



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on April 6, 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 7:03 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Joy Kummer.

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

There was no closed session.

6. UPCOMING EVENTS

Mayor Brownrigg reviewed upcoming events in the city.

7. PRESENTATIONS

a. PRESENTATION OF COMMUNITY LIFESAVER AWARD TO MS. TINA LONG

Police Chief Vaswani presented Ms. Tina Long with the Community Lifesaver Award. Ms. Long performed the Heimlich Maneuver and saved an elderly patron who was choking at Copenhagen Bakery.

The Council thanked Ms. Long for her efforts.

b. 2026 REVENUE MEASURE FEASIBILITY SURVEY

City Manager Goldman stated that the Council held a study session on January 20 regarding the City's current transient occupancy tax ("TOT") and what the City's rate is versus neighboring cities. She noted that at this study session, she asked for permission to start a feasibility survey on increasing the City's TOT. She added that this measure would be a General Tax and therefore has to go on the ballot at the same time as Council seats are on the ballot, which is during even-year elections.

Brian Godbe from Godbe Research presented the results of the survey of local voters that he conducted with the following research objectives:

- Gauge the public's satisfaction with Burlingame's quality of life, as well as perceptions of the City's provision of services
- Assess hypothetical support for a transient occupancy tax measure to support City services
- Identify respondent priorities
- Test the influence of informational and critical statements on potential support
- Gauge opinion on the future direction of the economy
- Identify demographic and/or voter behavioral characteristics to validate the representativeness of the sample

He also reviewed the methodology for the survey including how data was collected, the universe of individuals polled, fielding dates, interview length, sample size, and the margin of error.

Mr. Godbe reviewed the results of the survey and compared the results to those from a similar poll conducted in 2022:

- Satisfaction with overall quality of life in Burlingame
 - Likely November 2022 voters – 79.7% satisfied
 - Likely November 2026 voters – 88.2% satisfied
- Perceptions of things in Burlingame going in the right direction
 - Likely November 2022 voters – 43.2% in the right direction
 - Likely November 2026 voters – 60.1% in the right direction
- Satisfaction with the job the City of Burlingame is doing to provide City services
 - Likely November 2022 voters – 61.2% satisfied
 - Likely November 2026 voters – 74.5% satisfied
- Rating of the City of Burlingame's fiscal management
 - Likely November 2022 voters – 40.6% approve
 - Likely November 2026 voters – 38.9% approve

Mr. Godbe stated that the individuals polled were given a hypothetical question about a TOT increase. He noted that 73.6% of individuals polled approved of the measure. He explained that within this question individuals were asked how increased tax funds should be used. The top choices were:

- Maintain city streets and sidewalks and repair potholes
- Reduce traffic congestion on City streets
- Maintain parks and trees
- Maintain safe routes to schools
- Maintain healthy trees on City streets
- Enhance emergency preparedness and fire prevention
- Maintain recreation programs and facilities for youth and teens

Mr. Godbe reviewed informational statements that made voters more likely to vote for the measure. The statements are listed below from most persuasive to least persuasive:

- By law, no funds can be taken by the State, and all funds from this measure must stay in Burlingame to maintain local services.
- It is fiscally responsible to repair potholes and maintain our streets, roads, and sidewalks now, so they don't deteriorate further and become even more expensive to fix in the future when costs escalate.
- The current hotel tax in Burlingame is among the lowest in the county.
- Burlingame's hotel visitor tax has not been increased in more than 17 years.
- Sidewalks in parts of Burlingame are damaged by trees. We need this measure to fix them.
- Large hotels will pay their fair share, so homeowners don't shoulder the entire cost of keeping Burlingame safe.
- This measure requires mandatory financial audits and yearly reports to the community to ensure the funds are spent as promised.
- Well-maintained City streets, sidewalks, and parks help protect property values.
- Visitors from out of state and town will pay the tax so that Burlingame residents and homeowners do not shoulder the burden.
- City revenue declined by more than 20 million dollars during the pandemic. This measure will help the City to diversify the revenue base and maintain fiscal stability and critical services.
- Enhancing neighborhood police patrols and crime prevention programs is vital to protect Burlingame's quality of life.
- This measure is not a property tax.
- Quality youth programs are vital to Burlingame's quality of life.
- Burlingame has been fiscally responsible and now we need to enhance essential funding to prevent devastating cuts.
- The Rollins Road Fire Station is now over 65 years old and needs major updates. This measure would help rebuild this fire station and serve our community for decades to come.
- The City has a reputation for supporting local businesses and did so particularly during the pandemic.
- Senior recreation and support programs are vital to Burlingame's quality of life.

