REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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Consent
April 3, 2007

Continued from 4-3-07

Honorable Mayor and
Members of the City Council

Title: Agreement: Housing Element Update and Housing Program Implementation (LR07-003)

Location/Council District: Citywide/All Districts

Recommendation: Adopt a **Resolution** authorizing the City Manager to execute a professional services agreement with EDAW, Inc. in the amount of $200,000 to fund the Housing Element Update and housing program implementation support.

Contact: Thomas Pace, Long Range Planning Manager, (916) 808-6848; Greg Sandlund, Assistant Planner, (916) 808-8931

Presenters: Not applicable

Department: Planning

Division: Long Range Planning

Organization No: 4912

Description/Analysis

Issue: The attached Resolution authorizes the City Manager to execute an agreement for consultant services with EDAW, Inc. for the Housing Element Update and to assist staff with housing program implementation. State law requires that the City submit an updated Housing Element to the state Department of Housing and Community Development by June 30, 2008. EDAW's services will also help to implement the programs established by the Housing Element.

Policy Considerations: Providing safe and affordable housing for Sacramento workers and residents is one of the City's strategic plan goals.

Commission/Committee Action: None.

Environmental Considerations: There are no environmental considerations associated with this report.

Rationale for Recommendation: The agreement will fund consultant assistance on several tasks. The first and primary task is the preparation of a new Housing Element which, per State law, must be updated every five years. The second task will involve consultant assistance in the development of an affordable homeownership program that

will expand ownership opportunities for moderate-income households. This task will involve research of existing programs in other jurisdictions, identification of available funding sources, and program development and implementation. The third task sets some funds ($10,000) aside as contingency for the Housing Element Update (Task 1) if there are additional community outreach needs.

Financial Considerations: The total contract amount is $200,000. The funding for this agreement was approved by the City Council as part of the FY2006/07 Budget Process.

Emerging Small Business Development (ESBD): None of the consultants that responded to the request for proposals were emerging small businesses.

Respectfully Recommended by: _____
Thomas S. Pace
Long Range Planning Manager

Recommendation Approved by: _____
Robert G. Overstreet II
Strategic Projects Executive

Recommendation Approved by: _____
Carol Shearly
Director of Planning

Recommendation Approved:

_____
Ray Kerridge
City Manager

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Attachment 1

BACKGROUND

On August 29, 2006, the City Council approved Resolution 2006-649 authorizing the appropriation of $200,000 to the Planning Department's FY 2006/07 operating budget (101-492-4912) from the Growth Initiative Reserve, as established with the FY 2004/05 Comprehensive Annual Financial Report (CAFR), for work on the Housing Element Update and assistance with housing program implementation. The attached Resolution is a follow-up to that budget approval. Staff requests approval of the Agreement with EDAW, Inc. for funds not to exceed $200,000.

Scope of Work

The scope of work is summarized as follows:

Task 1 – Housing Element Update

- An introduction explaining the purpose and scope of the Element;
- Analysis of demographic trends, housing characteristics, special needs groups, and existing and future housing needs;
- Review of potential market, governmental, and environmental constraints to meeting the City's identified housing needs;
- Assessment of the land, financial, and organizational resources available to address identified housing needs goals in the City;
- Evaluation of progress and accomplishments made toward the programs under the previous Housing Element;
- A comprehensive community outreach strategy; and
- A housing plan to address the City's housing needs, including housing goals, policies, and specific programs.

Task 2 – Housing Program Implementation

This task will involve housing program implementation. Specifically, it will include:

- Development of an affordable/attainable homeownership program for moderate-income households, which will include
    - Research into existing homeownership programs in other jurisdictions;
    - Identification of potential funding sources; and
    - Program development and implementation assistance.

Task 3 – Outreach Contingency

This task will be used as project contingency if there is any additional and unforeseen work for the Housing Element (Task 1), particularly related to community outreach.

During the preparation of the new Housing Element, Planning and Sacramento Housing and Redevelopment Agency (SHRA) staff will return to Council for discussions on the Central City Housing Strategy, the Mixed Income Ordinance, and other issues such as the density bonus ordinance and universal design/accessibility/visitability for residential units.

Request for Proposals (RFP) Process

The RFP for the Housing Element Update and Implementation Assistance project was released on January 26, 2007. The deadline to submit proposals was February 23rd. Economic Planning Systems, Pacific Municipal Consultants, and EDAW submitted proposals. A selection committee was established which consisted of a General Plan Advisory Committee (GPAC) member, a Sacramento Housing and Redevelopment commissioner, an SHRA staff member, and two City staff members from the Long Range Planning Division. On February 27th, the selection committee reviewed the proposals and based on the established evaluation criteria (scope, staff and firm experience, cost, etc.), the committee selected EDAW's proposal as it received the highest score of all the proposals.