



CITY OF POMONA COUNCIL REPORT

November 19, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Mario Suarez, AICP, Development Services Director

Subject: **Approval of First Amendment of \$15,000 to a Sole Source Professional Services Agreement with Veronica Tam and Associates for the Total Contract Amount of \$30,000 for Professional Services Related to the Revised Housing Element**

OVERVIEW:

Recommendation – That the City Council:

1. Approve a purchase order increase by \$15,000 for a total of \$30,000 to be paid out to Veronica Tam and Associates out of General Fund Account, 101-1701-52285-00000.
2. Approve a transfer from Administration Contingency General Fund 101-0101-59900-0000 of \$8,000 to General Fund Account, 101-1701-52285-00000
3. Approve First Amendment to a sole-source professional services agreement in the amount of \$15,000 with Veronica Tam and Associates for consultant specialty services related to the Revised Housing Element.
4. Authorize the City Manager to execute the First Amendment to the Agreement with Veronica Tam and Associates, subject to review by the City Attorney.

Fiscal Impact – Approving the first amendment will increase the sole source award to Veronica Tam and Associates by \$15,000 (from the current \$15,000 to \$30,000). Additional funding of \$8,000 is required to be transferred from General Fund Acct. #101-0101-59900-0000 to General Fund Account, 101-1701-52285-00000.

Authority – In accordance with Section 2-277 (a) Sole-Source awards for professional services up to \$30,000 must be approved by City Council.

Previous Related Action – On October 9, 2018, City Manager approved a sole source consultant contract with Veronica Tam and Associate, Inc. for \$15,000.

EXECUTIVE SUMMARY:

In an effort to ensure that the City complies with lawsuit raised by Public Counsel and the *Singleton* plaintiffs, the planning services of Veronica Tam and Associates was obtained in April 2018.

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Veronica Tam is known housing expert in the field of Planning and has proven record in providing housing element consulting services. The aggressive terms of the court agreement required staff to bring in a top consultant with relevant experience pertaining to emergency shelters, RHNA and other housing element tasks and multiple deadlines faced by Pomona from June 2018 through March 2019.

DISCUSSION

To ensure that the City is prepared to address agreements made by the *Singleton* Lawsuit, comments from the California Department of Housing and Community Development (HCD) and concerns/objectives of the City and with identified stakeholders in alignment with best practices, staff is recommending a continued partnership through a contract with Veronica Tam and Associates (VTA) for \$15,000 to help accomplish these things. To date, VTA has provided housing element consulting services with the City in responding to concerns by the City Attorney's office, HCD, public comment, Planning Commission and City Council. The initial scope of services focuses on revising the Housing Element per the *Singleton* Settlement Agreement and HCD correspondence to include:

- Analysis and data to support claims for RHNA credits
- Inventory of adequate sites
- Developing appropriate housing programs
- Responding to concerns from both HCD and *Singleton* on emergency shelter overlay.

Presently, the initial funds up to \$15,000 have been exhausted for the following two reasons:

1. Attendance at public meetings and preparation of meeting materials was not included in the original scope. Veronica Tam attended a total of four public meetings and assisted in preparing the meeting materials.
2. Due to significant staff changes in the City during the last two years, VTA had to spend a significant amount of time to research the project history and verify data and information contained in the Housing Element.

Additional budget of \$15,000 is requested to have VTA complete the following:

1. Further revisions to the Draft Housing Element after the 30-day comment period on November 20, 2018;
2. Attend meetings with staff and stakeholders;
3. Attendance and preparation for additional public meetings; and
4. HCD review/comment and editing the Revised Housing Element.

Approval of the First Amendment to the Agreement in the amount of \$15,000 is recommended to provide staff with housing regulatory expertise to meet the City's commitments and legal obligations.