



County of San Mateo

Inter-Departmental Correspondence

Department: HOUSING

File #: 16-316

Board Meeting Date: 6/27/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Ken Cole, Housing Director

Subject: Agreement with Baird + Driskell Community Planning for 21 Elements Consulting and Funding Agreement with the City/County Association of Governments

RECOMMENDATION:

Measure K: Adopt a resolution waiving the Request for Proposals process and authorizing the Director of the Department of Housing or the Director's designee to execute agreements with:

- A) Baird + Driskell Community Planning 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; and
- B) The City/County Association of Governments for receipt of \$87,500 of C/CAG funds for reimbursement of Project costs incurred in FY 2017-18.

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 (the "Project") through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information on housing policies and programs. The Project has proceeded through a number of phases, beginning with facilitating the Sub-Regional Housing Needs Allocation process in 2006-08 and continuing through two Housing Element preparation cycles in 2007-09 and 2013-15 and their associated implementation cycles. Baird + Driskell Community Planning has rendered consulting services to the Project since 2009.

The Project provides tools that help participating jurisdictions meet or exceed State requirements while reducing their housing element production and implementation costs. Last year the Project was instrumental in coordinating a countywide Nexus Study associated with possible residential and commercial impact fee ordinances. Feedback from jurisdictions has been very positive regarding the quality and level of services received in conjunction with the Project.

On June 16, 2015, the Board of Supervisors approved a two-year contract in an amount not to

exceed \$400,000 with Baird + Driskell Community Planning (BDCP) as lead consultants for Phase 7 of the Project. All 21 jurisdictions subscribed for Phase 7 services and each contributed to cost-sharing based on their size and the level of service each received. C/CAG has provided guidance regarding the consultant's work plan along with financial assistance to help defray project costs. DOH has been responsible for project management and contract administration.

In each of the previous two fiscal years C/CAG contributed \$87,500 toward Project costs. On June 8, 2017, C/CAG's board approved contributing \$87,500 of Congestion Relief Funds to the County to reimburse a share of Project costs in FY 2017-18. A separate Memorandum of Understanding agreement will be executed between C/CAG and DOH to memorialize the terms of C/CAG's FY 2017-18 funding. In addition, the Board of Supervisors expressed its support for the Project at its April 25, 2017 study session on affordable housing needs, and authorized the use of **Measure K** funds for various projects including 21 Elements at its budget approval meeting on May 16, 2017.

DISCUSSION:

County's agreement with BDCP will be for a two-year term, at a cost not to exceed \$425,000. The contract amount for FY 2017-18 will be \$212,500, and will be funded by contributions of \$125,000 from County funds and \$87,500 from C/CAG funds. In addition, fees paid by the 20 cities participating in the Project are expected to add another \$25,000 in funding per year over the 2-year term to help defray overall Project costs. The County can terminate or amend the BDCP contract without obligation or penalty if, for example, funding from C/CAG or other sources cannot be secured for the second year.

The Board's approval of an agreement with BDCP is accompanied by a separate Board action to approve an agreement with C/CAG to contribute \$87,500 of Congestion Relief Funds to the County for the Project for FY 2017-18.

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 MEASURES:

Measure: Participating jurisdictions that report satisfaction with value received from the 21 Elements Project

FY 2016-16 Actual: 21 of 21

FY 2017-19 Projected: 21 of 21

FISCAL IMPACT:

Net County Cost is \$250,000. **Measure K** funds from the FY 2017-19 budget, to be allocated to the Department of Housing for various affordable housing purposes including the 21 Elements Project, will be the source of the County's contribution.