



## **REPORT TO CITY COUNCIL**

**To:** Honorable Mayor and Members of the City Council

**From:** Grant Yates, City Manager

**Prepared by:** Richard J. MacHott, Planning Manager

**Date:** January 28, 2020

**Subject:** Professional Services Agreement with MIG, Inc. for Preparation of the 2021-2029 Housing Element Update

### **Recommendation**

Approve and authorize the City Manager to execute a Professional Services Agreement with MIG, Inc. in an amount not to exceed \$75,015 for preparation of the City of Lake Elsinore's 2021-2029 Housing Element in such final form as approved by the City Attorney.

### **Background**

The Housing Element is a required component of the state-mandated General Plan. Unlike other General Plan Elements, state law requires periodic updates of the Housing Element, with deadlines established by the California Department of Housing and Community Development (HCD).

The City of Lake Elsinore adopted an update to its General Plan on December 13, 2011, that included the 2008-2014 Housing Element (4<sup>th</sup> Cycle) prepared by Hogle-Ireland (now MIG, Inc.). The City adopted its Housing Element for 2014-2021 (5<sup>th</sup> Cycle), also prepared by MIG/Hogle-Ireland, on August 27, 2013. By meeting the HCD deadline for adoption of the 5<sup>th</sup> cycle Housing Element, the City qualified for an 8-year planning period for future Housing Element updates. In order to retain the 8-year planning period, the City is required to continue to meet HCD's update deadlines.

The HCD established October 15, 2021 as the deadline for City submittal of an adopted 6<sup>th</sup> Cycle (2021-2029) Housing Element.

### **Discussion**

In order to meet the October 15, 2021 HCD deadline, the City of Lake Elsinore is initiating the required Housing Element update. The Housing Element update requires specialized skills and experience in preparing a document that not only meets all the requirements of state law, but will also achieve HCD certification. Therefore, use of a consultant with the requisite skills to complete the update will facilitate the development of the updated Housing Element.

Due to staff's positive experience working with MIG on the City's last two Housing Elements for Lake Elsinore, it reached out to MIG for a proposal to prepare the upcoming 2021-2019 Housing Element Update.

Staff recommends execution of a Professional Services Agreement with MIG, Inc. due to MIG's extensive Housing Element experience; specifically its experience and knowledge of Lake Elsinore achieved through its preparation of the 4<sup>th</sup> cycle and 5<sup>th</sup> cycle Lake Elsinore Housing Element updates. In response to staff's request, the proposed \$75,015 project budget includes contingency amounts (totaling \$14,610) to address unanticipated additional costs associated with additional workshops, additional public hearings and/or additional consultation with HCD that may be needed. MIG will bill for such additional work on a reimbursement basis only if it receives prior authorization from the City.

### **Fiscal Impact**

The estimated \$75,015 cost for preparation of the 2021-2029 Housing Element through fiscal 2021-2022 will be funded by the Community development operating budget.

### **Exhibits:**

- A. MIG – Draft Professional Services Agreement
- B. MIG – MIG Proposal, Rev. January 15, 2020