

RESOLUTION NO. 023-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME ADOPTING PUBLIC OUTREACH AND PUBLIC INTERPRETATION ASSISTANCE PRACTICES

WHEREAS, on October 3, 2025, Governor Newsom signed into law SB 707, “The Brown Act Modernization Act;” and

WHEREAS, pursuant to Government Code Section 54953.4(b)(3)(C), beginning on July 1, 2026, the City of Burlingame must make reasonable efforts, as determined by the City Council, to invite groups that do not traditionally participate in public meetings to attend those meetings; and

WHEREAS, pursuant to Government Code Sections 54953.4(b)(2)(A)-(C), beginning on July 1, 2026, the City must reasonably assist members of the public who wish to translate a meeting or receive interpretation, so long as it is not disruptive to the meeting, and the City Council shall publicize instructions on how to request assistance; and

WHEREAS, to achieve compliance with Government Code Section 54953.4(b)(3)(C), the City Clerk’s Office intends to compile a list of contacts for all media organizations that cover Burlingame, faith groups/organizations in the city, and community organizations/neighborhood groups that work within the city and provide notice of City meetings to those groups; and

WHEREAS, the City Clerk intends to provide information on the City of Burlingame website inviting similar groups to register for information regarding City meetings and will review and update this list at least annually to ensure accuracy; and

WHEREAS, in furtherance of Government Code section 54953.4(b)(2), the City Clerk will ensure closed caption services for City Council meetings remain readily available to the public; and

WHEREAS, the City’s agendas for City Council and City Commissions and Boards include the following language:

Notice: Any attendees who require assistance, a disability-related modification, or language assistance, in order to participate in the meeting should contact **[staff member’s name]** by 10:00 a.m. on **[meeting date]** at **[staff member’s phone number and email]**. Any individual who wishes to request an alternate format for the agenda, meeting notice, or other writings that are distributed at the meeting should contact **[staff member’s name]** by 10:00 a.m. on **[meeting date]** at **[staff member’s phone number and email]**.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and the ability to comment.

WHEREAS, the City’s assistance will include extra time for public comment to allow for

the translation of comments, instructions on how to turn on captions for the meeting, local resources if an individual requires assistance, and a wireless microphone to accommodate a physical disability; and

WHEREAS, the procedures outlined in this resolution are consistent with the City's commitment to being a welcoming, diverse, and inclusive City that has an engaged, informed, and valued community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES RESOLVE AS FOLLOWS:

1. The City Clerk's Office will maintain a list of media contacts, faith organizations, community and neighborhood groups in the city to receive the City Council agenda pursuant to Government Code Section 54953.4(b)(3)(C) and will take all actions necessary to keep the list current. The City Council finds that these efforts are reasonable.
2. The City Council and City Commission and Board Agendas will include information on how to obtain both language and physical-disability assistance in order to participate in meetings. The City Clerk is authorized to continue providing accessibility services including those described in this Resolution.
3. The City Council authorizes the City Manager and City Clerk to take such actions as they deem necessary to effectuate the purpose and intent of this Resolution.

Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 2nd day of March, 2026, and was adopted thereafter by the following vote:

AYES: Councilmembers: Brownrigg, Colson, Pappajohn, Stevenson, Thayer
NOES: Councilmembers: None
ABSENT: Councilmembers: None

City Clerk