RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CBRE FOR COMMERCIAL REAL ESTATE BROKER SERVICES FOR THE SALE OF PARKING LOT H

WHEREAS, on February 24, 2025, the City executed a Tenant Improvement Agreement, Lease Agreement, and Purchase and Sale Agreement for 1440 Chapin Avenue to serve as the City's new City Hall pursuant to Resolution No. 015-2025; and

WHEREAS, to finance the purchase of the new City Hall, the City will use the General Fund, bonds, and the sale of City owned property; and

WHEREAS, the sale of City owned property will either require the City to take on less debt to finance the purchase of 1440 Chapin Avenue or allow the City to pay off a portion of the debt the City will acquire to finance the purchase of 1440 Chapin Avenue; and

WHEREAS, Parking Lot H is located across El Camino from Downtown Burlingame and is not generally as full as other parking lots located in and around Downtown Burlingame; and

WHEREAS, Parking Lot H is 32,922 square feet, but it is composed of two separate parcels; and

WHEREAS, APN No. 028-285-250 is 8,500 square feet and zoned R-1 Low Density Residential; and

WHEREAS, APN No. 028-285-290 is 24,422 square feet and zoned R-3 Medium/High Density Residential; and

WHEREAS, on July 7, 2025, the City Council adopted Resolution No. 081-2025, which directed the City Manager to prepare, publish, and distribute a Notice of Availability for the sale of one or both parcels composing Parking Lot H; and

WHEREAS, on November 3, 2025, the City published and distributed a Notice of Availability for the sale of the parcels composing Parking Lot H; and

WHEREAS, the City received one Notice of Interest, but no deal was reached after a period of good faith negotiations; and

WHEREAS, on March 8, 2024, the City issued an RFP seeking a commercial real estate broker to identify available commercial real estate in Burlingame that meets the City's needs for a new City Hall and to represent the City in negotiating the terms of a transaction; and

WHEREAS, the panel identified CBRE as the preferred broker, due to CBRE's extensive experience in the local real estate market and expertise in completing transactions for local agencies; and

WHEREAS, on May 6, 2024, the City Council adopted Resolution No. 061-2024, which directed the City Manager to execute an agreement with CBRE for commercial real estate broker services; and

WHEREAS, CBRE identified multiple properties within Burlingame as potentially meeting the City's criteria for a new City Hall; and

WHEREAS, once the City Council directed staff to acquire 1440 Chapin Avenue to serve as the new City Hall, CBRE represented the City in the negotiations; and

WHEREAS, staff is satisfied with the work performed by CBRE to date; and

WHEREAS, CBRE would be paid a commission of 3.00% of the sale price, whether or not the buyer of the parcel(s) is represented by a broker; and

WHEREAS, if the buyer is represented by a broker, the City would be required to pay 6.00% of the sale price in commission, with a 3.00% commission to CBRE and a 3.00% commission to the buyer's broker.

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

The City Manager is authorized to negotiate and execute a professional services agreement with CBRE for commercial real estate broker services for the sale of Parking Lot H.

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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 17th day of August, 2026, and was adopted thereafter by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS: ABSENT: COUNCILMEMBERS:

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Meaghan Hassel Shearer, City Clerk