



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HOUSING

**File #:** 21-540

Board Meeting Date: 6/29/2021

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

**To:** Honorable Board of Supervisors

**From:** Raymond Hodges, Director

**Subject:** Amendment to Agreement with Baird + Driskell Community Planning

**RECOMMENDATION:**

Adopt a resolution authorizing the Director of the Department of Housing, or designee, to execute an amendment to the agreement with Baird + Driskell Community Planning to support the 21 jurisdictions within, and including, San Mateo County with their Housing Elements, which adds \$37,000 in funding provided by the Town of Hillsborough.

**BACKGROUND:**

The California Department of Housing and Community Development (“HCD”) determines the total number of new homes that need to be built, and level of affordability of those homes, in order to meet the housing needs in each region of California. This determination is called the Regional Housing Needs Determination (“RHND”). The Association of Bay Area Governments (“ABAG”) receives the RHND from HCD for the Bay Area region, including San Mateo County, and further distributes the Regional Housing Needs Allocation (RHNA) to each city and county in the Bay Area. ABAG will soon assign the Town of Atherton, City of Belmont, City of Brisbane, City of Burlingame, Town of Colma, City of Daly City, City of East Palo Alto, City of Foster City, City of Half Moon Bay, Town of Hillsborough (“Hillsborough”), City of Menlo Park, City of Millbrae, City of Pacifica, Town of Portola Valley, City of Redwood City, City of San Bruno, City of San Carlos, City of San Mateo, City of South San Francisco, and Town of Woodside (collectively, “Participants”) their respective portions of the Bay Area region RHND. The Housing Element, part of each jurisdiction’s General Plan, sets forth the plan by which the jurisdiction will meet its RHNA.

Under California’s Housing Elements Law (Cal. Gov. Code § § 65580-65655), each jurisdiction in the State is required to update the Housing Element of its General Plan every eight years. The Housing Element must be certified by HCD. The next Housing Element update for Participants is due in January 2023 and, once adopted, will cover the years 2023-2031.

The Department of Housing (“DOH”) and City/County Association of Governments have co-sponsored a multi-year project known as the 21 Elements Project (the “Project”) through which Participants cooperate to update their respective Housing Elements and share information on

housing policies and programs. The Project has gone 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 (“Baird + Driskell”) has rendered consulting services to the Project since 2009.

In the previous cycle of Housing Element updates covering the 2014 - 2022 period, Baird + Driskell provided a set of optional support services for Participants, which helped ensure that all Participants’ Housing Elements were certified by HCD (“RHNA-related Services”). Baird + Driskell has offered a similar package of RHNA-related Services to support Participants in their preparation and submittal of their Housing Elements for the 2023-2031 cycle.

All Participants opted to procure varied levels of Baird + Driskell’s RHNA-related Services for the 2023-2031 Housing Elements cycle. On October 20, 2020, the Board authorized the Director of DOH to execute an agreement with Baird + Driskell in a total amount not to exceed \$770,500 for the term of August 1, 2020 through January 31, 2023 to support participants with their Housing Elements (“Baird + Driskell Agreement”) and approved a waiver of the Request for Proposals process for this agreement (Resolution No. 077814). On January 28, 2021 the Baird + Driskell Agreement was executed. Also, on October 20, 2020, the Board authorized the Director of DOH to execute an agreement with Participants, which sets forth each party’s obligations for payment to the County for reimbursement of costs to Baird + Driskell and for contract administration and management under the Baird + Driskell Agreement (“Collaboration Agreement”). On January 28, 2021, the Collaboration Agreement was executed. The Baird + Driskell Agreement is funded from Participants according to the following fee schedule:

<b>Jurisdiction</b>	<b>Cost</b>
<b>Atherton</b>	\$48,500
<b>Belmont</b>	\$11,500
<b>Brisbane</b>	\$48,500
<b>Burlingame</b>	\$15,500
<b>Colma</b>	\$18,500
<b>Daly City</b>	\$61,500
<b>East Palo Alto</b>	\$54,500
<b>Foster City</b>	\$54,500
<b>Half Moon Bay</b>	\$54,500
<b>Hillsborough</b>	\$11,500
<b>Menlo Park</b>	\$54,500
<b>Millbrae</b>	\$54,500
<b>Pacifica</b>	\$54,500
<b>Portola Valley</b>	\$48,500
<b>Redwood City</b>	\$21,500
<b>San Bruno</b>	\$54,500
<b>San Carlos</b>	\$2,500
<b>San Mateo City</b>	\$12,500
<b>San Mateo County</b>	\$15,500

<b>South San Francisco</b>	\$61,500
<b>Woodside</b>	\$11,500
<b>Total</b>	<b>\$770,500</b>

**DISCUSSION:**

On October 12, 2020, Hillsborough City Council authorized a funding contribution in an amount of \$48,500 for Baird + Driskell’s RHNA-related Services pursuant to the Collaboration Agreement. Hillsborough opted for a higher level of service than what is established in the Baird + Driskell Agreement. DOH and Baird + Driskell wish to amend the Baird + Driskell Agreement to incorporate the full contribution from Hillsborough, which will add \$37,000 in funding provided by Hillsborough, and accordingly, increase the scope of RHNA-related Services for Hillsborough. The Baird + Driskell Agreement fee schedule would be amended as follows:

<b><i>Jurisdiction</i></b>	<b><i>Cost</i></b>
<b>Atherton</b>	\$48,500
<b>Belmont</b>	\$11,500
<b>Brisbane</b>	\$48,500
<b>Burlingame</b>	\$15,500
<b>Colma</b>	\$18,500
<b>Daly City</b>	\$61,500
<b>East Palo Alto</b>	\$54,500
<b>Foster City</b>	\$54,500
<b>Half Moon Bay</b>	\$54,500
<b>Hillsborough</b>	<b>\$48,500</b>
<b>Menlo Park</b>	\$54,500
<b>Millbrae</b>	\$54,500
<b>Pacifica</b>	\$54,500
<b>Portola Valley</b>	\$48,500
<b>Redwood City</b>	\$21,500
<b>San Bruno</b>	\$54,500
<b>San Carlos</b>	\$2,500
<b>San Mateo City</b>	\$12,500
<b>San Mateo County</b>	\$15,500
<b>South San Francisco</b>	\$61,500
<b>Woodside</b>	\$11,500
<b>Total</b>	<b>\$807,500</b>

The County can terminate or amend the Baird + Driskell Agreement without obligation or penalty if, for example, funding from Participants or other sources cannot be secured.

County Counsel has reviewed and approved the Baird + Driskell Agreement amendment and

Resolution as to form.

**FISCAL IMPACT:**

No net County cost is associated with this contract amendment. Funding for the contract amendment is provided by the Town of Hillsborough in the amount of \$37,000.