



# STAFF REPORT

AGENDA NO: 9i

MEETING DATE: June 15, 2026

**To: Honorable Mayor and City Council**

**Date: June 15, 2026**

**From: Meaghan Hassel-Shearer, City Clerk – (650) 558-7203**

**Subject: Adoption of a Resolution Authorizing the Mayor to Send a Letter of Support to the State Legislature Regarding AB 1821**

## **RECOMMENDATION**

Staff recommends that the City Council authorize the Mayor to send a letter of support to the State Legislature regarding AB 1821.

## **BACKGROUND**

At the June 1, 2026, City Council meeting, Councilmember Thayer, with the approval of Council, asked to agendize a letter of support for AB 1821.

Assembly Bill 1821 (Pacheco) seeks to amend the California Public Records Act (“CPRA”), which grants all individuals the ability to inspect and receive copies of government records held by state and local agencies. The law is there to ensure transparency in government.

Under the current CPRA, the City has ten calendar days, upon receipt of a request, to determine if responsive records exist and whether they can be released. Additionally, the CPRA allows for a 14-calendar day extension when the City requires additional time to review the records request and responsive records.

AB 1821 proposes to change “calendar days” to “business days.” This would mean that the City has:

- Ten business days to determine if responsive records exist and whether they can be released
- 14 business day extension when the City requires additional time to review the records request and responsive records

## **DISCUSSION**

During the pandemic, staff designed a public records request portal to assist members of the public with filing their requests and assist the City in tracking public records requests. The pandemic also marked an increase in public records requests to the City due to individuals’ desire to be more involved in local government, decisions to renovate homes, and increased need for transparency. According to the California State Association of Counties (“CSAC”), local agencies have reported

a 73% increase in records requests over the past five years, with over 90% diverting staff time away from core services to meet these demands.

On March 16, 2026, the City's records request portal (<https://www.burlingame.org/1204/Public-Records>) was moved to the Laserfiche Cloud. Since March 16, 2026, and as of June 8, 2026, the City has received and completed 171 public records requests. This equates to an average of 13 public records requests per week, or two per day.

The City's average response time from the time a public records request is filed until staff closes it out is five days. However, this number is a bit misleading, because while a vast majority of public records requests can be quickly answered due to the request relating to permits for a property or a copy of a resolution, some public records requests are much more labor intensive. Examples of why some requests are more labor intensive include:

- Email searches for particular words covering multiple years
- Video reviews
- Historical research on a specific issue, subject, or decision

These requests require longer than the ten calendar days to conduct an initial analysis of what records the City might have that are responsive.

Additionally, staff recommends supporting this amendment as it ensures that weekends and holidays are accounted for. If an individual files a public records request on a Friday, the City immediately loses two days in the ten calendar days due to the weekend. And if the weekend is a holiday weekend, that could be a loss of three to four days. By aligning the CPRA with business days instead of calendar days, the State is ensuring that cities can respond in a timely manner and thoroughly review all potential responsive records.

### **FISCAL IMPACT**

There is no fiscal impact associated with sending this letter.

Exhibits:

- AB 1821 (Dated 4.6.2026)
- Resolution
- Draft Letter