



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on December 15, 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 7:01 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by former Mayor Terry Nagel.

3. ROLL CALL

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

MEMBERS ABSENT: None

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There were no requests.

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. PROCLAMATION RECOGNIZING SYED MURTUZA ON HIS RETIREMENT

Mayor Stevenson read a proclamation honoring Syed Murtuza's 28 years of service to the City of Burlingame.

The Council all discussed Syed's expertise, knowledge, and commitment to bettering the community.

City Manager Goldman thanked Syed and discussed his responsiveness, humor, and the legacy of his contributions to the City's infrastructure.

Mayor Stevenson opened the item up for public comment.

Former Councilmembers Stephanie Lee, Terry Nagel, and John Root all thanked Syed and:

- Praised him for ensuring the reliability of Burlingame's infrastructure;
- Recounted his enthusiasm for complex challenges; and
- Commended his decades of dedication, availability, and ability to explain engineering to laypeople.

Mayor Stevenson closed public comment.

Syed Murtuza thanked the Council, staff, and community for their support. He stressed that all his accomplishments were team efforts and expressed gratitude for the City Manager's support and mentorship.

Congratulations to Syed on his well-deserved retirement. He will be sorely missed in the City.

8. PUBLIC COMMENTS

Measure I Oversight Committee Chair Todd Gemmer discussed the committee's annual review. He noted that the Measure I revenue from FY 2024-25 was \$3.1 million, a slight decrease from the prior year. The funds were used for one police officer position, Community Center bond debt service, street resurfacing and sidewalk projects, and the Town Square project. He added that the committee concluded that the City complied with the ordinance and Measure I benefits the community.

9. APPROVAL OF CONSENT CALENDAR

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Staff pulled item 9g from the agenda and stated that it would be brought back to Council at a later date. Councilmember Colson pulled 9d and Vice Mayor Brownrigg pulled 9m.

Councilmember Colson made a motion to adopt the following items from the Consent Calendar: 9a, 9b, 9c, 9e, 9f, 9h, 9i, 9j, 9k, 9l, 9n, 9o, 9p, 9q, 9r, and 9s; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE DECEMBER 1, 2025 CLOSED SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the December 1, 2025 Closed Session.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE DECEMBER 1, 2025 REGULAR CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the December 1, 2025 Regular City Council Meeting.

c. SECOND READING AND ADOPTION OF AN ORDINANCE ADDING CHAPTER 13.45 "ELECTRIC VEHICLE PARKING AND CHARGING SPACES", TO TITLE 13 OF THE BURLINGAME MUNICIPAL CODE REGARDING VEHICLES AND TRAFFIC; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTION 15378, 15061(b)(3), AND 15301

ACA Burke and Traffic Division Sergeant Orloff requested Council adopt Ordinance 2044.

d. ADOPTION OF A RESOLUTION ACCEPTING THE OCCIDENTAL AVENUE TRAFFIC CALMING IMPORVEMENTS BY JJR CONSTRUCTION, INC., CITY PROJECT NO. 86650, IN THE AMOUNT OF \$494,970

Councilmember Colson thanked Public Works for their extensive community engagement, rapid construction, and high-quality design. She discussed the positive feedback that she had heard from the community.

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

Councilmember Colson made a motion to adopt Resolution Number 142-2025; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

e. ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF ONE REPLACEMENT WATER CHECK VALVE, FOUR REBUILD KITS, AND ASSOCIATED SETUP SERVICES FOR THE TROUSDALE PUMP STATION FROM CITY CONTROLTECH IN A NOT-TO-EXCEED AMOUNT OF \$153,244.40

DPW Murtuza requested Council adopt Resolution Number 143-2025.

f. ADOPTION OF A RESOLUTION AWARDING A \$116,800 CONSTRUCTION CONTRACT TO APB GENERAL ENGINEERING FOR THE BURLWAY ROAD SEWR PIPE REPLACEMENT PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT

DPW Murtuza requested Council adopt Resolution Number 144-2025.

g. ADOPTION OF A RESOLUTION AWARDING A JANITORIAL SERVICES CONTRACT TO UNIVERSAL BUILDING SERVICES AND SUPPLY CO. IN THE AMOUNT OF \$1,309,460 FOR A PERIOD OF THREE YEARS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

This item was pulled from the agenda for discussion at a later date.

- h. ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF ONE VEHICLE FOR THE CITY'S FLEET SYSTEM AS PART OF THE FY 2025-26 VEHICLE REPLACEMENT PROGRAM IN THE AMOUNT OF \$126,839.96

DPW Murtuza requested Council adopt Resolution Number 145-2025.

- i. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A \$402,435 CONTRACT WITH JULIAN TREE CARE, INC. FOR THE 2025-26 LARGE TREE PRUNING AND REMOVAL WORK

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 146-2025.

- j. ADOPTION OF A RESOLUTION ESTABLISHING THE CAMPAIGN CONTRIBUTION LIMITS AND VOLUNTARY EXPENDITURE LIMITS EFFECTIVE JANUARY 1, 2026

City Clerk Hassel-Shearer requested Council adopt Resolution Number 147-2025.

- k. ADOPTION OF A RESOLUTION DECLARING THE CITY COUNCIL'S INTENTION TO ADJUST THE FISCAL YEAR OF THE BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT FROM OCTOBER 1 – SEPTEMBER 30 TO JULY 1 – JUNE 30 AND SETTING A PUBLIC HEARING AND FIRST READING OF THE ASSOCIATED ORDINANCE FOR TUESDAY, JANUARY 20, 2026 AT 7:00 P.M. AT THE CITY COUNCIL CHAMBERS

Finance Director Yu-Scott requested Council adopt Resolution Number 148-2025.

- l. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SOFTWARE AS A SERVICE (SaaS) AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR THE MUNIS ENTERPRISE RESOURCE LICENSING AND MIGRATION SERVICES FOR AN INITIAL TERM OF THREE YEARS, AN ADDITIONAL TWO-YEAR RENEWAL WITH THE OPTION TO RENEW SERVICES ANNUALLY THEREAFTER

Finance Director Yu-Scott requested Council adopt Resolution Number 149-2025.

- m. ADOPTION OF A RESOLUTION APPROVING FREE PARKING IN CITY OWNED PARKING LOTS AND AT ON-STREET METERED PARKING SPACES FROM DECEMBER 24, 2025 THROUGH JANUARY 3, 2026

Vice Mayor Brownrigg voiced support for the holiday free-parking concept but asked if the City could start the program earlier than December 24, 2025.

Councilmember Colson voiced concern about cars camping out in parking spaces and how that could affect businesses. City Manager Goldman replied that parking enforcement would still chalk tires and enforce time limits to prevent all-day squatting.

City Manager Goldman recommended that the language in the resolution be changed to allow staff to start the program earlier if implementation is feasible.

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

Vice Mayor Brownrigg made a motion to adopt Resolution Number 150-2025; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

n. APPROVAL OF OUT-OF-STATE TRAVEL FOR THE PARKS AND RECREATION DIRECTOR

Parks and Recreation Director Glomstad requested Council approve of her out-of-state travel.

o. ADOPTION OF THE 2026 CITY COUNCIL CALENDAR

City Clerk Hassel-Shearer requested Council adopt the 2026 City Council Calendar.

p. ACCEPTANCE OF THE CITY OF BURLINGAME ANNUAL COMPREHENSIVE FINANCIAL REPORT AND OTHER RELATED ANNUAL AUDIT REPORTS FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Finance Director Yu-Scott requested Council accept the City of Burlingame Annual Comprehensive Financial Report and other related annual audit reports for the fiscal year that ended June 30, 2025.

q. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE TENTATIVE AGREEMENT BETWEEN THE CITY OF BURLINGAME AND TEAMSTERS LOCAL 856, AMEND AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 856, APPROVE AMENDED SALARY SCHEDULES, AND INCREASE THE GENERAL FUND BUDGET APPROPRIATION FOR THE POLICE DEPARTMENT BY APPROXIMATELY \$12,200

HR Director Saguisag-Sid requested Council adopt Resolution Number 151-2025.

r. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE TENTATIVE AGREEMENT WITH THE CITY OF BURLINGAME AND THE ASSOCIATION OF POLICE ADMINISTRATORS, AMEND AND EXECUTE THE MEMORANDUM OF UNDERSTANDING WITH THE ASSOCIATION OF POLICE ADMINISTRATORS, APPROVE THE AMENDED SALARY SCHEDULE, AND INCREASE THE GENERAL FUND BUDGET APPROPRIATION FOR THE POLICE DEPARTMENT BY APPROXIMATELY \$46,900

HR Director Saguisag-Sid requested Council adopt Resolution Number 152-2025.

- s. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT THE TENTATIVE AGREEMENTS WITH THE CITY OF BURLINGAME AND THE BURLINGAME POLICE OFFICERS ASSOCIATION AND BURLINGAME POLICE SERGEANTS ASSOCIATION, AMEND AND EXECUTE MEMORANDA OF UNDERSTANDING WITH THE BURLINGAME POLICE OFFICERS ASSOCIATION AND BURLINGAME POLICE SERGEANTS ASSOCIATION, APPROVE AMENDED SALARY SCHEDULES, AND INCREASE THE GENERAL FUND BUDGET APPROPRIATION FOR THE POLICE DEPARTMENT BY APPROXIMATELY \$176,100**

HR Director Saguisag-Sid requested Council adopt Resolution Number 153-2025.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

- a. **CONSIDERATION OF APPOINTMENT TO THE TRAFFIC, SAFETY & PARKING COMMISSION**

Vice Mayor Pappajohn abstained from the discussion and voting on the appointment as she was not able to attend the interviews nor listen to the recording.

The vacancy on the Traffic, Safety & Parking Commission was publicized, and notification letters were sent to past Commission applicants. The City received six applications as of the deadline of November 14, 2025. Prior to the interviews, one applicant withdrew his application. The City Council interviewed the following applicants on December 9, 2025: Suzanne Childress, Tom Cook, John Martos, Yooki Park, and Grace Xeureb.

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

City Clerk Administrative Assistant Isabelle Huang collected and read the ballots of the Councilmembers.

Congratulations to John Martos on his reappointment.

- b. **CONSIDERATION OF APPOINTMENT TO MOSQUITO & VECTOR CONTROL BOARD**

Vice Mayor Pappajohn abstained from the discussion and voting on the appointment as she was not able to attend the interview nor listen to the recording.

The vacancy on the Mosquito & Vector Control Board was publicized, and notification letters were sent to past Commission applicants. The City received one application as of the deadline of December 5, 2025. The City Council interviewed Irena Gilligan on December 9, 2025.

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

Ms. Huang collected and read the ballots of the Councilmembers.

Congratulations to Irena Gilligan on her reappointment.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

13. FUTURE AGENDA ITEMS

Councilmember Pappajohn requested that a discussion on the possible Transit-Oriented Development Alternative Plan under SB 79 be agendized. Council agreed to agendize.

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. CEREMONIAL

Mayor Stevenson thanked the community and San Mateo County elected officials that were in attendance. He discussed the work that the City had accomplished this year including:

- 800 new units of housing including 126 affordable
- Fire Station 36 reopening
- El Camino Real Renewal groundbreaking
- Dozens of ribbon cuttings for businesses in the community
- Extended off-leash dog hours at Washington Park
- New City Hall progress
- Partnerships with the schools

Mayor Stevenson thanked all the individuals who served on the City's commissions and committees. He thanked all the department heads and staff for their hard work over the year. And he thanked his colleagues.

Mayor Stevenson explained the rotation process that ensures each Councilmember serves as Mayor in an orderly fashion.

Mayor Stevenson recognized Michael Brownrigg as the incoming Mayor and Andrea Pappajohn as the incoming Vice Mayor.

Mayor Brownrigg thanked Mayor Stevenson and acknowledged that this would be his fourth term as Mayor. He discussed some of the topics that he hoped to work on over the next year including:

- Bayfront/Bayside development and sea level rise protection
- Town Square and New City Hall
- El Camino Real Renewal work
- Discussion on free speech

16. ADJOURNMENT

Mayor Brownrigg adjourned the meeting at 8:28 p.m. in honor of Pat Giorni.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk