



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on March 2, 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 the Silver Swifties.

3. ROLL CALL

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

MEMBERS ABSENT: None

4. REPORT OF REMOTE PARTICIPATION

There were no reports. All Councilmembers were present in person.

5. REPORT OUT FROM CLOSED SESSION

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

City Attorney Guina reported that there was no reportable action taken.

6. UPCOMING EVENTS

Mayor Brownrigg reviewed upcoming events in the city.

7. PRESENTATIONS

a. RECOGNITION OF THE AYSO GIRLS' SOCCER TEAM AND LORIE AND ARIJS RAKSTINS

Mayor Brownrigg read a proclamation honoring the contributions of Lorie and Arijs Rakstins to AYSO. He noted that over the course of three decades, the Rakstins assisted thousands of children and coached many seasons of soccer.

Councilmembers discussed the impact that AYSO and the Rakstins had on their lives personally with so many of their children and children's friends playing soccer in Burlingame.

Mayor Brownrigg then read the names of the Silver Swifties, the AYSO Girls' Soccer Team, that will be participating in the Western State finals. It was highlighted that all members of the team scored a goal this year!

Congratulations to the Silver Swifties, and good luck at your tournament.

Thank you to Lorie and Arijs Rakstins for your dedication to the community.

8. PUBLIC COMMENTS

There were none.

9. APPROVAL OF CONSENT CALENDAR

Mayor Brownrigg asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. No items were pulled.

Councilmember Stevenson made a motion to adopt the Consent Calendar; seconded by Vice Mayor Pappajohn. The motion passed unanimously by roll call vote, 5-0.

a. SECOND READING AND ADOPTION OF ORDINANCES

AMENDING TITLE 25 (ZONING) OF THE BURLINGAME MUNICIPAL CODE, EXCLUDING CHAPTERS 25.22, 25.35, 25.41, 25.42, 25.43, 25.44, 25.76, 25.84, 25.102, AND 25.103; AND AUTHORIZING THE CITY MANAGER TO INCORPORATE ADDITIONAL AMENDMENTS TO TITLE 25 (ZONING) AS REQUIRED BY APPLICABLE GOVERNMENTAL AGENCIES; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3); AND

REPEALING AND REPLACING CHAPTER 26.32 (CONDOMINIUM CONVERSION PERMITS) OF TITLE 26 (SUBDIVISIONS) OF THE BURLINGAME MUNICIPAL CODE; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3)

CDD Zayer requested Council adopt Ordinance 2046 and Ordinance 2047.

- b. ADOPTION OF A RESOLUTION ACCEPTING THE 2025 STREET RESURFACING PROGRAM, CITY PROJECT NO. 86970, BY G. BORTOLOTTO & COMPANY, INC., IN THE AMOUNT OF \$1,956,123.10**

DPW Lamm requested Council adopt Resolution Number 017-2026.

- c. ADOPTION OF A RESOLUTION AUTHORIZING AN INCREASE TO THE COUNCILMEMBER MONTHLY PAY RATE AND APPROVING THE CITY OF BURLINGAME PAY RATES AND RANGES (SALARY SCHEDULES)**

HR Director Saguisag-Sid requested Council adopt Resolution Number 018-2026.

- d. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH NETFILE FOR THE PERIOD OF JULY 1, 2026 THROUGH JUNE 30, 2031, FOR THE ELECTRONIC FILING OF STATEMENTS OF ECONOMIC INTEREST AND CAMPAIGN STATEMENTS, AND FOR REQUIRED AB 1234 AND SB 827 TRAININGS, FOR AN AMOUNT NOT TO EXCEED \$41,500**

City Clerk Hassel-Shearer requested Council adopt Resolution Number 019-2026.

- e. APPROVAL OF QUARTERLY INVESTMENT REPORT PERIOD ENDING DECEMBER 31, 2025**

Finance Director Yu-Scott requested Council approve the Quarterly Investment Report for the period ending December 31, 2025.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

- a. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR AGREEMENT WITH CRAYON SOFTWARE EXPERTS LLC (CRAYON) FOR THE RENEWAL OF THE CITY'S MICROSOFT ENTERPRISE LEVEL AGREEMENT (ELA) IN AN AMOUNT NOT TO EXCEED \$393,139**

Finance Director Yu-Scott stated that the City's current Microsoft Enterprise Level Agreement ("ELA") was entered into in 2022 and expires on March 31, 2026. She explained that the proposed resolution authorizes the City Manager to enter into a three-year agreement with Crayon Software Experts LLC to renew the City's ELA services.

Finance Director Yu-Scott introduced the City's first IT Manager, Matt Boudreaux. She stated that he has 11 years of municipal IT experience and described his approach as practical and dependable.

Mr. Boudreaux thanked the Mayor and Council and voiced his appreciation for the support of Finance Director Yu-Scott and City Manager Goldman.

The Council welcomed Mr. Boudreaux to the team and told him to reach out.

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

Councilmember Stevenson made a motion to adopt Resolution Number 020-2026; seconded by Councilmember Colson. The motion passed unanimously by roll call vote, 5-0.

b. ADOPTION OF A RESOLUTION APPROVING A \$225,687 PROFESSIONAL SERVICES AGREEMENT WITH CSWST2 FOR THE CALIFORNIA DRIVE CLASS I BIKE IMPROVEMENTS, CITY PROJECT NO. 86470, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

DPW Lamm stated that the proposed resolution was to approve a professional services agreement with CSWST2 for Phase 2 of the California Drive Class I bike lanes. He noted that this would cover the segment of California Drive between Oak Grove and North Lane.

DPW Lamm stated that the project is funded through a Measure A grant of approximately \$1.6 million.

DPW Lamm reviewed the proposed future bike lane. He stated that it would include the following:

- Class I (fully separated) two-way bicycle/pedestrian path on the east side of California Drive
- Vehicle configuration will stay the same (two lanes in each direction with a center turn lane)
- Bike path will skirt the roundabout and use part of Parking Lot O
- Removal of approximately 41 parking spaces

DPW Lamm stated that staff will continue public outreach during the design phase.

Vice Mayor Pappajohn asked about the loss of 41 parking spaces and whether a parking utilization study was undertaken. DPW Lamm replied that the lot is generally underutilized and serves mainly as long-term parking.

Vice Mayor Pappajohn voiced concern about where the bike lane interacts with driveways. DPW Lamm replied that bidirectional paths crossing driveways are among the biggest safety challenges. He explained that staff would analyze the three driveways in the project area to understand how to better secure ingress into and egress out of Parking Lot O.

Councilmember Stevenson asked if the existing driveways could be consolidated to reduce the number of conflict points with the path. DPW Lamm replied that he would get back to Council with more information.

Councilmember Thayer asked about the timing of this project with the traffic signal project at Oak Grove and California. DPW Lamm replied that the signal project will go out to bid in one to two months. Mayor Brownrigg asked whether there would be a physical barrier separating the Class I path from the street. DPW Lamm replied that this would be further reviewed in the design phase.

Councilmember Stevenson discussed the Vision Zero initiative and asked how the findings from Phase 2 of the Vision Zero Program might impact this project. DPW Lamm replied that the City's traffic engineers work across projects to ensure coordination. He added that the Bicycle Pedestrian Master Plan preceded the Vision Zero Action Plan, and that the Vision Zero Plan built upon it.

Mayor Brownrigg opened the item up for public comment.

Mayor Brownrigg noted that the City received two supportive emails about the project.

Mayor Brownrigg closed public comment.

Councilmember Stevenson made a motion to adopt Resolution Number 021-2026; seconded by Councilmember Colson. The motion passed unanimously by roll call vote, 5-0.

c. DISCUSSION OF SB 707, "THE BROWN ACT MODERNIZATION ACT," AND ADOPTION OF RESOLUTIONS (1) APPROVING THE CITY'S TECHNOLOGY DISRUPTION POLICY EFFECTIVE JULY 1, 2026; AND (2) APPROVING OF THE CITY'S PUBLIC OUTREACH AND PUBLIC INTERPRETATION ASSISTANCE PRACTICES

City Clerk Hassel-Shearer stated that SB 707 was signed into law last October. She explained that SB 707 attempted to preserve a positive of the pandemic, hybrid meetings, and further expand transparency, public access, and public participation in meetings.

City Clerk Hassel-Shearer stated that the presentation would be broken down into two sections:

- Provisions effective January 1, 2026
- Provisions effective July 1, 2026

Provisions Effective January 1, 2026

City Clerk Hassel-Shearer provided information about the following requirements that are currently in effect:

1. A copy of the Brown Act will be sent to all electeds and appointees on an annual basis.
2. Department Head compensation changes can no longer be on consent; instead, the HR Director will need to provide Council with a verbal report.
3. Councilmembers can utilize their social media accounts for gathering information regarding a City project but can't interact with each other's posts about City business.

4. A reasonable accommodation for a legislative body member with a disability is remote participation. The individual's location doesn't need to be included on the agenda, nor do they need to allow members of the public into their space. In addition, their remote presence is treated as if they are in person for purposes of establishing a quorum.

Councilmember Colson asked if a disability under the ADA provision could be a temporary disability. ACA Burke replied in the affirmative. She noted that each case would be evaluated individually.

ACA Burke reviewed the ability of a Councilmember to utilize remote participation under the "just cause" provision. She explained that SB 707 expanded and refined the rules around limited remote participation. She gave examples of what would qualify as "just cause" including childcare needs, contagious illness, and unexpected circumstances. She noted that a Councilmember could only appear remotely under the "just cause" provision five times a year.

ACA Burke stated that if a Councilmember needs to use the "just cause" provision, they should notify the City Clerk and City Attorney as early as possible so that staff can: identify the appropriate "just cause" category and prepare the required language.

ACA Burke stated that "just cause" is for immediate or emergency needs. If a Councilmember knows that they are going on vacation, they would need to use the traditional Brown Act teleconferencing rules.

ACA Burke discussed the ability of eligible subsidiary bodies to meet remotely. She added that under these provisions, the Brown Act body would be able to meet fully remote but would be required to provide a location for the public to attend the meeting. She explained that to qualify as an eligible subsidiary body, the body must be:

- A Brown Act body that is created by formal Council action, pursuant to Government Code Section 54952
- Exclusively advisory with
 - No final decision-making authority
 - No primary jurisdiction over elections, budgets, police oversight, privacy, library materials access, or spending

ACA Burke stated that cities and attorneys are defining an eligible subsidiary body differently, and staff is hoping that the State will provide clarification.

ACA Burke stated that if a body qualifies and wishes to meet remotely, the City Council must adopt a resolution making certain findings and then renew these findings every six months.

ACA Burke stated that Councilmembers who serve on a City committee that is found to be able to meet remotely must still note their location on the agenda and post the agenda at their location.

Mayor Brownrigg questioned whether the Council subcommittees would be treated as eligible subsidiary bodies and whether they should be allowed to meet remotely. ACA Burke replied that staff would need to review it on a case-by-case basis.

Councilmember Colson suggested that staff reach out to Peninsula Clean Energy and C/CAG's legal counsels. ACA Burke replied in the affirmative.

Provisions Effective July 1, 2026

City Clerk Hassel-Shearer explained that for the July 1 provisions to be applicable to the City, the City Council must be shown to be an eligible legislative body. She stated that the City Council is an eligible legislative body because Burlingame has a population over 30,000 and is located in a county with a population over 600,000.

City Clerk Hassel-Shearer reviewed the remote public participation requirements. She explained that under SB 707, Council meetings must be hybrid either telephonically or via an audio/visual platform like Zoom.

City Clerk Hassel-Shearer stated that starting July 1, the City will need to return to allowing remote public comment. She warned that the City had previously stopped accepting remote public comment due to "Zoom bombings" in neighboring cities. She added that she would be working with the City Attorney's Office to draft a policy on how to handle these disruptions.

Mayor Brownrigg emphasized the severity of the "Zoom bombings". He stated that the City's objective is not to avoid criticism but to prevent extreme disruptions and community harm.

Mayor Brownrigg asked if he would be able to stop a speaker who wanders off topic or attacks individuals without using slurs. ACA Burke replied that the Brown Act strongly favors public comments. Therefore, if what a public commenter is saying reasonably connects to an agenda item, or the City has jurisdiction over their general comment, then the comment is likely protected.

City Clerk Hassel-Shearer stated that under SB 707, there are requirements to translate agendas into other languages if a particular language is spoken by 20% or more of the population according to the data from the American Community Survey. She noted that the City does not meet this threshold.

City Clerk Hassel-Shearer stated that she would need to create a more robust webpage about the City Council including:

- Direct link from the homepage
- Listing all meetings
- A way to sign up for future agendas
- Information on how to comment and the Council meeting process

City Clerk Hassel-Shearer discussed requirements to install a secondary meeting notice board outside of City Hall. She stated that this board would be for members of the public to post translations of City Council agendas into different languages. She added that the City would not be responsible for the translations.

Councilmember Stevenson suggested looking into the costs of translating Council agendas and transcripts of Council meetings. He added that with modern technology like AI, translation into Chinese and Spanish might be affordable. City Clerk Hassel-Shearer explained that the City previously explored including closed captions in Spanish of all City Council meetings. She stated that at the time, she was quoted a price of between \$50,000 to \$60,000 a year. Additionally, she discussed the costs associated with translating notices into Spanish and Chinese for elections.

Councilmember Colson emphasized the complexities of translating agendas into other languages. She suggested empowering community partners to handle translations voluntarily.

Vice Mayor Pappajohn acknowledged the goodwill behind expanded translation services. However, she cautioned that once the City undertakes translation services beyond what is required, it becomes difficult to scale back.

ACA Burke discussed the requirement for a Technology Disruption Policy. She explained that by July 1, the City must adopt a policy regarding what will happen if the technology fails during a Council meeting. She stated that the policy must include a list of potential remedial steps and describe how disruptions will be announced. She added that after one hour, if remote public access is not restored, then the Council has two options:

- Adjourn the meeting due to loss of required remote public access or
- Continue the meeting, but only after making a finding that the public interest in continuing outweighs the public interest in remote access

City Clerk Hassel-Shearer explained that the existing technology is aging and occasionally unstable. She stated that she expects that the equipment will fail. However, she stated that once the Council Chambers opens in the new City Hall, she will work with the new IT Manager in order to ensure a more robust system.

Mayor Brownrigg asked what qualifies as a technology failure. City Clerk Hassel-Shearer explained that it is when the remote access fails so that the public can no longer see or hear the meeting.

City Clerk Hassel-Shearer discussed SB 707 requirements for the City to:

- Assist members of the public who need interpretation assistance
- Conduct public outreach to underrepresented and non-English speaking communities

City Clerk Hassel-Shearer asked the Council to consider the two resolutions attached to the staff report:

1. Resolution adopting the Technology Disruption Policy
2. Resolution adopting public outreach and interpretation assistance practices

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

Mayor Brownrigg stated for public comment he intends to gauge the number of anticipated speakers, both in person and via Zoom, and then will adjust speaking times. He added that he wanted to make sure the public has a reasonable opportunity to be heard.

Councilmember Thayer made a motion to adopt Resolution Number 022-2026; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

Councilmember Colson made a motion to adopt Resolution Number 023-2026; seconded by Vice Mayor Pappajohn. The motion passed unanimously by roll call vote, 5-0.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

13. FUTURE AGENDA ITEMS

There were none.

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 8:53 p.m. in memory of Dena Gunning.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk