



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HOUSING

**File #:** 18-407

Board Meeting Date: 5/22/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ken Cole, Director of Housing  
**Subject:** Contract with Baird + Driskell Community Planning for 21 Elements Consulting-Contact Amendment

### **RECOMMENDATION:**

**Measure K:** 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 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.

### **BACKGROUND:**

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). The 21 Elements Project is a collaboration among the County and all 20 cities in San Mateo County regarding pressing housing issues

Consistent therewith, 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.

### **DISCUSSION:**

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 have 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.

Therefore, DOH recommends adjusting the payment schedule of the agreement in the following manner: County's obligation: (1) shall not exceed One Hundred Fifty-Seven Thousand and Thirty (\$157,030) of **Measure K** funds in Fiscal Year 2017-18; and (2) shall not exceed Ninety-Two Thousand Nine Hundred and Seventy (\$92,970) of **Measure K** funds in Fiscal Year 2018-19. A temporary transfer of available **Measure K** funds from Affordable Housing Fund 5.0 to 21 Elements C/CAG will cover the increased expenditure in Fiscal Year 2017-18, and will be repaid in Fiscal Year 2018-19. DOH recommends amending the Scope of Work exhibit to the agreement to reflect prioritization of work tasks for the remainder of the agreement term.

County Counsel has reviewed and approved the resolution as to form.

The resolution contains the County's standard provision allowing amendments of the County's fiscal obligations by a maximum of \$25,000 (in aggregate), per agreement.

Approval of the agreement amendment contributes to the Shared Vision 2025 outcome of a Livable Community by providing for the ongoing collaboration among the 21 jurisdictions of San Mateo County on the region's most pressing housing-related issues and tasks.

#### **FISCAL IMPACT:**

The term of the amended agreement is July 1, 2017 through June 30, 2019. The amount of the amended agreement is not to exceed \$250,000 for the two-year term. The amount for Fiscal Year 2017-18 is being increased by \$32,030 and the amount for Fiscal Year 2018-19 is being decreased by \$32,030. Contract expenditure will be paid 100 percent through **Measure K** Funds, and the Department of Housing's total **Measure K** allocation for each fiscal year will remain the same. Appropriation for this contract and offsetting revenue can be seen in org 79210, Job Ledger Code DOHCG, and is part of the Adopted Budget for FY 2017-19. There is no Net County Cost.