



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
March 4, 2009**

**TO:** Mayor and City Council

**FROM:** Terry Blount, AICP, Planning Manager  
Karen Majors, Assistant City Manager and Director of Community & Economic Development Department

**SUBJECT:** Housing Element Update

**DATE:** February 22, 2009

**RECOMMENDATION:**

Provide staff with comments regarding the initiation of the update to the City's Housing Element, discuss the reactivation of the City's Housing Element Task Force and City Council Housing Subcommittee, and authorize City staff to solicit the attached Request for Proposals (RFP) for consultant services to support staff efforts and the City Manager to execute a contract with the most qualified consultant.

**BACKGROUND:**

State law requires every California city to adopt a general plan which must contain seven elements including one regarding housing. Unlike other mandatory general plan elements, the housing element, which is required to be updated every five years, is subject to detailed statutory requirements, housing element law, and a mandatory review by the State Department of Housing and Community Development (HCD). The requirements in place reflect the State's recognition that the availability of housing is a matter of statewide importance. The City's current Housing Element was adopted by the Council on July 20, 2005, and certified by the State on August 24, 2005. This document covered the planning period that ended June 30, 2007, which was extended by state law to June 30, 2009.

Each housing element planning period begins with the State allocating each region a share of the statewide housing needs. Housing element law requires the Association of Bay Area Governments (ABAG) to prepare a Regional Housing Needs Plan for every city and county in the nine-county Bay Area region. This Plan details the number of housing units allocated to each city and county in the Bay Area and specifies the number of units that must be accommodated in each of four affordability categories. Martinez' previous and current Regional Housing Needs Allocation (RHNA) is detailed below.

## Planning Period Comparison

	Number of Housing Units (by Income Level)				
	Very Low	Low	Moderate	Above Moderate	TOTALS
1999-2006 Allocation	248	139	341	613	1341
2007-2014 Allocation	261	166	179	454	1060

Of the 101 cities in the Bay Area only eight cities met the RHNA in the very low category, 28 cities met the RHNA in the low category, and 15 cities met the RHNA in the moderate category. There are currently no penalties assessed by the State for cities that do not meet the RHNA. However, for the City to be eligible for County Measure J (previously Measure C) transportation funds, it must have a housing element, certified by the state, in place. This year’s Measure J funds equal \$500,000. Thus, for the City to be eligible for those funds, the City’s Housing Element needs to be updated and accepted as adequate by HCD.

The RHNA for the 2007-2014 planning period represents a 21% decrease from the previous allocation. The current allocation, which is 3.9 percent of the County total and generally proportional to population, is the ninth largest in Contra Costa County.

### **Discussion:**

The updated Housing Element will establish City housing policies and programs for the planning period 2007-2014. It serves as a guide to City officials in decision making and sets forth an action plan to implement the City’s housing goals. This Housing Element is intended to direct residential development and preservation in a manner consistent with the General Plan and overall requirements of the State Housing Element Law. The Housing Element will identify local housing issues within the broader regional context, determine associated housing needs, and set forth a housing strategy that is designed to address those needs consistent with adopted goals and policies.

### **State Statutory Requirements**

The Housing Element is required to demonstrate that the City has identified and zoned land to sufficiently and appropriately accommodate the development of the housing units identified in the City’s allocation, which is considered the City’s fair share of regional housing needs. The RHNA is not a production quota, but the City must show that the housing units can be accommodated. There is no mechanism at the State, regional, or City level that requires the units identified in the RHNA to be constructed. The Housing Element must be reviewed by the HCD for compliance with State laws. Statutory requirements for a Housing Element include:

- Identification of adequate sites that will be made available through appropriate zoning and development standards and with services and facilities to facilitate and encourage the development of a variety of types of housing for all income levels;
- Assistance in the development of adequate housing to meet the needs of lower- and moderate-income households;

- Discussion of constraints, and where appropriate and legally possible, steps needed to remove governmental constraints to the maintenance, improvement, and development of housing;
- Policies that conserve and improve the condition of the existing affordable housing stock; and
- Promotion of housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, disability, or sexual orientation.

Additional statutory requirements are the result of recent changes to State Law:

- *Housing for Extremely Low-Income Households*: AB 2634 requires quantification and analysis of existing and projected housing needs of extremely low-income households. Elements must also identify zoning to encourage and facilitate supportive housing and single-room occupancy (SRO) units;
- *Provisions for Transitional Housing, Supportive Housing, and SRO Housing for the Homeless*: SB 2 requires local jurisdictions to strengthen provisions for addressing the housing needs of the homeless, including the identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit and allowing transitional and supportive housing types as residential uses;
- *Housing for Persons with Disabilities*: SB 520 requires the Housing Element to address constraints to housing for persons with disabilities;
- *Adequate Sites Analysis*: AB 2348 requires a more detailed inventory of sites to accommodate projected housing needs and provide greater development certainty;
- *Housing Strategy Program(s) Regarding Provision of Adequate Sites*: AB 1233 requires local jurisdictions that failed to make available adequate sites to accommodate the regional housing need allocated during the prior planning period to zone or rezone adequate sites to accommodate the unaccommodated portion from this period within the first year of the planning period of the new housing element; and
- *Climate Action Plan*: SB 375 requires that local jurisdictions review their housing elements annually for compliance and that the results of the review be transmitted from the local City Council to HCD.

In addition to the above, the Housing Element will contain the following discussions:

- Population and employment trends
- Household characteristics
- Special housing needs
- Governmental and non-governmental constraints
- Opportunities for energy conservation
- Existing assisted housing developments
- Goals, policies, and quantified housing objectives
- Five-year housing programs (Government Code Section 65583)
- Land resources--vacant and underutilized land available to meet the RHNA
- Financial and administrative resources that may be utilized to help meet the RHNA

- Review of past accomplishments--whether the City has been successful in implementing programs in the current Housing Element
- Housing Plan, including:
  - Preservation of existing housing
  - Provision of assistance to lower- and moderate-income households and households with special needs
  - Development of housing for all income groups
  - Quantified objectives with respect to financial resources available

### **Housing Element Update Process**

An overview of the housing element update process is as follows:

- Project Start-Up
  - Set budget and hire consultant to support Staff effort
  - Initiate public participation process
- Strategic Directions
  - Analyze housing needs, resources, and constraints
  - Interview and seek input from community stakeholders
  - Collaborate with other departments, agencies, and jurisdictions
- Policies, Programs and Objectives
  - Develop and refine potential policies, programs, and objectives
  - Solicit community input
  - Conduct ongoing collaboration activities
- Element Review and Adoption
  - Prepare draft Housing Element and conduct California Environmental Quality Act (CEQA) review
  - Respond to comments and conduct public hearings
  - Adopt the Housing Element

### **Housing Element Update Timeline**

- |  |                |
|--|----------------|
| • Release of Request for Proposals (RFP) for consultant services | March 5, 2009  |
| • Deadline for RFP submittals                                    | March 20, 2009 |
| • Consultant selection and contract approval                     | April 10, 2009 |
| • Submittal of draft Housing Element update to HCD               | June 30, 2009  |

### **FISCAL IMPACT:**

The City's Capital Improvements Plan (CIP) budget contains funds for an update to the City's General Plan, which includes funds for updating the City's Housing Element. Staff's goal is to reduce the amount needed for consultant services as much as possible by doing as much work as feasible in-house.

**ACTION:**

Provide staff with comments regarding the initiation of the update to the City's Housing Element, discuss the reactivation of the City's Housing Element Task Force and City Council Housing Subcommittee, and authorize City staff to solicit the attached Request for Proposals (RFP) for consultant services to support staff efforts and the City Manager to execute a contract with the most qualified consultant.

Attachment  
Request for Proposals (RFP)

**APPROVED BY:**

A handwritten signature in black ink, appearing to read "Philip Vucic". The signature is written in a cursive, flowing style.

City Manager

**March 5, 2009**

## **Request for Proposals**

### **City of Martinez Housing Element Update**

The City of Martinez requests written proposals from interested and qualified consultants to assist with completing an update to the City's Housing Element and the associated environmental document.

Interested consultants should submit three copies and a PDF file of their response to this RFP to:

Terry Blount, Planning Manager  
City of Martinez  
525 Henrietta Street  
Martinez, CA 94553

Written proposals must be received by **5:00 p.m. on March 20, 2009**. If you have any questions please contact Terry Blount, Planning Manager at (925) 372-3534.

#### **Scope of Services:**

The City's current Housing Element was adopted by the City Council on July 20, 2005 and certified by the State on August 24, 2005. A copy is attached.

The consultant will assist staff in the preparation of an update to the City's Housing Element and its associated environmental document that can be certified by the State Department of Housing and Community Development (HCD). The update process and environmental document will require technical and statutory knowledge in a number of areas that are beyond the expertise of City staff. However, staff should be considered a primary participant in the update process and the preparation of the scope of work should reflect this. Tasks that can be performed by staff in a cost- and time-effective manner should be done so.

An important requirement is the consultant's ability to interface with HCD and provide staff with the necessary assistance to complete a draft document that will be accepted by HCD as adequate and certifiable with minimal revisions. Staff from the Community & Economic Development Department will work along side the consultant in this effort.

The scope of work should include, but not be limited to, the following:

- A. Review of the City's current Housing Element and meet with staff to gain a complete understanding of the project.

- B. Assist with the update of the housing needs assessment portion of the Housing Element.
- C. Assist with the evaluation and update of the existing Housing Element's goals, policies, and quantified objectives.
- D. Provide guidance regarding updating the City's non-governmental constraints and review of the draft of this portion of the Housing Element prepared by staff.
- E. Assist with development and conduct of a public outreach process.
- F. Schedule and meet with the City and HCD staff as necessary.
- G. Prepare CEQA documents (i.e. Initial Study and Negative Declaration).

**Community Participation:**

Under the direction of the Planning Manager and Assistant City Manager, the consultant will assist at public meetings with the general public and the City's Housing Task Force, Planning Commission, and City Council.

The consultant should expect to attend each of the following during the preparation of the study:

- Three stakeholders meetings;
- Four Housing Task Force meetings;
- One Planning Commission meeting;
- One City Council meetings; and
- One joint Planning Commission and City Council meetings.

In addition, the consultant should expect to meet a number of times with City staff. Indicate the cost for additional public meetings that might be required beyond those noted above.

**Content of Proposal:**

The proposal should include:

- A. Title page and table of contents.
- B. Statement of consultant's understanding of the scope of work.
- C. Consultant's qualifications, experience, and capabilities with regard to preparing a housing element update. Please provide resumes and dated work histories for all individuals who are proposed to work on the project.

- D. Proposed concept and method to be used in completion of the housing element update.
- E. Management plan for carrying out the update, to ensure reliable, cost effective service under the contracted for scope of services. The plan should identify key staff persons that will be involved in the day-to-day administration of the update, including all persons performing work under subcontracts. Provide an organizational chart of all personnel.
- F. Work Plan detailing how each task will be conducted, methodology, identification of deliverables relative to tasks, personnel performing the tasks (including City staff support), and a schedule.
- G. Cost proposal section which includes a description of hours and cost by task as presented herein. A table detailing hours by task and staff involved must be included in this section. Rates of individual staff must be clearly noted. Include a breakdown of costs for in-house labor as well as sub-consultants and/or outside costs, such as printing for each task. Include a schedule of fees for work to be performed on a time and materials basis, if any.
- H. Proposed payment schedule.
- I. At least one example of a completed housing element update performed in the past for similar situations. Include a copy of the certified housing element(s) and describe the process used.
- J. Names, addresses, and current telephone numbers of professional references.
- K. Proposal should not exceed twenty pages, excluding resumes.

**Budget:**

The current budget allocation for this effort is a maximum of \$50,000. If it is determined that \$50,000 is inadequate to complete the project, indicate what could be done for this amount towards completing the update. You may also indicate what amount would be needed to complete the tasks in this RFP.

**Consultant Selection Process:**

The City will review all proposals received for:

- A. Completeness and responsiveness to this Request for Proposals.
- B. Qualifications and previous successful performance of the consultant.
- C. Scope of services proposed within the budget allocation.

D. Time frame and availability of consultant.

The City may select a short list of consultants for further evaluation in the form of an oral presentation and interview.

The schedule for the selection process is:

RFP Issued	March 5, 2009
Proposals Due	March 20, 2009 by 5 p.m.
Consultant selection and contract approval	April 10, 2009

**The City of Martinez reserves the right to withdraw this RFP at any time without prior notice, and/or to reject any and all proposals, and shall not, in any event, be liable for any pre-contractual expenses incurred by any recipient or responder.**