning – multi-user modes support the development of teamwork and communication skills.
- This system also allows inserting live actors as role players, to become a virtual suspect, witness, or bystander. The live actor can modify the scenario in real time, giving the training a more realistic dimension.

Councilmember Colson voiced her support for the training equipment and asked that once it is setup that the Council be allowed to try it out. Police Chief Vaswani replied in the affirmative.

Vice Mayor Brownrigg asked that the training equipment be set up to ensure that officers are taught how to deescalate a situation. Police Chief Vaswani replied in the affirmative.

Councilmember Pappajohn and Councilmember Thayer voiced their appreciation for the use of technology to train officers on how to make rapid effective decisions in stressful situations.

Mayor Stevenson asked if school floor plans could be utilized within the simulations. Police Chief Vaswani replied in the affirmative.

Mayor Stevenson opened the item up for public comment.

A member of the public asked about the cost associated with the product and about data security.

Police Chief Vaswani stated that the contract is a two-year software license for \$138,606.25 and if the City wishes to receive further support or software updates beyond the two years, there would be an annual maintenance cost of \$21,000.

Police Chief Vaswani stated that the system is on a closed server to ensure data security.

Mayor Stevenson closed public comment.

Councilmember Pappajohn made a motion to adopt Resolution Number 133-2025; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

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.

15. ADJOURNMENT

Mayor Stevenson adjourned the meeting at 8:17 p.m. in honor of our veterans.

Respectfully submitted,

Meaghan Hassel-Shearer

City Clerk