



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on May 18, 2026**

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 7:04 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by the Youth Advisory Committee.

3. ROLL CALL

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

MEMBERS ABSENT: None

4. REPORT OF REMOTE PARTICIPATION

There were none.

5. REPORT OUT FROM CLOSED SESSION

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE SECTION
54956.9(d)(2)
CLAIM OF ERIK STERN, JOANNE LIU-STERN**

City Attorney Guina stated that no reportable action was taken.

- b. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6
AGENCY DESIGNATED REPRESENTATIVES: CITY MANAGER LISA K. GOLDMAN, CITY ATTORNEY
MICHAEL GUINA
EMPLOYEE ORGANIZATIONS: AFSCME LOCAL 829 ADMINISTRATIVE UNIT AND AFSCME LOCAL 829
MAINTENANCE UNIT**

City Attorney Guina stated that no reportable action was taken.

6. UPCOMING EVENTS

Mayor Brownrigg reviewed upcoming events in the city.

7. PRESENTATIONS

a. “I VOTED” AND “FUTURE VOTER” STICKER CONTEST WINNERS

City Clerk Hassel-Shearer introduced the item by stating that it is her favorite part of her job. She discussed the importance of activating the next generation of voters from a young age on the importance of voting. She introduced her administrative assistant Isabelle Huang to give the presentation.

Ms. Huang thanked Hillsborough Town Clerk Lisa Natusch for partnering with the City on the contest. Additionally, she thanked the City Council and staff for championing the contest.

Ms. Huang recognized the five winning “I Voted” sticker contest winners from Burlingame: Caitlin, Alice, Audrey, Claire, and Mai. She also displayed the winning design from Hillsborough by Madeline and the “Future Voter” sticker contest winner Mariko.

Councilmember Colson stated that all of the winning sticker designs were also in her art gallery for individuals to see.

Mayor Brownrigg thanked all the artists for participating.

b. YOUTH ADVISORY COMMITTEE (“YAC”) UPDATE

The 2025-2026 Youth Advisory Committee (“YAC”) began by introducing themselves to the Council: Hope DiLaura, Charlotte Guglielmi, Dylan Lachance, Owen Larkin, Kristyn Lee, Kylie Min, Hannah Osinski, Ethan Philip, Caroline Readey, Luciano Vitale, Audrey Wei, and Tate Willis.

YAC reviewed their initiative for the year: “Mental Health and Wellness”. They discussed different events that they held around this initiative including gratitude letters, post-it art, and a gratitude tree. They also noted other events they participated in this year including the tree lighting, winter market, YAC Social, YAC-Attack, Shoreline Cleanup, and the Royal Ball.

Councilmember Stevenson discussed YAC’s energy and volunteerism. He thanked them for their hard work and impact on community events.

Vice Mayor Pappajohn expressed appreciation for YAC’s work and hoped that it had a positive ripple effect on others.

Councilmember Colson asked how YAC picks their initiative each year. A YAC member stated that at the beginning of the school year, they have a brainstorming session to determine their focus for the year.

Councilmember Thayer discussed how YAC offers a unique multi-year leadership opportunity, allowing members to see their own growth and hear diverse opinions.

Mayor Brownrigg stated that YAC's work significantly contributes to community building across generations.

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

c. NATIONAL PUBLIC WORKS WEEK PROCLAMATION

Deputy Director of Public Works-Operations Mike Heathcote stated that the American Public Works Association ("APWA") has organized National Public Works Week since 1960. He explained that the week is intended to educate the public about the essential daily role of public works and highlight planning, building, management, and operational functions that form the "heart of local communities".

Mr. Heathcote stated that this year's theme is "Rooted in Service, Powered by Community". He explained that the theme acknowledges that a deep tradition of service underpins public works.

Mr. Heathcote discussed how the City is recognizing National Public Works Week including:

- Hosting an appreciation lunch for all Public Works staff
- Mounting a display at the library featuring public works-related items
- Publishing social media content during the week

Mr. Heathcote explained that Public Works recently reviewed its mission, vision, and values with staff. He stated that Public Works' mission was:

- To provide quality service with courtesy and pride
- To work in partnership with the Burlingame community
- To provide cost-effective and environmentally responsible services in: design, construction, operations and maintenance

Mr. Heathcote stated that Public Works' vision is to continue providing a high level of service to the community.

Mayor Brownrigg read a portion of a submitted comment from the CEO of the Burlingame Chamber of Commerce, Susan Baker, which outlined her gratitude to the Public Works team for keeping the community safe, beautiful, and functioning smoothly.

Councilmember Colson thanked Public Works for their hard work.

Councilmember Stevenson expressed his appreciation for the work of Public Works, especially given that the department's work is often only noticed when something goes wrong.

Mayor Brownrigg stated that the department's extensive daily work often goes unnoticed by the public precisely because systems continue to function reliably.

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

d. UPDATE ON THE 101 CORRIDOR CONNECT PROJECT FROM SAMTRANS

It was corrected at the beginning of the presentation that the update was being provided by the San Mateo County Transportation Authority ("SMCTA") and not SamTrans.

SMCTA Senior Transportation Planner Marissa Matthias began with an overview of what the 101 Corridor Connect is:

- A collaborative program to identify and prioritize congestion management projects along US 101 in San Mateo County
- Looks beyond just highway infrastructure and considers the mobility needs of the corridor as a whole
- Program partners include Caltrans, cities, transit agencies, San Mateo County, and C/CAG

Ms. Matthias reviewed the program goals:

- Safety – enhance safety for users of the transportation network
- Connected – connect people to the places they need to go
- Sustainable – improve air quality and reduce emissions
- Inclusive – increase access for underserved communities

Ms. Matthias stated that the 101 Corridor Connect Program seeks to identify regionally significant projects that are supported by the community. She noted that the 101 Corridor Connect will serve as a comprehensive multi-modal corridor plan ("CMCP"). This will assist in making projects more competitive for funding.

Ms. Matthias stated that there were three working groups for the project:

1. North County
 - Local jurisdiction staff from Brisbane, South San Francisco, San Bruno, Millbrae, and San Mateo County
 - Transit agency partners from Caltrain, BART, SamTrans, and the San Francisco Bay Ferry
 - Stakeholders including Commute.org, Caltrans, C/CAG, MTC, and SFO

2. Mid County

- Local jurisdiction staff from Burlingame, San Mateo, Foster City, Redwood City, Belmont, San Carlos, and San Mateo County
- Transit agency partners from Caltrain, and SamTrans
- Stakeholders including Commute.org, Caltrans, C/CAG, and MTC

3. South County

- Local jurisdiction staff from San Mateo County, Menlo Park, Redwood City, East Palo Alto, and Atherton
- Transit agency partners from Caltrain and SamTrans
- Stakeholders including Commute.org, Caltrans, C/CAG, and MTC

Ms. Matthias reviewed what a multimodal strategy is:

- Planning documents that identify and prioritize needed projects in San Mateo County
- Developed for the entire 101 corridor as the first initiative of the 101 Corridor Connect
- Projects include highway, active transportation, transit, and other types of improvements

Ms. Matthias reviewed their public outreach including:

- Project webpage
- Multilingual fact sheet and FAQ
- Press release
- Online survey
- Interactive recorded presentation
- Interactive mapping (available online and at in-person events)
- Pop-up activities at local events
- Small group meetings with community-based organizations
- Temporary signs at bus stops

Ms. Matthias reviewed the multi-modal strategies engagement statistics:

- 1,265 online survey responses
- 5,850 votes on how to improve travel
- 574 interactions at pop-ups
- 429 comments on interactive maps
- 114 attending CBO meetings
- 12 pop-ups

Ms. Matthias stated that from these discussions, SMCTA created 20 priority projects for each of the three segments. These 60 projects are now priority projects under the 101 Corridor Connect Program.

Ms. Matthias discussed SMCTA's second initiative, the US 101 San Mateo County Crossings Improvement Plan, or Active 101. She explained that Active 101 focuses on the areas closer to the freeway corridor, looking at safety and access within a quarter-mile along and across the corridor for people walking, biking,

and rolling. She stated that a heatmap based on public feedback highlighted priority areas for better bike and pedestrian infrastructure. This was used to shape the proposed north-south mobility network.

Ms. Matthias discussed the next steps in the 101 Corridor Connect Program:

- Priority multi-modal safety and congestion relief projects in Burlingame
 - El Camino Real multi-modal improvements
 - Old Bayshore Highway bikeway
 - Broadway Caltrain Grade Separation
 - California Drive/North San Mateo Drive complete streets
 - Active 101 – Peninsula Avenue, Old Bayshore Highway, Rollins Road, Cadillac Way, Carolan Avenue, and Howard Avenue

Ms. Matthias stated that SMCTA has a mini-grant program to fund and provide technical assistance to jurisdictions. She explained that under this grant program, SMCTA will:

- Provide \$750,000 per project and up to \$1 million for multi-jurisdictional projects without requiring a local match
- Streamline the applications

Vice Mayor Pappajohn asked how SMCTA is coordinating with City staff. Ms. Matthias replied that the City is included in all working groups. She added that SMCTA is ensuring that the project list is made up of projects that have already been identified by City and County agencies as needed.

Councilmember Thayer asked about the project fact sheet and if this was available for distribution. Ms. Matthias replied in the affirmative.

Councilmember Colson discussed Broadway Grade Separation and the importance of moving forward with the project. Ms. Matthias replied that SMCTA heard from both the public and different agencies about the importance of this project.

Mayor Brownrigg asked if multi-modal was mostly pedestrian and bike. Ms. Matthias replied that this is a large part of the work.

Mayor Brownrigg asked if the projects have to touch 101. Ms. Matthias replied that the projects must be within a mile of the 101 corridor. She noted that they are looking for projects that relieve congestion.

Mayor Brownrigg asked if the City could propose a project that hasn't been listed elsewhere. Ms. Matthias replied in the negative. She added that they are looking at projects that have already been identified as needed.

Mayor Brownrigg stated that the Council should consider having representation on the TA.

Mayor Brownrigg opened the item up for public comment.

Tony Paul asked about the role of park-and-ride shuttles and consideration of trip generation from large private employees.

Ms. Matthias responded that SMCTA operates a shuttle program. She added that private company shuttle data is proprietary, so the agency does not have access to detailed trip-generation figures.

Mayor Brownrigg closed public comment.

Mayor Brownrigg thanked Ms. Matthias for her presentation.

e. UPDATE ON COUNTY PURCHASE OF 1501-1521 OLD BAYSHORE HIGHWAY, 1522-1545 OLD BAYSHORE HIGHWAY, AND 818-826 MAHLER ROAD AND REVIEW OF PRIOR COUNTY PURCHASES AND POTENTIAL FUTURE PURCHASES IN BURLINGAME

City Manager Goldman provided an update on the County's land acquisition on the Bayfront. She explained that the County now owns approximately 6.75 acres on the Bayfront, in addition to the Mahler Road and Old Bayshore parcels. She discussed the County's request for historical easement documents dating back to the 1960s and a General Plan consistency determination from the City.

City Manager Goldman stated that the County has floated several potential uses for the Mahler Road/Old Bayshore properties including:

- Re-establishing the sobering center that closed
- Potential relocation of the Horizon program
- Pride Center
- Arts space
- County office space to consolidate currently rented offices

She noted that the range of uses under consideration likely exceeds the capacity of the site. However, the Board of Supervisors voted to purchase the properties, and the transaction is moving forward.

Councilmember Colson stated that she attended the Board of Supervisors meeting at which the acquisition was approved. She shared the following key observations:

- It appears that the County did not obtain a formal appraisal of the Mahler Road/Old Bayshore properties
- The acquisition process was expedited relative to typical County practice
- Much of the discussion centered on the urgency of re-opening the sobering center
- Other discussion centered around bifurcating the operations

Councilmember Colson stated that relocating the Horizon program involves complex issues beyond Burlingame's direct control and partially outside the County's control. She added that it may require additional funding to purchase or lease space.

Councilmember Colson stated that she conveyed to County officials that:

- Burlingame schools are on the cusp of becoming basic aid. So when the County removes properties from tax rolls, it moves the City further away from reaching basic-aid status.
- The County already owns roughly 10% of the 110-acre shoreline industrial area and has expressed interest in acquiring additional properties.
- The City wishes to collaborate with the County on land use and service planning.

Councilmember Colson discussed adopting a resolution affirming the City's desire for open communication and collaborative with the County on their property acquisitions in Burlingame.

Councilmember Stevenson voiced concerns about the rushed process and lack of transparency and coordination with the City. He noted that the County's purchase may significantly affect the City's Bayside Specific Plan and future land-use options.

Vice Mayor Pappajohn stated that the proposal to move Horizon and related uses to Mahler Road doesn't make sense to her, given the County's own stated criteria for such facilities.

Councilmember Thayer stated that she was surprised that the County proceeded without a clear set of defined uses for the property. She recalled that a County Sustainability Office official recently described a very structured site selection process for County facilities that accounts for sea level rise, flooding, and other environmental risks. She noted that this didn't seem to be the case for this property.

Mayor Brownrigg asked for clarification on the City's permitting authority over potential County uses on the site. City Attorney Guina replied that County projects must comply with Burlingame's General Plan and zoning ordinances. However, depending on the specific use, the County may be able to utilize certain state law streamlining provisions that allow for more ministerial or expedited approvals.

Mayor Brownrigg stated that representatives from Horizon stated that remote locations that are far from transit and public life are not optimal for their treatment model. He found it troubling that the County was moving forward despite such feedback.

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

8. PUBLIC COMMENTS

Autumn Forest Henninger discussed his concern about noxious substances in Burlingame and submitted documentation regarding his allegations to the City Clerk for the City Council.

9. APPROVAL OF CONSENT CALENDAR

Mayor Brownrigg asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Thayer pulled item 9f, and Councilmember Stevenson pulled item 9g. No items were pulled by members of the public.

Councilmember Colson made a motion to adopt the following items from the Consent Calendar: 9a, 9b, 9c, 9d, 9e, 9h, 9j, and 9k; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 4, 2026 CLOSED SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 4, 2026 Closed Session.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 4, 2026 STUDY SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 4, 2026 Study Session.

c. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MAY 4, 2026 CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the May 4, 2026 City Council Meeting.

d. ADOPTION OF A RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE INSPECTION, MAINTENANCE, AND REPAIR SERVICES FOR FIRE SPRINKLERS, FIRE EXTINGUISHERS, AND FIRE SUPPRESSION SYSTEMS AGREEMENT WITH TYCO TECHNOLOGY FORMERLY JOHNSON CONTROL FIRE PROTECTION LP, TO INCREASE THE CONTRACT AMOUNT BY \$50,000, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$150,000

DPW Lamm requested Council adopt Resolution Number 062-2026.

e. ADOPTION OF A RESOLUTION AWARDED A JANITORIAL SERVICES CONTRACT TO CCS FACILITIES SERVICES IN THE AMOUNT OF \$1,172,337.56 FOR A PERIOD OF THREE YEARS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

DPW Lamm requested Council adopt Resolution Number 063-2026.

f. ADOPTION OF A RESOLUTION AWARDED A \$1,950,402 CONSTRUCTION CONTRACT TO O'GRADY PAVING, INC. FOR THE 2026 STREET RESURFACING PROJECT, CITY PROJECT NO. 87130, AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT, AND AUTHORIZING A 15% CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$292,561

Councilmember Thayer stated that she received questions about specific streets in the project list and sought clarity on two locations. She asked if the speed humps that were temporarily removed during the Caltrans El Camino Real Roadway Renewal Project on Carmelita Avenue would be reinstalled. DPW Lamm replied in the affirmative.

Councilmember Thayer asked about coordination between resurfacing and the proposed South Rollins Road Traffic Calming Project. DPW Lamm replied that the South Rollins Road Traffic Calming Project is out to bid. He explained that staff anticipates bringing a contract award for the project to the Council next month. He added that the two projects were strategically bid and scheduled together as the resurfacing work will repave Rollins, and immediately after the traffic calming contractor will install striping, signage, and bulb-outs.

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

Councilmember Thayer made a motion to adopt Resolution Number 064-2026; seconded by Vice Mayor Pappajohn. The motion passed unanimously by roll call vote, 5-0.

- g. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH SPEARUS AND DELL TECHNOLOGIES FOR PROCUREMENT AND DEPLOYMENT OF REPLACEMENT SERVER AND STORAGE INFRASTRUCTURE FOR THE CITY'S PRIMARY DATA CENTER IN THE AMOUNT OF \$362,402, PLUS A 35% CONTINGENCY OF \$126,840 FOR A TOTAL NOT-TO-EXCEED AUTHORIZATION OF \$489,241**

Councilmember Stevenson stated that the 35% contingency fee is higher than many project contingencies. IT Manager Matthew Boudreaux replied that part of the contingency is allocated to software and maintenance purchases that will accompany the hardware. He noted that given the current market conditions, the exact cost of some software and maintenance components may fluctuate. He added that the deployment timeline is tight because the City wants to install and stabilize the new infrastructure before the data center moves to a new location.

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

Councilmember Stevenson made a motion to adopt Resolution Number 065-2026; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

- h. ADOPTION OF RESOLUTION CONFIRMING THE LIST OF DESIGNATED OFFICIALS AND EMPLOYEES REQUIRED TO FILE FORM 700S PURSUANT TO THE CITY OF BURLINGAME'S CONFLICT OF INTEREST CODE**

City Clerk Hassel-Shearer requested Council adopt Resolution Number 066-2026.

- i. APPROVAL OF QUARTERLY INVESTMENT REPORT PERIOD ENDING MARCH 31, 2026**

Finance Director Yu-Scott requested Council approve of the Quarterly Investment Report for the period ending March 31, 2026.

j. APPROVAL OF REVISIONS TO THE INVESTMENT POLICY FOR FISCAL YEAR 2026-27

Finance Director Yu-Scott requested Council approval of revisions to the Investment Policy for FY 2026-27.

k. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF SAN MATEO FOR PARTICIPATION IN THE MULTI-JURISDICTIONAL SAFETY ELEMENT PROJECT TO EXTEND THE TERM TO DECEMBER 31, 2026

CDD Zayer requested Council adopt Resolution Number 067-2026.

10. PUBLIC HEARINGS

a. PUBLIC HEARING AND ADOPTION OF A RESOLUTION TO RENEW THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE DOWNTOWN BURLINGAME AVENUE STREETScape IMPROVEMENTS PROJECT FOR FISCAL YEAR 2026-27

DPW Lamm explained that this is the annual public hearing for the Downtown Burlingame Avenue Streetscape Assessment District that was created in 2012. He stated that the district was established to fund part of the capital costs of the Burlingame Avenue Streetscape Project, which significantly upgraded the public realm downtown.

DPW Lamm stated that for FY 2026-27, staff recommends renewing the same assessment structure to continue servicing the debt.

Mayor Brownrigg voiced his appreciation for the assessments because of how beautiful Burlingame Avenue looks. He described the project as an exemplary public-private partnership that helped catalyze renewal and vitality in the downtown area.

Councilmember Colson concurred with the Mayor. She added that the Avenue improvements have set a design standard for side streets, the Town Square, and connections to adjacent assets like the Post Office.

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

Councilmember Colson made a motion to adopt Resolution Number 068-2026; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

b. REPORT OF VACANCIES, RECRUITMENT AND RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY BILL 2561/GOVERNMENT CODE 3502.3

HR Director Saguisag-Sid discussed Assembly Bill 2561. She explained that the bill went into effect on January 1, 2025, and requires all public agencies to present, on an annual basis, the status of vacancies, recruitment, and retention efforts for the organization. She noted that as part of the AB 2561 requirements, recognized employee organizations and unions are entitled to make a presentation along with staff at the meeting. She added that under AB 2561, 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 gave an overview of Burlingame's workforce:

- 235.4 full-time equivalent ("FTE") positions as of July 2025
- The City currently has seven bargaining units – AFSCME Administrative, AFSCME Maintenance, Burlingame Association of Middle Managers, Association of Police Administrators, Burlingame Police Officers Association, Burlingame Police Sergeants Association, and Teamsters Local 856
- In addition to the bargaining units, there are unrepresented employees including City Manager, City Attorney, Department Heads, and certain confidential/management positions

HR Director Saguisag-Sid stated that in 2025, the City experienced 56 vacancies across various classifications with the following breakdown:

- 14 resignations
- 7 involuntary separations
- 4 retirements
- 27 internal promotions/transfers
- 4 new positions

She emphasized that not all vacancies are negative, and many result from promotions or transfers.

HR Director Saguisag-Sid stated that the average vacancy rate for 2025 was 6.9%, which is slightly higher than 2024's rate of 6.4%. She noted that the peak monthly vacancy rate occurred in February 2025 at 11.2%. She added that a more detailed breakdown by bargaining unit was included in the staff report, but no vacancy rate per bargaining unit met or surpassed the 20% threshold.

HR Director Saguisag-Side discussed the recruitment process for the City:

- The department submits a requisition for a vacant or newly authorized position
- Once approved, HR opens a recruitment and posts the job on CalOpps, Careers in Government, City website, LinkedIn, and Handshake
- After the application period closes, HR sends the applicant pool to the department for review
- Departments conduct interviews and any additional testing that they deem appropriate
- HR compiles an eligibility list of successful candidates
- The department selects a candidate from the list and may conduct further department-level interviews

- HR extends a conditional offer, contingent on background check, fingerprinting, and reference and employment verification
- Upon completion, HR issues a final offer, sets a start date, and manages onboarding

HR Director Saguisag-Sid discussed the retention policies and programs that the City has implemented:

- Pilot Coaching Program – external coach supports newly promoted employees to help them succeed in leadership roles
- Team-Building Seminars – focusing on organizational culture and collaboration
- Quality Work Life Events – employee appreciation luncheon and social events
- Employee Recognition Programs – annual employee recognition awards and new employee luncheons
- Training and Professional Development – participation in programs offered through the Regional Training and Development Consortium in San Mateo County
- Periodic Compensation and Benefits Review – conducted in connection with labor negotiations to remain competitive in the regional labor market

Councilmember Stevenson asked how long a position must remain vacant before it is counted toward the 20% vacancy threshold. HR Director Saguisag-Sid replied that the 20% figure is calculated based on actual vacancies during the calendar year. She added that AB 2561 functions primarily as an informational and transparency measure. It does not, by itself, impose a specific time limit by which positions must be filled.

Mayor Brownrigg asked how long it takes staff to compile the vacancy, recruitment, and retention reports required under AB 2561. HR Director Saguisag-Sid stated that the report requires a substantial amount of staff time to prepare, as relevant data currently resides in multiple systems and sources.

The Council discussed utilizing AI to assist with running the queries to compile the reports.

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

Mayor Brownrigg thanked staff for the report.

11. STAFF REPORTS AND COMMUNICATIONS

There were none.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

13. FUTURE AGENDA ITEMS

Mayor Brownrigg asked that a resolution regarding coordinating with the County on acquisitions be added to a future agenda. The Council concurred.

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. ADJOURNMENT

Mayor Brownrigg adjourned the meeting at 8:57 p.m. in memory of the three victims of religiously motivated violence in San Diego.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk