

CITY OF CARMEL-BY-THE-SEA CITY COUNCIL

RESOLUTION NO. 2023-024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH EMC PLANNING GROUP INC., FOR A NOT-TO-EXCEED FEE OF
\$239,145.00, TO UPDATE THE CITY OF CARMEL-BY-THE-SEA GENERAL PLAN HOUSING
ELEMENT AND SAFETY ELEMENT**

WHEREAS, the State of California Housing and Community Development (HCD) Department requires the City to update the Housing Element of its General Plan every eight years in a manner consistent with the Regional Housing Needs Allocation (RHNA); and,

WHEREAS, the 6th cycle (RHNA 6) planning period is 2023 to 2031; and,

WHEREAS, the City's RHNA is 349 housing units; and,

WHEREAS, State legislation requires the City to update its Safety Element concurrently with the Housing Element Update to address risks associated with disasters and other hazards including but not limited to flooding, wildfires, emergency evacuation, and climate change; and

WHEREAS, the City issued a Request for Proposals (RFP) on December 9, 2022, with a submission date of January 3, 2023; and,

WHEREAS, the City received two responsive proposals, from EMC Planning Group, Inc., and 4Leaf, Inc., and a selection panel of qualified reviewers (Community Planning and Building Director, Brandon Swanson, Principal Planner, Marnie R. Waffle, AICP, and Associate Planner, Katherine Wallace) reviewed the proposals; and

WHEREAS, the panel determined EMC Planning Group, Inc. (Consultant) best qualified to update the Housing and Safety Elements because of their extensive local knowledge, their experience with other RHNA 6 Housing Element updates, and because the EMC proposal includes a project timeline for the City to meet the State's December 2023 Housing Element certification deadline; and,

WHEREAS, the Consultant developed a scope of work to complete the Housing Element and Safety Element updates by the State's December 2023 deadline; and,

WHEREAS, in 2019 and 2020 the City received three grant awards totaling \$290,000 to assist with the cost of updating the Housing Element: SB2 (\$160,000), LEAP (\$65,000), and REAP (\$65,000); and,

WHEREAS, the project will be fully funded by SB2, LEAP, and REAP grants.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the City Administrator to execute a Professional Services Agreement with EMC Planning Group Inc., for a not-to-exceed fee of \$239,145.00, to update the General Plan Housing Element and Safety Element.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of February, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter

Mayor

Nova Romero, MMC

City Clerk