Mr. Godbe stated that the polled individuals were asked again about their support for a TOT increase. He noted that the support for the measure increased to 82.4%.

Mr. Godbe reviewed critical statements about the proposed measure that the polled individuals were given. The statements are listed below from most persuasive to least persuasive:

- The money could be spent on unfunded liabilities, salaries, pensions and health care costs, and gold-plated benefits.
- The City imposed a sales tax in 2017. Now they want another tax on top of that. The City needs to get its financial house in order before asking taxpayers for more money.
- The measure is a forever tax that will never end.
- There are also going to be new sales taxes for regional transportation and BART, and a community college property tax on the same ballot. We can't afford this measure too.
- The increase in hotel taxes will make Burlingame hotels too expensive and chase businesses out of Burlingame, making the City's fiscal situation even worse.
- Given inflation, tariffs, high grocery and gas prices, high mortgage interest rates, and high rents, we can't afford this tax now.
- The City can't be trusted to spend the money as promised.

Mr. Godbe stated that after reviewing these critical statements, the polled individuals were asked about their support for the hypothetical measure. The support decreased to 75.1%, which is still above their initial support.

Joy Kummer from TeamCivx reviewed the next steps including refining the proposal, mailers, ballot question, and creating a campaign committee for the measure.

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

Mayor Brownrigg and Council thanked staff for the presentation.

8. PUBLIC COMMENTS

Grace Xuereb voiced concern about the City's community funding decisions. She also raised concerns about leaf blowers and expressed frustration about the enforcement of electric leaf blowers.

9. APPROVAL OF CONSENT CALENDAR

Mayor Brownrigg asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Mayor Brownrigg pulled item 9g and Grace Xuereb, a member of the public, pulled item 9l.

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

a. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR MARCH 11, 2026 FY 2025-26 MID-YEAR BUDGET STUDY SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the March 11, 2026 FY 2025-26 Mid-Year Budget Study Session.

b. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MARCH 16, 2026 CLOSED SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the March 16, 2026 Closed Session.

c. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MARCH 16, 2026 STUDY SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the March 16, 2026 Study Session.

d. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MARCH 16, 2026 REGULAR SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the March 16, 2026 Regular Session.

e. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWO-YEAR SERVICE AGREEMENT WITH ON-CAMERA PRODUCTIONS FOR VIDEO COVERAGE OF CITY COUNCIL, PLANNING COMMISSION, AND TRAFFIC, SAFETY & PARKING COMMISSION MEETINGS IN AN AMOUNT NOT TO EXCEED \$70,000**

City Clerk Hassel-Shearer requested Council adopt Resolution Number 034-2026.

f. **ADOPTION OF A RESOLUTION APPOINTING A REPRESENTATIVE AND AN ALTERNATE FOR THE PLAN JPA BOARD OF DIRECTORS**

City Attorney Guina requested Council adopt Resolution Number 035-2026.

g. **CONSIDERATION OF THE CITY OF BURLINGAME MASTER FEE SCHEDULE FOR THE 2026-27 FISCAL YEAR; AND ADOPTION OF A RESOLUTION OF INTENT TO AMEND THE CITY OF BURLINGAME MASTER FEE SCHEDULE FOR THE 2026-27 FISCAL YEAR AND SET THE PUBLIC HEARING FOR SUCH AMENDMENT FOR MAY 4, 2026, AT 7:00 P.M. IN THE CITY OF BURLINGAME COUNCIL CHAMBERS**

Mayor Brownrigg discussed the sign section. He asked if the City is reducing fees around signs. CDD Zayer replied that the City is consolidating the fees between Planning and Building so that individuals only pay one fee.

Mayor Brownrigg stated that this type of consolidation helps small businesses and voiced his appreciation.

Councilmember Colson asked about the arborist review fee for residential properties. Parks and Recreation Director Glomstad replied that this cost covers not just trees but also irrigation plans.

CDD Zayer stated that the fee could be renamed from arborist review to arborist and landscape review.

The Council approved the name change.

