



STAFF REPORT

AGENDA NO:

MEETING DATE: November 18, 2024

To: Honorable Mayor and City Council

Date: November 18, 2024

From: Neda Zayer, Director of Community Development – (650) 558-7253

Subject: Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement with Garden Guidance LLC. for Arborist Services to Increase the Contract Amount by \$200,000, for a Total Compensation Not to Exceed \$298,800.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to negotiate and execute Amendment No. 2 to the Professional Services Agreement with Garden Guidance LLC increasing the contract amount by \$200,000, for a total compensation not to exceed \$298,800, to cover arborist services related to the review of development applications.

BACKGROUND/DISCUSSION

On March 31, 2023, the City of Burlingame entered into a contract with Garden Guidance LLC for arborist services to review development applications as they relate to landscape and tree requirements. The contract services were acquired to help support Parks and Recreation arborist staff with review of the development applications due to the increase in the volume of applications and staff workloads. On March 14, 2024, the contract was amended to extend the expiration date to December 31, 2024.

The Parks and Recreation Department would like to continue to utilize these contract services, necessitating this second amendment. The original contract and Amendment No. 1 were executed under the authority of the City Manager as they did not exceed \$100,000. The proposed amendment requires City Council approval given the new contract amount of \$298,800.

The general terms of Amendment No. 2 for services with Garden Guidance have not changed. The existing agreement terminates on December 31, 2024, and is being extended to December 31, 2026.

FISCAL IMPACT

There is no net fiscal impact on Amendment No. 2 to the City's General Fund, as park fees that are collected at the time of the initial applicant submittal cover the cost of the services. Any funds that are remaining from these fees at the end of the fiscal year are put into the General Fund.

Exhibits:

- Resolution
- Proposed Amendment No. 2
- Amendment #1 with Original Agreement