



**BURLINGAME CITY COUNCIL  
Unapproved Minutes  
Regular City Council Meeting on June 2, 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 7:00 p.m.

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

The Pledge of Allegiance was led by City Librarian McCulley.

**3. ROLL CALL**

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

**MEMBERS ABSENT:** None

**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. RECOGNIZING JUNE AS PRIDE MONTH**

Mayor Stevenson read the proclamation recognizing the month of June as Pride Month. He noted that the City would be raising the Progress Pride flag at City Hall the following day.

The Council discussed the importance of Pride Month.

**b. GROUP4 PRESENTATION ON NEW CITY HALL SCHEMATIC DESIGN**

City Manager Goldman stated that the City leased and will be purchasing 1440 Chapin Avenue. She noted that she assembled a project management team consisting of Assistant to the City Manager Kirshner, Community Development Director Zayer, Assistant Public Works Director Okada, Finance Director Yu-Scott, and herself to assist in the transition to the new City Hall. She added that the different Department Heads with offices in City Hall are brought into the project to assist with their areas and needs. She explained that there are extra offices and cubicle spaces in the different departments in order to account for future growth.

Group4 representative Andrea Gifford began with a proposed schematic design of the third floor of 1440 Chapin Avenue. She noted that all of the departments would be located on this floor. She reviewed in detail each department's configuration, noting the following:

- Departments that work closely together are situated next to each other
- Public lobby with counters at Finance, Community Development, and Public Works
- 4 Collaboration Areas
- 7 Meeting Rooms
- Kitchenettes in each department

Councilmember Colson asked if she was correct that the collaboration areas don't have walls. Ms. Gifford replied in the affirmative.

Ms. Gifford stated that the City will be working with furniture vendors to space plan the individual areas and select furniture. She explained that the cubicles, desks, and tables in the schematic design were just place holders.

Vice Mayor Brownrigg asked how the consultant thought about creating good collaboration areas. Ms. Gifford replied that collaboration areas are put between departments that work together, near kitchenettes, and other opportunities to build on organic conversations.

Vice Mayor Brownrigg asked if different types of furnishings help with collaboration. Ms. Gifford replied in the affirmative and added that this is what the staff would work with the furniture vendors to create.

Vice Mayor Brownrigg asked about the current requirements for staff to be in the office versus working at home. City Manager Goldman replied that staff is required to be in the office at least 50% of the time. However, she noted that not every position allows for the individual to work remotely. Additionally, she stated that it was important for each staff member to be given their own work space and not have to share it, especially since some departments require all staff to be in on the same day(s).

Vice Mayor Brownrigg stated that he toured the building and thought the space was beautiful. He added that he liked that there was a lot of open space, collaboration, and meeting rooms as those could later be changed.

Councilmember Colson asked about the tables in the kitchenette in Community Development. Ms. Gifford replied that the furnishings are just showing what could be in each space.

Councilmember Colson asked about furnishings in the meeting rooms versus collaboration areas. City Manager Goldman replied that the thought is to have tables and chairs in the meeting rooms and more informal furniture such as couches in the collaboration areas.

City Manager Goldman noted that the schematic design also includes pods (soundproof booths) that the City is hoping to obtain from their previous owners.

Councilmember Pappajohn stated that she liked how close the public counters are and hoped that the public noticed the improvement.

Mayor Stevenson discussed utilizing low profile cubicles. He added that people's computer monitors act as a divider between cubicles. City Manager Goldman replied that cubicle walls would be higher in order to accommodate staff that are concerned about the transition.

The Council and the City Manager discussed the amount of light that the light well and the windows on the outside of the building would let into the different departments.

City Manager Goldman stated that staff is hoping to make the office walls that face the interior glass in order to allow more light into common spaces and areas where cubicles are located.

Ms. Gifford reviewed plans for the second floor. She noted that a majority of the second floor is leased out, but that the City would have space for:

- One large meeting room
- 2 smaller meeting rooms
- 3 offices (including one dedicated to Council)

She noted that the second floor space is really flex space for the City in order to allow for growth.

Councilmember Colson discussed the need for more casual space for Councilmembers to meet with members of the public.

Mayor Stevenson asked if the walls between the offices and meeting spaces were in place today. Ms. Gifford replied in the negative.

City Manager Goldman stated that the office spaces were also designed for contractors/consultants that the City hires. She added that the large meeting room will also be used for closed sessions.

Vice Mayor Brownrigg asked about how the City gets inspiration and best practices in order to build the new City Hall with an eye to the future. Ms. Gifford replied that Group4 has been designing offices throughout the Bay Area. She added that Group4 is also in communication with furniture vendors about what influences the private sector's office space.

Vice Mayor Brownrigg stated that if none of the second-floor space is being activated, it could be utilized for childcare.

