

MEETING DATE: 7/9/2007

AGENDA ITEM: Consideration to Authorize Entering into a Professional Services Agreement with Conexus to Prepare the 2008 Housing Element Update.

**ATTACHMENTS**

Pages

1. Conexus Proposed Scope of Services, Budget and Schedule dated May 4, 2007

1-11

**Scope of Work**

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**Task 1**  
**Project Initiation**

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Following authorization to proceed, the first step will be to meet with City staff to review the work program and make any necessary refinements. Data needs and the respective responsibilities of City staff and the consultant team will be clarified. The City will provide CONEXUS with a digital file of the current Housing Element and related documents upon commencement of the project. A Housing Element Issues Summary memo will be prepared by CONEXUS outlining the key project issues, challenges and potential strategies.

Products

- 1 kick-off meeting with City staff (on-site)
- Refined work program (as appropriate)
- Housing Element Issues Summary

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**Task 2**  
**Public Participation**  
**Program**

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State Housing Element law<sup>1</sup> requires a pro-active effort to involve interested persons and groups in the preparation of Housing Elements. Culver City has a tradition of citizen involvement and "hands-on" participation by decision-makers in planning issues. We believe that including the public and decision-makers in the development of housing policies and programs from the beginning will enhance the likelihood that the final product will receive broad support, and thereby maximize the chances of successful implementation.

The public participation budget allows for both community workshops and a City Council subcommittee in addition to the typical public hearings. The following specific activities are anticipated. As part of Task 1, these activities will be confirmed or refined with City staff. If desired, additional workshops or meetings can be included on a time-and-materials basis. The budget assumes that City staff will handle all public notices and meeting logistics (e.g., room arrangements, set-up, refreshments, etc.

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<sup>1</sup> Cal. Govt. Code Sec. 65583(C)(6)

*Housing Element  
Interest List and Notice*

Upon commencement of the project, a public notification list will be prepared in consultation with City staff, for use by the City in mailing notices prior to each public workshop or hearing. CONEXUS will prepare a 1-page informational notice of the pending Housing Element update to be distributed by the City. The notice will describe the anticipated process, schedule and opportunities for public involvement. A copy of this notice and distribution list will be included in an Appendix to the Housing Element describing public participation activities.

Products

- ♦ In consultation with staff, preparation of the Housing Element Interest List
- ♦ Preparation of one Housing Element update notice
- ♦ If desired by the City, additional public outreach efforts (e.g., internet sites, media spots, speaking engagements) can be undertaken as optional tasks on a time-and-materials basis.

*Introductory  
City Council  
Study Session*

CONEXUS will conduct an introductory study session with the City Council (or joint Council/Planning Commission) and staff to review current legal requirements and anticipated issues in the update process. A slide presentation will be prepared to illustrate key points, and will be made available for posting on the City's website for public information.

Products

- ♦ Participation in one City Council study session, including slide presentation

*Public Workshops*

During the preparation of the Housing Element, up to 2 public workshops are anticipated to inform interested persons and community groups about the update process, relevant issues and requirements. An invitation will be prepared for the City to send to those persons and organizations known to have an interest in housing issues. Mr. Douglas will serve as lead facilitator for these meetings, if requested by City staff, and will

give a slide presentation summarizing the key issues.

#### Products

- Facilitation of up to 2 public workshops, including slide presentations.
- Preparation of a public notice and newspaper notice for distribution by the City.

#### *City Council Subcommittee Meetings*

The budget includes up to 5 meetings with a City Council subcommittee to work with staff during the preparation of the Housing Element. The CONEXUS Project Manager will attend and lead the discussion at these meetings.

#### Products

- Attendance at up to 5 City Council subcommittee meetings

#### *Planning Commission and City Council Hearings*

Upon completion of the Preliminary Draft Housing Element, we anticipate that public hearings will be held by the Planning Commission and full City Council. Following Council approval, the draft element will be submitted to State HCD for review as required by state law. After HCD's comments are received, revisions will be negotiated with staff, the Council subcommittee and state HCD, and adoption hearings will be held by the Planning Commission and full City Council. These hearings are assumed to include CEQA findings (see Task 5). If substantive changes to the draft element are required in response to HCD comments, additional public hearings may be necessary prior to final adoption of the Housing Element. CONEXUS will prepare draft public notices for distribution by the City, and will assist in the preparation of staff reports, resolutions and ordinances if requested.

#### Products

- 2 Planning Commission public hearings (1 prior to HCD submittal and 1 prior to final adoption of the element)
- 2 City Council public hearings (1 prior to

HCD submittal and 1 adoption hearing following HCD review)

- ♦ Preparation of draft staff reports, resolutions and ordinances (1 digital file for each)
- ♦ Preparation of public notices for distribution by the City.

(If requested by the City, the CONEXUS Project Manager will attend additional hearings on a time-and-materials basis.)

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**Task 3**  
**Technical Data**  
**Collection and Analysis**

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The data collection and analysis effort will include all of the items required by California Government Code Section 65583(a) and Department of Housing and Community Development guidelines, including the following specific items:

- ♦ Analysis of population and employment trends and existing and projected housing needs for all income levels.
- ♦ Analysis of household characteristics including level of payment compared to ability to pay, and housing characteristics, including overcrowding and housing stock conditions.
- ♦ Analysis of special housing needs.
- ♦ Land inventory/site analysis and an evaluation of the relationship of zoning and public facilities to serve these sites.
- ♦ Analysis of governmental and non-governmental constraints.
- ♦ Analysis of opportunities for energy conservation.
- ♦ Analysis of "at-risk" assisted housing developments.
- ♦ Evaluation of the appropriateness and effectiveness of the City's current housing policies and programs, and progress in implementation.

The budget assumes that City staff will provide the following information needed for the needs assessment, land inventory, constraints analysis, and evaluation of progress in implementing the current Housing Element. Other information needs

may be identified during the initial phase of work. If desired, CONEXUS can take responsibility for some or all of these tasks on a time-and-materials basis.

- Land inventory analysis (GIS staff)
  - ☞ Matrix of land use by zoning designation (vacant/underutilized)
  - ☞ Map showing significant vacant/underutilized parcels
- Infrastructure analysis (Public Works Dept)
  - ☞ Water/sewer/drainage system capacity – any limitations that would impede housing development during the timeframe of the Housing Element (2008-2014)
- Units At Risk
  - ☞ Inventory of City-assisted housing projects and eligibility to convert to market rate
- Housing conditions survey (if required)
  - ☞ Targeted “windshield survey” of neighborhoods to identify percentage of units in sound condition, or in need of minor rehab, major structural rehab, or demo/replacement
- Accomplishments since the last Housing Element
  - ☞ Units produced by type, demolitions, rehabs, code enforcement data, completion of program actions, redevelopment agency and housing assistance program accomplishments, etc.

On the basis of the foregoing analysis, CONEXUS will update the relevant portions of the Housing Element. The findings from this analysis will play a major role in framing policy issues. The analysis will emphasize issues that are relevant to Culver City, such as redevelopment plans, specific plans, and other current projects.

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Products

- ♦ Data and analysis for inclusion in the Draft Housing Element

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**Task 4**  
**Draft Housing Element**  
**Preparation**

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A preliminary draft Housing Element will be prepared incorporating the technical data and analysis from the previous task, as well as updated goals, policies, quantified objectives, and implementation programs describing the City's housing strategy for the 2008 - 2014 planning period. Policies and programs will be based on the review of the City's progress in implementing the current element and where appropriate, refinements will be recommended. The preliminary draft element will be submitted to the City for review, and revisions will be made based on City comments. It is assumed that all City comments will be consolidated into one package, and two rounds of revisions are budgeted. A Public Review Draft Housing Element will then be prepared incorporating City comments.

Following review by HCD (see Task 6), a proposed final Housing Element will be prepared for adoption by the City Council. For budgeting purposes it is assumed that the City will handle document reproduction and distribution of the Public Review Draft and Final Housing Elements.

Products

- ♦ Preliminary Draft Housing Element (5 hard copies + digital file)
- ♦ Draft Housing Element (1 camera-ready master + digital file)
- ♦ Final Housing Element (1 camera-ready master + digital file)

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**Task 5**  
**CEQA Documentation**

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CONEXUS will prepare an Initial Study for the Draft Housing Element in compliance with the California Environmental Quality Act. A Preliminary IS/ND will be submitted to City staff for review, and a Public Review Draft IS/ND will be prepared incorporating staff comments. One round of review and revisions is budgeted. It is assumed that the Initial Study will support the preparation of a Negative

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Declaration. If the Initial Study finds that significant impacts could occur, an EIR would be required and a revision to this scope and budget will be negotiated.

CONEXUS will provide the Public Review IS/ND to the City for public distribution, and after the close of the comment period we will prepare draft responses to comments for City review. Final responses to comments and revisions to the IS/ND (if necessary) will then be prepared incorporating staff comments.

We assume that no separate scoping meeting will be necessary for the CEQA document, and consideration of the IS/ND by decision-makers will be handled as part of the Housing Element adoption hearings.

The budget assumes that the City will handle distribution and filing of the IS/ND and Notice of Determination with the appropriate agencies and interested parties, and that the City will be responsible for any filing fees.

*(Note: Recent changes in state law may limit the City's ability to conduct CEQA review of "by right" multi-family housing approvals on sites that are rezoned to accommodate the VL/L needs identified in the RHNA. As a result, "project-level" CEQA review may be required for Housing Element implementation actions. This proposal assumes CEQA review of the Housing Element policy document only – if subsequent CEQA analysis is required for implementation actions, it can be provided as an additional product with a supplemental budget.)*

#### Products

- ♦ Preliminary Draft Initial Study/Negative Declaration (3 copies + digital file)
- ♦ Public Review Draft Initial Study/Negative Declaration (1 camera-ready master + digital file)
- ♦ Notice of Availability of the IS/ND

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**Task 6**  
**Coordination With**  
**State HCD**

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- ♦ Preliminary Responses to Comments (1 copy + digital file)
- ♦ Final Responses to Comments (1 copy)
- ♦ Final Adopted IS/ND (1 camera-ready master + digital file)

After the draft Housing Element is accepted by the City Council it will be submitted to the California Department of Housing and Community Development (HCD) for review. HCD's comments will be analyzed, and CONEXUS will work with staff and the City Council subcommittee to revise the element, as necessary, to address the state's concerns. Our experience preparing Housing Elements in many other jurisdictions over the past 25 years has provided us with a good working relationship with HCD's senior staff and a thorough understanding of what is required in order to receive Housing Element certification. Appendix 3 contains insights gleaned from our conversations with HCD staff regarding their interpretation of recent changes to state Housing Element law. The budget assumes a total of 20 hours for this task. If HCD comments are extensive and require a higher level of effort, the additional work will be done on a time-and-materials basis.

Products

- ♦ Meetings to review HCD comments with City staff and the Council subcommittee
- ♦ Conference calls with HCD
- ♦ Housing Element revisions

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**Task 7**  
**Project Management**

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The CONEXUS Project Manager will maintain regular contact with City staff to ensure a smooth working relationship and successful completion of the project. It is assumed that most coordination will occur via telephone and e-mail. A total of 10 on-site working meetings with staff are budgeted (in addition to the public meetings and Council subcommittee meetings), to be held as necessary throughout the process.

Products

- ♦ Regular informal progress reports with City

staff via telephone or e-mail

- Up to 10 on-site working meetings with staff

**Schedule**

We believe the keys to schedule (and budget) control are 1) a clear understanding of objectives, 2) close coordination between the consultant and City staff, and 3) an experienced consulting team. Mr. Douglas has managed numerous similar projects and is committed to providing excellent service to the City.

The project schedule will be agreed upon at the outset. Regular monitoring of progress will allow fine-tuning when necessary in order to achieve the overall project objectives. The tentative schedule shown below reflects the assumptions regarding the required level of effort and City/consultant division of responsibilities set forth in the Scope of Work.

|                       |                                                                             |
|-----------------------|-----------------------------------------------------------------------------|
| June 2007             | Commence work                                                               |
| June - July 2007      | Final RHNA adopted by SCAG                                                  |
| June - September 2007 | Data collection and analysis                                                |
| July - October 2007   | Prepare Preliminary Draft Housing Element                                   |
| September 2007        | City Council study session                                                  |
| November 2007         | Submit Preliminary Draft Element to staff for review                        |
| Nov-Dec 2007          | Staff review and revisions/Prepare Public Review Draft Element              |
| January 2008          | Planning Commission hearing                                                 |
| January 2008          | City Council hearing - authorization to submit Draft Housing Element to HCD |
| January 2008          | Submit Draft Element to HCD (60-day review)                                 |
| March 2008            | HCD comments due                                                            |
| March - April 2008    | Prepare revisions per HCD comments                                          |
| April 2008            | Publish IS/ND for 30-day public review                                      |
| May - June 2008       | Planning Commission and City Council review and adoption hearings           |
| June 2008             | Submit adopted element to HCD                                               |

**Proposed Budget**

| Task                                 | Description                                 | JD                | JC           | WP          | Total Hours | TOTAL COST      |
|--------------------------------------|---------------------------------------------|-------------------|--------------|-------------|-------------|-----------------|
| 1                                    | Project Initiation                          | 16                | 8            |             | 24          | \$2,800         |
| 2                                    | Public Participation                        |                   |              |             |             |                 |
|                                      | -Interest list & notice                     | 2                 |              |             | 2           | \$250           |
|                                      | -City Council Study Session                 | 12                |              |             | 12          | \$1,500         |
|                                      | -Public workshops (up to 2)                 | 24                | 12           |             | 36          | \$4,200         |
|                                      | -Council subcommittee meetings (up to 5)    | 40                |              |             | 40          | \$5,000         |
|                                      | -PC and CC Public Hearings (up to 4 total)  | 40                |              |             | 40          | \$5,000         |
|                                      | -Staff reports/resolutions/public notices   | 32                |              |             | 32          | \$4,000         |
| 3                                    | Data Collection and Analysis                | 40                | 40           |             | 80          | \$9,000         |
| 4                                    | Housing Element Preparation                 | 60                | 40           | 12          | 112         | \$12,220        |
| 5                                    | CEQA Documentation                          | 8                 | 12           |             | 20          | \$2,200         |
| 6                                    | Coordination with State HCD                 | 20                |              |             | 20          | \$2,500         |
| 7                                    | Project Mgmt (includes 10 meetings w/staff) | 64                |              |             | 64          | \$8,000         |
| <b>Total Labor</b>                   |                                             | <b>358</b>        | <b>112</b>   | <b>12</b>   | <b>482</b>  | <b>\$56,670</b> |
| <b>Hourly Rate</b>                   |                                             | <b>\$125</b>      | <b>\$100</b> | <b>\$60</b> |             |                 |
| <b>Reimbursable Expenses</b>         |                                             | (See table below) |              |             |             | <b>\$400</b>    |
| <b>Recommended Contingency (10%)</b> |                                             |                   |              |             |             | <b>\$5,707</b>  |
| <b>GRAND TOTAL BUDGET</b>            |                                             |                   |              |             |             | <b>\$62,777</b> |

JD = John Douglas, AICP, Project Manager

JC = John Cuykendall, Sr. Associate

WP = Word Processing

**Estimated Reimbursable Expenses**

|                    |              |
|--------------------|--------------|
| Travel/mileage     | No charge    |
| Printing/graphics  | \$300        |
| Postage/deliveries | \$100        |
| <b>Total</b>       | <b>\$400</b> |

NOTE: This budget is an estimate based on the assumptions outlined in the scope of work and is subject to refinement in consultation with City staff. Reimbursable expenses are estimated based on the anticipated level of effort and the City will only be billed for actual costs incurred. For budget purposes it is assumed that the City will be responsible for all printing and duplication. If desired, CONEXUS will handle duplication on a time-and-material basis.