



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 8

Section Name: {{section.name}}

Account Number: 25-3112

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Community Development Department
MEETING DATE: March 20, 2023
SUBJECT:
Housing Element Update Consulting Services – Amendment

RECOMMENDATION:

Approve Amendment No. 2 to the agreement with Diana R. Elrod Consulting Services for Housing Element Update Services to extend the term of the agreement from March 30, 2023 to December 31, 2023, with no change to the agreement total, and authorize the Community Development Director to execute the amendment in substantially the form presented.

BACKGROUND:

The City's Housing Element of the General Plan is required to be updated, reviewed and approved by the California Housing and Community Development Department (HCD) in accordance with State guidelines. Council adopted the 2023-2031 Housing Element on January 24, 2023 and it was submitted to HCD for their review on January 27, 2023. HCD has 60 days to review the locally adopted Housing Element and either certify it as substantially compliant with State law or provide additional comments that need to be addressed to achieve certification.

On August 25, 2020, the City entered into an agreement with Diana R. Elrod Consulting Services in the amount of \$129,820 to assist staff in preparing an updated Housing Element for the State's 6th Housing Cycle (2023-2031). Tasks include supporting community outreach, assessing housing needs as well as housing characteristics and related demographics, and assisting in the preparation of goals, policies, and programs to address those needs. On November 15, 2021, Council approved Amendment No. 1 to the agreement to increase the amount of the agreement by \$17,280 for a total of \$147,100 to complete additional work related to evaluating and addressing Affirmatively Furthering Fair Housing (AFFH) requirements.

This amendment to the agreement (Amendment No. 2) is to extend the term of the agreement from March 30, 2023 to December 31, 2023. The agreement extension is necessary to allow for ongoing staff and technical support, as needed, as the City continues to work toward achieving HCD certification of our 2023-2031 Housing Element.

BUDGET IMPACT:

There is no budgetary impact from this agreement amendment because no additional funding is being requested.

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.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Amendment No. 2 to Agreement with Diana R. Elrod Consulting Services

STAFF CONTACT

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