



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 18

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Community Development Department

MEETING DATE: August 17, 2020

SUBJECT:
Housing Element Update Consulting Services - Agreement

RECOMMENDATION:

Adopt a Resolution to authorize the appropriation of \$129,820 from available fund balance in the General Plan Maintenance Fund; approve an agreement with Diana R. Elrod Consulting for consulting services for the Housing Element Update in the amount of \$129,820; and authorize the Community Development Department Director to execute the agreement in substantially the form presented.

BACKGROUND:

The City's Housing Element of the General Plan is required to be updated, reviewed, and approved by California Department of Housing and Community Development in accordance with State guidelines. The next Housing Element update for San Mateo, as well as the entire San Francisco Bay Area, needs to be finalized by January 2023. The public process to develop the Housing Element will be folded into the General Plan Update process, but due to the specific technical requirements, the City typically secures the services of a Housing Element consultant to prepare the plan. Diana Elrod skillfully assisted the City in drafting and getting the past three Housing Element Updates approved by the State in 2000, 2008, and 2015, and is therefore recommended by staff to provide those services for this next round.

Diana Elrod will assist staff with community outreach; assessing housing needs as well as housing characteristics and related demographics; and preparing goals, policies, and programs to address those needs. A major work item will be to prepare a housing sites inventory to accommodate the City's Regional Housing Allocation Needs (RHNA) figure, which has not yet been calculated. Drafting this plan will include coordination with several regional organizations such as 21 Elements and Association of Bay Area Governments, who will provide resources and review of best practices working with other jurisdictions.

Diana Elrod will also provide coordination with Placeworks, the General Plan Update consultant team, to ensure that the Housing Element is internally consistent with the General Plan. Although the Housing Element must be prepared on a separate timeline in order to meet the deadlines set by the State, the Housing Element team and General Plan Update team are coordinating closely to ensure that the two processes inform each other.

BUDGET IMPACT:

The proposed agreement and accompanying supplemental budget appropriation have no impact to the City's General Fund. Council approval is requested to appropriate \$129,820 from available fund balance in the General Plan Maintenance Fund (Fund 25) to the General Plan Update project (#31-0008) to cover the agreement.

Staff anticipates use of Local Early Action Planning Grant Program (LEAP) from the State of California to reimburse Fund 25 for the Housing Element Update. The grant application was submitted in July 2020 and funds should be available in Fall

2020.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

Adopting an updated Housing Element is considered a project under the California Environmental Quality Act (CEQA). Therefore, the City Council must certify an appropriate environmental review document under CEQA prior to adoption.

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

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