

RESOLUTION NO. 115-2025

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE FIRST AMENDMENTS TO TWO MEMORANDA OF UNDERSTANDING BETWEEN THE CITY OF BURLINGAME AND (1) THE COUNTY OF SAN MATEO AND (2) THE CITY OF EAST PALO ALTO; AND FIRST AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS WITH (1) PLACEWORKS, INC AND (2) COMMUNITY PLANNING COLLABORATIVE EXTENDING FOR A MULTIJURISDICTIONAL ENVIRONMENTAL JUSTICE ELEMENT PROJECT THROUGH DECEMBER 31, 2026

WHEREAS, the cities and towns and in San Mateo County and the County of San Mateo have a strong history of collaboration and resource sharing on various planning studies and initiatives, including this initiative to participate in a Multi-Jurisdictional Environmental Justice Element Project (“PROJECT”), a collaborative effort coordinated by 21 Elements; and

WHEREAS, in response to Senate Bill 1000 (SB 1000), local agencies are required to adopt and/or update an Environmental Justice Element by identifying and partnering with disadvantaged communities that are disproportionately impacted by environmental pollution and other hazards that lead to negative health outcomes and environmental degradation, working with them to identify objectives and policies to reduce those impacts and create healthier, more equitable communities; and

WHEREAS, the purpose of the PROJECT is to address the legal requirements of Environmental Justice Elements and SB 1000 by sharing analysis and resources for greater efficiency for the three jurisdictions participating in this collaborative effort, including the City of Burlingame, the City of East Palo Alto, and the County of San Mateo; and

WHEREAS, through a competitive RFP process facilitated by 21 Elements, PlaceWorks (“CONTRACTOR”) was chosen as the firm to provide consulting services for the outreach, analysis, and planning associated with the PROJECT, and the consulting firm of Community Planning Collaborative, under contract to provide technical assistance to 21 Elements, will serve as a project manager (“PROJECT MANAGER”) for the duration of the PROJECT; and

WHEREAS, on May 15, 2023, the City Council authorized the City of Burlingame to enter into Memoranda of Understanding with the County of San Mateo and the City of East Palo Alto to collaborate on development of Environmental Justice Elements, with Burlingame serving as fiscal agent (Resolution No. 060-2023); and

WHEREAS, the Professional Service Agreements with Placeworks, Inc and Community Planning Collaborative expire on December 31, 2025, and additional time is needed to complete the PROJECT; and

WHEREAS, the Memorandum of Understanding between the City of Burlingame and the County of San Mateo, as well as the Memorandum of Understanding between the City of Burlingame and the City of East Palo Alto each expired on June 1, 2025; and

WHEREAS, notwithstanding the expiration of the Memoranda of Understanding, the City of Burlingame and the County of San Mateo and the City of East Palo Alto, the Parties have continued to operate and perform under the terms and conditions of the respective Memoranda, and the Parties now desire to formally extend the Memoranda and acknowledge that all terms, conditions, and requirements of the Memoranda remained in effect until a new amended expiration date of December 31, 2026, in order to accommodate the duration of time needed to complete the PROJECT.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED:

1. The City Manager is authorized to execute a First Amendment to the each of the Memoranda of Understanding with the County of San Mateo and the City of East Palo Alto, each in the form attached hereto, extending the memoranda through December 31, 2026.
2. The City Manager is authorized to execute a First Amendment to the Professional Service Agreement with PlaceWorks, Inc., and a First Amendment to the Professional Services Agreement with Community Planning Collaborative, in the form attached hereto, extending the terms for each agreement through December 31, 2026.
3. The City Clerk is directed to attest to the signature of the City Manager upon execution of the Professional Services Agreements and Memoranda.

Peter Stevenson, Mayor

I, Meaghan Hassel-Shearer, City Clerk of the City of Burlingame, certify that the foregoing resolution was introduced at the regular meeting of the City Council, held on the 6th day of October 2025, and was adopted thereafter by the following vote:

AYES: Councilmembers: Brownrigg, Colson, Pappajohn, Stevenson, Thayer

NOES: Councilmembers: None

ABSENT: Councilmembers: None

Meagan Hassel-Shearer, City Clerk

Exhibits:

- Amendment No. 1 – Placeworks
 - Original Agreement – Placeworks
- Proposed Amendment No. 1 – Community Planning Collaborative
 - Original Agreement – Community Planning Collab
- Revised MOU with the County of San Mateo
- Revised MOU with the City of East Palo Alto