# Item No. 14
# Town of Atherton

**CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO:** **HONORABLE MAYOR AND CITY COUNCIL**

**THROUGH:** **GEORGE RODERICKS, CITY MANAGER**

**FROM:** **STEPHANIE B. DAVIS, AICP PRINCIPAL PLANNER**

**DATE:** **NOVEMBER 18, 2020**

**SUBJECT:** **RESOLUTION TO APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A COLLOBAROTION AGREEMENT WITH SAN MATEO COUNTY FOR THE 6TH CYCLE OF THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA 6) HOUSING ELEMENT UPDATE PROCESS**

## RECOMMENDATION

Adopt the attached Resolution approving and authorizing the City Manager to execute a collaboration agreement with San Mateo County for the 6th cycle of the Regional Housing Needs Allocation (RHNA) Housing Element update process.

## BACKGROUND

Under California law every jurisdiction in the State is required to update the Housing Element of its General Plan every eight years and have it certified by the California Department of Housing and Community Development (HCD). The deadline for the current cycle of updates in the Bay Area is January 2023, with the adopted plan covering the years 2023-2031.

The Town has been, and continues to be a member of 21 Elements; an ongoing collaboration between the 21 jurisdictions of San Mateo County to collectively address our region's housing needs through shared learning, collaboration and coordinated action. The effort has been underway for over a decade and has been recognized statewide as a best practice for housing planning and policy. Since its inception, 21 Elements has provided technical assistance, group facilitation, communications and shared resources in addition to engaging with HCD, the region and other partners.

In the previous cycle of housing element updates, covering the 2014 – 2022 period, 21 Elements provided a set of optional support services for member jurisdictions, helping ensure that all jurisdictions' elements were certified by HCD. A similar approach is being offered for this cycle, as discussed in the Analysis below.

## ANALYSIS

21 Elements focuses housing-related planning issues and utilizes professional consulting services provided by Baird + Driskell Community Planning. The County of San Mateo administers the professional services agreement with Baird+Driskell on behalf of all jurisdictions within 21 Elements, as opposed to each jurisdiction administering its own consultant agreement.

The proposed services, like 21 Elements overall, strive to achieve cost efficiencies through shared work effort as well as greater effectiveness through shared learning and coordinated action, while continuing to ensure tailored housing policies and plans for each jurisdiction. The tasks have been designed to help participating jurisdictions effectively and efficiently update their Housing Element to meet State law requirements within the State-mandated schedule. The services are structured around those requirements to achieve five overarching goals:

The costs vary between the participating jurisdictions. This is based on the scope of consultant services to be provided and jurisdiction size. The consultant offers several different packages of services. A city might choose a limited package and rely more heavily on staff to prepare their Housing Element, or a city might select a more comprehensive package of consultant services, thereby reducing staff resources required for this effort. In regard to jurisdiction size, the cities within the county are categorized as small, medium or large, and the cost for any service package is based on jurisdiction size, with small jurisdictions paying less than medium or large cities for the same services.

Staff has reviewed the Baird + Driskell package options for the RHNA 6 process (Attachment 3) and has discussed them in detail, both internally and with the Baird + Driskell team. Taking into consideration current Planning Department staffing resources, the anticipated significant increase in the RHNA housing unit allocation numbers that will need to be addressed as part of the Housing Element update process, staff is recommending that the Town opt in at the "All-In" package level. This package offers the most comprehensive suite of support elements aimed at ensuring HCD certification of the Town's Housing Element.

To streamline the agreement process between the 21 jurisdictions and Baird + Driskell, the County has offered to manage the administration of a collaboration agreement between the 21 jurisdictions and the San Mateo County Department of Housing (DOH). Concurrently with execution of the Collaboration Agreement, the DOH will execute an agreement with Baird + Driskell for the provision of Housing Element update support services. Payment will be made from the various jurisdictions to the County, which will then serve as master payee and contract manager.

The Collaboration Agreement is included for reference as Attachment 2. Should the City Council opt to adopt the Resolution (Attachment 1), the City Manager will be authorized to sign the Collaboration Agreement on behalf of the Town.

## POLICY FOCUS

State law requires every city and county in California to adopt a Housing Element as part of its General Plan. The law provides for periodic updates of the Housing Element, with the next required update being "round 6" of the Housing Element. This 6th cycle covers the timeframe of 2021-2029, with updated Housing Elements due to HCD in October 2021. Participation in this Collaboration

Agreement will assist in the Town meeting the 6th Housing Element cycle. Grant funding, as discussed in Fiscal Impact received could be allocated towards preparing and adopting the required Housing Element updates in compliance with State law.

## FISCAL IMPACT

On May 20, 2020 City Council adopted Resolution 20-09 authorizing staff to apply for the California Local Early Action Planning (LEAP) grant. While not yet formally awarded, the "over-the counter" LEAP grant funds of up to $65,000 will be allocated by HCD to eligible jurisdictions based on population rather than on a competitive basis making grant receipt all but guaranteed. The cost of the "Full" package is $48,500 for the Town as a designated "small city" which will be reimbursable through the State's LEAP grant.

## PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

## COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item _x__ has or ___ has not been before a Town Committee or Commission.
____ Audit/Finance Committee (meets every other month)
____ Bicycle/Pedestrian Committee (meets as needed)
____ Civic Center Advisory Committee (meets as needed)
___ Environmental Programs Committee (meets every other month)
____ Park and Recreation Committee (meets each month)
____Planning Commission (meets each month)
____ Rail Committee (meets every other month)
____ Transportation Committee (meets every other month)
____ Tree Committee (meets each month)

## ATTACHMENTS

1. Draft Resolution 20-___
2. Collaboration Agreement
3. 21 Elements RHNA 6 Optional Services

**RESOLUTION NO. 20-___**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON TO APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A COLLOBAROTION AGREEMENT WITH SAN MATEO COUNTY FOR THE 6TH CYCLE OF THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA 6) HOUSING ELEMENT**

**WHEREAS**, California State law mandates that all California cities, towns and counties plan for housing needs of their residents; and

**WHEREAS,** the California Department of Housing and Community Development (HCD) determines the total number of new homes that need to be planned for, and level of affordability of the new homes, in order to meet the housing needs in each region of California, which is called the Regional Housing Needs Determination (RHND); and

**WHEREAS,** 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 and that distribution of the RHNA is now in process; and

**WHEREAS,** each jurisdiction plans for its housing needs through its Housing Element, which is required to be updated on approximately 7-year cycles; and

**WHEREAS,** the individual jurisdictions' Housing Elements for the Bay Area region must be submitted to HCD before January 2023; and

**WHEREAS,** Baird + Driskell Community Planning (Baird + Driskell) has offered planning services to support the County and cities within the County in the preparation and submittal of their respective Housing Elements; and

**WHEREAS**, the County has agreed to provide for contract administration for cities entering into a collaboration agreement to receive these services.

**WHEREAS,** on May 20, 2020 City Council authorized staff, via Resolution No. 2020-09, to submit an application for Local Early Action Planning (LEAP) grant funding, which can be used for reimbursement of $48,500 for Housing Element consulting services, as offered by Baird + Driskell, and that application is pending final approval by the HCD.

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON RESOLVES AS FOLLOWS**: In connection with the Housing Element planning services offered by Baird + Driskell, the City Manager George Rodericks is hereby authorized and directed to sign on to the Collaboration Agreement provided by the County, which includes authorization for payments totaling $48,500 for the "All In" scope of services, as detailed in the Collaboration Agreement;

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 18th day of November 2020, by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____
ABSTAIN: Councilmembers: _____

_____
Rick DeGolia, Mayor
Town of Atherton

ATTEST:

_____
Anthony Suber, City Clerk

APPROVED AS TO FORM:

_____
Mona Ebrahami, City Attorney

COLLABORATION AGREEMENT

AMONG

COUNTY OF SAN MATEO

AND

VARIOUS CITIES LOCATED IN SAN MATEO COUNTY

FOR

THE 6TH CYCLE OF THE REGIONAL HOUSING NEEDS ALLOCATION

THIS AGREEMENT, entered this [___] day of [___], 2020 by and among the County of San Mateo (herein called the "County"), and the following cities located within San Mateo County:

Town of Atherton, (herein called "Atherton");
City of Belmont, (herein called "Belmont");
City of Brisbane, (herein called "Brisbane");
City of Burlingame, (herein called "Burlingame");
Town of Colma, (herein called "Colma");
City Daly City, (herein called "Daly City");
City of East Palo Alto, (herein called "East Palo Alto");
City of Foster City, (herein called "Foster City");
City of Half Moon Bay, (herein called "Half Moon Bay");
Town of Hillsborough, (herein called "Hillsborough");
City of Menlo Park, (herein called "Menlo Park");
City of Millbrae, (herein called "Millbrae");
City of Pacifica, (herein called "Pacifica");
Town of Portola Valley, (herein called "Portola Valley");
City of Redwood City, (herein called "Redwood City");
City of San Bruno, (herein called "San Bruno");
City of San Carlos, (herein called "San Carlos");
City of San Mateo City, (herein called "San Mateo");
City of South San Francisco, (herein called "South San Francisco"); and
Town of Woodside, (herein called "Woodside")

(collectively referred as "Participants").

WHEREAS, California State law mandates that all California cities, towns, and counties plan for the housing needs of their residents;

WHEREAS, 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 the new homes, in order to meet the housing needs in each region of California, which is called the Regional Housing Needs Determination (RHND);

WHEREAS, 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;

WHEREAS, ABAG will soon assign each of the Participants its respective portion of the Bay Area region RHND;

WHEREAS, each jurisdiction plans for its housing needs through its Housing Element, a part of their General Plan;

WHEREAS, Participants must submit to HCD their Housing Elements before January 2023;

WHEREAS, Baird + Driskell Community Planning ("Baird + Driskell") has offered a package of planning services to support cities and the County in their preparation and submittal of their Housing Elements;

WHEREAS, each of the Participants wish to contract with Baird + Driskell for such services;

WHEREAS, concurrently with this Agreement, County will enter into an agreement with Baird + Driskell "Agreement Between The County of San Mateo and Baird + Driskell Community Planning" ("Baird + Driskell Agreement") for these services to Participants and Participants have elected to receive varied levels of service under the Baird + Driskell Agreement; and

WHEREAS, Participants are entering into this Agreement in order to set forth the Participants' respective obligations for payment to Baird + Driskell and for contract administration and management under the Baird and Driskell Agreement.

NOW, THEREFORE, the Participants agree as follows:

1. Services and Activities.

   The services under the Baird + Driskell Agreement will be performed by Baird + Driskell under contract with, and under the supervision of, County. The scope of RHNA-related services under the Baird + Driskell Agreement ("RHNA Services") for each Participant shall be as set forth in Exhibit A of the Baird + Driskell Agreement.

2. Payments.

   A. Each Participant agrees to provide payment to County for the direct costs of the RHNA Services as set forth in Exhibit A (Distribution of Payment) of this Agreement within one month of receipt of fully-executed copy of this Collaboration Agreement. Such direct costs shall include the costs incurred by County as payments to Baird + Driskell for RHNA Services provided to the Participant. Total payment to County by Participants shall not exceed $770,500, which amount is , comprised of the following not to exceed amounts

from each Participant: $48,500 from Atherton; $11,500 from Belmont; $48,500 from Brisbane; $15,500 from Burlingame; $18,500 from Colma; $61,500 from Daly City; $54,500 from East Palo Alto; $54,500 from Foster City; $54,500 from Half Moon Bay; $11,500 from Hillsborough; $54,500 from Menlo Park; $54,500 from Millbrae; $54,500 from Pacifica; $48,500 from Portola Valley; $21,500 from Redwood City; $54,500 from San Bruno; $2,500 from San Carlos; $12,500 from San Mateo; $15,500 from County (for RHNA Services for the unincorporated areas of San Mateo County; $61,500 from South San Francisco, and; $11,500 from Woodside.

B. Participants shall send payments to the following address:

San Mateo County Department of Housing
264 Harbor Blvd. Bldg. A
Belmont, CA 94002
Attn: Babs Deffenderfer

C. Baird + Driskell will supply invoices in a format necessary to meet requirements set forth in S.B. 2, Chapter 364, Part 2 of Division 31 of the Health and Safety Code (Ca. 2017).

D. County will submit quarterly expense summaries to Participants detailing RHNA Services expenditures.

3. Relationship of the Participants.

The parties will cooperate and undertake activities in their mutual interest, but it is understood and agreed that this Collaboration Agreement is by and among Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractors.

4. Contract Term.

This Collaboration Agreement shall be in effect as of August 1, 2020 and shall terminate on January 31, 2023, unless terminated earlier by the Participants. The parties may extend, renew or amend the terms hereof, by mutual agreement in writing and signed by the parties.

**THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES**

**REST OF PAGE DELIBERATELY LEFT BLANK**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Raymond Hodges, Director, Department of Housing, County of San Mateo

Date: _____

TOWN OF ATHERTON

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BELMONT

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BRISBANE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BURLINGAME

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN OF COLMA

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF DALY CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF EAST PALO ALTO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF FOSTER CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF HALF MOON BAY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN OF HILLSBOROUGH

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF MENLO PARK

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF MILLBRAE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF PACIFICA

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN PORTOLA VALLEY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF REDWOOD CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN BRUNO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN CARLOS

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN MATEO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SOUTH SAN FRANCISCO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN OF WOODSIDE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

Exhibit A

Distribution of Payment

The budget for each service package, tiered by city size, is summarized below.

| | *Small City* | *Mid-Size City* | *Large City* |
|---|---|---|---|
| **Base Package** | $ 2,500 | $ 2,500 | $ 2,500 |
| **Getting Started Package** | $ 9,000 | $ 13,000 | $ 19,000 |
| **Foundations Package** | $ 7,000 | $ 9,000 | $ 10,000 |
| **Full Package** | $ 30,000 | $ 30,000 | $ 30,000 |
| **"All In"** | $ 48,500 | $ 54,500 | $ 61,500 |

The table below indicates which cities are in each tier:

| **Small Cities** | **Mid-Size Cities** | **Large Cities** |
|---|---|---|
| Atherton | Belmont | Daly City |
| Brisbane | Burlingame | Redwood City |
| Colma | East Palo Alto | San Mateo City |
| Hillsborough | Foster City | South San Francisco |
| Portola Valley | Half Moon Bay | |
| Woodside | Menlo Park | |
| | Millbrae | |
| | Pacifica | |
| | San Bruno | |
| | San Carlos | |
| | San Mateo County | |

The table below indicates the packages selected by participating cities:

| *Jurisdiction* | *Size* | *Base* | *Get Started* | *Foundations* | *Full* | *Cost* |
|---|---|---|---|---|---|---|
| **Atherton** | Small | Yes | Yes | Yes | Yes | $48,500 |
| **Belmont** | Mid | Yes | No | Yes | No | $11,500 |
| **Brisbane** | Small | Yes | Yes | Yes | Yes | $48,500 |
| **Burlingame** | Mid | Yes | Yes | No | No | $15,500 |
| **Colma** | Small | Yes | Yes | Yes | No | $18,500 |
| **Daly City** | Large | Yes | Yes | Yes | Yes | $61,500 |
| **East Palo Alto** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **Foster City** | Mid | Yes | Yes | Yes | Yes | $54,500 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Half Moon Bay** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **Hillsborough** | Small | Yes | Yes | No | No | $11,500 |
| **Menlo Park** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **Millbrae** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **Pacifica** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **Portola Valley** | Small | Yes | Yes | Yes | Yes | $48,500 |
| **Redwood City** | Large | Yes | Yes | No | No | $21,500 |
| **San Bruno** | Mid | Yes | Yes | Yes | Yes | $54,500 |
| **San Carlos** | Mid | Yes | No | No | No | $2,500 |
| **San Mateo City** | Large | Yes | No | Yes | No | $12,500 |
| **San Mateo County** | County | Yes | Yes | No | No | $15,500 |
| **South San Francisco** | Large | Yes | Yes | Yes | Yes | $61,500 |
| **Woodside** | Small | Yes | Yes | No | No | $11,500 |

# 21 Elements RHNA 6 Optional Support Services

## Overview

In the previous cycle of housing element updates covering the 2014 – 2022 period, 21 Elements provided a set of optional support services for member jurisdictions, helping to ensure that all jurisdictions' elements were certified by HCD. A similar approach is being offered for the current RHNA 6 cycle.

The proposed services, like 21 Elements overall, strive to achieve cost efficiencies through shared work effort as well as greater effectiveness through shared learning and coordinated action, while continuing to ensure tailored housing policies and plans for each jurisdiction.

The tasks have been designed to help participating jurisdictions effectively and efficiently update their Housing Element to meet State law requirements within the State-mandated schedule.

## Goals

The services are structured around those requirements to achieve five overarching goals:

- Goal 1 — Build-Upon Past Accomplishments. As with previous RHNA cycles, provide baseline data on housing needs and barriers and best practices (model policies, programs, and implementing tools) tailored to San Mateo County. In addition, create easy-to-use materials for facilitating effective community dialogue on housing challenges and opportunities, and build upon recent collaboration efforts on ADUs, the affordable housing nexus study and related work.

- Goal 2 — Achieve High Quality Housing Elements While Saving Money, Time and Resources. The services are designed to save money by minimizing duplication of effort, including collaboration on early analysis of available sites and potential strategies for expanding site inventories as well as shared work around countywide analyses, data templates and model practices. These services make it easier to complete key tasks while improving the quality of outcomes.

- Goal 3 — Continue the Constructive Working Relationship with HCD. Feedback from previous update cycles underscored that collaboration with HCD was extremely helpful in achieving housing element certification. HCD also reports that early collaboration facilitated their review and made for higher quality housing elements in San Mateo County.

- Goal 4 — Enable Jurisdictions to Meet the January 2023 Deadline. Recognizing that the increased RHNA targets combined with increased scrutiny related to the site inventory will make this update cycle particularly challenging, the proposed services focus on getting an early start to the sites analysis so that the update and implementation of needed rezoning and other regulatory changes can be completed in a timely manner.

- Goal 5 — Tailor a Range of Choices to Best Fit Jurisdiction Needs. As in the previous round of updates, each jurisdiction can choose the packages of service that best fit their needs while leveraging the benefits of ongoing collaboration.

**Service Packages**

There are four service packages being offered, as outlined below. Please note that the packages are cumulative:

- **BASE Package: General Support for RHNA 6 and Housing Element Updates**
  These services support cross-jurisdictional learning, coordination, collaboration and problem-solving for the duration of the housing element process through regular meetings, countywide analyses, best practice research, and shared data and communications tools. These services cover the period from August 2020 through January 2023. The cost is $2,500 per jurisdiction, with an additional $8,500 per jurisdiction covered through the existing 21 Elements contract. Core tasks for this package include:
  1. Facilitate sharing and collaboration, including special work sessions and regular meetings
  2. Focused research and dialogue on issues of special concern, including strategies to affirmatively further fair housing
  3. Provide educational materials and outreach support
  4. Engage with HCD on overall process, tours, and technical assistance
  5. Develop countywide analyses with jurisdiction-level data for housing needs, etc.
  6. Create templates and best practice tools, including support for property owner surveys
  7. Conduct ADU affordability survey
  8. Educate Sacramento lawmakers about jurisdiction experience

- **GETTING STARTED Package: Site Inventories and Strategies**
  In addition to the services outlined in the BASE package, these services will help participating jurisdictions conduct an early assessment of potential strategies for creating additional housing capacity, taking into account anticipated need allocations and recent changes in state laws that affect site eligibility. The outcome will be early identification of the most viable strategies to ensure adequate sites so that rezoning and other actions can be completed in conjunction with the update process. This work will begin in late September and conclude in the first quarter of 2021. Core tasks for this package include:
  1. Prepare jurisdiction-specific site inventory baselines (based on current inventory of zoned and planned sites) and compare to anticipated RHNA need numbers. How much additional capacity will need to be found?
  2. Engage an economic analysis firm to conduct development feasibility analyses based on defined site inventory gaps to identify market-supportive capacity increases that could be achieved through alternative planning and policy strategies (including rezoning and other regulatory changes).
  3. Evaluate and summarize fiscal impacts of each strategy alternative.

4. Study market absorption rates for missing middle housing.
5. Review analysis methodology and results with HCD.
6. Identify the most promising site capacity strategies for each jurisdiction to meet RHNA needs and help ensure that rezoning and other actions can be completed in conjunction with the update process.

- **FOUNDATIONS Package: Housing Needs and Constraints; Focused Support**
  In addition to the services outlined in the BASE and GETTING STARTED packages, these services will support participating jurisdictions with foundational work toward updating the housing element: evaluate the existing element in relation to recent state law requirements; develop the key sections of the housing element; and refining their work program and schedule related to community engagement, rezoning and other actions, as needed, to achieve a certified element. Core tasks for this package include:
  1. Work with jurisdiction staff to evaluate existing Housing Element and define update needs.
  2. Prepare jurisdiction-specific Housing Needs Analysis and Background text, drawing on countywide and local data.
  3. Prepare jurisdiction-specific Governmental and Non-Governmental Constraints Analysis sections in collaboration with jurisdiction staff.
  4. Develop jurisdiction-specific scope and schedule for completing the housing element update, including needed regulatory changes.
  5. Facilitate informal consultation with HCD on jurisdiction-specific issues.
  6. Provide tailored educational and outreach materials regarding local housing needs and opportunities.

- **FULL Package: Housing Element Development, Review and Approval**
  In addition to the services outlined in the BASE, GETTING STARTED and FOUNDATIONS packages, these services will help participating jurisdictions develop their complete housing element draft; provide support for needed regulatory changes as well as continued public engagement; and help facilitate timely review by HCD in order to achieve final adoption by January 2023. This work will start in June 2021 and run through January 2023. The cost for our participation in this package is $30,000, with an additional $15,000 covered by the existing 21 Elements contract.
  Core tasks for this package include:
  1. Assist with Housing Element goals, policies, programs and quantified objectives to respond to local housing needs and meet state requirements.
  2. Present at a community workshop, Planning Commission session and City Councilm meeting on local housing needs, key opportunities, and proposed policy strategies (assumes 60 hours of outreach support).
  3. Assist with rezoning, General Plan and other land use changes (assumes 60 hours of support; can be reallocated to other tasks if not needed).
  4. Continue to facilitate consultation and review with HCD.
  5. Provide support on special issues analyses and CEQA documentation.
  6. Work with staff to prepare Draft and Final Housing Elements and attend public hearings.

**Prices**

Prices vary depending on jurisdiction size and package selected.

| | *Small City* | *Mid-Size City* | *Large City* |
|---|---|---|---|
| **Base Package** | $ 2,500 | $ 2,5000 | $ 2,500 |
| **Getting Started Package** | $ 9,000 | $ 13,000 | $ 19,000 |
| **Foundations Package** | $ 7,000 | $ 9,000 | $ 10,000 |
| **Full Package** | $ 30,000 | $ 30,000 | $ 30,000 |
| **"All In"** | $ 48,500 | $ 54,500 | $ 61,500 |