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

Mayor Brownrigg made a motion to adopt Resolution Number 036-2026 with the name change; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

- h. ANNUAL RENEWAL OF THE BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT (DBID); RESOLUTION APPROVING THE 2025-26 ANNUAL REPORT; DECLARING THE CITY'S INTENTION TO ESTABLISH AND LEVY ASSESSMENTS FOR FISCAL YEAR 2026-27; AND SETTING REQUIRED PUBLIC HEARING FOR MAY 4, 2026 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 501 PRIMROSE ROAD, BURLINGAME, CA**

Finance Director Yu-Scott requested Council adopt Resolution Number 037-2026.

- i. ADOPTION OF A RESOLUTION OF INTENTION TO LEVY BROADWAY AREA BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS FOR FISCAL YEAR 2026-27; SETTING A PUBLIC HEARING FOR MAY 4, 2026; AND APPROVING THE DISTRICT'S ANNUAL REPORT FOR 2025-26**

Finance Director Yu-Scott requested Council adopt Resolution Number 038-2026.

- j. ADOPTION OF A RESOLUTION AWARDED A \$293,718 CONSTRUCTION CONTRACT TO FINISH LINE ELECTRIC, INC. FOR THE ELECTRIC VEHICLE CHARGERS INSTALLATION AT THE PUBLIC WORKS CORPORATION YARD, CITY PROJECT NO. 86900, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Lamm requested Council adopt Resolution Number 039-2026.

- k. ADOPTION OF A RESOLUTION AWARDED A \$192,000 CONSTRUCTION CONTRACT TO BEAR ELECTRICAL SOLUTIONS, LLC FOR THE CALIFORNIA DRIVE CONGESTION MANAGEMENT VIDEO DETECTION PROJECT, CITY PROJECT NO. 86790, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Lamm requested Council adopt Resolution Number 040-2026.

I. APPROVAL OF OUT-OF-STATE TRAVEL FOR THE PARKS AND RECREATION DIRECTOR TO ATTEND THE NATIONAL RECREATION AND PARKS ASSOCIATION ANNUAL CONFERENCE

Grace Xuerub raised carbon footprint concerns and asked how knowledge from these conferences is preserved.

Parks and Recreation Director Glomstad explained that anyone attending a conference is required to present what they learned to the rest of the staff after they return. She added that the conference is a national conference and provides her with an opportunity to learn from a diverse number of voices.

Councilmember Colson made a motion to approve the Parks and Recreation Director's out-of-state travel to attend the National Recreation and Parks Association Annual Conference; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

m. OPEN NOMINATION PERIOD TO FILL TWO VACANCIES ON THE LIBRARY BOARD OF TRUSTEES

City Manager Goldman requested Council open the nomination period to fill two vacancies on the Library Board of Trustees.

10. PUBLIC HEARINGS

a. PUBLIC HEARING AND ADOPTION OF A RESOLUTION ADJUSTING THE STORM DRAINAGE FEE FOR FISCAL YEAR 2026-27 BY 2.0% BASED ON THE CPI – SAN FRANCISCO AREA AS PUBLISHED ON MARCH 11, 2026

Finance Director Yu-Scott stated that staff recommends a 2.0% CPI increase for the annual Storm Drainage fee.

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

Councilmember Colson thanked staff and Public Works for their efforts.

The Council discussed consolidating oversight committees for financial efficiencies.

Councilmember Stevenson made a motion to adopt Resolution Number 041-2026; seconded by Vice Mayor Pappajohn. The motion passed unanimously by roll call vote, 5-0.

b. INTRODUCTION AND FIRST READING OF AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 3.40 (PLANNING COMMISSION) OF TITLE 3 OF THE BURLINGAME MUNICIPAL CODE, TO REDUCE THE NUMBER OF PLANNING COMMISSIONERS, SELECT A VICE CHAIR, AND REVISE THE ROLE OF THE SECRETARY

CDD Zayer reviewed the proposed ordinance that would:

- Reduce the Planning Commission membership from seven to five
- Add a Vice Chair role
- Revise the role of Secretary to reflect the current practice that staff, not a Commissioner, acts as Secretary and recordkeeper.

Councilmember Thayer asked about the procedural change in the ordinance that would permit the Planning Commission to adopt its own rules of procedure without subsequent Council approval. CDD Zayer explained that the revision aims to streamline the process. She added that the procedures are consistent with the Brown Act and Roberts Rules of Order.

Councilmember Colson asked if she was correct that the rotation of Vice Chair and Chair would follow the same practice as Councilmembers. CDD Zayer replied in the affirmative.

Mayor Brownrigg stated that the change in Planning Commission size is appropriate given the reduced review authority of the Planning Commission under State law.

Mayor Brownrigg opened the item up for public comment.

Grace Xuerub voiced concern that there was political bias in prior appointment decisions. She asserted that she should have been appointed to the Planning Commission based on her vast experience and knowledge.

Mayor Brownrigg closed public comment.

Councilmember Colson discussed the process of appointing individuals to the Planning Commission and stressed that it was a nonpartisan position.

Councilmember Colson made a motion to bring back the proposed ordinance for a second reading; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

c. INTRODUCTION AND FIRST READING OF AN ORDINANCE RENEWING THE BURLINGAME POLICE DEPARTMENT MILITARY EQUIPMENT USE POLICY AND AUTHORIZING ADDITIONAL MILITARY EQUIPMENT; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378, 15601(b)(3)

City Attorney Guina reviewed AB 481 that requires the City to conduct an annual review of its Military Equipment Use Policy. He noted that this policy covers:

- Equipment owned/acquired by the Burlingame Police Department
- Equipment deployed in the jurisdiction/in collaboration with other law enforcement agencies

City Attorney Guina stated that the Burlingame Police Department does not possess tactical equipment obtained from the military and does not possess equipment designed for military use. He reviewed the equipment that the Burlingame Police Department does have:

- AR-15 rifles (30)
- 40 mm less lethal launchers (14) and munitions
- Pepper ball launchers (2) and munitions

City Attorney Guina stated that the Burlingame Police Department does participate in the North County Regional SWAT. He added that under AB 481, the policy must include military equipment used by SWAT teams that may be deployed in Burlingame. He noted that none of the following equipment is owned by the Police Department but is utilized by North County Regional SWAT:

- Drones
- Mine resistant ambush protected vehicles
- Wheeled vehicles with breaching apparatus
- Battering rams/slugs
- AR-15 rifles
- Flashbang grenades, tear gas, pepper balls
- Long-range acoustic devices

City Attorney Guina stated that the Burlingame Police Department is looking to purchase an aerial drone, which would qualify as military equipment.

City Attorney Guina stated that to renew the Military Equipment Use Policy, the City must find the following:

- Military equipment is necessary because no reasonable alternative exists
- The policy will safeguard public welfare, safety, and civil rights/liberties
- If purchasing, the equipment is reasonably cost effective
- Prior military equipment complied with the policy in effect at the time

Police Chief Vaswani stated that the drone would take a while to purchase due to the City's closeness to SFO.

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

Vice Mayor Pappajohn acknowledged the operational value of drones for life-safety missions and supported careful oversight and budgetary consideration.

Councilmember Stevenson made a motion to bring back the proposed ordinance for a second reading; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

11. STAFF REPORTS AND COMMUNICATIONS

a. CONSIDERATION OF ONE APPOINTMENT TO THE MEASURE I CITIZENS' OVERSIGHT COMMITTEE

City Manager Goldman stated that there are two vacancies on the Measure I Citizens' Oversight Committee due to the expiring terms of Peter Roddy and Todd Gemmer. She explained that the vacancies were publicized and staff sent notification letters to past Commission applicants. She added that the City received one application as of the extended deadline and interviewed Todd Gemmer on March 17, 2026.

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

City Clerk Hassel-Shearer collected and tallied the Council ballots.

Congratulations to Todd Gemmer on his reappointment.

b. CONSIDERATION OF TWO APPOINTMENTS TO THE PLANNING COMMISSION

City Manager Goldman stated that there are three vacancies on the Planning Commission due to the expiring terms of Commissioners Chris Horan, Sean Lowenthal, and Audrey Tse. She explained that the vacancies were publicized, and notification letters were sent to past Commission applicants. She added that the City received two applications as of the extended deadline and interviewed Chris Horan and Sean Lowenthal on March 17, 2026.

City Manager Goldman stated that in response to the earlier proposed ordinance to decrease the size of the Planning Commission, staff is recommending only having two appointments.

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

City Clerk Hassel-Shearer collected and tallied the votes.

Congratulations to Chris Horan and Sean Lowenthal on their reappointments.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

13. FUTURE AGENDA ITEMS

Mayor Brownrigg asked staff to look into consolidating the oversight committees. The Council agreed.

Councilmember Colson asked for staff to schedule a discussion on stop sign cameras/enforcement technologies. The Council agreed.

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 8:32 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk