



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: April 6, 2026

To: Honorable Mayor and City Council

Date: April 6, 2026

From: Michael Guina, City Attorney – (650) 558-7204

Subject: Adoption of a Resolution Appointing a Representative and an Alternate for the PLAN Joint Powers Authority Board of Directors

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution appointing a representative and an alternate for the PLAN Joint Powers Authority Board of Directors.

BACKGROUND

The Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) provides the City with liability insurance, property insurance, and employee bonds. PLAN is a self-funded insurance pool serving public agencies. The current PLAN membership includes 28 municipalities in San Mateo, Santa Clara, Alameda, Contra Costa, Napa, and Marin Counties. The operations of these programs are governed by a Board of Directors consisting of one representative from each member agency.

Since 1992, the City of Burlingame's designated representatives have been the City Attorney and Finance Director. In 2018, the City Council appointed the former City Attorney and former Finance Director as the representative and alternative, respectively, to the PLAN Board (Resolution No. 097-2018).

DISCUSSION

While the City has been represented by its prior City Attorneys and Finance Directors on the board, PLAN has requested an updated resolution to memorialize Burlingame's current representatives. It is therefore recommended that the City Council designate the following individuals as appointees to the PLAN JPA Board of Directors:

Name	Title	Designation
Michael Guina	City Attorney	Board member
Helen Yu-Scott	Finance Director	Alternate

Michael Guina currently serves on PLAN's Executive Committee, which oversees settlements and litigation above each entity's self-insured retention level. Helen Yu-Scott serves on PLAN's Finance Committee. She is actively involved in administering insurance-related issues for the City and is familiar with PLAN's existing operations.

FISCAL IMPACT

None. Staff participates in PLAN JPA activities as part of their regular duties for the City.

Exhibit:

- Resolution