



**BURLINGAME CITY COUNCIL**  
**Unapproved Minutes**  
**2018-2019 Mid-Year Budget Study Session**  
**Wednesday, March 13, 2019**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in the City Hall Council Chambers at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The pledge of allegiance was led by Finance Director Augustine.

**3. ROLL CALL**

**MEMBERS PRESENT:** Beach, Brownrigg, Colson, Keighran, Ortiz

**MEMBERS ABSENT:** None

**4. PUBLIC COMMENTS**

There were no public comments.

**5. STAFF REPORTS AND COMMUNICATIONS**

**a. ADOPTION OF A RESOLUTION AMENDING THE FY 2018-19 OPERATING AND CAPITAL BUDGETS TO REFLECT THE RECOMMENDED MID-YEAR ADJUSTMENTS**

Finance Director Augustine stated that the purpose of the mid-year status report is to inform the public and Council of the City's financial status, update the budget using projected results, provide a more concise fiscal picture for the FY 2019/20 budget, and provide greater confidence in the five-year forecast.

Finance Director Augustine began by reviewing a slide that depicted projected revenues from all General Fund sources. She stated that not all revenues are growing at the same rate as there are different factors affecting the various revenue categories. She explained that the main takeaway is that revenues are expected to come in 4.7% higher than anticipated in the adopted budget. She noted that several of the revenue increases require explanations as they represent one-time bump ups.

Councilmember Brownrigg noted that the City is about to start collecting commercial and residential impact fees. He asked where these funds would show up on the slide depicting General Fund sources. Finance Director Augustine stated that impact fees will be in a separate fund due to reporting and use requirements.

Councilmember Brownrigg stated that in the future it would be helpful for Council to see the balance of those funds.

Finance Director Augustine discussed the three main revenue sources for the City: property tax, sales tax, and transient occupancy tax (TOT). These three sources make up 85% of the City's revenue.

Finance Director Augustine first reviewed property taxes. She stated that the City saw a 6.25% growth in the assessed roll last year. She explained that most of this was anticipated in the original budget. She noted that the big unknown for property tax is the City's refund from the County's ERAF account. She explained that the ERAF refund was the largest piece of the \$712,000 adjustment for the FY2018/19 property tax projection. She added that the sizeable ERAF refund would not occur in the future because it was based on the County's new policy of issuing ERAF refunds over a period of two years versus the previous three year policy.

Next, Finance Director Augustine reviewed sales and use tax revenue. She noted that these revenues continue to increase and added that a majority of the increase was the result of the passage of Measure I.

Finance Director Augustine stated that TOT is expected to be \$550,000 higher than the budget. She noted that TOT is the best indicator of business sentiment. Therefore, when staff sees TOT waning, the City can anticipate a slowing economy.

Finance Director Augustine explained that as part of the mid-year report, the departments are asked to examine their year-to-date budgets to ensure that they have adequate budget for the remaining fiscal year. She noted that there weren't a lot of adjustments to the budget this year. She explained that expenditure adjustments for the General Fund totaled \$320,000. She noted that the adjustments include a few big ticket items such as Police Department overtime and the Planning Division's need for assistance with design review. She stated that these expenditures are all off-set by savings from the Burlingame High School pool closure. She added that most of the funding for unanticipated needs could be found within the departmental budgets and therefore isn't mentioned in the report.

Finance Director Augustine discussed the \$3.1 million that staff is proposing to transfer out of the General Fund to fund CIP projects. She noted that this money will be used as follows:

- Phase 1 of the Community Center Project - \$2,700,000
- North Rollins Road Specific Plan - \$225,000
- Financial System (ERP) - \$115,000
- Fire Station - \$100,000

She added that \$21,000 is being transferred from the CIP to the General Fund to cover records management.

Vice Mayor Beach voiced support for the City setting aside funds for the North Rollins Road Specific Plan. She asked if staff will be applying for grants to assist with the specific plan. CDD Gardiner replied in the affirmative and explained that the City is counting on receiving \$125,000 from SB 2 to assist with the project.

Finance Director Augustine next reviewed a chart that depicted projected fund balance. She explained that the chart included the prior year actual fund balance with the new FY 2018/19 fund balance projections. She stated that in the original FY 2018/19 budget, staff anticipated a budgetary surplus of \$3.4 million; \$2.8 million of this amount would be used to bolster pension funds. After the mid-year adjustments are made, the surplus is anticipated to be slightly over \$3.5 million. She noted that the unassigned balance has decreased because the Economic Stability Reserve Policy requires additional funding to the Reserve when the City experiences increased revenues.

Finance Director Augustine briefly discussed the other funds that are reviewed in the mid-year report. These funds include: allocation of interest earnings, Capital Projects Fund, Gas Tax (HUTA) and SB 1 Funding, Water and Sewer Funds, other Enterprise Funds, and Internal Service Funds.

Finance Director Augustine reviewed the unfunded needs of the City. She stated that the Building Facilities Condition Assessment Study in 2016 showed that many City facilities are in need of repair and major renovations.

Councilmember Brownrigg asked about OPEB funding. Finance Director Augustine stated that the City is contributing to a Section 115 Trust for OPEB. She noted these contributions are shown in the budget as personnel costs if they represent the normal cost of retiree medical benefit, and the amortization of the unfunded portion of retiree medical is in the operating cost.

Councilmember Brownrigg stated that he would like the City to delineate the area of the city that is being up-zoned so that over time Council will be able to see the uplift in property tax from Rollins Road. He noted that this would help with questions about the cost increases of population growth.

Councilmember Ortiz stated that OPEB funding is shown on the CAFR.

Councilmember Ortiz voiced support for the City's work to create and maintain a Capital Reserve, which has a current funding level of \$28.3 million.

Councilmember Keighran asked that OPEB be highlighted in the CAFR as it is an important issue in the state.

Councilmember Keighran asked if in the future Council would receive a report detailing how impact fees are spent. Finance Director Augustine stated that the funds would be in a separate fund and would be tracked by development. She noted that there would be a spending plan with a clear outline for how funds should be expended. City Manager Goldman added that periodic reporting could be done in order to show the community how the money is spent.

Councilmember Ortiz asked if there should be an oversight committee to review how impact funds are expended.

Mayor Colson stated that the Council is the oversight committee.

Councilmember Keighran agreed with the Mayor that the matter should be kept at the Council level.

Finance Director Augustine next discussed the General Fund five-year financial forecast.

Councilmember Brownrigg asked if the property tax assumption is based on the economy. Finance Director Augustine replied in the affirmative.

Councilmember Brownrigg asked if any allowances were made for up-zoning. Finance Director Augustine replied in the negative.

Councilmember Brownrigg explained that he believed that the City will see increased property tax income as a result of up-zoning. He asked if he was correct that the City is not assuming any changes in the ways it taxes commercial property. Finance Director Augustine replied in the affirmative.

Councilmember Brownrigg stated that it is important to understand what the implications of a split roll would be for the City. Finance Director Augustine replied that she would look into this for Council.

Finance Director Augustine discussed the economic indicators that are used to assist in the creation of the five-year forecast. She noted that most of the indicators are from Beacon Economics, an independent economic research consulting firm. She added that staff also utilized HDL, the City's sales tax consultants.

Finance Director Augustine next showed a pie chart that depicted major General Fund sources for FY 2018/19. She noted that the chart was similar to previous years except for the inclusion of Measure I in sales and use tax. Measure I increased sales and use tax revenues by 2% to 2.5%.

Finance Director Augustine discussed property tax assumptions. She explained that the roll is growing at a rate slightly ahead of last year, which was 6.25%. She stated that state-wide assessed property value increased by 6.47%, but slower growth is anticipated. She explained that the forecast assumes that the Burlingame Point Project comes on line in FY 2020-21.

Councilmember Brownrigg asked what value staff assumed for the Burlingame Point Project. Finance Director Augustine stated that she would get back to Council with this information.

Finance Director Augustine showed a chart that depicted home prices and sales in the Bay Area. She stated that prices in the Bay Area are decreasing slightly, and the number of sales is more rapidly decreasing. This is because the inventory is limited in the first place, and people are staying in their homes longer.

Finance Director Augustine stated that staff anticipates that the excess ERAF, once it is adjusted to normal levels, will remain flat. She added that based on the current year growth in the secured roll, staff is assuming a 6% increase in property tax for FY 2018/19. She noted that the five-year forecast assumes 6.5% revenue growth in FY 2020/21, then slowing to 5% in the last years of the forecast.

Finance Director Augustine reviewed a chart of property in Burlingame broken down into categories such as residential, commercial, institutional, vacant, and unsecured.

Councilmember Brownrigg asked how a mixed-use building is categorized on the chart. Finance Director Augustine stated that she believed it was defined as commercial.

Mayor Colson stated that the categorization of mixed-use buildings depends on how the property is mapped out and if the property is for rent or for sale.

Finance Director Augustine next reviewed sales tax assumptions. She explained that the auto and transportation sector comprises about one-third of Burlingame's taxable sales. She noted that fuel and service stations are not a major factor for the City. She stated that there is an expected 16.8% rate of average growth for Burlingame in the current fiscal year across all sales tax categories. She explained that this wasn't included in the mid-year report because there are several aberrations with sales tax reports.

Finance Director Augustine reviewed a few of the aberrations that caused increases in sales tax. She explained that CDTFA launched new software that confused people and caused late reportings. As a result of the late reportings, the agency had to anticipate payments and has since had to make adjustments based on actual reportings. In addition, there was a surge in auto sales in the last half of 2018 due to what HDL refers to as a resolution of manufacturing issues. And lastly, with the help of a consultant, the City was able to obtain a one-time use tax in the building related sector associated with the Burlingame Point project.

Mayor Colson stated that the auto and transportation industry leads the way in sales tax for the City. She noted that as consumer preferences for automobiles changes over time, it will have an impact on sales tax. She added that the City's auto dealers are starting to represent electric vehicles.

Finance Director Augustine stated that the City receives about \$1 million a quarter from auto sales.

Vice Mayor Beach discussed the overall state growth in sales tax of 2.5%. She noted that this growth isn't keeping up with inflation. Finance Director Augustine replied in the affirmative. She added that housing is taking up more disposable income, which leads to fewer taxable sales transactions. Moreover, she noted that individuals are favoring services and experiences versus purchasing physical goods.

Vice Mayor Beach discussed the increase in the County pool but stated that it is online sales driven. Finance Director Augustine replied in the affirmative.

Councilmember Ortiz asked if auto sales tax is based on where the car is registered or where the car is sold. Finance Director Augustine stated that the 1% local sales tax is charged where the car is sold. Therefore, if

the dealership is in Burlingame, the 1% sales tax goes to Burlingame. She noted that the special transaction tax, Measure I, is based on where the purchaser resides.

Councilmember Brownrigg noted that previously Tesla was handing over title to car where it was delivered instead of at the dealership. This resulted in a momentary blip where Hillsborough received sales tax revenue. He noted that this policy has since changed, and title is handed over at the dealership.

Finance Director Augustine stated that HDL predicts sales transaction growth Statewide of 3% for FY 2019/20 and 1.5% growth for FY 2020/21. She explained that the five-year forecast provides for a 5% decrease in FY 2019/20 due to one-time adjustments in FY 2018/19. She noted that after this decrease there would be continued growth at 1.2% to 1.4% through FY 2023/24.

Finance Director Augustine discussed the Wayfair decision that requires retailers that deliver out-of-state to be responsible for collecting and remitting the use taxes to the jurisdictions of the buyer. HDL predicts a potential eventual gain of \$3-5 per capita in receipts as a result of the decision.

Finance Director Augustine stated that sales tax is a bigger deal in Burlingame than the rest of the County.

Councilmember Brownrigg stated that almost the entire delta is from auto sales. He noted that if auto dealerships move out of Burlingame, the City's sales tax will decrease to the average levels in the County. He added that the auto dealerships are facing the critical issue of housing for their workforce.

Finance Director Augustine next discussed TOT assumptions. She stated that TOT is the City's largest and most economically sensitive revenue source. The five-year forecast assumes no growth in FY 2019/20. After that, the forecast assumes 1% annual growth with continued high occupancy rates. She added that staff will continue to monitor receipts and will revise the forecast if needed.

Mayor Colson discussed her recent meeting with a Burlingame hotelier. She explained that she was informed that on average 25% of this hotel's rooms are purchased by the airline industry. She stated that the airline employees take their per diem and shop in Burlingame.

Finance Director Augustine stated that total General Fund revenues are expected to increase less than 1% in FY 2019/20 and 2.9% in FY 2020/21.

Councilmember Brownrigg asked if the interest income is from the funds that the City has in different financial institutions. Finance Director Augustine stated that it is from the City's portfolio.

Councilmember Ortiz asked if TopGolf was included in the projections. Finance Director Augustine replied in the negative.

Finance Director Augustine next reviewed the General Fund expenditure forecast assumptions for the next five years:

- **Salaries and Wages** – The forecast includes the effect of current collective bargaining agreements, recently approved agreements with labor groups, and increased wages for part-time employees effective January 1. Additionally, it assumes an annual growth in salaries of 3% and normal merit step increases.
- **Benefits** – The forecast includes an annual growth rate of 5% for each January 1 change in health care rates and expected PERS contribution rate increases (10.9 average annually for Safety and 9.8% for Miscellaneous employees) coupled with forecast increases in salaries and wages. Additionally, the forecast includes employee contributions to healthcare and PERS in accordance with current MOUs.
- **Operating Costs** – The forecast is based upon cost of living adjustments for most non-personnel costs and expected changes in utility rates. A 4% compounded annual growth rate is assumed for most operating costs, and a 5% escalation factor is included for service from CCFD. These costs include a payroll surcharge assessed on full-time employees to fund previously incurred costs associated with retiree medical benefits (OPEB) for former employees.
- **Internal Services** – The forecast is based upon a 3% blended escalation factor.
- **Capital Outlay** – The forecast includes a base of \$242,000 (FY 2018/19) based upon historical use and 3% growth rate.
- **Transfers In (Out)** – The forecast assumes reimbursements for debt service, increasing General Fund investments in Capital Projects, and support of City shuttle programs. These are offset by transfers to the fund for administrative support of enterprise operations.
- **Debt Service** – The forecast includes actual debt service for all current outstanding bond issues, plus \$2 million annually (General Fund, Measure I) for Community Center bond issuance. The forecast assumes no refinancing of current debt

Finance Director Augustine reviewed the forecast of CalPERS rates. She noted that for FY 2018/19, the employer rate is 26% for Miscellaneous employees and 50.4% for Safety employees. She explained that the rates don't include employee contributions.

Finance Director Augustine discussed some of the reasons that pension costs are rising including: assumption changes, reduction of discount rate, new amortization policy, and "Risk Mitigation" portfolio strategy. She showed two graphs that depicted the threshold rates for Miscellaneous and Safety employees. The Miscellaneous threshold rate is 37.7%, and for Safety it is 76.9%.

Finance Director Augustine discussed funding options that the Council could consider for pensions:

- Increased contributions to Section 115 pension trust
- Budget additional pension funding to CalPERS in the form of Ad-hoc payments or "Fresh Start" for shorter amortization of liability

Finance Director Augustine next discussed employee contributions to CalPERS. She noted that the City has a cost-sharing agreement with employees to reduce pension costs. Classic employees are contributing to the employer share; for PEPRA employees, the annual contribution for cannot be less than the employer normal cost.

