**BURLINGAME CITY COUNCIL**
**Unapproved Meeting Minutes**
**Regular City Council Meeting on June 15, 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 7:00 p.m.

## 2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by HR Director Saguisag-Sid.

## 3. ROLL CALL

**MEMBERS PRESENT:** Brownrigg, Stevenson, Thayer
**MEMBERS ABSENT:** Colson and Pappajohn

## 4. REPORT OF REMOTE PARTICIPATION

There were none.

## 5. REPORT OUT FROM CLOSED SESSION

### a. CONFERENCE WITH LEGAL COUNSEL -EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9(d)(1) COUNTY OF SAN MATEO, ET AL., V. STATE OF CALIFORNIA, ET AL., SAN FRANCISCO SUPERIOR COURT CASE NO. CPF-25-519270

City Attorney Guina stated that no reportable action was taken.

## 6. UPCOMING EVENTS

Mayor Brownrigg reviewed upcoming events in the city.

## 7. PRESENTATIONS

There were no presentations.

## 8. PUBLIC COMMENTS

There were no public comments.

## 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 Stevenson pulled items 9e and 9k. Mayor Brownrigg pulled item 9g.

Councilmember Stevenson made a motion to adopt the following items on the Consent Calendar: 9a, 9b, 9c, 9d, 9f, 9h, 9i, and 9j; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2 (Councilmember Colson and Vice Mayor Pappajohn were absent).

### a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JUNE 1, 2026, CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the June 1, 2026, City Council Meeting.

### b. SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND CHAPTERS 25.06, 25.10, 25.14, 25.16, 25.20, AND 25.78 OF TITLE 25 (ZONING) OF THE BURLINGAME MUNICIPAL CODE; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3); AND

**ADOPTION OF RESOLUTIONS TO AMEND THE GENERAL PLAN AND LAND USE MAP, THE DOWNTOWN SPECIFIC PLAN, AND THE NORTH ROLLINS SPECIFIC PLAN TO CREATE TRANSIT ORIENTED DEVELOPMENT OVERLAY ZONES WITHIN ONE-QUARTER MILE RADIUS OF THE MILLBRAE BART/CALTRAIN STATION AND DOWNTOWN BURLINGAME CALTRAIN STATION AND AMENDING THE ZONING MAP IN ORDER TO COMPLY WITH SENATE BILL 79 BY CREATING A TRANSIT-ORIENTED DEVELOPMENT LOCAL ALTERNATIVE PLAN (TODAP); CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3)**

CDD Zayer requested Council adopt Ordinance Number 2050, Resolution Number 078-2026, Resolution Number 079-2026, and Resolution Number 080-2026.

### c. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF $160,000 WITH THE HOUSING ENDOWMENT AND REGIONAL TRUST (HEART) OF SAN MATEO COUNTY FOR HOUSING SERVICES

CDD Zayer requested Council adopt Resolution Number 081-2026.

**d. <u>ADOPTION OF A RESOLUTION APPROVING A $620,497 PROFESSIONAL SERVICES AGREEMENT WITH SCHAAF & WHEELER FOR THE STORM DRAIN MASTER PLAN, CITY PROJECT NO. 86550, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT</u>**

DPW Lamm requested Council adopt Resolution Number 082-2026.

**e. <u>ADOPTION OF A RESOLUTION AWARDING A $467,950 CONSTRUCTION CONTRACT TO TRI VALLEY STRIPING LLC FOR THE SOUTH ROLLINS ROAD TRAFFIC CALMING PROJECT, CITY PROJECT NO. 86660, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT</u>**

Councilmember Stevenson noted that the staff report didn't include information regarding the design of the project. Additionally, he asked if recommendations from the Traffic, Safety & Parking Commission were incorporated into the final design. DPW Lamm replied that the project is a traffic calming effort along South Rollins Road from Broadway to the southern city limit. He noted that the project includes:

- Traffic circle at the Rollins/Oak Grove/Bloomfield intersection
- Bulb-outs at certain intersections
- New striping for the corridor
- Speed feedback signs

He stated that the project has final drawings that he will add to the City's website.

Councilmember Thayer expressed support for the quick-build treatments and noted examples in other Bay Area cities that have used quick-builds around schools.

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

Councilmember Stevenson made a motion to adopt Resolution Number 083-2026; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent.

**f. <u>ADOPTION OF A RESOLUTION AWARDING $225,000 FY 2026-2029 PUMP, MOTOR, AND MECHANICAL REPAIR SERVICES CONTRACTS EACH TO PUMPMAN NORCAL AND KOFFLER ELECTRICAL MECHANICAL APPARATUS REPAIR, INC. FOR A PERIOD OF THREE YEARS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS</u>**

DPW Lamm requested Council adopt Resolution Number 084-2026.

**g. <u>ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT FOR JOINT USE, MAINTENANCE, OPERATION AND FOR MAINTAINING A STRONG COLLABORATIVE RELATIONSHIP BETWEEN THE CITY OF BURLINGAME AND THE BURLINGAME SCHOOL DISTRICT</u>**

Mayor Brownrigg expressed appreciation for the City Manager and the Superintendent's work to create a strong partnership that is beneficial to families.

Councilmember Thayer thanked staff and noted support for adding an emergency shelter use provision to allow use of school space in emergencies.

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

Mayor Brownrigg made a motion to adopt Resolution Number 085-2026; seconded by Councilmember Stevenson. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent).

**h. ADOPTION OF RESOLUTION ACCEPTING THE WASHINGTON PARK TENNIS/PICKLEBALL COURTS LED RETROFIT, CITY PROJECT NO. 84050 IN THE AMOUNT OF $234,556.44**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 086-2026.

**i. ADOPTION OF A RESOLUTION AUTHORIZING THE MAYOR TO SEND A LETTER OF SUPPORT TO THE STATE LEGISLATURE REGARDING AB 1821**

City Clerk Hassel-Shearer requested Council adopt Resolution Number 087-2026.

**j. ADOPTION OF A RESOLUTION AUTHORIZING AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE CITY OF BURLINGAME AND ALSCO INC., FOR PARKS DIVISION UNIFORM SERVICES, TO EXTEND THE TERM UNTIL JUNE 30, 2027, AND INCREASING THE AGREEMENT AMOUNT BY $35,000, FOR A TOTAL AMOUNT OF $120,000**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 088-2026.

**k. APPROVAL OF THE AMERICA'S 250TH BIRTHDAY TREE PROGRAM**

Councilmember Stevenson thanked the Parks and Recreation Department and staff for embracing the tree-planting idea and described the program as symbolic of Burlingame's "City of Trees" identity.

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

Councilmember Stevenson made a motion to approve the America's 250th Birthday Tree Program; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent).

**10. PUBLIC HEARINGS**

**a. PUBLIC HEARING AND ADOPTION OF RESOLUTIONS (1) AMENDING THE FY 2025-26 OPERATING BUDGET; (2) APPROVING PERSONNEL CLASSIFICATION AND POSITION CHANGES; (3) ADOPTING THE FY 2026-27 OPERATING AND CAPITAL BUDGETS AND AUTHORIZING THE FINANCE DIRECTOR TO ASSIGN USES OF FUND BALANCE AMOUNTS; AND (4) APPROVING THE GANN APPROPRIATION LIMIT PURSUANT TO ARTICLE XII B OF THE CALIFORNIA CONSTITUTION**

Finance Director Yu-Scott began by reviewing the FY 2026-27 budget highlights:
- Economic Outlook
  - Rise in economic uncertainty
  - Escalation of tariffs and trade wars
  - Increasing unemployment and inflation
  - Continuation of fiscal and monetary policy changes
- Budget Strategies
  - Priority on quality municipal service delivery
  - Balance discretionary spending and capital needs
  - Eliminate transfers to the Capital Investment Reserve
  - Pause contribution to the Pension Trust Fund
  - Draw from unassigned fund balance

Finance Director Yu-Scott reviewed the proposed FY 2026-27 General Fund revenues:
- Property Tax - $37,680,770
- Sales and Use Tax - $16,893,300
- Transient Occupancy Tax - $23,002,000
- Other Taxes
  - Franchise Tax - $2,035,000
  - Business Tax - $1,910,000
  - Real Property Transfer Tax - $400,000
  - State HOPTR - $64,000
- Licenses and Permits - $94,600
- Fines, Forfeitures, and Penalties - $683,000
- Use of Money and Property - $1,757,800
- Charges for Services - $7,816,080
- Other Revenue - $137,000
- State Subventions - $344,700
- Interest Income - $3,300,000
- **Total General Fund Revenues - $96,118,250**

Finance Director Yu-Scott discussed how Burlingame property taxes are allocated. She noted that for every dollar in property tax:

- $0.47 goes to K-14 schools
- $0.29 goes to San Mateo County
- $0.17 goes to the City's General Fund
- $0.07 goes to other

Finance Director Yu-Scott reviewed the breakdown of Burlingame's 9.625% sales tax:

- State – 3.975%
- County (Transit/Transportation) – 2.375%
- County (Public Safety/Mental Health/Welfare) – 2.0625%
- City (Bradley-Burns) – 1%
- City (Measure I) – 0.25%

Finance Director Yu-Scott reviewed the proposed FY 2026-27 General Fund expenditures:

- General Administration - $9,342,450
- Public Safety
    - Fire and Disaster Preparedness - $19,207,990
    - Police and Dispatch - $23,599,219
    - Parking Enforcement - $850,905
- Public Works - $9,967,828
- Community Development - $2,912,250
- Leisure and Neighborhood Services
    - Aquatics Center - $800,000
    - Library - $7,547,299
    - Parks and Tree Maintenance - $12,341,243
    - Recreation - $6,284,613
- **Total General Fund Expenditures - $92,853,797**

Finance Director Yu-Scott reviewed the proposed personnel classification and position changes for FY 2026-27:

- Reclassify
    - One Planning Manager to Assistant Community Development Director
    - One Financial Services Manager to Deputy Finance Director
    - One Deputy Public Works Director to Assistant Public Works Director
    - One Recreation Supervisor to Senior Management Analyst
    - One Recreation Manager to Deputy Recreation Director
    - One Police Clerk II to Police Evidence Technician
- Add
    - One Senior Technology Analyst
    - One Recreation Coordinator
- Realign

- Increase one part-time Librarian II from 0.75 FTE to 1.00 FTE; reduce another part-time Librarian I from 0.75 FTE to 0.50 FTE
- Allocate the Maintenance Electrician 20/40/40 among the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund
- Move 25% of one Financial Services Manager out of the Information Technology Internal Services Fund and back into the General Fund
- Allocate the Finance Director 60/40 between the General Fund and Information Technology Internal Services Fund

Finance Director Yu-Scott reviewed the proposed FY 2026-27 General Fund operating budget:

- General Fund revenues - $96.1 million
- General Fund expenditures – $(92.9 million)
- Operating Transfers:
  - Debt service obligations - $(3.1 million)
  - Cost recovery – $2.3 million
- Revenues over/(under) expenditures and operating transfers - $2.4 million
- Transfer to Capital Improvement Program - $(5.7 million)
- Net surplus/(deficit) - $(3.3 million)

Finance Director Yu-Scott reviewed the proposed FY 2026-27 General Fund balance assignments:

| **General Fund (in thousands)** | **FY 2024-25 Actual** | **FY 2025-26 Adopted Budget** | **FY 2025-26 Revised Budget** | **FY 2026-27 Proposed Budget** |
|---|---|---|---|---|
| Economic Stability Reserve | $21,658 | $22,203 | $22,751 | $23,068 |
| Catastrophic Reserve | $2,000 | $2,000 | $2,000 | $2,000 |
| Contingency Reserve | $500 | $500 | $500 | $500 |
| **Subtotal, Assigned Fund Balance** | **$24,158** | **$24,703** | **$25,251** | **$25,568** |
| Add: Restricted for Pension Trust Fund | $22,310 | $20,301 | $22,310 | $22,310 |
| Add: Unassigned Fund Balance | $11,176 | $700 | $4,478 | $896 |
| **Total, Ending Fund Balance (Projected)** | **$57,644** | **$,45,704** | **$52,039** | **$48,774** |

Finance Director Yu-Scott next reviewed the General Fund five-year actual history:

| **General Fund (in thousands)** | **FY 2020-21 Actual** | **FY 2021-22 Actual** | **FY 2022-23 Actual** | **FY 2023-24 Actual** | **FY 2024-25 Actual** | **FY 2025-26 Revised** |
|---|---|---|---|---|---|---|
| Total Revenues | $62,122 | $69,995 | $83,582 | $89,497 | $93,702 | $94,798 |
| Total Expenditures | ($58,444) | ($62,720) | ($68,246) | ($76,767) | ($79,546) | ($89,945) |
| Revenues Net of Expenditures | $3,678 | $7,275 | $15,336 | $12,730 | $14,156 | $4,853 |
| Transfer to Debt Service Fund | ($2,728) | ($3,580) | ($3,600) | ($3,623) | ($3,650) | ($3,122) |
| Other Transfers In (Out) | $2,574 | $1,756 | $1,848 | $1,871 | $2,388 | $2,766 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Revenue Over (Under) Expenditures and Operating Transfers | $3,524 | $5,451 | $13,584 | $10,978 | $12,894 | $4,497 |
| Transfer to Capital Project Fund | ($3,209) | ($3,265) | ($5,985) | ($8,564) | ($12,657) | ($10,102) |
| Net Surplus/(Deficit) | $315 | $2,186 | $7,599 | $2,414 | $237 | ($5,605) |

Finance Director Yu-Scott reviewed the following two charts regarding the General Fund five-year forecast:

| **General Fund (in thousands)** | **FY 2025-26 Revised** | **FY 2026-27 Proposed** | **FY 2027-28 Forecast** | **FY 2028-29 Forecast** | **FY 2029-30 Forecast** | **FY 2030-31 Forecast** |
|---|---|---|---|---|---|---|
| Total Revenues | $94,798 | $96,118 | $103,180 | $107,151 | $111,301 | $115,371 |
| Total Expenditures | ($89,945) | ($92,854) | ($96,489) | ($101,006) | ($105,734) | ($110,756) |
| Revenues Net of Expenditures | $4,853 | $3,264 | $6,691 | $6,145 | $5,567 | $4,615 |
| Transfer to Debt Service Fund | ($3,122) | ($3,104) | ($5,316) | ($5,323) | ($5,332) | ($5,337) |
| Other Transfers In (Out) | $2,766 | $2,275 | $1,736 | $1,802 | $1,863 | $2,288 |
| Revenue Over (Under) Expenditures and Operating Transfers | $4,497 | $2,435 | $3,111 | $2,624 | $2,098 | $1,566 |
| Transfer to Capital Project Fund | ($10,102) | ($5,700) | ($12,925) | ($13,170) | ($9,870) | ($12,600) |
| Net Surplus/(Deficit) | ($5,605) | ($3,265) | ($9,814) | ($10,546) | ($7,772) | ($11,034) |

| **General Fund (in thousands)** | **FY 2025-26 Revised** | **FY 2026-27 Proposed** | **FY 2027-28 Forecast** | **FY 2028-29 Forecast** | **FY 2029-30 Forecast** | **FY 2030-31 Forecast** |
|---|---|---|---|---|---|---|
| General Fund Beginning Balance | $57,644 | $52,039 | $48,774 | $38,960 | $28,414 | $20,642 |
| General Fund Ending Balance | $52,039 | $48,774 | $38,960 | $28,414 | $20,642 | $9,608 |
| Assigned Balance: | $25,251 | $25,568 | $27,263 | $28,216 | $29,212 | $30,189 |
| • Economic Stability Reserve at 24% of revenue | $22,751 | $23,068 | $24,763 | $25,716 | $26,712 | $27,689 |
| • Catastrophic Reserve ($2 million) | $2,000 | $2,000 | $2,000 | $2,000 | $2,000 | $2,000 |
| • Contingency Reserve ($500,000) | $500 | $500 | $500 | $500 | $500 | $500 |
| PARS Restricted cash | $22,310 | $22,310 | $22,310 | $22,310 | $22,310 | $22,310 |
| **Unassigned Fund Balance** | $4,478 | $896 | ($10,613) | ($22,112) | ($30,880) | ($42,891) |

Finance Director Yu-Scott stated that included in the five-year forecast is the uncertainty of VLF, debt service for potential bonding of a future City Hall project, and anticipated rental income once the City acquires and begins to operate the new City Hall property (1440 Chapin).

Finance Director Yu-Scott explained that if the current funding strategy stays unchanged, the unassigned fund balance becomes increasingly negative, and eventually other reserves or policy changes would be necessary to maintain balance. She reviewed potential strategies to alleviate the burden on the unassigned fund balance:

- Pursue new revenue measures – such as the TOT measure
- Review and adjust fees to meet cost of service
- Improve enforcement of existing revenue sources
- Consider expenditure reductions or efficiency gains
- Use pension or OPEB reserves, if warranted
- Update reserve policies, which staff plans to bring back in the future

Finance Director Yu-Scott reviewed the proposed FY 2026-27 Capital Improvement Program:

- Streets - $26,575,000
- Parks and Trees - $430,000
- Parking and Garages - $700,000
- Facilities - $7,565,000
- Storm Drain - $1,500,000
- Water - $4,800,000
- Sewer - $5,280,000
- **Total - $46,850,000**

She noted that only $5.7 million of the total $46.8 million program is from the General Fund.

Finance Director Yu-Scott reviewed the proposed FY 2026-27 Citywide budget:

- General Fund - $92.9 million
- Capital Improvements - $46.8 million
- Utilities (water and Sewer) - $34.3 million
- Other Funds - $14 million
- **Total - $188 million**

Councilmember Stevenson thanked the Finance Director for her presentation. He stated that from an operating standpoint, City revenues exceed operating expenditures, which he described as fiscally prudent. He explained that the real policy debates concern how much to allocate to the Capital Improvement Program each year. He added that he appreciated the mindset that staff applied of maintaining service levels while carefully funding capital needs.

Mayor Brownrigg acknowledged that the forecasted unassigned balance appears to decline precipitously and asked if a future Council felt uncomfortable with that trend, what options would they have to avoid a negative position. Finance Director Yu-Scott replied that the City is actively pursuing new revenues and has undertaken fee studies to align user fees with the cost of service.

City Manager Goldman added that if conditions become truly dire, the tools at the Council's discretion include:

- Hiring freezes
- Reducing General Fund contributions to the Capital Improvement Program
- Program reductions such as reduced hours for the library
- Layoffs as a last resort

She highlighted that even as the unassigned balance shrinks, the Economic Stability Reserve grows. She noted that the Economic Stability Reserve, Catastrophic Reserve, and Contingency Reserve yield about $30 million. She explained that the challenge is deciding when conditions are serious enough to justify tapping into those reserves.

Mayor Brownrigg stated that the five-year projection shows that annual operations are never upside down, and that the visible deficits in the fund balance chart are cumulative impacts of capital funding choices. He underscored that, if necessary, the City could nearly recover projected deficits by significantly reducing the Capital Improvement Program in a given year. He stressed that is not a desirable strategy, as underinvestment tends to create more serious problems later.

Councilmember Stevenson described the forecast as useful "signposting" – showing what would happen if current policies and practices remain unchanged and no additional revenue or policy adjustments are made over the next six years.

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

Councilmember Stevenson made a motion to adopt Resolution Number 089-2026; seconded by Councilmember Thayer. The motion passed by roll call vote 3-0-2 (Councilmember Colson and Vice Mayor Pappajohn were absent).

Councilmember Thayer made a motion to adopt Resolution Number 090-2026; seconded by Councilmember Stevenson. The motion passed by roll call vote 3-0-2 (Councilmember Colson and Vice Mayor Pappajohn were absent).

Councilmember Stevenson made a motion to adopt Resolution Number 091-2026 seconded by Councilmember Thayer. The motion passed by roll call vote 3-0-2 (Councilmember Colson and Vice Mayor Pappajohn were absent).

Councilmember Thayer made a motion to adopt Resolution Number 092-2026; seconded by Councilmember Stevenson. The motion passed by roll call vote 3-0-2 (Councilmember Colson and Vice Mayor Pappajohn were absent).

**b. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING CHAPTER 15.07, "WASTEFUL WATER USE RESTRICTIONS," OF TITLE 15 OF THE BURLINGAME MUNICIPAL CODE TO INCLUDE THE PROHIBITION OF IRRIGATION OF CERTAIN NON-FUNCTIONAL TURF WITH POTABLE WATER (CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378 AND 15061(b)(3))**

Environmental Regulatory Compliance Manager Noah Craney began with an overview of the proposed ordinance:

- keeps the City in compliance with California State Assembly Bill 1572
- bans the use of potable water for the irrigation of non-functional turf on Commercial, Industrial, and Institutional (CII) properties and HOA-maintained common areas
- does not affect single family homes

Mr. Craney explained that non-functional turf is living grass that serves only ornamental purposes and is not routinely used by people or pets. He gave the following examples:

- sloping lawns used mainly to break up concrete or hardscape
- decorative lawns adjacent to buildings or sidewalks where no activities occur
- turf in medians or entryways where no programmed recreation takes place

Additionally, he reviewed examples of function turf that are exempt from the ban such as:

- sports fields
- picnic areas
- areas used for pet exercise and relief
- civic or ceremonial gathering spaces where turf is used for events, assemblies, or symbolic functions

Mr. Craney discussed the different types of properties that are affected by the ban on non-functional turf and what their deadline for compliance is:

- Institutional Properties – defined as water customers dedicated to public service including public schools, courts, religious institutions, hospitals, and government facilities.
  - Deadline for compliance is January 1, 2027
  - Burlingame's City-controlled properties have met compliance
- Commercial and Industrial Properties – defined as water customers who manufacture, develop, sell, distribute products, or provide services including offices, restaurants, banks, clothing manufacturers, grocery stores, hotels, and private schools.
  - Deadline for compliance is January 1, 2028

- HOA Common Areas – defined as common spaces in community apartment projects, condominium projects, and planned developments. The ordinance applies only to HOA-maintained common areas, not to the private front yards or backyards of HOA members.
    - Deadline for compliance is January 1, 2029

Mayor Brownrigg asked about median strips. He noted that dogs often use medians and narrow strips of grass between the sidewalk and street. Mr. Craney replied that narrow strips between sidewalks and streets are typically in the public right-of-way, and whether they are subject depends on who maintains them. He explained that turf in true street medians and rights-of-way that the City maintains would be addressed separately, and medians that are controlled by residential properties are exempt from the ordinance.

Mr. Craney stated that the State provided the City with a list of 216 properties suspected (via satellite imagery) of having non-functional turf. He explained that staff will use this hearing, the City's website, and the eNews to provide general notice to the community about the ordinance. He added that staff is sending letters and emails to property owners and managers of those 216 properties. He stated that the letter informs them of:

- The suspected presence of non-functional turf
- The options to remove or stop irrigating that turf or
- The need to demonstrate a functional use such as scheduled outdoor classes or pet relief areas

Councilmember Stevenson asked if the satellite analysis included an estimate of total water reduction from eliminating irrigation of non-functional turf. Mr. Craney replied that the analysis identified 1.1 million square feet of suspected non-functional turf. He noted that using published savings estimates from the Metropolitan Water District and UC Davis, the City expects about 35 million gallons per year of potable water savings at full implementation.

Councilmember Stevenson discussed the practical cost of implementing this ordinance for businesses. Mr. Craney replied that many larger commercial properties already use dedicated irrigation meters for landscaping. He added that in practice, the more common approach will be turf conversion rather than physically cutting mains.

Mr. Craney reviewed the enforcement and penalties under AB 1572. He explained that AB 1572 requires water suppliers (here the City of Burlingame, not BAWSCA) to enforce the ban. He added that the State has also reserved the right to enforce directly. He stated that staff proposes to use the existing 2021 water waste enforcement framework codified in Chapter 15.07:

- Start with education and technical assistance
- Work with customers to identify compliance paths
- Only if a customer repeatedly refuses or fails to comply would staff escalate to administrative penalties
- Existing Municipal Code allows up to $1,000 per day in fines for water waste violations

Mr. Craney discussed the reporting requirements under AB 1572:

- Relevant property owners are required to certify with the State Water Resources Control Board every three years that their property complies with AB 1572
- Owners of CII properties with more than 5,000 square feet of irrigated area will be required to certify every three years from 2030 to 2039
- Owners of properties with more than 5,000 square feet of HOA managed common area will be required to certify every three years from 2031 to 2041
- The State Water Resources Control Board has not yet specified how the certification will be performed

Mr. Craney discussed resources for property owners including: "Lawn Be Gone" rebates; WaterFluence, a third-party irrigation monitoring program; and the CalWEP (California Water efficiency Partnership) tool.

Councilmember Thayer stated that her focus is on ensuring property owners receive information about alternatives to turf. She recommended including native plant options, rain barrels, and other sustainable practices in the notices. She asked if the "Lawn Be Gone" rebates applied to CII and HOA properties or only residential. Mr. Craney replied that the rebate program is available to CII and HOA properties. He stated that staff will include details in the notices about rebates, WaterFluence information, CalWEP's classification tool, and upcoming landscape classes.

Mayor Brownrigg stated that the volume of staff effort required for the 216 properties feels disproportionate relative to other large State problems. He added that the mandate diverts local staff away from other priorities.

Mayor Brownrigg stressed that outreach materials should:

- Clearly state that this is a State mandate pursuant to AB 1572, not a local initiative
- Explain that the City is required to enforce the ban as the water supplier

He added that he thought the daily fines should be limited to $100 per day rather than $1,000 per day. City Manager Goldman replied that while the City's Municipal Code allows up to $1,000 per day, staff's implementation approach will be education first, with fines only for persistent non-compliance.

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

Councilmember Stevenson made a motion to bring back the proposed ordinance for a second reading; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent).

c. **INTRODUCTION AND FIRST READING OF AN ORDINANCE TO PLACE A TRANSIT OCCUPANCY TAX REVENUE MEASURE ON THE NOVEMBER 2026 BALLOT TO INCREASE THE CITY'S TRANSIENT OCCUPANCY TAX RATE FROM TWELVE PERCENT TO FIFTEEN PERCENT**

City Manager Goldman stated that the City's current Transient Occupancy Tax ("TOT") is currently 12% and that it was last increased in 2009. She explained that TOT applies to short-term occupancies of 30 days or fewer, including hotels, motels, and short-term rentals (such as Airbnbs and VRBO).

City Manager Goldman stated that Finance Director Yu-Scott's budget forecasted that General Fund revenues will not keep up with expenditures. She explained that the City is facing rising costs due to high inflation, elevated energy prices, and high interest rates, while still trying to maintain high service levels.

City Manager Goldman reviewed the City's TOT history pre and post pandemic. She stated that prior to the pandemic, the City collected approximately $29.4 million in TOT in FY 2018-19. However, during the first full year of the pandemic, TOT dropped to around $5.7 million, showing the City's vulnerability to travel downturns. She explained that TOT for the current fiscal year, 2025-26, is forecasted to generate $21.8 million, and next fiscal year is estimated to be $23 million. She noted the pending closure of the Holiday Inn express with 146 rooms.

City Manager Goldman requested Council's approval to place a measure on the November 2026 ballot to increase TOT from 12% to 15%. She stated that at the new rate, staff estimates the City would receive an additional $5.7 million per year, above what is already collected at 12%.

City Manager Goldman stated that as proposed, the measure would be a general tax:

- Revenue use would be for general governmental purposes (police, fire, parks, streets, capital projects)
- General tax measures require a simple majority to pass, 50%+1

She explained that if the measure was a special tax, one with restricted earmarks, it would require two-thirds voter approval.

City Manager Goldman stated that the City Council held a study session on January 20, where the Council directed staff to engage a polling firm and a public information consultant to explore the feasibility of increasing the City's TOT. She explained that the City hired Godbe Research to conduct a survey of local voters with the following research objectives:

- Gauge the public's satisfaction with the 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

City Manager Goldman noted that the TOT increase would help address the projected gaps in the five-year forecast, particularly on the capital side. She added that the TOT is locally controlled and cannot be taken by the State. She noted that past State actions (for other revenue sources) underscore the value of a locally protected source like TOT.

City Manager Goldman stated that the proposed measure would:

- Create an independent citizen oversight committee, similar to Measure I
- Require annual independent financial audits to verify that TOT revenues are spent as reported

City Manager Goldman reviewed the ballot argument process stating that if the Council adopts the proposed ordinance:

- The City Attorney will draft an impartial analysis
- Arguments for and against the measure will be submitted to the City Clerk

Councilmember Thayer asked whether decisions about who will sign ballot arguments could wait until the second reading. City Manager Goldman replied in the affirmative.

Mayor Brownrigg asked the City Clerk to summarize conversations with hoteliers and the Chamber of Commerce regarding the proposed TOT increase. City Manager Goldman replied that some hotel representatives attended the January study session and gave feedback. She noted that at that time, the hotel representatives were not opposed to the idea outright but requested that Burlingame not be the highest TOT rate in the County. She explained that the proposed 15% rate is not the highest in San Mateo County. She added that some hoteliers have ideas about how the funds generated from this increase could be spent.

Mayor Brownrigg stated that the City has made significant investments on the Bayside that benefit hotels such as completing the Bay Trail segments, attracting TopGolf, and street and infrastructure improvements. He characterized the City as a partner with the hotel industry and stated he believes that perspective is reciprocated.

Councilmember Stevenson emphasized the $5.7 million is on top of the existing base TOT. He added that the TOT increase is important given the COVID-era revenue collapse and continuing capital demands.

Mayor Brownrigg opened the public hearing. No one spoke.

Councilmember Stevenson made a motion to bring back the proposed ordinance for a second reading; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent).

## 11. <u>STAFF REPORTS AND COMMUNICATIONS</u>

### a. <u>ADOPTION OF A RESOLUTION APPROVING THE MAIN LIBRARY'S UPDATED COMMUNITY ROOM RENTAL POLICY</u>

City Librarian McCulley reported on a revision to the Library's Community Room rental policy to align with the Community Center rental policy. He explained that a resident requested to show a documentary at the library, and staff determined that their policy needed alignment to allow private rentals of the Lane Room with clearer distinctions between City-sponsored programs and private events.

City Librarian McCulley stated that the Lane Room will be rentable for private events with applicable fees to be set in the Master Fee Schedule after Lane Room renovation. He explained that the policy requires that private events display a disclaimer clarifying the event is privately organized and not a city-sponsored program. He added that private events with political viewpoints could create confusion among the public, and the disclaimer is intended to minimize the public conflating private events with official City programming.

Mayor Brownrigg stated that he supported the policy change and emphasized the importance of the disclaimer to indicate private events are not city-sponsored.

Councilmember Thayer concurred that the disclaimer language was important.

Councilmember Stevenson stated that the policy approach is consistent with the Community Center policy and expressed support for respectful public discourse and access to multiple viewpoints.

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

Mayor Brownrigg made a motion to adopt Resolution Number 093-2026; seconded by Councilmember Thayer. The motion passed by roll call vote, 3-0-2. (Councilmember Colson and Vice Mayor Pappajohn were absent).

## 12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

## 13. FUTURE AGENDA ITEMS

There were no future agenda items.

## 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 9:02 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk