



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: December 20, 2022

TO: Adam Politzer, Interim City Manager

FROM: Charles S. Bryant, Community Development Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A First Amendment To The Professional Services Contract With PlaceWorks, Inc. To Prepare The 2023-2031 Housing Element In An Amount Of \$14,000 To Cover Expanded Services For A Total Amount Not To Exceed \$185,837 And Appropriating \$14,000 From The General Plan Maintenance Fund Balance (Fund 225) To Account 80050, Professional Services, In The Fund 225 General Plan Maintenance Budget

RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled resolution authorizing the City Manager to execute a First Amendment to the Professional Services Contract with PlaceWorks, Inc. to prepare the 2023-2031 Housing Element over a term from March 24, 2021 to June 30, 2024. The current contract amount is not to exceed \$171,837; the proposed First Amendment adds \$14,000, for a total amount not to exceed \$185,837, consisting of \$3,500 to account for additional requirements under AB 686 (Affirmatively Furthering Fair Housing), \$3,200 for an expanded executive summary, \$3,900 to provide photographs and reformat the final document, and \$3,400 to respond to legal review of the California Environmental Quality Act (CEQA) document.

BACKGROUND

On March 16, 2021, the City Council adopted Resolution No. 21-21 authorizing the City Manager to execute a Professional Services Contract with PlaceWorks, Inc. for \$171,837 to prepare the 2023-2031 Housing Element, funded by the General Plan Maintenance Fund (Fund 225) and State grants. Since that time, staff and the consultant have been working to develop the Housing Element, with a public hearing scheduled on December 12, 2022, for City Council approval of the document to be submitted to the California Department of Housing and Community Development (HCD).

DISCUSSION

Driven by new Affirmatively Furthering Fair Housing (AFFH) requirements, the ongoing housing crisis, and the enthusiasm of the community and Council to make significant strides in addressing housing needs in Emeryville, much of the contingency budget in the Housing Element contract was used to ensure that the 2023-2031 Housing Element addressed both new State requirements and community concerns identified in the public outreach process. This left little in the contingency budget to finalize the document for adoption. In order to complete the Housing Element, an additional \$3,500 is needed to fully address AB 686 (Affirmatively Furthering Fair Housing) requirements. While not originally scoped, staff see the need for an expanded executive summary (20 pages) in order to make the Housing Element, which is nearly 300 pages, more accessible; the additional cost for this is \$3,200. Similarly, an additional \$3,900 for adding photographs, graphics, and changing the orientation of the Housing Element from portrait (vertical) to landscape (horizontal) to match the rest of the General Plan not only makes the document more visually engaging, but also helps to tell the story, and demonstrate the diversity, of housing in Emeryville. Lastly, under CEQA requirements, an addendum to the General Plan Environmental Impact Report is needed for the Housing Element. The scope of the addendum was expanded to provide additional clarity, costing \$3,400. Altogether, these changes necessitate an additional \$14,000, to be provided from the General Plan Maintenance Fund.

FISCAL IMPACT

An appropriation of \$14,000 is needed from the General Plan Maintenance Fund balance to the Professional Services account (225-80050) to cover the cost of the proposed First Amendment. There is sufficient funding available in the General Plan Maintenance Fund balance to cover this expense.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has had no communication with the public regarding the proposed contract amendment.

CONCLUSION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a First Amendment to the Professional Services Contract with PlaceWorks, Inc. to prepare the Housing Element in an amount of \$14,000 to cover the additional requirements under AB 686; to include an expanded executive summary, to add photographs and graphics to the final document, to reformat the final document to match the General Plan's orientation, and to respond to legal review of the General Plan EIR Addendum, for a total contract amount not to exceed \$185,837, in substantial form as attached as Exhibit A to the resolution, and appropriating \$14,000 from the General Plan Maintenance Fund balance (Fund 225) to account 80050, Professional Services, in the Fund 225 General Plan Maintenance budget..

PREPARED BY: Navarre Oaks, Associate Planner

**APPROVED AND FORWARDED TO THE
EMERYVILLE CITY COUNCIL BY:**



Adam Politzer
Interim City Manager

ATTACHMENTS:

- PlaceWorks Professional Services Contract
- Draft Resolution, including Exhibit A, First Amendment