



**BURLINGAME CITY COUNCIL
Unapproved Minutes
Regular Meeting on August 19, 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 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The pledge of allegiance was led by former Sunnyvale Mayor Tony Spitaleri.

3. ROLL CALL

MEMBERS PRESENT: Beach, Brownrigg, Colson, Keighran, Ortiz
MEMBERS ABSENT: None

4. REPORT OUT FROM CLOSED SESSION

There was no closed session.

5. UPCOMING EVENTS

Mayor Colson reviewed the upcoming events taking place in the city.

6. PRESENTATIONS

There were no presentations.

7. PUBLIC COMMENT

There were no public comments.

8. CONSENT CALENDAR

Mayor Colson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Keighran pulled item 8k. Mayor Colson pulled items 8n and 8o.

Councilmember Keighran made a motion to adopt items 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8l, and 8m; seconded by Councilmember Brownrigg. The motion passed unanimously by voice vote, 5-0.

a. ADOPTION OF CITY COUNCIL MEETING MINUTES FOR JULY 1, 2019

City Clerk Hassel-Shearer requested Council adopt City Council Meeting Minutes for July 1, 2019.

b. ADOPTION OF A RESOLUTION APPROVING THE TENTATIVE AND FINAL PARCEL MAP (PM 18-02), LOT MERGER AND RESUBDIVISION OF PORTIONS OF LOT 1, MAP OF BURLINGAME HEIGHTS SUBDIVISION AT 1500 CYPRESS AND 105 EL CAMINO REAL

CDD Gardiner requested Council adopt Resolution Number 86-2019.

c. ADOPTION OF A RESOLUTION ACCEPTING THE NEIGHBORHOOD STORM DRAIN PROJECT NO. 10, CITY PROJECT NO. 84900

DPW Murtuza requested Council adopt Resolution Number 87-2019.

d. ADOPTION OF A RESOLUTION AWARDING A CONTRACT TO PUMP REPAIR SERVICE COMPANY FOR THE TROUSDALE PUMP REHABILITATION, CITY PROJECT NO. 85800, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT

DPW Murtuza requested Council adopt Resolution Number 88-2019.

e. ADOPTION OF A RESOLUTION REJECTING ALL BIDS RECEIVED FOR THE 1740 ROLLINS ROAD AND 842 COWARD ROAD PUMP STATION UPGRADES, CITY PROJECT NOS. 83390 & 84820

DPW Murtuza requested Council adopt Resolution Number 89-2019.

f. ADOPTION OF RESOLUTION AMENDING THE TRAFFIC SIGNAL MAINTENANCE SERVICES AGREEMENT WITH BEAR ELECTRICAL SOLUTIONS TO INCREASE THE SCOPE OF WORK TO UPGRADE TRAFFIC SIGNALS AT VARIOUS LOCATIONS.

DPW Murtuza requested Council adopt Resolution Number 90-2019.

g. **ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF WATER METERS AND AUTOMATIC METER READ (AMR) RADIO DEVICES**

DPW Murtuza requested Council adopt Resolution Number 91-2019.

h. **ADOPTION OF A RESOLUTION REJECTING ALL BIDS RECEIVED FOR THE 2019 SIDEWALK REPAIR PROGRAM, CITY PROJECT NO. 85520**

DPW Murtuza requested Council adopt Resolution Number 92-2019.

i. **ADOPTION OF A RESOLUTION AMENDING THE CITY OF BURLINGAME DEFERRED COMPENSATION PLAN**

HR Morrison requested Council adopt Resolution Number 93-2019.

j. **ADOPTION OF A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE AFSCME LOCAL 829 MAINTENANCE UNIT AND THE CITY OF BURLINGAME, AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM ON BEHALF OF THE CITY, AND APPROVING THE CITY OF BURLINGAME PAY RATES AND RANGES (SALARY SCHEDULE)**

HR Morrison requested Council adopt Resolution Number 94-2019.

k. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GRANICUS, INC. FOR CLOSED CAPTIONING SERVICES AND THE PROCUREMENT OF A CAPTIONING ENCODER, AND APPROVING A BUDGET AMENDMENT IN THE AMOUNT OF \$30,000**

Councilmember Keighran thanked staff for following up on her request to obtain closed captions for Council and Commission meetings that are videoed. She asked what the timeline is for implementation. City Clerk Hassel-Shearer explained that closed captions for the streamed meetings will begin with the September 9, 2019 Planning Commission meeting. She explained that the City will need to purchase and install an encoder to allow for closed captions on an individual's television. Accordingly, it will take additional time to provide closed captioning for those that choose to watch the meetings on their televisions. She stated that this would be implemented in October.

Vice Mayor Beach asked about language options for closed captions. City Clerk Hassel-Shearer explained that the City has the option to purchase closed captioning in additional languages but that it was a large cost. She noted that staff's plan was to start with English closed captions and then based on the need would add additional languages.

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

Councilmember Keighran made a motion to adopt Resolution Number 95-2019; seconded by Councilmember Ortiz. The motion passed unanimously by voice vote, 5-0.

l. ADOPTION OF A RESOLUTION DESIGNATING VOTING DELEGATES AND ALTERNATES FOR THE 2019 LEAGUE OF CALIFORNIA CITIES' ANNUAL CONFERENCE

City Clerk Hassel-Shearer requested Council adopt Resolution Number 96-2019.

m. ADOPTION OF RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH CAINE COMPUTER CONSULTING, LLC, TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO THE POLICE DEPARTMENT

Police Chief Matteucci requested Council adopt Resolution Number 97-2019.

n. ANNUAL RENEWAL OF THE BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT (DBID): RESOLUTION APPROVING THE 2018-19 ANNUAL REPORT; DECLARING THE CITY'S INTENTION TO ESTABLISH AND LEVY ASSESSMENTS FOR FISCAL YEAR 2019-20; AND SETTING REQUIRED PUBLIC HEARING FOR SEPTEMBER 16, 2019

Mayor Colson stated that she had a meeting with members of DBID's leadership. She explained that they expressed an interest in increasing holiday lighting from November to February on Burlingame Avenue. She noted that DBID's request was made in order to ensure that the community utilizes local businesses during the holiday season instead of going to other cities.

Mayor Colson stated that she talked with DPW Murtuza and Parks and Recreation Director Glomstad about DBID's request. She noted that based on these discussions, she determined that it is necessary to appoint a subcommittee to help DBID navigate their request. She stated that the subcommittee would include Councilmember Keighran and herself.

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

Councilmember Brownrigg made a motion to adopt Resolution Number 98-2019; seconded by Councilmember Keighran. The motion passed unanimously by voice vote, 5-0.

o. QUARTERLY INVESTMENT REPORT, PERIOD ENDING JUNE 30, 2019

Mayor Colson stated that on page 9 of the report, there is a summary of the performance of the City's various trust funds over the past year. She explained that the CalPERS return for 2018-19 was 6.7%, and the Section 115 return was 7.29%. She noted that the Section 115 Fund performed better than PERS. She stated that this was important because the larger return will provide greater assistance in paying down the City's pension liabilities.

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

Vice Mayor Beach made a motion to accept the Quarterly Investment Report; seconded by Councilmember Ortiz. The motion passed unanimously by voice vote, 5-0.

9. PUBLIC HEARINGS

a. APPEAL OF THE PLANNING COMMISSION'S DENIAL OF AN APPLICATION FOR A DESIGN REVIEW AMENDMENT FOR CHANGES TO A PREVIOUSLY APPROVED FIRST AND SECOND STORY ADDITION TO AN EXISTING SPLIT LEVEL, SINGLE FAMILY DWELLING AT 25 ARUNDEL ROAD

Mayor Colson asked her colleagues to reveal any ex-parte communications they had on the matter.

Councilmember Keighran and Councilmember Ortiz both stated that they visited 25 Arundel Road.

Councilmember Brownrigg stated that he visited 25 Arundel Road and talked with some of the Planning Commissioners about their decision.

Vice Mayor Beach stated that she visited 25 Arundel Road and watched the May Planning Commission meeting. She noted that her family was friendly with the designer, but it didn't require recusal.

Mayor Colson stated that she visited 25 Arundel Road and had talked with the design firm about the project.

CDD Gardiner explained that in 2017, the Planning Commission approved an application for Design Review for a first and second story addition to an existing split-level single-family dwelling at 25 Arundel Road. Building permits for this project were issued in late 2018. He stated that during construction, the property owners encountered issues and filed an application for a Design Review Amendment. The Design Review Amendment included the following requests:

- Removal of the bellyband;
- Removal of shutters (only originally proposed on one window on the rear elevation);
- Removal of wood paneling below the bay window at the front elevation;
- Removal of wood brackets below the bay window on the east elevation;
- Change of exterior material from wood siding to HardiePlank (a brand of fiber cement lap siding);
- Change of garage door material from wood to steel (retaining a similar style/design)

CDD Gardiner stated that on May 28, 2019, the Planning Commission reviewed the Design Review Amendment and approved some of the requested changes but not all of them.

CDD Gardiner explained that the applicant is appealing two specific items:

1. Appeal to allow the substitution of HardiePlank ("Hardie") fiber cement lap siding in place of wood; and

2. Appeal to allow the use of corner boards (also known as corner caps) on the siding rather than mitered corners.

CDD Gardiner noted that the relationship between fiber cement siding and corner boards is not mutually exclusive.

Carrie and Channing Chen, the applicants, gave a presentation on their request.

Ms. Chen explained that they worked with an architect to ensure that the plans were consistent with the original style of the home and with the neighborhood. She noted that the original application included wood siding and didn't make specific comment regarding the corners. She explained that after they began working with the contractor, they learned about Hardie siding.

Ms. Chen reviewed the benefits of utilizing Hardie siding over wood including sustainability, fire resistant material, moisture and rot resistant, durability, and aesthetics.

Ms. Chen discussed their rationale for wanting to use corner caps including aesthetics, consistency with other homes in the neighborhood, and the difficulty of using mitered corners on an older home due to uneven settling.

Ms. Chen explained that they walked their neighborhood to identify the number of homes that used Hardie siding and/or corner caps. They found that 149 homes in their neighborhood use Hardie siding or another form of fiber cement siding.

Mr. Chen discussed the importance of using fire resistant materials as a result of the increased number of wildfires and because their home sits near a Wildland Urban Interface area.

Mr. Chen displayed pictures of recent projects that were approved that include Hardie siding.

Ms. Chen noted that 106 of the 149 homes that have Hardie siding in their neighborhood also utilize corner caps. She noted that on their block of Arundel, there are seven homes with lap siding and corner caps.

Mr. Chen stated that the cost of using Hardie siding is approximately \$8,100, and the cost of wood siding for their project would be approximately \$31,000. He explained that this was a factor in their decision.

Councilmember Brownrigg thanked the Chens for their presentation. He explained that he didn't see a big difference between Hardie siding and wood siding. He noted that the concern he had was with the panels below the windows. Ms. Chen replied that they are keeping the panels.

Mayor Colson noted that the only issues before the Council were the wood versus Hardie siding and the corner caps. She clarified that the applicant and the Planning Commission came to an agreement on the other issues that went before the Commission during the Design Review Amendment discussion.

Mayor Colson opened the public hearing.

Planning Commissioner Comaroto explained that when the matter came before the Planning Commission, their focus was on the overall changes that were being made to the design.

A Burlingame resident stated that a major concern for him is wildfires, and therefore if the Chens were offering to utilize material on their home that would reduce the speed of a fire, he was all for it.

Burlingame resident Craig Lichtenstein voiced support for the applicant's design and request to have corner caps and use Hardie siding.

Mayor Colson closed the public hearing.

Councilmember Keighran asked for clarification on the Design Review Amendment and when items were approved by the Planning Commission. CDD Gardiner stated that the 25 Arundel design that was before Council was different than what the Planning Commission reviewed. He noted that the Planning Commission's resolution approved the removal of shutters and the bellyband. The Planning Commission didn't approve the removal of the trim under the window, the removal of the wood paneling, nor the change to the garage door.

Councilmember Keighran asked if the garage door is still wood. CDD Gardiner replied in the affirmative.

Councilmember Keighran asked if the home's front paneling is still wood. CDD Gardiner replied in the affirmative.

Vice Mayor Beach thanked the applicant for adding back some of the decorative changes. She noted that when she toured the neighborhood, it seemed to her that the revised application would fit in with the community. She stated that she was inclined to approve their request and overturn the Planning Commission's decisions.

Councilmember Ortiz explained that his usual position is to defer to the Planning Commission's decision because the Planning Commissioners are the experts. However, he noted that when he went through the applicant's neighborhood, he believed that their request fit in with the other houses.

Councilmember Keighran stated that the City Council is looking at a different project than what the Planning Commission reviewed. Therefore, she didn't feel like the Council was overturning the Planning Commission decision. She noted that some of the Planning Commission's concerns were addressed before they came to the Council. She added that she was fine with the Hardie siding and corner caps.

Councilmember Brownrigg made a motion to uphold the appeal.

Councilmember Brownrigg voiced his agreement with Councilmember Keighran that the Planning Commission had reviewed a different project than what was now before the Council. Therefore, he believed that the design presented to Council showed only minor changes that should be approved.

Councilmember Keighran seconded the motion.

Mayor Colson thanked the Chen family for saving and preserving their older home instead of starting from scratch.

The motion passed unanimously by voice vote, 5-0.

10. STAFF REPORTS

a. DISCUSSION AND DIRECTION REGARDING INTRODUCTION OF AN ORDINANCE REQUIRING SAFE STORAGE OF FIREARMS

Councilmember Keighran recused herself from this discussion due to her work with Supervisor Canepa on the County's Gun Lock policy.

Police Chief Matteucci stated that in February 2019, the San Mateo County Board of Supervisors adopted an ordinance requiring that all firearms in a residence in unincorporated San Mateo County be safely stored using a safety device approved by the California Department of Justice. He noted that on March 31, 2019, Supervisor Pine and Supervisor Canepa sent a letter encouraging all cities in San Mateo County to adopt an identical ordinance.

Police Chief Matteucci stated that the County's ordinance is similar to California State Assembly Bill 276, which was introduced January 29, 2019, and is currently in committee. He noted that the County ordinance is stricter than the State's proposal. AB 276 includes an exception for loaned firearms and applies only when the firearm owner is not at home.

Councilmember Brownrigg asked what the Police Chief's perspective was on the matter. Police Chief Matteucci noted that there are between 400 to 500 accidental gun-related deaths a year in the United States. Therefore, if the County's ordinance can prevent one death, then it is a step forward.

Mayor Colson asked if the City adopts a similar ordinance to the County, how would it be enforced. Police Chief Matteucci stated that he believed it would be easier to enforce the County ordinance than the City's smoking ordinance. He explained that the City would need to draft a policy on how the ordinance would be enforced. He stated that the issue he saw arising would be when a neighbor reports on their neighbor. He explained that the City would need to create a policy that covers issues of this nature and discusses whether an officer would be sent out to the house to do a consented search.

City Manager Goldman stated that if the City adopts a gun lock ordinance, staff would need to conduct extensive public outreach and education. She explained that this would help to increase the effectiveness of the ordinance.

Mayor Colson opened the item up for public comment.

Former Sunnyvale Mayor Tony Spitaleri discussed how Sunnyvale took on gun safety legislation. He explained that Sunnyvale considered sensible gun regulation including:

1. Banning magazines that hold more than 10 rounds;
2. Requiring ammunition sales in the city to be recorded with valid ID and fingerprints; and
3. Allowing the police department access to records of ammunition sales.

He explained that because sensible gun regulations aren't being adopted on the federal level, it is the duty of local governments to focus on gun safety in order to make progress.

Councilmember Ortiz asked if Sunnyvale considered an assault weapons ban. Mayor Spitaleri stated that the state has banned assault weapons. He noted that a group of attorneys out of San Francisco defended Sunnyvale for free. He stated that this group would defend any city.

Moms Demand Action representative Roberta Jurash stated that Moms Demand Action is supportive of the County's ordinance and encouraged the City to adopt a similar ordinance. Additionally, she asked that the City ensure that the police department receives training on the new red flag laws.

Another Moms Demand Action representative noted that 4.6 million American children live in homes with guns that are loaded and unlocked. She stressed the importance of gun safety and locked guns.

Police Chief Matteucci discussed the new red flag law and stated that he has sent a sergeant to receive training and that he would be creating a policy for the police department on the new legislation.

Congresswoman Speier's representative Alexandra Carter read the Congresswoman's statement that asked the City to take action on gun safety.

Mayor Colson closed public comment.

Councilmember Ortiz stated that after the El Paso and Dayton shootings, he talked with friends about how these tragedies would spur action. However, he was reminded that no action was taken after Sandy Hook. He stated that he was in favor of looking at the County's ordinance and reviewing what Sunnyvale had done.

Councilmember Brownrigg stated that he agreed with Mayor Spitaleri that change needed to come from the bottom up. He asked that the Council review the sensible gun regulations in Sunnyvale.

Vice Mayor Beach stated that she fully supported the proposed ordinance and exploring additional options. She noted that she wanted to see change happen and thought that it would start at the local level.

Mayor Colson discussed Proposition 63, which requires a background check on ammunition sales in California. She also noted that she spoke with State Senator Jerry Hill about the need for progress on gun safety to start at the city level.

City Manager Goldman recommended that staff first bring back a gun lock ordinance for Council's review. She stated that the City Attorney could review Sunnyvale's ordinances to see what makes sense for Burlingame.

Mayor Colson talked about the standards foster families must go through in reference to gun safety. She wondered why the same laws and regulations don't apply to every household with a gun.

b. ADOPTION OF A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS TO IMPLEMENT MITIGATION MEASURES TO ADDRESS THE TEMPORARY LOSS OF PARKING DURING CONSTRUCTION OF THE PROPOSED VILLAGE AT BURLINGAME SENIOR AND WORKFORCE HOUSING DEVELOPMENT ON PARKING LOT F AND THE CONSTRUCTION OF A PARKING STRUCTURE ON PARKING LOT N

DPW Murtuza explained that the Village at Burlingame development includes 132 senior and workforce housing units and a new 368-space public parking garage. He stated that the housing development is being built on Lot F, while the parking structure will be built on Lot N. He explained that the developers are in the final planning/permitting stages and will be breaking ground on the parking garage structure in the fall.

Mayor Colson noted that the parking garage is being built prior to the housing development because of the massive amount of excavation work that has to happen on Lot F to build the housing. Therefore, the developers won't break ground on the housing project until the spring when the rainy season has ended.

DPW Murtuza stated that the parking garage will increase downtown parking by 162 spaces. He explained that construction will begin in the fall and take 12 to 18 months to complete. He noted that the plan is for the housing project to break ground in the spring of 2020, with a two-year construction period.

DPW Murtuza explained that currently there are 105 parking spaces in Lot N and 100 parking spaces in Lot F. The two lots are designated as long term employee parking with ten-hour parking limits. He stated that there are concerns about what the impact will be on the downtown businesses when the two lots are taken offline.

DPW Murtuza stated that over the past six months, staff has been meeting with the Downtown Parking Stakeholders Group, which includes two members of the City Council (Mayor Colson and Councilmember Ortiz), and representatives from the Traffic, Safety & Parking Commission (John Martos and Howard Wettan), Chamber of Commerce, and DBID. The Stakeholders Group was tasked with identifying a variety of solutions to address the parking impacts that will occur during the construction of the Village at Burlingame project.

DPW Murtuza stated that the Stakeholders Group looked at the following alternatives: employee incentives, leased parking, shuttle service, and valet parking.

DPW Murtuza discussed employee incentives. He noted that the Stakeholders Group believed that this option has the highest potential to mitigate parking impacts. He explained that the group spent a lot of time discussing how to encourage employees to change their commuting habits by leaving their cars at home, particularly on Wednesdays, Thursdays, and Fridays when parking demand in the downtown is highest. He stated that the Stakeholders Group is working on a proposal. To ensure that there is funding for this alternative, staff recommends allocating \$20,000 for employee incentives.

DPW Murtuza stated that the Stakeholders Group also investigated leased parking alternatives. He explained that the group investigated the ability for the City to utilize the new parking garage at 225 California Drive, hotel parking lots, and the two Caltrain Station parking lots in the city. He stated that the City was able to secure a lease with Caltrain for the use of the Burlingame Avenue Station lot. He noted that this would provide the City with an additional 40 spaces at an annual cost of \$57,000.

DPW Murtuza stated that the Stakeholders Group considered shuttle service. Under this alternative, employees would be shuttled from a leased parking lot to their place of employment. However, because the City was unable to locate an off-site parking location, this option wasn't pursued.

DPW Murtuza stated that the Stakeholders Group investigated utilizing a valet-assist program. He explained that under this program, vehicles could be stacked in an existing lot to create additional capacity. Staff researched the feasibility and studied various examples in Mountain View and Redwood City. He stated that the City consulted with several parking vendors and analyzed all of the downtown parking lots. He explained that with the assistance of vendors, staff identified Parking Lots A and F as the most effective facilities for valet parking services.

DPW Murtuza stated that the City issued an RFP for valet-assist programs. He explained that staff received four responses, and after reviewing the proposals, staff selected Peninsula Parking of San Carlos. The valet service will be three days a week (Wednesdays, Thursdays, and Fridays) from 8:00 a.m. to 6:00 p.m. The service will start in Lot F in October and then will shift to the top deck of Lot A. The service will create 40-45 additional spaces, for a total cost of \$100,000 for the year.

DPW Murtuza discussed the public outreach that will be undertaken to educate businesses and employees. He added that signage would be posted concerning the valet assist program in the affected lots.

Councilmember Keighran asked about the DBID's timeline for their employee incentive proposal. DPW Murtuza stated that he was unsure of the timeline.

Councilmember Keighran stated that the sooner the better as public outreach would be important. She asked if DBID or the City would be administering the incentive program. DPW Murtuza stated that from staff's perspective, it is better if DBID administers the program.

City Manager Goldman stated that at the last Stakeholders Group meeting, they spent an hour brainstorming and discussing options for employee incentives. She discussed the difficulties in administering the program. She noted that the goal is to implement the program prior to breaking ground on Lot N.

Vice Mayor Beach asked what the cost is for citizens to utilize the valet assist program. DPW Murtuza stated that there would be no additional cost for the program. Instead, the program is structured so that if you have a long-term parking permit, you will use it to park in the valet parking area.

Mayor Colson stated that the valet assist is set up for employees in the downtown area and not for shoppers.

Vice Mayor Beach asked for information on where the downtown area employees are commuting from. She explained that she believed this would assist in creating a successful employee incentive program.

Councilmember Brownrigg explained that previously the City reached out to the owners of the Post Office building about utilizing their parking lot. He noted that while it hadn't been an option at the time, staff should revisit this option. DPW Murtuza replied in the affirmative.

Mayor Colson opened the item up for public comment.

Peninsula Parking CEO Rae Ann Reichmuth thanked the City for their support and gave a brief overview of how the valet assist services would work.

Mayor Colson closed public comment.

Vice Mayor Beach explained that she would like for the Stakeholders Group to continue exploring the employee incentives program. She stated that economic incentives can change behavior and believed that this program could help change employees' commutes beyond the completion of the parking garage. She noted that she wasn't in favor of subsidizing Uber and Lyft.

Vice Mayor Beach asked that staff put QR codes on the signs. Additionally, she asked for signage in the parking lots where spaces are turning from short term to long term. City Manager Goldman replied in the affirmative and noted that staff's proposed signs include QR codes.

Councilmember Keighran stated that she thought the public transportation employee incentive should be done on a reimbursement basis.

Councilmember Brownrigg made a motion to adopt Resolution Number 99-2019; seconded by Councilmember Keighran. The motion passed unanimously by voice vote, 5-0.

c. DISCUSSION OF THE 2019 BURLINGAME AND HILLSBOROUGH EMERGENCY OPERATIONS PLAN (EOP) BASIC PLAN

Fire Marshall Christine Reed introduced CCFD's Community Risk and Resiliency Specialist Dena Gunning.

Ms. Gunning stated that the former Emergency Operations Plan (“EOP”) Basic Plan was adopted in 2007. She stated that the EOP was originally created by the San Mateo County Office of Emergency Services. She explained that staff utilized that EOP to make it specific to Burlingame and Hillsborough. Ms. Gunning explained that after adoption, staff and the Council will be trained on the new EOP Basic Plan.

Mayor Colson acknowledged that Christine Reed had recently become the Fire Marshall after Rocque Yballa’s retirement.

Councilmember Brownrigg asked how the City’s emergency services interface with BNN. Ms. Gunning discussed how the BNN, CERT and other community groups are critical in the City’s response. She noted that this is included in the EOP. She stated that the City had its first CERT boot camp this past weekend.

Councilmember Brownrigg asked that the EOP’s executive summary include references to the BNN and other community groups. Ms. Gunning replied in the affirmative.

Vice Mayor Beach thanked staff for their work on the EOP. She asked for the date of the citywide drill. Ms. Gunning replied that it is October 12.

Vice Mayor Beach stated that the League of California Cities is discussing including additional training opportunities for City officials.

Councilmember Keighran asked that the EOP be included in the enews. City Manager Goldman replied in the affirmative.

Mayor Colson opened the item up for public comment.

11. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

a. MAYOR COLSON’S COMMITTEE REPORT

12. FUTURE AGENDA ITEMS

Mayor Colson stated that she had been informed that all the emergency caches had been distributed. She stated that BNN would like to make a presentation to Council and consider additional caches. Council agreed to agendize this item.

13. ACKNOWLEDGEMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks and Recreation Commission, and Library Board of Trustees are available online at www.burlingame.org.

14. ADJOURNMENT

Mayor Colson adjourned meeting at 9:04 p.m. in memory of Susan Anne Terry and Judy Larratt.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk