



STAFF REPORT
11/10/2021

TO: Honorable Mayor and City Council Members

FROM: Gabriel Perez, Development Services Director

SUBJECT: Second Amendment to Professional Services Agreement with Lisa Wise Consulting, Inc. to prepare the City of Coachella - 6th Cycle Housing Element Update to the General Plan, in the amount of \$13,000.00 and authorize a re-allocation of SB-2 Grant funding for this Agreement as part of approved Housing-Related Tasks.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute the attached Second Amendment to Professional Services Agreement with Lisa Wise Consulting, Inc, in the amount of \$143,070.00 (augmenting the existing scope by \$13,000) and authorize a re-allocation of SB-2 Grant funds for this Agreement, and Housing-Related Tasks.

BACKGROUND:

On January 24, 2021 the City Council augmented the consultant's scope of work amending the Professional Services Agreement with Lisa Wise Consulting, Inc, in the amount of \$130,070.00 (augmenting the original scope by \$34,020) and authorize a re-allocation of SB-2 Grant funds for this Agreement, and Housing-Related Tasks to include additional public outreach efforts which includes meetings to include three "focus groups" (at no extra charge), and offered additional services such as the facilitation of a "steering committee" and a Housing Element website, and an on-line survey. In April 2021, the California Department of Housing and Community Development (HCD) issued new guidelines for analysis related to affirmatively furthering fair housing (AFFH) as a requirement for 6th Cycle Housing Elements. The analysis now requires inclusion of a separate appendix in the Housing Element with specified spatial and quantitative analysis of the conditions of protected classes. Lisa Wise Consulting anticipates the cost of the AFFH analysis will be approximately \$13,000.

DISCUSSION/ANALYSIS:

Attached to this staff report is a document entitled Second Amendment to Professional Services Agreement that will modify the scope of work to include the AFFH analysis. The consultant provided a proposal showing enhanced public participation options that are "within the current budget" but adjusts the number and type of public meetings.

The original Professional Services Agreement is also attached for reference. The augmented tasks will increase the total budget by \$13,000 bringing the grand total to \$143,070 as shown in the staff recommendation above.

Grant Funding Re-Appportionment:

The original Professional Services Agreement with Lisa Wise Consulting, Inc. qualified for grant funding under California HCD’s Local Early Action Planning (LEAP) and SB2 Grant programs, and staff previously obtained City Council authorization for this work. Staff would like to re-appportion additional funding from the SB-2 Grant funds to make up the difference in the contract amount for the First Amendment to Professional Services Agreement attached to this report.

The following table 1 shows the latest allocated grant amounts for a variety of housing-related tasks. The columns on the far right indicate how staff intends to re-appportion the funding to make up the difference in the anticipated contract work for the Housing Element Update, and the recently-authorized 5th Cycle Rezoning program work (MSA contract was for \$53,310.00).

Table 1: Current Grant Allocation

TASK	LEAP GRANT	SB2 GRANT
HOUSING ELEMENT UPDATE	\$ 65,000.00	\$ 65,070.00
CEQA PROCESSING + REZONING (5th Cycle RHNA)	\$ 50,000.00	\$ 3,310.00
ELECTRONIC PERMITTING SYSTEM	\$ 25,000.00	\$ 27,600.00
ELECTRONIC PLAN CHECK SOFTWARE	\$ -	\$ 21,000.00
ADU/JADU ARCHITECTURAL DRAWINGS	\$ 10,000.00	\$ 43,020.00
ADU/JADU Outreach/Research/Design	\$ 5,000.00	
Conceptual ADU/JADU Standard Drawing Plans	\$ 5,000.00	\$ 15,000.00
Final ADU/JADU Construction Drawing Plans		\$ 62,040.00
Total Projected Cost \$	\$ 150,000.00	\$ 160,000.00

The above charts show the City’s previously-allocated amount of \$130,070 for the Housing Element Update as part of the LEAP and SB2 Grant funds. In order to facilitate completion of the AFFH analysis for the LWC agreement, staff proposes to reduce the SB2 funding for ADU/JADU Architectural Drawings (\$43,020) by \$616. Additionally, staff proposes to reduce SB2 funding for electronic plan check software (\$21,000) by \$12,384 as electronic plan check software (Bluebeam) has been purchased for \$8,616 and no additional funds are required for this task. There are excess funds in these tasks that are available to re-direct as shown on Table 2.

Table 2: Proposed Grant Allocation

TASK	LEAP GRANT	SB2 GRANT
HOUSING ELEMENT UPDATE	\$ 65,000.00	\$ 87,070.00
CEQA PROCESSING + REZONING (5th Cycle RHNA)	\$ 50,000.00	\$ 3,310.00
ELECTRONIC PERMITTING SYSTEM	\$ 25,000.00	\$ 27,600.00
ELECTRONIC PLAN CHECK SOFTWARE	\$ -	\$ 8,616.00
ADU/JADU ARCHITECTURAL DRAWINGS	\$ 10,000.00	\$ 33,404.00
ADU/JADU Outreach/Research/Design	\$ 5,000.00	
Conceptual ADU/JADU Standard Drawing Plans	\$ 5,000.00	\$ 15,000.00
Final ADU/JADU Construction Drawing Plans		\$ 62,040.00
Total Projected Cost \$	\$ 150,000.00	\$ 160,000.00

ALTERNATIVES:

1. Authorize the City Manager to execute the attached Second Amendment to Professional Services Agreement with Lisa Wise, Inc. and re-allocate grant funding for the Housing-Related Tasks.
2. Continue this item and provide staff direction.

FISCAL IMPACT:

Council appropriates \$13,000 in the City’s grants fund (152) for this contract amendment.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative #1 as noted above.

Attachment:

1. Second Amendment to Professional Services Agreement (PSA) with Lisa Wise Consulting, Inc.
2. AFFH proposal memo submitted by Lisa Wise Consulting, Inc.
3. Executed First Amendment PSA with Lisa Wise Consulting, Inc.