

**RESOLUTION NO. 008-2026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME 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, 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**

**WHEREAS**, the Parks Corporation Yard needs significant upgrades; and

**WHEREAS**, funds were allocated in the FY 2024-2025 Capital Improvement Program budget for planning services related to improvements necessary to address the Parks Yard's deficiencies; and

**WHEREAS**, Group 4 Architecture has completed the needs assessment, and the next steps are to complete a project-wide site survey and analysis, conceptual design, and 30% schematic design; and

**WHEREAS**, Group 4 has already started the planning phases and specializes in performing architectural services for municipalities; and

**WHEREAS**, staff is pleased with the work product provided by Group 4 and desires to retain Group 4 to complete additional work.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME RESOLVES AS FOLLOWS:**

1. The City Manager is authorized to execute a Professional Services Agreement with Group 4 Architecture in the form attached hereto.
2. A transfer of \$140,000 shall be made from the General Fund Unassigned Fund Balance to the City's Capital Project Fund
3. An appropriation of \$140,000 is hereby established within the City's Capital Project Fund to account for the agreement and related activities

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Michael Brownrigg, Mayor

I, Meaghan Hassel Shearer, City Clerk of the City of Burlingame, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 2nd day of February 2026, and was adopted thereafter by the following vote:

AYES: COUNCILMEMBERS: Brownrigg, Colson, Pappajohn, Stevenson, Thayer

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

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Meaghan Hassel Shearer, City Clerk