Councilmember Colson stated that she didn't think the space was large enough, under the law, for childcare.

Mayor Stevenson discussed potentially using the second-floor space for nonprofits.

Councilmember Colson discussed the amount of time staff would need to spend if the second floor was utilized for various non-profits.

Ms. Gifford reviewed the schematic design for the first floor Council Chambers which includes:

- 7 dais seats
- 4 staff seats
- 45 public seats
- 3 public monitors in the chambers
- 1 monitor in the lobby
- Extra seating in the lobby

She noted that the proposed Council Chambers is located where Pure Barre is currently located in the 1440 Chapin Avenue building. She also discussed the potential finishes for the floor and ceiling of the Council Chambers.

Councilmember Colson asked about the ceiling height. Ms. Gifford replied that the proposed Council Chambers has a nine-foot ceiling.

Councilmember Colson asked if the proposed Council Chambers had any windows. Ms. Gifford replied that the windows are in the lobby of the Council Chambers.

Councilmember Colson stated that she didn't think the proposed Council Chambers was big enough for the community. She noted that while she knew there were only a handful of meetings a year with a large attendance, she didn't think it would be big enough. She added that she also didn't like the lack of light in the new chambers.

Vice Mayor Brownrigg stated that he didn't think the proposed space worked at all as a council chamber. He explained that the space across the hallway, that is currently leased to Golden One Credit Union, is a much better space to act as a council chamber. He wondered if there was a deal to be made with Golden One Credit Union in order to move them out of that space.

Vice Mayor Brownrigg also discussed the configuration of the dais from the number of seats needed for Councilmembers/Commissioners and where staff sits.

Councilmember Thayer stated that agreed with Vice Mayor Brownrigg about the Golden One space. However, she noted that their lease runs through June 2027, and therefore she thought that the Pure Barre space could be used temporarily.

City Manager Goldman stated that the Golden One lease is through June 2027 with the option to extend for five years. She added that the City is counting on revenue from all the existing tenants to assist in paying the debt service on the bonds that will be issued to purchase the building.

Mayor Stevenson asked if staff entertained putting Council Chambers on the second floor. City Manager Goldman replied that Compass leases most of the second floor. She added that while there were options to move the chambers up to the third floor, it isn't a good option due to ensuring public access.

Vice Mayor Brownrigg stated that he wouldn't vote for the Council Chambers in its proposed location. He added that he would instead want it stay where it currently exists if another option can't be found.

Councilmember Pappajohn and Mayor Stevenson concurred that the proposed location doesn't work.

Assistant to the City Manager Kirshner stated that Pure Barre is approximately 2,400 square feet, and the Golden One space is 4,600 square feet.

City Manager Goldman thanked Council for their input. She noted that staff would come back to Council with options.

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

Vice Mayor Brownrigg asked when the City will look at external treatments for the building. City Manager Goldman replied that the City won't own the building until June 2027. She added that the City first needs to finish the tenant improvements and sell Lot H.

Councilmember Colson discussed the proposed development next to 1440 Chapin Avenue. She wondered if there was public space in that development that could be used as Council Chambers.

## **8. PUBLIC COMMENTS**

PG&E Senior Local Government Affairs Marjory Ruiz introduced herself to Council and let them know she was available for future conversations.

**9. APPROVAL OF CONSENT CALENDAR**

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. No items were pulled.

Councilmember Colson made a motion to adopt the Consent Calendar; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

- a. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A \$130,269.60 PROFESSIONAL SERVICES AGREEMENT WITH CIRCLEPOINT TO PERFORM ENVIRONMENTAL REVIEW SERVICES RELATED TO A PROPOSED COMMERCIAL OFFICE BUILDING AT 1430 CHAPIN AVENUE (PROJECT NO. CDSR23-0001)**

Senior Planner Lewitt requested Council adopt Resolution Number 051-2025.

- b. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #3 TO EXTEND THE TERM OF THE CONTRACTUAL SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC.**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 052-2025.

- c. **ADOPTION OF A RESOLUTION ACCEPTING THE WEST BURLINGAME TERRACE SUBDIVISION WATER MAIN REPLACEMENT PROJECT, CITY PROJECT NO. 84893, BY CRATUS, INC. IN THE AMOUNT OF \$3,172,074.92**

DPW Murtuza requested Council adopt Resolution Number 053-2025.

- d. **ADOPTION OF A RESOLUTION APPROVING THE STREET RESURFACING PROJECT TO COMPLY WITH SENATE BILL NO. 1 FOR FISCAL YEAR 2025-26 AND ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SENATE BILL NO. 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

DPW Murtuza requested Council adopt Resolution Number 054-2025.

- e. **ADOPTION OF A RESOLUTION TO ACCEPT THE DEDICATION OF SEWER AND ACCESS EASEMENTS AT 1417 SANCHEZ AVENUE (BUILDING PERMIT NO. B24-0533)**

DPW Murtuza requested Council adopt Resolution Number 055-2025.

- f. **ADOPTION OF A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCS ENGINEERS FOR ENGINEERING AND REGULATORY COMPLIANCE SERVICES RELATED TO THE CLOSED BURLINGAME LANDFILL IN THE AMOUNT OF \$239,740 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

DPW Murtuza requested Council adopt Resolution Number 056-2025.

- g. **ADOPTION OF A RESOLUTION APPROVING THE ALLOCATION OF FUNDING FOR COMMUNITY SERVICE ORGANIZATIONS FOR FISCAL YEAR 2025-26**

Finance Director Yu-Scott requested Council adopt Resolution Number 057-2025.

- h. **ADOPTION OF A RESOLUTION EXTENDING THE AGREEMENT WITH EATON AND ASSOCIATES TO SERVE AS THE CITY OF BURLINGAME'S INFORMATION TECHNOLOGY SERVICES PROVIDER FOR TWO ADDITIONAL YEARS, WITH A NOT-TO-EXCEED LIMIT OF \$1.9 MILLION**

Finance Director Yu-Scott requested Council adopt Resolution Number 058-2025.

## **10. PUBLIC HEARINGS**

- a. **RECEIPT OF A REPORT ON VACANCIES, RECRUITMENT, AND RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY BILL 2561/GOVERNMENT CODE 3502.3**

HR Director Saguisag-Sid began with a background of AB 2561:

- Requires public agencies to present the status of vacancies, recruitment, and retention efforts
- Presentation shall be done before the adoption of the fiscal year budget
- Recognized employee organizations for a bargaining unit shall be entitled to make a presentation at the public hearing
- A bargaining unit can request that additional information be presented should the vacancy rate for their respective unit meet or exceed 20%

HR Director Saguisag-Sid stated that although an invitation was sent out to all the represented groups, no group responded that they would attend. She noted that no bargaining unit has a vacancy rate meeting or exceeding 20%.

HR Director Saguisag-Sid stated that on January 1, 2024, there were 228.65 approved FTEs in the budget. She noted that this number increased to 231.40 in July 2024. She explained that there are 7 represented groups in the City:

- AFSCME Administrative Unit
- AFSCME Maintenance Unit
- Burlingame Association of Middle Managers
- Association of Police Administrators

- Burlingame Police Officers Association
- Burlingame Police Sergeants Association
- Teamsters Local 856

She added that there are 24 unrepresented employees in the City including the City Manager, City Attorney, Department Heads, Deputy Directors, and other confidential employees.

HR Director Saguisag-Sid said that for calendar year 2024, the City had a total of 50 vacancies with the following breakdown:

- 24 were resignations
- 7 were probation releases
- 13 were retirements
- 5 were promotions
- 1 was a new position

She noted that the average vacancy rate for calendar year 2024 was 6.4%.

HR Director Saguisag-Sid reviewed the following table that depicted vacancy rates by employee groups as of May 2025:

<b>Bargaining Unit/Employee Group</b>	<b>Number of Authorized FTE</b>	<b>Number of Vacant Positions</b>	<b>Vacancy Rate %</b>
AFSCME Administrative, Local 829	73	2	2.7%
AFSCME Maintenance, Local 829	62	4	6.5%
AFSCME Burlingame Association of Middle Managers, Local 829	24	0	0%
Burlingame Police Officers Association	30	2	6.7%
Burlingame Police Sergeants Association	6	0	0%
Association of Police Administrators	3	0	0%
Teamsters, Local 856	7	1	14.3%
Department Heads/Unrepresented Employees	24	2	8.3%

HR Director Saguisag-Sid reviewed the City's recruitment process:

- Requisition approved (recruitment opened)



- Applicant list reviewed by department
- Interview/testing process
- Eligibility list established
- Conditional offer (background/references)
- Final confirmation offer (start date/onboarding)

HR Director Saguisag-Sid reviewed the ways that the City posts/talks about job openings:

- CalOps.org
- Careers In Government
- LinkedIn
- Handshake
- Professional recruitment firms
- Job fairs
- School visits
- Information interviews/ ride-a-longs

HR Director Saguisag-Sid reviewed retention efforts:

- Review of compensation and benefits for competitiveness
- Quality Work Life (QWL) events
- Employee Recognition Awards
- New Employee Luncheon
- Training and professional development opportunities

Mayor Stevenson asked when the vacancies are measured. HR Director Saguisag-Sid replied that staff is tracking vacancies at the end of each month.

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

**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 8:42 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk