



CITY COUNCIL AGENDA REPORT

Meeting Date: January 15, 2026
From: Julia Ayres, Acting Community Development Director
Subject: Good City Company Contract Modification for Baylands Staffing Support

Recommendation

Staff recommend the Council authorize the City Manager to execute an amendment to the professional services agreement with Good City Company.

Background

The City Manager signed a professional services agreement (PSA) with Good City Company (Good City) in August 2021 in the amount of \$112,600 for planning staffing assistance to cover the planned leaves of two planning staff members, for which approximately \$78,000 were reimbursed by planning project sponsors (see Attachment 1). Subsequently, the City retained the services of Good City under this contract to cover continued Principal Planner services for several complex planning applications, including the quarry redevelopment project and projects at Sierra Point, costs reimbursable by the project developers under reimbursement agreements. In January 2023, the City Manager approved the first amendment to the PSA for project management of a rehabilitation grant program from the US Department of Housing and Urban Development, bringing the contract total to \$203,635 (see Attachment 2).

Discussion

The second amendment to the PSA (see Attachment 3) increases the overall contract amount with Good City to include an additional \$45,000 for staff support processing the Baylands Specific Plan and Final Environmental Impact Report. The consulting staff support would include necessary support to finalize revisions to the Specific Plan as well as reviewing the Final Environmental Impact Report. City Council approval of this amendment is required as the overall compensation now exceeds the awarding authority of the City Manager (\$200,000).

Fiscal Impact

The contract modification of \$45,000 would increase the PSA contract total to \$248,635 (not including the support costs covered by reimbursement agreements). The \$45,000 costs would be reimbursed by the project developer Baylands Development, Inc. (BDI) and the City will bear no fiscal impact as a result.

Attachments

1. August 6, 2021 PSA
2. January 4, 2023 PSA amendment #1
3. PSA amendment #2

Julia Ayres
Julia Ayres, Acting Community Development Director

Jeremy Dennis
Jeremy Dennis, City Manager

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, dated August 6, 2021 is made by and between THE CITY OF BRISBANE, a municipal corporation ("City"), and GOOD CITY COMPANY ("Consultant").

RECITALS

A. City desires to retain Consultant to provide on-call professional planning services for the City of Brisbane as outlined in the attached scope of work incorporated as Exhibit A.

B. Consultant represents that Consultant is specially trained, experienced, and qualified to provide such professional services and is willing to do so pursuant to the terms and conditions of this Agreement.

AGREEMENT

1. **Scope of Services.** Subject to the direction of City through its staff Consultant shall perform the services described in the scope of work incorporated as Exhibit A attached hereto and incorporated herein by reference or as may be amended.

2. **Time of Performance.** The services of Consultant shall commence upon the execution of this Agreement and include the maximum number of billable hours specified in Exhibit B unless extended.

3. **Responsible Personnel.** The personnel acting on behalf of Consultant primarily responsible for performance of the services hereunder shall be as set forth in Exhibit C.

4. **Compensation.** As compensation for all services to be performed by Consultant under this Agreement, Consultant shall be paid the amounts set forth in Exhibit B attached hereto and incorporated herein by reference. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

5. **Method of Payment.** Consultant shall submit billings to City describing in detail the work performed for which payment is requested, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. Billings shall be submitted monthly, or at such other time as agreed upon between City and Consultant. City shall pay Consultant no later than 30 days after approval of the invoice by City staff.

6. **Maintenance and Inspection of Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, time cards, and other records or documents relating to charges for services or expenditures charged to City, for a minimum of three (3) years from the date of final payment to Consultant under this

Agreement and shall make the same available to City or its authorized representatives for inspection and audit, at any time during regular business hours, upon written request by City. The right of inspection shall include the right to make extracts and copies.

7. **Assignment and Subcontracts.** Consultant acknowledges that Consultant's special skill and expertise is a material consideration for City entering into this Agreement. Consultant shall not assign, subcontract or delegate to any other party not named in Exhibit B for the performance of any services to be rendered by Consultant under this Agreement without the prior written approval of City.

8. **Ownership of Documents.** All plans, studies, documents and other writings prepared by and for Consultant in the course of performing its services under this Agreement, except working notes and internal documents, shall become the property of City upon payment to Consultant for such work, and City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

9. **Independent Contractor.** Consultant is, and at all times shall remain, an independent contractor, and not an agent, officer or employee of City. As such independent contractor, neither Consultant nor any of its agents or employees shall be entitled to any salary, fringe benefits, worker's compensation, retirement contributions, sick leave, insurance or other benefit or right connected with employment by City, or any compensation other than as provided in this Agreement. Consultant shall have no power or authority to bind City to any contract or otherwise to incur any obligation or liability for, or on behalf, or in the name of City.

10. **Licenses.** Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are legally required of Consultant to practice its profession. Consultant shall, at its sole cost and expense, keep and maintain such licenses, permits, qualifications, insurance and approvals in full force and effect at all times during the term of this Agreement. Consultant shall maintain a City of Brisbane business license.

11. **Compliance with Laws.** Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations in connection with the performance of its services under this Agreement.

12. **Indemnity.** Consultant shall indemnify, defend, and hold City, its officers, officials, agents, employees and volunteers, harmless from and against any and all claims, demands, causes of action, losses, damages, injuries, expenses and liabilities, direct or indirect, including attorney's fees, arising out of or in any manner relating to the performance by Consultant of its services under this Agreement or its failure to comply with any of the its obligations contained in this Agreement, and City shall not be liable for any acts or omissions of Consultant.

13. **Insurance.** Consultant, at its own expense, shall procure and maintain, for the duration of this Agreement, insurance policies which satisfy the following requirements:

- (a) Type of policies and coverage:
- (1) *General Liability Coverage.* Consultant shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage, providing coverage at least as broad as Insurance Services Office Commercial General Liability form CG 0001 (Ed. 11/88). If the form of insurance with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
 - (2) *Automobile Liability Coverage.* Consultant shall maintain automobile liability insurance in an amount not less than \$1,000,000 combined single limit for each occurrence, for bodily injury and property damage, providing coverage at least as broad as Insurance Services Office form CA 0001 (Ed. 12/90) Code 1 (any auto).
 - (3) *Workers' Compensation and Employer's Liability Coverage.* Consultant shall maintain workers' compensation insurance as required by the State of California and employer's liability insurance in an amount not less than \$1,000,000 per occurrence, for any and all persons employed by Consultant in connection with the performance of services under this Agreement. In the alternative, Consultant may rely on a self-insurance program to provide this coverage so long as the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against City for loss arising from work performed by Consultant for City.
 - (4) *Professional Liability Coverage.* Consultant shall maintain professional errors and omissions liability insurance in an amount not less than \$1,000,000 per occurrence, covering negligent acts, errors or omissions which may be committed by Consultant in the performance of its services under this Agreement.
- (b) Endorsements: Each general liability and automobile liability insurance policy shall contain, or be endorsed to contain, the following provisions:
- (1) The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, employees, agents or volunteers.
 - (2) For any claims related to the Project, Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by City,

in connection therewith, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

16. **Termination of Agreement.** This Agreement may be terminated by either party, effective upon written notice, should the other party commit any material default in the performance of its obligations hereunder. This Agreement may also be terminated by either party, for any reason, upon fifteen (15) day's prior written notice to the other party. In the event this Agreement is terminated by City through no fault of Consultant, Consultant shall be compensated for all services performed to the date of termination.

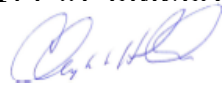
17. **Equal Opportunity Employment.** Consultant warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal opportunity employment.

18. **Miscellaneous Provisions.**


- (a) Severability. Should any portion of this Agreement be declared void or unenforceable in a final decision by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement can be reasonably interpreted to implement the intention of the parties.
- (b) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes and cancels all prior agreements or understandings, whether written or verbal.
- (c) Amendments. This Agreement may be modified or amended only by a written document duly executed by both City and Consultant.
- (d) Waiver. The waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same provision or any other provision of this Agreement.
- (e) Execution. Each party warrants that the individuals signing this Agreement on its behalf have the legal power and authority to do so and to bind the party to this Agreement.
- (f) Successors and Assigns. Subject to the restriction against assignment and subcontracting, this Agreement shall be inure to the benefit of and shall be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.


THE CITY OF BRISBANE

By: 
Clayton Holstine, City Manager

ATTEST:


Ingrid Padilla, City Clerk

APPROVED AS TO FORM:


Michael Roush, Legal Counsel

CONSULTANT:


Aaron Akin, Good City Company

Exhibit A (Scope of Work)

City of Brisbane (Scope of Work)

Good City Company will provide "in-house" city planning services for the City of Brisbane. Dedicated in-house planning services include, but are not limited to:

- Providing counter and telephone service to the general public for current planning inquiries/assistance (in person and virtual)
- Reviewing planning applications for residential, commercial and industrial development; evaluating alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; preparing and presenting staff reports to the Planning Commission and City Council
- Coordinating development applications and other current planning activities with those of other City departments, outside consultants and regulatory agencies
- Preparing a variety of written correspondence, reports, procedures, ordinances and other written materials
- Reviews applications for zoning variances, business licenses and other occupancies for conformance to applicable ordinances and policies.
- Review of design and architectural drawings for zoning and Municipal Code conformance
- Review of Building Permits for compliance with Zoning Code
- Conducting site inspections
- Evaluation and analysis of projects (both large and small)
- Lead and assist with ongoing policy planning efforts;

Good City will provide dedicated staff at the Principal Planner level (20-25 hours/week) and Assistant Planner (40 hours/week). Good City will provide these services in City Hall or via telecommuting/zoom per the direction of the Community Development Director. The Principal Planner will perform the higher-level tasks noted above, while the Assistant Planner will perform more routine tasks and assist others with the higher-level tasks.

EXHIBIT B

Rate	Hours/Month	Months	Total Hours	Hourly Rate	
Principal Planner	100	4	400	195	\$78,000.00
Assistant Planner	173	2	346	100	\$34,600.00
				TOTAL:	\$112,600.00

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Kelly Beggs

Principal Planner and Planning Manager

Kelly has over 10 years of experience in land use planning, environmental planning, GIS analysis and public outreach/relations. Through her combination of contract planning and entitlements assistance experience, she has experience reviewing projects ranging from large commercial developments, city recreation and aquatics facilities, 1,000-unit multi-family developments to review of single-family homes for cities throughout the Bay Area. Kelly also recently completed a comprehensive zoning code and parking code update.

Her environmental planning experience includes contributing to and managing CEQA documents for development, infrastructure, and energy projects throughout California. She also has significant front-counter experience.

Education

- Master of City and Regional Planning, Rutgers, The State University of New Jersey
- Bachelor of Arts, English, Davidson College, Cum Laude

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Serving as project manager for the Claremont Hotel EIR and the 2580 Bancroft Street EIR, and overseeing the entitlements process for the 500 Kirkham Street Project in West Oakland.

She also managed two housing policy projects funded by the MTC to promote ADU development and innovative construction methods in the City of Oakland.

Project Experience

Highlights (some work with previous employers)

- Led the first comprehensive update to the City of San Bruno Parking Code in 40+ years.
- Completed comprehensive Zoning Code Update for San Bruno
- Project Manager/Planner for commercial development
- Project planner for the City of San Bruno's new Recreation and Aquatic Center facility
- 500 Kirkham Street Entitlement Assistance,



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- Project EIR, Livermore, CA
- 1055 Market Street IS/MND, San Francisco, CA
- 1500 15th Street Entitlement Assistance, San Francisco, CA
- Fulton to Fitch Mountain Reconductoring Project IS/MND, Sonoma County, CA
- TL 695 and TL 6971 Reconductor Project Project IS/MND, San Diego County and Orange

Company

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 City Company
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ROBERT “ROBBY” MILLER JR

PO Box 2464 Cupertino 95015 | 303-517-8548 | millerrobby3@gmail.com

EDUCATION | San Jose State University (San Jose, CA)
MA, Urban Planning
Certificate, Environmental Planning
2014 - 2018

Naropa University (Boulder, CO)
BA, Environmental Studies
Concentration, Sustainable Built Communities
2003 - 2006

University of Oregon (Eugene, OR)
Architecture Student
1999 – 2002

EXPERIENCE | ASSISTANT PLANNER City of Stockton
March 2019 – June 2021

- Responsible for Planning Divisions main email and phone line
- Public Counter – Answer inquires, project intake, and process various over-the-counter applications such as business licenses and sign permits
- Manage/process various planning applications such as Design Review and Temporary Activity Permits
- Planning review of Building permits

SUMMER / SEASONAL PLANNING DIVISION INTERN City of Gilroy
June 2018 – December 2018

- Updated planning templates, forms, and handout material
- Supported Senior Planner with planning applications and research and analysis of various issues, such as digital billboards
- Public Counter – Processed business licenses and sign permits; Answered customer questions/inquiries; Project intake

RESPONSIBLE LANDLORD ENGAGEMENT INITIATIVE INTERN
Catholic Charities of Santa Clara County

August 2016 – May 2018

- Data collection and analysis
- Wrote report that helped secure \$150K from the City of San Jose

PERMIT COORDINATOR SolarCity

April 2015 - January 2016

- Managed all phases of the residential solar permit application process
- Worked with building departments in 17 cities and 4 counties to turnover permits quickly, and solve permit problems as fast as possible
- Won “Best Offensive Team” in our region of over ten SolarCity locations for submitting the highest number of solar permits to building departments

SALES ASSOCIATE Big 5 Sporting Goods

August 2014 - April 2015

- Interacted with a diverse group of people to provide excellent customer service, and maintain a clean and well-organized store
- Worked well under pressure, and managed time efficiently to finish all tasks on daily basis
- Reported to multiple managers

ASSOCIATE APPRAISER Valuation Appraisers, Inc.

January 2013 – June 2013

- Worked under Senior Appraiser to perform appraisals on residential homes
- Data collection, analysis, and entry
- Under tight deadlines, completed over 10 appraisals

SKILLS | Customer service
Windows Office OS (Word, Excel, PowerPoint, Sharepoint, and Outlook)
Computer Software: Accela, Bluebeam, Adobe Acrobat
Project management
Plan check review
Data collection, research, and analysis
Sustainability
Public speaking and presentation

AFFILIATIONS | Membership, American Planning Association *Dec 2016 – Present*

VOLUNTEERING | Canopy, East Palo Alto, CA *Jan 2019 & Oct 2016*

- Planted native trees and plants to beautify area and reduce air pollution

Ulistac Natural Area Restoration and Education Project, San Jose, CA *June 2015*

- Removed weeds to allow native plants to thrive

Waterway Cleanup with the California Coastal Commission, Sacramento, CA *Jan 2014*

- Assisted in removal of trash along the Sacramento River

YMCA Youth Sports Coach, Boulder, CO & Sacramento, CA *2006-2014*

- Basketball-4th & 5th graders
- Basketball-7th & 8th grade boys
- Basketball-5th grade boys
- Baseball-4th graders

REFERENCES | Available upon request.

**FIRST AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES**

THIS FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES, dated 1/24/2023, between THE CITY OF BRISBANE, a municipal corporation ("City"), and Good City Company ("Consultant"), is made with reference to the following facts:

- A. City and Consultant entered into a written agreement dated August 6, 2021, ("the Consultant Contract") wherein Consultant agreed to provide on-call professional planning services as described in Exhibit A to the Consultant Contract; the compensation to Consultant under the August 6, 2021 Consultant Contract was not to exceed \$112,600.
- B. City needs assistance to develop and administer a residential rehabilitation grant program for low income households pursuant to a \$495,000 Federal grant administered by the United States Department of Housing and Urban Development.
- C. Consultant has the skills and expertise to provide such assistance to the City.
- D. The parties desire to amend the Consultant Contract by modifying the scope of work Consultant is to perform and increasing the compensation payable to Consultant under an amended Consultant Contract, as hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. The Consultant Contract is amended to include additional Consultant's services to in assisting the City to develop and administer a residential rehabilitation grant program for low-income households pursuant to a \$495,000 Federal grant administered by the United States Department of Housing and Urban Development, such services being more particularly described in the attached Exhibit A to this First Amendment.

2. As compensation for the additional services described in Section 1 above, Consultant shall be paid the sum not to exceed \$91,035, thereby increasing the maximum

Good City Co.
Contract Amendment 1

compensation payable to Consultant under the Consultant Contract, as amended, from \$112,600 to \$203,635. The additional compensation shall be paid in accordance with Exhibit A..

3. Except as herein modified, the Consultant Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Agreement for Profession Services the day and year first above written.

CITY OF BRISBANE:



Clayton L. Holstine, City Manager

CONSULTANT:



Aaron Aknin, Principal

APPROVED AS TO FORM:



Michael Roush, Legal Counsel

ATTEST:



Ingrid Padilla, City Clerk

Good City Co.
 Contract Amendment 1

Exhibit A

Good City proposes the following scope of services and budget for the Brisbane Housing Rehabilitation Grant Program:

Scope of Services:

- Ensure compliance with National Environmental Policy Act (NEPA) and other Federal regulations.
- Develop a comprehensive program description for the housing rehabilitation grant program, including the program's objectives, timeline, budget, and target audience.
- Assist the City of Brisbane in complying with its requirements under federal law and whatever documentation is needed to satisfy ongoing federal earmark program requirements.
- Work with city staff to establish procedures for the review and approval of program applications.
- Develop and implement a system for tracking program progress and evaluating the impact of the program on the participating homeowners and the broader community.
- Establish a list of local contractors and service providers to carry out the rehabilitation work on eligible properties.
- Work with the City’s Building Inspection team to identify eligible properties and homeowners for the program and develop a process for accepting and reviewing applications for the grant.
- Work with city staff to inform the city residents about the program, including developing a program web page and program flyers.
- Oversee the distribution of grant funds to participating homeowners and contractors and ensure that all funds are used in accordance with the program plan and applicable regulations.
- Provide regular updates to the City of Brisbane on the progress of the program, including any challenges or opportunities that arise.
- Periodically identify opportunities for program improvement and make recommendations to the City of Brisbane for ongoing program success.

Services	Hours	Total
Phase 1: Project Development		
Assist with compliance of federal regulations	30	\$5,355
Develop project guidelines, procedures, forms, etc.	60	\$10,710
Develop web page/outreach materials	15	\$2,678
Coordinate with City staff	15	\$2,678
Subtotal	120	\$21,420
Phase 2: Project Implementation		
Review and approval of applications	45	\$8,033
Work with applicants	45	\$8,033
Coordinate with City staff	75	\$13,388
Coordinate with building inspection	60	\$10,710

Good City Co.
Contract Amendment 1

Oversee contractor contracts and work performance	60	\$10,710
Perform project record keeping per HUD rules	60	\$10,710
Prepare progress reports	45	\$8,033
Subtotal	390	\$69,615
Total Hours	510	\$91,035

The fee above is based on an estimate of the Housing Manager time spent on each task (\$170/hour), and approximately 5% additional cost for Principal oversight and guidance. Additional Good City staff members may contribute but will not affect the overall budget. Good City will charge on a time and materials basis.

Position	Hr./Rate	Position	Hr./Rate
Principal	\$250	Associate Planner	\$135
Planning Director	\$225	Assistant Planner	\$120
Principal Planner	\$195	Planning technician	\$95
Housing Manager	\$170	Graphic Designer	\$95
Building Official	\$165	Administrative Assistant	\$80
Senior Planner	\$170		

***The hourly rates above are effective in January 2023. Rates subject to adjustment January 1st of each year (typically 3-5% increase).**

**SECOND AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES**

THIS SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES, dated _____, between THE CITY OF BRISBANE, a municipal corporation ("City"), and Good City Company ("Consultant"), is made with reference to the following facts:

