



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: May 9, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, Interim City Manager

PREPARED BY: Peter Gilli, Community and Economic Development Director

SUBJECT: Consider Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding With the County of San Mateo for the Multijurisdictional Safety Element Project in an Amount Not to Exceed \$156,964 and Authorizing Payments Per Payment Option Three for the Preparation of the City of San Bruno General Plan Safety Element

BACKGROUND:

The City of San Bruno's General Plan Safety Element was last updated in 2009 and is required to be updated pursuant to state law. A safety element is a required component of the city's general plan, and recent changes to State law require local jurisdictions to update their safety elements when the housing element is updated. Specifically, the main components of the safety element update will include:

1. Updated background information and mapping on hazardous conditions and evacuation concerns;
2. A vulnerability assessment that considers how climate change may affect natural hazards in the community, and the effects on populations and assets;
3. Amendments to goals, policies, objectives, and implementation measures, especially as they relate to climate change resiliency; and
4. Alignment of programs from applicable City and County planning documents and State resources.

In recent years, the complexity of safety elements has increased along with increasing State requirements, more sophisticated mapping, and expanded community outreach based on higher levels of public interest in climate change and hazard planning. In late 2021, several agencies in San Mateo County expressed interest in collaborating on an update of their respective safety elements. The cities, towns and County in San Mateo have a history of collaboration and resource sharing on regional initiatives, including a Multijurisdictional Local Hazard Mitigation Plan (MJLHMP) which was completed in December 2021 providing baseline information for the safety element updates.

This project will update the safety elements of the County of San Mateo and six participating San Mateo County municipalities (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno) to comply with latest requirements for safety elements, as described above and codified at Government Code 65302. The cities of Brisbane and Pacifica are also participating in a few tasks, like the vulnerability analysis, but are not requesting a complete

safety element update.

DISCUSSION:

On September 6, 2022, the County of San Mateo Planning and Building Department released a Request for Proposals (RFP) for the Multijurisdictional Safety Element Project. The Department received two proposals in response to the RFP. The evaluation and selection committee determined the proposal submitted by PlaceWorks to be the most suitable based on the overall criteria of project understanding, qualifications of the consulting team, relative project experience, project approach and methodology, and proposed cost. PlaceWorks has extensive experience with creating General Plan, Safety Elements, and local hazard mitigation plans throughout California. Recently, PlaceWorks completed safety elements, vulnerability assessments, and/or climate adaptation plans for Santa Barbara County (2022) and the following other Bay Area communities: City of San Mateo, Contra Costa County, Solano County, Orinda, Lafayette, Benicia, Dixon, Rio Vista, Suisun City, Vacaville, Vallejo, Santa Rosa, and Windsor. PlaceWorks also has experience supporting a multijurisdictional safety element process in Solano County.

The scope of work for this project includes thoughtful approaches to community engagement and equity. PlaceWorks has partnered with Climate Resilient Communities, a local nonprofit, to help lead engagement and outreach to community groups and hard to reach community members, and to provide equity reviews of work products. Climate Resilient Communities is a community-based organization dedicated to serving the underrepresented through empowering community voices to implement climate solutions that bring about unity and resilience.

Community Planning Collaborative (formerly Baird + Driskell Community Planning) has acted as the project manager for the Safety Element Collaborative Project through the Collaborative's initial formation and the RFP process, ensuring that the voice of each participating agency is heard, and their needs addressed. To date, Community Planning Collaborative acted as project manager through their role as lead consultant for the 21 Elements Project. 21 Elements was originally created to assist San Mateo County jurisdictions (20 cities and the county) with required Housing Element updates and has now expanded to assist with other General Plan element updates.

Obligations of Participating Agencies

Each participating agency will enter into a Memorandum of Understanding (MOU) with San Mateo County to participate in the Safety Element Collaborative. The MOUs outline the services to be performed by the consultants and set forth the participating agency's contribution toward the costs of the consultant services. All participating jurisdictions will have a staff member representing their agency on a Collaborative Steering Committee. This committee will oversee the progress of the project and will provide input on the project direction/issues.

Each participating agency is responsible for funding their portion of the agreement with Community Planning Collaborative.

The San Mateo County Planning and Building Department will serve as the fiscal agent for the Safety Element Collaborative. As fiscal agent, San Mateo County will enter into agreements with the designated consultants and will pay consultant invoices using deposits from all participating

agencies.

Additional partners in the Safety Element Collaborative Project include the San Mateo County Office of Sustainability and San Mateo County Department of Emergency Management. A key stakeholder for this collaborative is OneShoreline, the San Mateo County Flood and Sea Level Rise Resiliency District. OneShoreline will be a valuable resource for collaboration, clarification, and input on several aspects of this project.

For the City of San Bruno, the Safety Element update will involve numerous departments: City Manager's Office, Community and Economic Development, Fire Department, Police Department, Public Works, and Community Services.

The Safety Element update will be a multi-year process, with the PlaceWorks agreement with the County from extending from June 2023 to June 2026.

FISCAL IMPACT:

The County's contracts with PlaceWorks and Community Planning Collaborative are for an amount not to exceed \$1,224,016 and \$92,400, respectively. With contingencies included, the City's portion is \$156,964. The County is offering three payment options in one, two or three fiscal years. Staff is recommending payment option three of the MOU, which would spread payments over three fiscal years with a 20% contribution by June 1, 2023, 60% by August 1, 2023, and the remaining 20% by August 1, 2024. Below is a chart illustrating the City's portion of the costs as outlined above.

| Table 1: City of San Bruno – Proportionate Share of Cost | |
|---|------------------|
| SAFETY ELEMENT CONSULTANT | |
| Placeworks Team | |
| Base Contract | \$118,475 |
| Additional scope items (public meetings/technical support) | \$1,714 |
| CEQA Contingency | \$12,821 |
| General Contingency | \$12,019 |
| <i>Subtotal</i> | \$145,029 |
| PROJECT MANAGER | |
| Community Planning Collaborative – 21 Elements | |
| <i>Subtotal</i> | \$11,935 |
| TOTAL COST | \$156,964 |

The City FY2022-23 operating budget includes a budget appropriation of \$95,000 from the City's General Plan Maintenance Fund available for this effort. This is a restricted revenue fund that contains revenues from the fee assessed on building permits for the purposes of updating the City's General Plan. On February 28, 2023, the City Council adopted a resolution approving a mid-year budget amendment for the FY2022-23 operating budget that included an authorization of \$60,500 from the City's General Plan Maintenance Fund for this effort. At this time, the total authorized budget is \$155,000. The CED Department has sufficient funds available in the FY2022-23 operating budget to fund the additional \$1,964 expenditure.

ENVIRONMENTAL IMPACT:

City Council's action on the MOU has been determined not to be a project subject to the California Environmental Quality Act (CEQA) because it reflects general fiscal and administrative activity of the city that does not commit the city to any specific project that may have an impact on the environment. Further, the safety element itself will be subject to appropriate CEQA review for consideration at the time adoption of the safety element is considered. Thus, City Council's present action on the MOU is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required at this time.

RECOMMENDATION:

Adopt a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding (MOU) with the County of San Mateo County for the Multijurisdictional Safety Element Project in an Amount Not to Exceed \$156,964 and authorizing payments per payment option three of the MOU for the preparation of the City of San Bruno General Plan Safety Element.

ALTERNATIVES:

The City Council could choose to not authorize the City Manager to execute the MOU. This alternative would require the City to prepare an RFP and hire a consultant to prepare the safety element for the city. Administrative time and consultant costs for this alternative is estimated to be at least twice the cost of this multijurisdictional approach.

ATTACHMENTS:

1. Resolution
2. MOU with exhibits:
 - Exhibit A – Project Contributions by Agency
 - Exhibit B – PlaceWorks - Scope of Work and Fee Proposals
 - Exhibit C – Community Planning Collaborative – Scope of Work and Fee Proposal