

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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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 21 ELEMENTS CONSULTING THAT TEMPORARILY TRANSFERS AVAILABLE MEASURE K FUNDS FROM THE AFFORDABLE HOUSING FUND 5.0 TO 21 ELEMENTS C/CAG DURING FISCAL YEAR 2017-18 IN ORDER TO PRIORITIZE WORK PRODUCTS WITHIN THE SCOPE OF THE AGREEMENT

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Measure K is a 20-year half-cent sales tax extension passed by voters in November 2016 for the purpose of providing essential County services, including the provision of affordable housing and housing-related services; and

WHEREAS, On June 27, 2017, the Board of Supervisors adopted a resolution that waived the Request for Proposals process and authorized the Department of Housing ("DOH") to execute an agreement with Baird + Driskell Community Planning ("Baird + Driskell"), in an amount not to exceed \$425,000 over the two-year term of July 1, 2017 through June 30, 2019, to conduct the 21 Elements Project (Resolution No. 075286); and

WHEREAS, The 21 Elements Project is a collaboration among the County and all 20 cities in San Mateo County, whose past accomplishments include collaboration on housing element updates, shared research, joint work on best practices, collaboration

with non-profits and experts involved in the field of housing, coordination with local, regional, and state agencies, and providing assistance on pressing housing issues; and

WHEREAS, On July 24, 2017, DOH executed an agreement with Baird + Driskell (the “Agreement”) in consideration of the following payment schedule: County’s obligation shall not exceed One Hundred Twenty-Five Thousand (\$125,000) of **Measure K** funds per fiscal year of the two-year Agreement term; and

WHEREAS, The agreement’s Scope of Work sets forth a number of work tasks, including but not limit to: Second Units; Displacement; Short-Term Vacation Rentals; Information and Outreach Materials; and Special Projects. The agreement provides for the completion of such tasks throughout the two-year Agreement term. However, a number of work tasks in the Agreement’s Scope of Work have since been identified as priority tasks by the County such that they been rescheduled for completion by the end of Fiscal Year 2017-18. A result of this rescheduling is that Baird + Driskell will provide more of its services during Fiscal Year 2017-18 and fewer services in Fiscal Year 2018-19, which has the effect of disrupting the Agreement’s payment schedule; and

WHEREAS, it is proposed that: (1) the payment schedule of the Agreement be adjusted in the following manner: County’s obligation shall not exceed One Hundred Fifty-Seven Thousand and Thirty (\$157,030) of **Measure K** funds in Fiscal Year 2017-18; and shall not exceed Ninety-Two Thousand Nine Hundred and Seventy (\$92,970) of **Measure K** funds in Fiscal Year 2018-19; and (2) the Scope of Work to the agreement

be amended to reflect prioritization of work tasks for the remainder of the agreement term.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED; that the Board of Supervisors authorize 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 21 Elements Consulting which temporarily transfers available **Measure K** funds from the Affordable Housing Fund 5.0 to 21 Elements C/CAG during Fiscal Year 2017-18 in order to prioritize work products within the scope of the agreement; and

BE IT FURTHER RESOLVED that the Director of the Department of Housing or Director's Designee is authorized to execute contract amendments that modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate per agreement), and/or modify the term and/or services so long as the term or services is/are within the current or revised fiscal provisions.

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