- A. City and Consultant entered into a written agreement dated August 6, 2021, ("the Consultant Contract") wherein Consultant agreed to provide on-call professional planning services as described in Exhibit A to the Consultant Contract; the compensation to Consultant under the August 6, 2021 Consultant Contract was not to exceed \$112,600.
- B. City and Consultant approved an amendment to the Consultant Contract ("Amendment No. 1") wherein Consultant agreed to provide assistance in the development and administration of a residential rehabilitation grant program for low income households pursuant to a \$495,000 Federal grant administered by the United States Department of Housing and Urban Development. Under Amendment No. 1, the Consultant Contract, as first amended, was not to exceed \$203,635.
- C. City requires further assistance to support consideration of the Baylands Specific Plan and certification of the Baylands Specific Plan Final Environmental Impact Report.
- D. Consultant is qualified to provide such services to the City.
- E. The parties desire to amend the Consultant Contract by modifying the scope of work Consultant is to perform and increasing the compensation payable to Consultant under a Second Amendment to Consultant Contract, as hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

- 1. The Consultant Contract is further amended to include additional services to provide Planning Director-level planning review and oversight services related to the Baylands

Good City Co.
Contract Amendment 2

Final EIR and Baylands Specific Plan, such services being more particularly described in Task 2 of the attached Exhibit A to this Second Amendment.

2. As compensation for the additional services described in Section 1 above, Consultant shall be paid the sum not to exceed \$45,000, thereby increasing the maximum compensation payable to Consultant under the Consultant Contract, as amended, from \$203,635 to \$248,635. The additional compensation shall be paid in accordance with Exhibit A. Should additional support be required, the City may authorize in writing additional hours on an hourly basis at the hourly rates established in Exhibit A.

3. Except as herein modified, the Consultant Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to Agreement for Professional Services the day and year first above written.

CITY OF BRISBANE:

CONSULTANT:

Jeremy Dennis, City Manager

Aaron Akin, Principal

APPROVED AS TO FORM:

ATTEST:



Michael Roush, Legal Counsel

Ingrid Padilla, City Clerk



December 22, 2025

Julia Ayres, Principal Planner
City of Brisbane
50 Park Place
Brisbane, CA 94005

Dear Julia,

This letter outlines Good City Company's proposed scope of continued and additional services to support the City of Brisbane, including grant program coordination and senior-level planning review services.

Task 1: Grant Program Coordination – Continued Services

Good City Company will continue to provide program coordination services for the Brisbane Affordable Housing Rehabilitation Program. Services will include:

- Serving as the primary point of contact for property owners seeking information regarding the Affordable Housing Rehabilitation Grant Program
- Coordinating with participating property owners regarding active grants, eligible improvements, schedules, and compliance requirements
- Managing coordination, reporting, and communication related to DRGR and HUD HEROS requirements
- Attending meetings and coordinating regularly with HEART and City staff
- Providing general program administration support, including tracking grant activity and assisting with required documentation

These services will be provided by Mark Sullivan, Housing Specialist, with additional senior oversight by Aaron Aknin, Principal.

Task 2: Planning Director Project Review Services

Good City Company will provide Planning Director-level planning review and oversight services related to the Baylands Final EIR and Baylands Specific Plan. Services will include:

- Review and technical input on the Baylands Final EIR for consistency, completeness, and implementation readiness
- Review of the Baylands Specific Plan to ensure alignment with adopted policy direction and environmental analysis
- Advisory support related to the interpretation and implementation of the Baylands Specific Plan and EIR

- Management and coordination of the consultant team preparing the Baylands Final EIR and Specific Plan deliverables

John Swiecki will serve as Project Manager for this task.

Estimated Fee Summary:

Task	Staff	Rate	Estimated Hours	Duration	Estimated Cost
Task 1: Grant Program Coordination	Mark Sullivan, Housing Specialist	\$185/hr	12 hrs/month	12 months	\$26,640
	Aaron Aknin, Principal	\$280/hr	1 hr/month	12 months	\$3,360
Task 1 Subtotal					\$30,000
Task 2: Planning Director Project Review Services	John Swiecki, Project Manager	\$250/hr	180 hrs	3 months	\$45,000
Total Estimated Cost					\$45,000 -\$75,000

Please let us know if you have any questions or would like to discuss adjustments to the scope, schedule, or level of effort. We appreciate the opportunity to continue supporting the City of Brisbane.

Sincerely,

Aaron Aknin, AICP
 Principal
 Good City Company
 (415) 845-8344 | aaknin@goodcityco.com

www.goodcityco.com