



# STAFF REPORT

AGENDA NO: 9g

MEETING DATE: February 2, 2026

**To: Honorable Mayor and City Council**

**Date: February 2, 2026**

**From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307**

**Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Group 4 Architecture to Provide Architectural and Related Services for the Conceptual Design of Planned Utilities and the Schematic Design for Phase 1 Improvements for the Parks Division Corporation Yard for \$397,800, City Project No. 85340; Transferring \$140,000 from the General Fund Unassigned Fund Balance to the Capital Improvement Fund; and Appropriating \$140,000 Within the Capital Improvement Fund for City Project 85340**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute a Professional Services Agreement with Group 4 Architecture (Group 4) to provide architectural and related services for the conceptual design of planned utilities and the schematic design for Phase 1 improvements for the Parks Division Corporation Yard in the amount of \$397,800, City Project No. 85340. Staff also recommends the City Council authorize transferring \$140,000 from the General Fund Unassigned Fund Balance to the Capital Improvement Fund and appropriating \$140,000 within the Capital Improvement Fund to provide funding for the professional services.

## **BACKGROUND**

The Parks Division Corporation Yard (Parks Yard) is an old facility that has been expanded over the years. The original structure may have been built as early as the 1950s. Due to the Yard's age and piecemeal additions over the years, it is deficient in many areas, including:

- There is inadequate space to house the equipment necessary to efficiently maintain the parks system. Equipment is stored off-site due to insufficient space in the current Parks Yard. This contributes to inefficient use of staff time because equipment must be retrieved from remote locations.
- The Americans with Disabilities Act requirements cannot be accommodated, limiting access to most buildings.
- The locker room/restroom facilities are not gender neutral and are insufficient to accommodate the number of staff required to maintain the parks system. Some of the lockers are in the garage or in the baseball grandstands.

- Bulk materials are stored outside and are subject to exposure even though the current requirements for these materials are to be under cover, reducing the likelihood of stormwater pollution.
- Chemical storage is also located very near storm drain inlets, and there are no proper wash facilities for equipment. The chemicals are also housed in a historic building that is shared with the Burlingame Historical Society (Carriage House).
- The Supervisors' offices are small and inadequate, requiring an area to be shared with general staff. This can lead to privacy issues as Supervisors address sensitive issues.
- The current buildings and Parks Yard configuration present a safety hazard due to access/egress issues.
- The electrical capacity is insufficient to allow for charging additional electric equipment (leaf blowers, trimmers, mowers, etc.), and there are no Level 2 EV charging stations.
- The IT equipment/routers are located in a non-conditioned space, on top of the loft above the men's locker room.
- The generator only powers the breakroom building panel.
- The breakroom lacks sufficient space for staff.
- The mechanic shop is piecemealed together.
- The intrusion panel is limited to 30 alarm code users. The anticipated use is 50.
- There are no security cameras, fire alarms, or an automatic gate on the park's side exit of the Parks Yard.
- There is insufficient lighting at night in the yard.
- The sewer line behind the offices backs up every few months.
- Overhead communication lines are located between the shop building and the breakroom building, which is problematic with vehicle clearance for the debris box and material deliveries. In addition, the overhead lines cause electromagnetic interference with the Parks Yard alarm system communications.

Funds were allocated in the FY 2024-2025 Capital Improvement Program budget for planning services related to improvements necessary to address the above issues.

## **DISCUSSION**

Group 4 has completed a needs assessment for the Parks Yard, with the main focus on the most critical improvements, including the single gender locker room facilities, Americans with Disabilities Act improvements, electric fleet charging, and sewer and stormwater improvements, as well as other future improvements to ensure adequate spacing if funds become available for future phases.

The needs assessment included:

- Assessment of current and future staffing levels, vehicle, and large equipment inventories requiring storage and/or maintenance at this site.
- Development of a site program that identified the uses/activities for the site, including vehicle and equipment parking needs, and looked to the future for fleet electrification needs.
- Development of a site strategy that would accommodate the specified program and include:
  - Replacement of the existing Staff Locker/Break/Storage Building with a modern building.
  - Identification of other facility improvements or building/structure replacement needs,

including storage, small engine maintenance, bulk material storage, and potentially the continuation of the existing nursery area.

- Development of a phasing strategy for site and building improvements with the goal of at least partial continuous operation of the Parks Yard during improvements.
- Very preliminary cost estimates for the construction of the improvements.

The work to date has produced a preliminary layout with three phases, including a pre-construction phase, to allow staff to continue their work during construction. Phase 1 would include construction of a two-story building with vehicle parking on the ground floor and offices, locker rooms, a break room, and restrooms. In addition, trash/recycle/materials bins would be relocated, and an electric vehicle charging station would be installed.

Group 4 has completed high-quality work on the new Community Center and has been assisting staff with the needs assessment and preliminary design options for the Parks Yard. Therefore, staff recommends retaining Group 4 to complete the next steps in the planning for a new Parks Yard, including a project-wide site survey and analysis, conceptual design, and 30% schematic design.

### **FISCAL IMPACT**

The funds available in the FY 2025-2026 Capital Improvement Program are inadequate for this phase of the project. Staff requests a transfer of \$140,000 from the General Fund Unassigned Fund Balance to the City's Capital Project Fund to provide funding for the professional services. Staff also requests an appropriation of \$140,000 within the Capital Improvement Fund for this Agreement and related activities.

Exhibits:

- Resolution
- Draft Agreement with Group 4 Architecture