



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



Date: August 13, 2013
Board Meeting Date: September 17, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: William Lowell, Director, Department of Housing

Subject: First Amendment to the Agreement with Baird + Driskell Community Planning

RECOMMENDATION:

Adopt a Resolution authorizing the Director of the Department of Housing or the Director's designee to execute an amendment to the agreement with Baird + Driskell Community Planning for the 21 Elements Project, increasing the amount by \$99,870 to \$499,870.

BACKGROUND:

The Department of Housing (DOH) and City/County Association of Governments (C/CAG) have co-sponsored a multi-year project known as the 21 Elements Project ("Project") through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements. The Project has proceeded through six phases as follows: conducting the Sub-Regional Housing Needs Allocation process (2006–08); providing technical assistance and shared resources to jurisdictions to assist with Housing Element preparation (2007–09); assisting with implementation of jurisdictions' Housing Element action plans (2009–11); negotiating a streamlined pre-qualification process with State HCD and participating in the Sustainable Communities Strategy development process (2011–12); again conducting the Sub-Regional Housing Needs Allocation for a new cycle (2012–13); and now helping jurisdictions meet deadlines for the current Housing Element update cycle (2013–14).

The 21 Elements Project provides tools that help participating jurisdictions meet or exceed State requirements while reducing their housing element production costs.

On October 23, 2012, the Board approved a three-year contract in the amount of \$400,000 with Baird + Driskell Community Planning (BDGP) as lead consultants for Phase 6 of the project, currently in progress. All 21 jurisdictions have subscribed for Phase 6 services and each will contribute to cost sharing based on the level of service each receives. C/CAG is responsible for collecting the jurisdictions' contributions, and agrees to cover the balance of the total project costs on an annual basis. DOH is

responsible for project management and contract administration, and will charge 50% of related direct staff time to an annual contract with C/CAG.

Last year C/CAG contributed \$125,000 toward project costs. On August 8, 2013, C/CAG approved contribution of \$125,000 for FY2013-14. Participating jurisdictions have contracted to pay a total of \$208,000. The County's agreement with C/CAG describes C/CAG's intention to continue to reimburse remaining project costs in FY2014-15. The County can terminate the BDCP contract without obligation or penalty if funding from C/CAG or other sources cannot be secured.

DISCUSSION:

Each participating jurisdiction was given the opportunity to select which of three levels of service to receive, a basic package for \$1,000, a "pre-qualification" package for an additional \$4,000, or a full service package for an additional \$15,000. Several jurisdictions have increased the level of service packages over original estimates. The increased scope of the services necessitates a contract amendment to increase the not-to-exceed amount by \$99,870, from \$400,000 to \$499,870, of which \$82,000 is offset by jurisdictions' subscriptions and \$17,870 will be covered by C/CAG.

The Amendment to the Agreement with BDCP is accompanied by a separate Board action to approve an agreement with C/CAG to contribute \$125,000 of Congestion Relief Funds to the County for the 21 Elements Project for FY2013-14.

County Counsel has reviewed and approved the Amendment and Resolution as to form.

Approval of this action contributes to the Shared Vision 2025 outcome of a Livable Community by facilitating cost-savings and quality-improvement in performance of State mandated planning activities for the County and cities, and by removing governmental impediments to production of housing of types and in places that increase opportunity and quality of life for residents countywide.

PERFORMANCE MEASURE(S):

Measure	FY 2011-12 Actual	FY 2013-14 Projected
Participating jurisdictions that report satisfaction with value received from the 21 Elements Project	19 of 21	21 of 21

FISCAL IMPACT:

There is no Net County Cost. The total County obligation under the contract with BDCP, the lead consultant of the 21 Elements Project, will be fully offset by funding received through annual contracts with C/CAG for FY 2012-13, FY 2013-14 and FY 2014-15, and pass-through of cost-sharing payments C/CAG collects from participating jurisdictions.