STAFF REPORT

To: Honorable Mayor and City Council

Date: September 16, 2019

From: Lisa K. Goldman, City Manager – (650) 558-7243

Subject: Adoption of a Resolution Approving the Burlingame Neighborhood Network Request for $4,625.70 in Funding for Emergency Caches

RECOMMENDATION

Staff recommends that the City Council adopt the resolution approving the Burlingame Neighborhood Network's (BNN) request for $4,625.70 in funding for emergency caches.

BACKGROUND

On June 4, 2018, the City Council approved BNN's request for $7,500 in funding to purchase 20 emergency caches for distribution to neighborhood groups organized to respond to disasters. BNN has now submitted a request for an additional $4,626.70 that will be used to create ten more caches as the original 20 caches have been distributed or will be soon.

DISCUSSION

BNN distributes the caches to neighborhoods that have a record of engagement in emergency preparedness activities. According to the BNN website, "to quality for a cache, a neighborhood group must participate in at least two Citywide Emergency Drills (they are held each October) and organize two or more block activities in recent years that help neighbors get acquainted with each other or create a neighborhood directory." BNN uses the attached Cache Location & Inventory document to track the caches and ensure that expired items are replaced as necessary.

Because the cache program has been successful, staff recommends including $5,000 in the budget each year, starting in FY 2020-01, for this purpose. Should the Council concur, then BNN can make a request to the City Manager after July 1 each year with a detailed breakdown as to the amount requested (up to $5,000) and how the funds will be spent.

FISCAL IMPACT

The fiscal impact of this request is $4,625.70. There are sufficient funds in the City Manager's Office budget for FY 2019-20 to accommodate the request.

Exhibits:

- Resolution
- BNN Request
- BNN Cache Location and Inventory document