



STAFF REPORT

AGENDA ITEM NO: 8b

MEETING DATE: September 8, 2020

To: Honorable Mayor and City Council

Date: September 8, 2020

From: Kevin Gardiner, Community Development Director – (650) 558-7253

Subject: Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with MIG for Preparation of an Update of the City's General Plan and Zoning Ordinance

RECOMMENDATION

The City Council is asked to adopt a resolution authorizing the City Manager to execute an amendment to the Professional Services Agreement with MIG to extend the term of the Agreement for preparation of an update of the City's General Plan and Zoning Ordinance.

BACKGROUND

The City of Burlingame adopted a new General Plan in January 2019 and a new Climate Action Plan (CAP) in September 2019. The combined effort, which also includes an update to the Zoning Ordinance, is known as "Envision Burlingame." MIG was selected through a competitive process to provide consulting services for the project, and the City Council approved a Professional Services Agreement with MIG on January 5, 2015. The term of the agreement was extended on September 19, 2016, and again on November 18, 2019.

The last two items in the work plan are the comprehensive update of the Zoning Ordinance, and the release of the "ePlan" online version of the General Plan. The Zoning Ordinance has been largely completed as an administrative draft, and the ePlan is in the beta review phase. Subcommittee review and public hearings on the Zoning Ordinance will commence in the coming months, in addition to release of the General Plan ePlan.

DISCUSSION

The City entered into an Agreement for Professional Services with MIG to perform the consulting services required for the General Plan Update, Zoning Ordinance Update, Climate Action Plan, and preparation of the required environmental review document in an amount not to exceed \$1,320,281.00. Of the total budget, \$491,770 was funded from a Strategic Growth Council Sustainable Communities Grant, and the remainder was from the General Fund. The November 2019 amendment included a budget increase of \$75,075 for additional services, bringing the total budget to \$1,395,356.

While work on the Zoning Ordinance Update and General Plan ePlan is progressing, the term of the Agreement for Professional Services needs to be extended to cover the anticipated duration of the public hearings for the Zoning Ordinance Update. Staff recommends a nine-month extension.

Attached is the draft Amendment to Agreement for Professional Services with MIG to extend the term to perform the planning services required for the General Plan and Zoning Ordinance Update to June 8, 2021. Because the cost of the original agreement exceeds \$100,000, Council approval of the amendment is required.

No other changes to the agreement or budget are proposed. The proposed resolution allows work on the project to continue in the interim until the amendment is fully executed.

FISCAL IMPACT

The General Plan update is being funded through the Strategic Growth Council Sustainable Communities Grant approved on June 3, 2014, and through the General Fund. There is no fiscal impact associated with this amendment.

Exhibits:

- Resolution
- Executed Agreement for Professional Services with MIG
- Draft Amendment to Agreement for Professional Services with MIG #3
- City of Burlingame General Plan and Zoning Ordinance Update Work Program As Amended October 29, 2019 (Exhibit A)