

# Capitola City Council

## Agenda Report

**Meeting:** May 12, 2022

**From:** Community Development Department

**Subject:** Contract for Housing Element Update



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**Recommended Action:** Authorize the City Manager to enter a contract with RRM Design Group in the amount of \$183,560 for the Housing Element Update.

**Background:** Since 1969, the State of California has required all cities and counties adequately plan to meet their housing needs. Cities comply with this requirement by updating their housing elements on regular cycles defined by the state. The housing element is part of the City's General Plan which is the long-range planning document delineating how the city will evolve and develop in the future.

The City's existing Housing Element for the 5th Cycle (2015-2023) planning period was adopted by Capitola City Council in 2015, and certified by the State of California Department of Housing and Community Development (HCD) on February 4, 2016. The City's existing Housing Element is available on the City's website at: [www.cityofcapitola.org/communitydevelopment/page/2015-2023-housing-element](http://www.cityofcapitola.org/communitydevelopment/page/2015-2023-housing-element).

The 6th Cycle Housing Element is due to HCD by December 2023. In February 2022, Staff published a Request for Proposals (RFP) for the Housing Element update to ensure adequate time for an update reflective of the community's goals and in full compliance with state law. In April 2022, a selection committee comprised of two Capitola staff members and two planners from neighboring jurisdictions interviewed qualified consultants who submitted proposals. RRM Design Group was selected by the committee as the top choice due to their approach to the project, high quality work samples, and successful record producing certified housing elements.

**Discussion:** Since 1969, the State of California has required all cities and counties adequately plan to meet their housing needs. Cities comply with this requirement by updating their housing elements on regular cycles defined by the state. The housing element is part of the City's General Plan which is the long-range planning document delineating how the city will evolve and develop in the future.

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**Fiscal Impact:** The City received a REAP grant through AMBAG for \$65,000 to use towards the Housing Element Update. Staff expects to receive a second REAP grant in 2022, although the

amount is unknown. The cost beyond grants will be covered through the General Plan Maintenance fund, as the Housing Element is part of the General Plan.

Attachments:

1. Professional Services Agreement
2. RRM Scope of Services
3. RRM Fee Schedule

Report Prepared By: Katie Herlihy, Community Development Director

Reviewed By: Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager