



STAFF REPORT

AGENDA NO: 9k

MEETING DATE: May 18, 2026

To: Honorable Mayor and City Council

Date: May 18, 2026

**From: Neda Zayer, Community Development Director – (650) 558-7253
Ruben Hurin, Planning Manager – (650) 558-7256**

Subject: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Memorandum of Understanding with the County of San Mateo for Participation in the Multi-Jurisdictional Safety Element Project to Extend the Term to December 31, 2026

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute an amendment to the Memorandum of Understanding with the County of San Mateo (the “County”) for participation in a Multi-Jurisdictional Safety Element Project to extend the term to December 31, 2026.

BACKGROUND

In 2019, the City of Burlingame updated its General Plan, which included an update to the Safety Element (referred to as the “Community Safety Element” in the Burlingame General Plan). The Safety Element is a State-required element, and in recent years, new State laws have been adopted to include additional requirements for flood, wildfire, and climate change adaptation and resilience. The Safety Element is currently being updated to meet State law, and at the same time address recent hazards and related issues of concern in Burlingame and across the county, respond to community concerns, and create a unified approach to improving resilience countywide.

In 2023, the City of Burlingame joined the Peninsula Resilience Planning (PREP) project, a collaborative multi-jurisdictional effort of nine jurisdictions in San Mateo County supported by a consulting team led by PlaceWorks to prepare the necessary updates to the Safety Element. The collaborative approach allowed participating jurisdictions to share technical analyses and resources for greater efficiency and consistency across the region.

Each participating agency entered into a Memorandum of Understanding (MOU) with the County to participate in the Safety Element Update project. The City Council authorized the City Manager to execute the MOU on May 15, 2023 (Resolution No. 016-2023). The MOU outlines the services to be performed by the consultants and sets forth the participating agency’s contribution toward the costs of the consultant services. The effective term in the MOU is between June 15, 2023, and June 15, 2026.

DISCUSSION

Burlingame now contains a Very High Fire Hazard Severity Zone and therefore is required to submit the Safety Element Update to CAL FIRE and the Board of Forestry and Fire Protection for review and comment.

The Safety Element Update project was progressing on schedule and positioned to meet the original June 15, 2026, term in the MOU. However, due to longer-than-anticipated timelines associated with required CAL FIRE review of the Safety Element Update (four of the participating jurisdictions are subject to review and approval by CAL FIRE, including Burlingame), an amendment to the MOU is required to extend the term.

CAL FIRE and the Board of Forestry and Fire Protection are scheduled to review Burlingame's Safety Element Update on June 16, 2026. The Safety Element Update is scheduled to be brought forward to the City Council for adoption on July 6, 2026.

To ensure the Safety Element Update project can move through final CAL FIRE review and adoption by the City Council, the term of the MOU needs to be extended. While staff does not anticipate needing the remainder of the year to complete the Safety Element Update project, staff recommends extending the term to December 31, 2026, to cover any unexpected delays.

FISCAL IMPACT

There are no fiscal impacts associated with the amendment to the Memorandum of Understanding since it is only an extension to the term. There are no changes to scope or overall budget.

The County serves as the fiscal agent for the Safety Element Collaborative. As fiscal agent, the County entered into agreements with the designated consultants and pays consultant invoices using deposits from all participating agencies.

Exhibits:

- Resolution
- Memorandum of Understanding