Finance Director Augustine stated that expenditures are growing faster than revenues. She noted that as the City's surplus decreases, the City is contributing less to the pension trust fund.

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

Mayor Colson stated that a constituent had written her in support of additional funding for pensions. She noted that she wrote back about the City's establishment of a Section 115 trust to assist with pension liability.

Vice Mayor Beach asked if staff felt comfortable with the amount of funds in the unassigned fund balance or whether it should be transferred into other funds. Finance Director Augustine replied that staff was comfortable with the amount, but it was up to Council whether funds should be transferred.

Vice Mayor Beach asked if it would be better to have the discussion now about transferring funds from the unassigned fund balance into another fund or wait until the budget study session. Finance Director Augustine replied that Council could have that discussion at either time.

Mayor Colson stated that this conversation could be had during the budget study session.

Councilmember Brownrigg made a motion to adopt Resolution Number 026-2019; seconded by Councilmember Keighran. The motion passed unanimously by voice vote, 5-0.

Councilmember Brownrigg asked staff to watch for potential land acquisition on North Rollins Road.

Mayor Colson agreed and stated that in the future the Council could think of swapping parking lots and purchasing portions of a developer's land to create parks.

Councilmember Keighran asked staff to provide Council with a list of where the vacant parcels are located in the City.

**b. ADOPTION OF A RESOLUTION APPROVING THE ADDITION OF ONE NEW FULL-TIME EQUIVALENT DEPUTY/ASSISTANT CITY ATTORNEY, ESTABLISHING A CLASSIFICATION AND SALARY RANGES FOR THE NEW DEPUTY/ASSISTANT CITY ATTORNEY POSITION, AND APPROVING THE AMENDED CITY OF BURLINGAME PAY RATES AND RANGES**

HR Director Morrison stated that staff is recommending the establishment of a new position in the City for one full-time deputy or assistant City Attorney. She noted that currently, the City Attorney's office is allowed a part-time assistant City Attorney, but there is a need for a full-time staff member.

Councilmember Ortiz stated that with the amount of future work that the City is undertaking, the work load for the City Attorney is going to increase, and therefore he was in favor of creating this position.



Vice Mayor Beach concurred and stated that this could save the City money in not having to outsource for legal assistance.

Councilmember Keighran agreed and added that with the increase of housing regulations and projects, it would be important to have more legal assistance.

Councilmember Brownrigg and Mayor Colson both agreed that this was a necessary addition.

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

Vice Mayor Beach made a motion to adopt Resolution Number 027-2019; seconded by Councilmember Ortiz. The motion passed unanimously by voice vote, 5-0.

**c. REVIEW OF DRAFT FY 2019-20 GENERAL FUND, PARKING ENTERPRISE FUND, GAS TAX, MEASURE A, MEASURE I, MEASURE M, AND SENATE BILL 1 (SB 1) FUNDED CAPITAL IMPROVEMENT PROGRAM (CIP)**

Assistant Public Works Director Morimoto gave the Council a presentation on the proposed FY 2019/20 General Fund, Parking Enterprise Fund, Gas Tax, Measure A, Measure I, Measure M, and SB 1 funded Capital Improvement Program.

Mr. Morimoto stated that in summary, staff is proposing the following:

- Mobility and Transportation Improvements - \$3,360,000
- Parks and Recreation Improvements - \$3,305,000
- Building Facilities Improvements - \$1,450,000
- Police Department Improvements - \$500,000

This is for a total of \$8,615,000 in CIP projects.

Mr. Morimoto began by reviewing the proposed Mobility and Transportation Improvement projects for FY 2019/20. The first project is to begin the design phase of the Broadway Grade Separation. He noted that the City's portion of this phase of the grade separation is \$1.5 million, with a total cost of \$15 million. Another project is sidewalk and ADA improvements, with \$500,000 funded by the General Fund and \$700,000 from Measure I. Other projects include:

- Traffic Signal Upgrades - \$200,000
- Pedestrian Improvements - \$100,000
- Residential Street Lighting Improvements - \$100,000
- Traffic Calming Improvements - \$100,000
- Traffic and Transportation Studies (Annual) - \$80,000
- El Camino Real Development (Consultant Assistance) - \$80,000

The proposed City budget for these projects is \$3,360,000.

Vice Mayor Beach asked about pedestrian improvement projects that include “Pedestrian Count Down” at crossings. She asked if this is the typical count down or does it include delays that give pedestrians additional time to cross the street. Mr. Morimoto replied that it was the count down timer.

Councilmember Keighran asked if the traffic calming improvement projects incorporate Lyon Hoag. Mr. Morimoto stated that it is anticipated that the Lyon Hoag study will be completed later this year. Therefore, some of the smaller improvements could be done this upcoming fiscal year.

Mr. Morimoto next reviewed the proposed Parks and Recreation projects for FY 2019/20 including:

- Field Renovations at Ray Park - \$1,500,000
- BHS Pool Renovations - \$700,000
- Ray Park Parking Lot Safety Improvements - \$400,000
- BSD Synthetic Turf Replacement - \$200,000
- Murray Field Synthetic Turf Replacement - \$150,000
- Playground Replacement Fund - \$100,000
- Central Irrigation Controller - \$50,000
- El Camino Real Tree Safety - \$50,000
- Mills Canyon Hazard Mitigation - \$50,000
- Parks, Picnic Tables, Benches and Fountains - \$50,000
- Playground Resilient Resurfacing/Treatment - \$50,000
- Annual Tree Replacement - \$5,000

The proposed City budget for these projects is \$3,305,000.

Mayor Colson discussed the \$700,000 for the BHS pool renovations. Parks and Recreation Director Glomstad stated that the City has made some payments for the renovations. She explained that after the Community Center is done, the City will pay the other half.

Mayor Colson noted that the City has not yet agreed to a final number to pay for the pool renovations.

Councilmember Brownrigg asked about the \$400,000 price tag for the Ray Park Parking Lot Safety Improvements project. Parks and Recreation Director Glomstad explained that staff is looking to make the parking lot a drive through and wants to add four spaces.

Mayor Colson discussed the Parks and Recreation Foundation’s efforts to tackle approximately \$30,000 in work each year for the City. She stated that they are doing a big piece of the smaller projects and thanked them for their efforts.

Vice Mayor Beach asked about the Mills Canyon hazard mitigation projects. Parks and Recreation Director Glomstad explained that staff is continuing to work on remediation at the canyon. She noted that last year, the City was awarded \$50,000 in matching funds to assist in cleaning trails at Mills Canyon.

Vice Mayor Beach asked about the El Camino Real tree safety project. Parks and Recreation Director Glomstad explained that these funds are set aside so that they are available as issues arise during the year.

Vice Mayor Beach noted that El Camino Real is a State highway and not maintained by the City. Mr. Morimoto replied in the affirmative.

Councilmember Brownrigg asked about the proposal to invest \$1.9 million into Ray Park. Parks and Recreation Director Glomstad explained that all of the City's athletic fields are in need of major repair. She stated that due to both the age of the fields and the drought, the condition of the fields drastically changed. Therefore, the City hired a consultant to assist staff in categorizing the work that needs to be done on the City's higher use fields: Cuernavaca, Ray, Washington, and Village Park. She explained that the City is starting with Ray Park, but in the coming years, staff will request funds for the other fields. She stated that for Ray Park, the project includes: creating a warm-up area for Girls Softball, paving within the dugouts, handling erosion, and meeting ADA requirements.

Councilmember Brownrigg asked if the cost would be similar at the other parks. Parks and Recreation Director Glomstad stated that Cuernavaca and Village would be less, and Washington would be more.

Councilmember Brownrigg and Mayor Colson discussed the improvements in irrigation and the potential use of gray water.

Mr. Morimoto reviewed the proposed Building Facilities projects for FY 2019/20. This includes:

- Fire Station Generators - \$850,000
- Building Facilities Parking Lot Resurfacing - \$250,000
- ADA Improvements Program - \$250,000
- Minor Building Facilities Upgrade - \$100,000

The proposed City budget for these projects is \$1,450,000.

Mr. Morimoto stated that staff is proposing remodeling the jail at the Burlingame Police Department at a cost of \$500,000.

Mr. Morimoto next reviewed the proposed Parking Enterprise Fund projects for FY 2019/20. This includes:

- The City's contribution for construction of a parking structure in Lot N - \$1,850,000
- Smart Parking Meters procurements for parking lots - \$550,000
- Downtown public parking lots resurfacing - \$250,000

The proposed City budget for these projects is \$2,650,000

Councilmember Brownrigg asked what the Parking Enterprise Fund balance is after these expenditures. Finance Director Augustine stated that the Parking Enterprise Fund has approximately \$9.3 million. Therefore, afterwards there would be approximately \$6.8 million.

Vice Mayor Beach discussed the issue of parking management that arose at the Economic Development Subcommittee meeting. She asked if the City was considering utilizing technology that would allow the public to understand where open parking spaces are located in the downtown areas. DPW Murtuza replied in the affirmative. He explained that staff has talked with Cleverciti and Streetline and will be bringing to the Council, at a later date, a proposal for a pilot program.

Lastly, Mr. Morimoto reviewed the proposed Road Resurfacing projects for FY 2019/20. He noted that these projects are funded by Gas Tax, SB 1, Measures A, I, and M. The streets that will be resurfaced are:

- Atwater Drive – Escalante to Rivera
- Albermarle Way – Ray to end
- Arguello Drive – Granada to Sebastian
- Benito Avenue – Hillside to Easton
- Burlingame Avenue – East Lane to Bloomfield
- Castenada Drive – Trousdale to City limit
- Coronado Way – Ray to Davis
- Dolores Way – Mariposa to Capistrano
- Drake Avenue – Adeline to end
- Lassen Way – Davis to Ray
- Los Montes Drive – Margarita to Hillside
- Marco Polo Way – Ray to Davis
- Margarita Avenue – Skyline to Alturas
- Mills Canyon Court – end to end

The proposed budget for street resurfacing is \$2,350,000. Mr. Morimoto explained that the above list would be amended, as staff has decided to wait on resurfacing Burlingame Avenue in front of the Community Center until after the new building is completed. Therefore, the list would be revised for the upcoming budget study session.

Mr. Morimoto stated that the total cost of staff's CIP recommendations is \$13,615,000 for FY 2019/20. He noted that \$1.2 million of the proposed budget is Measure I funds.

Councilmember Ortiz stated that the number one project for the residents of Burlingame is the Broadway Grade Separation. He explained that he was glad to see it as a top priority.

Councilmember Brownrigg stated that he appreciates the Mayor and City Manager leading the Council through the reprioritization of infrastructure projects and assigning Councilmembers to each priority. He

explained that the CIP list would become a lot harder when each subcommittee comes back with a list of needs for their assigned priority.

Councilmember Brownrigg stated that in terms of mobility, the City should start looking at shuttle service as a result of growth on the Bayfront and with the creation of new neighborhoods.

Vice Mayor Beach discussed the Bicycle Pedestrian Master Plan and stated that there would be opportunities for the City to obtain grants to undertake identified work.

Councilmember Keighran asked the staff to think about transportation for seniors. She mentioned pilot programs in other cities that are teaching seniors to use Uber and Lyft.

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

**6. ADJOURNMENT**

Mayor Colson adjourned meeting at 8:47 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk