



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: October 6, 2025

To: Honorable Mayor and City Council

Date: October 6, 2025

From: Neda Zayer, Community Development Director – (650) 558-7253
Joseph Sanfilippo, Economic Development & Housing Specialist – (650) 558-7264

Subject: Adoption of a Resolution Authorizing the City Manager to Execute First Amendments to Two Memoranda of Understanding Between the City of Burlingame and the County of San Mateo and the City of East Palo Alto; and First Amendments to Professional Service Agreements with PlaceWorks and Community Planning Collaborative, Extending the MOU and Agreement Terms from December 31, 2025 to December 31, 2026 for the Environmental Justice Element Collaborative Project

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute:

1. First Amendments to each of the two Memoranda of Understanding (MOUs) between the City of Burlingame and (1) the County of San Mateo and (2) the City of East Palo Alto to extend the term of the agreements through December 31, 2026;
2. Amendment No. 1 to the Professional Service Agreement with Placeworks, Inc. to extend the term of the agreement through December 31, 2026; and
3. Amendment No. 1 to the Professional Service Agreement with Community Planning Collaborative to extend the term of the agreement through December 31, 2026.

BACKGROUND

The City of Burlingame, the City of East Palo Alto, and San Mateo County partnered through the 21 Elements collaboration to jointly develop an Environmental Justice Element for each community, as required by State law. For the City of Burlingame, the outcome will be an updated Healthy People and Healthy Places Element of the Envision Burlingame General Plan, tailored locally but informed by the regional effort.

The jurisdictions issued a joint RFP, ultimately selecting PlaceWorks, Inc. to develop the Environmental Justice Element and Community Planning Collaborative as the overarching project manager. The City of Burlingame agreed to serve as the fiscal agent, entering into contracts with the consultants and administering project funds contributed by each jurisdiction through MOUs.

On May 15, 2023, the City Council adopted a resolution authorizing the City Manager to enter into two Memoranda of Understanding between the City of Burlingame and the County of San Mateo and the City of East Palo Alto; and Professional Service Agreements with Placeworks, Inc and Community Planning Collaborative, with the City of Burlingame's share of the combined contracts totaling \$146,636, and the remainder of the contracted amounts paid for by the other two jurisdictions (Resolution No. 060-2023).

Although the project was intended to be completed by December 2025, several factors have delayed the schedule, and additional time is needed to complete the project. At this time, the goal is to complete the Environmental Justice Element by summer 2026. To ensure additional capacity in the schedule, the contractual extensions have been drafted through December 2026.

Each of the MOUs expired on June 1, 2025. However, notwithstanding the expiration, the Parties have continued to operate and perform under the terms and conditions of the MOU. The proposed MOU amendments extend the expiration date and acknowledge that all terms, conditions, and requirements of the MOU 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.

The extensions for the MOUs and the Agreements are time-based only; the cost-sharing arrangements and overall budget remain the same for the project.

FISCAL IMPACT

There is no fiscal impact beyond the amounts previously authorized. The Professional Services Agreements are in the amount of \$564,156 for Placeworks, Inc and \$54,000 for Community Planning Collaborative, with the City of Burlingame's share of project costs to remain at \$146,636, and the County of San Mateo and the City of East Palo Alto funding the remaining balance.

Exhibits:

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