



# STAFF REPORT

AGENDA NO: 9c

MEETING DATE: June 15, 2026

**To: Honorable Mayor and City Council**

**Date: June 15, 2026**

**From: Neda Zayer, Community Development Director – (650) 558-7253  
Joseph Sanfilippo, Economic Development & Housing Specialist**

**Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement in the Amount of \$160,000 with the Housing Endowment and Regional Trust (HEART) of San Mateo County for Housing Services**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a professional services agreement in an amount not to exceed \$160,000 with the Housing Endowment and Regional Trust (HEART) of San Mateo County for housing services.

## **BACKGROUND**

The Housing Endowment and Regional Trust of San Mateo County (“HEART”) is a Joint Powers Authority (JPA) established by jurisdictions within the County via the Joint Exercise of Powers Agreement dated May 13, 2003, and amended on September 9, 2008. HEART provides housing staffing support across various jurisdictions in San Mateo County, including to the City of Burlingame.

In early 2023, participating jurisdictions identified a need for additional staffing support to carry out new housing programs and services required by newly adopted Housing Elements and Housing laws and enlisted HEART’s support. On October 26, 2023, the City of Burlingame entered into a professional services agreement with HEART to provide for 0.2 FTE (approximately 30 hours a month) of housing services support for a three-year period ending on June 30, 2026, at a cost of \$3,166.64 per month. The contract was amended as of July 30, 2025, to increase this monthly cost to \$3,318.64. Since the total contract amount was less than \$100,000, this was executed by the City Manager.

The City would like to enter into a new professional services agreement with HEART to continue the housing services provided. HEART provides a depth of experience with housing policies and programs that the City of Burlingame is unlikely to be able to execute independently under its current staffing capacity and expertise. In addition, HEART’s multi-jurisdictional work assures that the City’s policies and procedures are aligned with other cities in the region. HEART will provide services such as BMR oversight and management, Housing Element program development and

implementation, Housing Fund NOFA application review and assistance, a Desperate Impact Analysis, and other housing service needs the City may have as they arise.

Attached is a proposed professional services agreement with HEART for a not-to-exceed amount of \$160,000 and a three-year period. The scope of work is included as an exhibit to the agreement and is attached to this staff report.

### **FISCAL IMPACT**

The total professional services agreement amount is proposed not to exceed \$160,000 over a three-year period. Funds will be drawn from the City's dedicated Housing Fund since the services provided directly relate to the production, maintenance, and oversight of the City's affordable housing and work force housing stock. There are adequate funds available in the Housing Fund to cover this scope of work.

Exhibits:

- Resolution
- Professional Service Agreement with Scope of Work