



BURLINGAME CITY COUNCIL
Unapproved Minutes
Regular City Council Meeting on March 17, 2025

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 7:04 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The pledge of allegiance was led by former Councilmember Ann Keighran.

3. ROLL CALL

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

MEMBERS ABSENT: None

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There was no request.

5. REPORT OUT FROM CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54958.8

PROPERTY: 255 EL CAMINO REAL, BURLINGAME, CA

AGENCY NEGOTIATORS: CITY MANAGER LISA K. GOLDMAN, CITY ATTORNEY MICHAEL GUINA

NEGOTIATING PARTIES: CITY OF BURLINGAME

UNDER NEGOTIATIONS: PRICE AND TERMS OF PAYMENT

City Attorney Guina reported that direction was given, but no reportable action was taken.

6. UPCOMING EVENTS

Mayor Stevenson reviewed upcoming events in the city.

7. PRESENTATIONS

a. SMC ALERT PRESENTATION

CCFD Community Risk and Resiliency Specialist Dena Gunning gave a presentation on SMC Alert. She explained that San Mateo County's primary emergency notification system for life safety, fire, weather, accidents, and disasters is SMC Alert. She stated that it is managed by San Mateo County Emergency Management and gave the following information on SMC Alert:

- It is an opt-in subscription
- Free subscription for personalized emergency alerts, including warnings and recovery information
- Alerts may also be sent by local police, fire, and emergency managers from other cities within the county

Ms. Gunning reviewed how to sign up for SMC Alerts by downloading the Smart911 App.

Mr. Rubio, from the County's Department of Emergency Management, further reviewed the SMC Alert system. He noted that people can receive alerts in one of three ways:

- Text
- Email
- Voice

Mr. Rubio reviewed the Integrated Public Alert and Warning System ("IPAWS), which is an opt-out system provided by phone carriers. He explained that the County can push out wireless emergency alerts to all mobile devices within a geographically targeted area for a certain amount of time. This includes AMBER alerts, missing person alerts, or other alerts like the December 5th tsunami warning.

Mr. Rubio reviewed different examples of alerts from road closures to wildfire evacuation orders.

Councilmember Colson asked about the incident involving the Hillsborough officer who was shot and a shelter in place notification was sent out. She noted that not everyone in her neighborhood, near the incident, received the notification.

City Manager Goldman discussed her own difficulty in obtaining SMC Alerts. She noted that when the County switched over to the new system, she stopped receiving alerts. She explained that the County, CCFD, and BPD were aware of this issue and that it was a technical issue that needed to be resolved.

Interim Police Chief Boll discussed the Hillsborough incident. He noted that he had learned from this incident that he needed to ensure better communication with the community during an incident that while outside City boundaries could still affect residents. He explained that since the incident, the Police Department had reviewed their response and determined how best to get the message out in future scenarios.

Councilmember Colson thanked Interim Chief Boll for his update and ownership of some of the problems that occurred.

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

Mayor Stevenson thanked CCFD and the Police Department for working to resolve the SMC Alert issues and discussed the importance of the community signing up for these alerts.

8. PUBLIC COMMENTS

Vice Mayor Brownrigg discussed the contributions of the Irish and recognized that it was St. Patrick's Day.

9. APPROVAL OF CONSENT CALENDAR

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Colson pulled item 9f.

Councilmember Pappajohn made a motion to adopt items 9a, 9b, 9c, 9d, and 9e; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MARCH 3, 2025 CLOSED CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approval of the City Council meeting minutes for the March 3, 2025, Closed Session.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE MARCH 3, 2025 REGULAR CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approval of the City Council meeting minutes for the March 3, 2025, Regular City Council Meeting.

c. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH GRANICUS, INC. FOR CONTINUED AGENDA MANAGEMENT, VIDEO STREAMING SERVICES, AND CLOSED CAPTIONS AND FOR UPGRADES AND OPTIMIZATION OF THE GRANICUS PLATFORM FOR TWO YEARS AT A TOTAL COST NOT TO EXCEED \$172,150.26

City Clerk Hassel-Shearer requested Council adopt Resolution Number 021-2025.

d. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICE AGREEMENT WITH DOCUSIGN FOR THE PERIOD MARCH 30, 2025 THROUGH MARCH 29, 2026, FOR THE ELECTRONIC SIGNING OF DOCUMENTS FOR \$35,136.00

City Clerk Hassel-Shearer requested Council adopt Resolution Number 022-2025.

e. **ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF ADDITIONAL SPECIALIZED SUPPLIES AND MATERIALS FROM CORE & MAIN FOR THE PUBLIC WORKS DEPARTMENT WATER DIVISION IN AN AMOUNT NOT TO EXCEED \$165,000**

DPW Murtuza requested Council adopt Resolution Number 023-2025.

f. **SIXTH CYCLE HOUSING ELEMENT (2023-2031) ANNUAL PROGRESS REPORT**

Councilmember Colson thanked staff for their hard work preparing this annual report. She discussed the fact that San Mateo County's average median income ("AMI") as defined by HUD is \$186,000 for a family of four. She noted that the City still needs to build units in the low and extremely low-income levels.

Vice Mayor Brownrigg discussed the City's General Plan. He added that while Burlingame School District's student population continues to grow, other cities on the Peninsula are seeing their student populations decrease.

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

Councilmember Colson made a motion to approve the Sixth Cycle Housing Element Annual Progress Report; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

a. **BURLINGAME AGE-FRIENDLY ACTION PLAN 2024 PROGRESS**

City Librarian McCulley stated that in February 2021, the City Council adopted a resolution authorizing the City to participate in the Age-Friendly Communities Network. He explained that former Mayor Keighran and Councilmember Colson formed a task force of key local stakeholders from various organizations and commissions to engage with the community on an Age-Friendly Action Plan.

City Librarian McCulley stated that the City's progress on the Age-Friendly Action Plan is noted in red in the updated action plan attached to the staff report. He reviewed some of the highlights:

- City has completed 24,000 square feet of sidewalk improvements
- City received a \$50,000 grant to support senior programming
- Circulation of the Senior Gazette has more than doubled

- City website now uses AudioEye, allowing users to change font size and utilize screen readers
- City received a grant to purchase Virtual Reality headsets to teach seniors about the dangers of climate change
- Housing resources have been added to the City website

Recreation Coordinator Colleen Conefrey reviewed some of the key updates that the Parks and Recreation Department had implemented in accordance with the Age-Friendly Plan:

- Health and fitness programs – walking club, picnics, no-fee yoga classes, no-fee exercise classes that are low impact, and healthy aging seminars
- Community and Socialization – day excursions, special events, workshops and seminars, arts and crafts, social clubs, and no-fee drop-in programs

City Librarian McCulley discussed the programs that the Library was offering to assist with the Age-Friendly Action Plan:

- Technology Literacy – computer/tech help and scanning of important documents
- Civic and Social Participation – expand volunteer opportunities and local engagement

Council thanked staff for the update and all the hard work that has gone into the various programs.

Councilmember Pappajohn voiced her support for the Age-Friendly Action Plan. She asked about outreach to the senior community. Recreation Coordinator Conefrey replied that they are consistently working on how to reach all the seniors. She noted that social media works surprisingly well.

Councilmember Colson stated that there are about 150 seniors living at 150 Park, and that she and Mayor Stevenson visited them recently. She thought that the City could reach out to various living areas. She noted some seniors are apprehensive to leave, but if given a number, they will call.

Vice Mayor Brownrigg asked how often staff consult with seniors. Recreation Coordinator Conefrey replied that there is a Senior Advisory Committee at Parks and Recreation that is used often.

Vice Mayor Brownrigg stated that Burlingame's dense downtown area makes it easier for seniors to stay in the area. He asked about the use of cooling centers in the city. City Librarian McCulley replied that both the Community Center and the Library are designated cooling centers.

Mayor Stevenson opened public comment.

Former Mayor Keighran thanked staff for all their hard work on developing an action plan. She hoped to see more intergenerational projects.

Mayor Stevenson closed public comment.

Vice Mayor Brownrigg asked if Council gets an update every year. City Librarian McCulley replied in the affirmative.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

There were none.

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 Stevenson adjourned the meeting at 8:22 p.m. in memory of Arlene O'Campo.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk