



CITY COUNCIL

AGENDA BILL # AB22-0019

City of Algona
200 Washington Blvd.
Algona, WA 98001

ITEM INFORMATION

SUBJECT:	Agenda Date: March 28th, 2022		
	Department/Committee/Individual	Created	Reviewed
Housing Action Plan Implementation (HAPI) Grant to Adopt a Housing Action Plan - Consulting Agreement with Blueline	Mayor		X
	City Administrator		X
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
	Police Dept		
	Finance Committee		
Planning Commission			
Civil Service Committee			

Staff Contact: Jessica Griess, City Clerk

Attachments: Resolution 1245-22; Consultant Agreement with Blueline

SUMMARY STATEMENT:

At the direction of the Council and Mayor, Blueline continued to look and apply for grant opportunities. The Housing Action Plan Implementation Grant (HAPI) was one they applied for and won. The grant amount is \$65,000 to assist with increasing urban residential building capacity and streamlining regulations. The funding supports cities to study their housing needs and develop strategies to meet those needs with a Housing Action Plan (HAP). The grant funds would cover the cost of the consultant to perform the steps to complete a HAP on behalf of the City.

In discussion with Eric, The Blueline Group, this would also assist in the costs of our Comprehensive Plan that they are currently working on (due June 2024). A HAP is required under the Growth Management Act (GMA) and this funding will pay for our obligation to the GMA.

The first look at this consulting agreement occurred at the 3/28/22 meeting and Council voted to waive the three touch rule for passage at the 4/11/22 meeting.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

Make a motion to approve Resolution 1245-22.

RECORD OF COUNCIL ACTION

Meeting Date:

Action:

Vote:

**CITY OF ALGONA
RESOLUTION NO. 1245-22**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, APPROVING AND AUTHORIZING THE EXECUTION OF A CONSULTANT AGREEMENT WITH THE BLUELINE GROUP, LLC FOR PLANNING SERVICES RELATED TO THE CITY'S HOUSING ACTION PLAN.

WHEREAS, the City of Algona regulates the development and use of land within its jurisdiction and plans pursuant to the Growth Management Act (GMA) codified at Chapter 36.70A RCW; and

WHEREAS, in 2019 and 2020, the Washington Legislature passed, and the Governor signed, Engrossed Second Substitute House Bill (E2SHB) 1923 and Substitute House Bill (SHB) 2343, respectively, now codified at RCW 36.70A.600, which provides grant funding to municipalities and encourages various local regulatory changes to increase residential density and affordable housing opportunities; and

WHEREAS, the City requires the services of a qualified consultant firm to perform and assist with the City's promulgation and adoption of a local housing action plan in accordance with RCW 36.70A.600(2); and

WHEREAS, the City has selected The Blueline Group, LLC to perform such services, and desires to contract with said firm;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Approval of Agreement; Execution Authority. The City Council hereby approves the Consultant Agreement between The Blueline Group, LLC and the City of Algona substantially in the form provided in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full. The Mayor is hereby authorized to execute said agreement on behalf of the City, inclusive of any minor revisions deemed reasonably necessary or desirable by the Mayor.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

PASSED by the City Council of the City of Algona, at its regular meeting thereof this 11th day of April, 2022.

CITY OF ALGONA, WASHINGTON

David E. Hill, Mayor

(SEAL)

ATTEST:

Jessica Griess, City Clerk

EXHIBIT A

CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER	WORK DESCRIPTION Municipal Planning Services— Housing Action Plan
CONSULTANT The Blueline Group, LLC	CONSULTANT CONTACT NAME, ADDRESS AND TELEPHONE NO. 25 Central Way, Suite 400 Kirkland, WA 98033
FEDERAL I.D. NO.	BUDGET OR FUNDING SOURCE
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO.	MAXIMUM AMOUNT PAYABLE, IF ANY \$65,000
COMPLETION DATE June 15, 2023	<input type="checkbox"/> Lump Sum <input type="checkbox"/> Cost Plus a Fixed Fee <input type="checkbox"/> Schedule Rate/Time and Materials <input checked="" type="checkbox"/> Time and Materials/Not to Exceed

THIS AGREEMENT is entered into on _____, 2022, between the City of Algona, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to

accomplish the scope of work attached hereto as Attachment A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Attachment B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Attachment A, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable

adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnification / Hold Harmless. The CONSULTANT shall fully defend, protect, indemnify and hold the City, its officers, officials, employees and volunteers (collectively, "the CITY") harmless from any and all claims, injuries, damages, losses or suits, including attorneys' fees, arising out of, in connection with, or otherwise resulting in any manner from the performance of this agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the City, the CONSULTANT'S liability hereunder shall only be to the extent of the CONSULTANT'S negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under the Industrial Insurance provisions

of Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this agreement.

9. Insurance. The CONSULTANT shall obtain and provide verification of insurance coverage of the type and amount specified in this section.

A. Minimum Scope of Insurance.

The CONSULTANT shall obtain insurance of the types described below:

(1). Worker's compensation and employer's liability insurance as required by the State of Washington;

(2). Commercial General Liability insurance written on Insurance Services Office (ISO) occurrence form CG 00 01 and covering liability arising from premises, operations, independent contractors and personal injury and advertising injury. The CITY shall be named as an insured under the CONSULTANT'S Commercial General Liability insurance policy with respect to any work performed for the CITY.

(3). Professional liability insurance, appropriate to CONSULTANT's field of expertise.

(4). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on ISO form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

B. Minimum Amounts of Insurance.

The CONSULTANT shall maintain the following insurance limits:

(1) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

(2) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

(3) Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the

CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

C. Other Insurance Provisions.

(1) All insurance coverage required by this agreement shall be obtained from an insurance company authorized to do business in the State of Washington and holding a current A.M Best rating of not less than A:VII. Excepting professional liability insurance, the CITY will be named on all insurance as an additional insured. The certificates of insurance shall cover the work specified in, related to or performed in any manner under this agreement.

(2) The Automobile Liability, Commercial General Liability and Professional Liability insurance policies required under this agreement shall contain or be endorsed to contain the following provisions:

a. The CONSULTANT'S insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be excess of the CONSULTANT'S INSURANCE and shall not contribute with it.

b. The CONSULTANT'S insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Verification of Coverage.

The CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work specified under this agreement.

10. Records Retention and Disclosure. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose. The CONSULTANT shall also provide a complete electronic copy of all reports, plans, and specifications upon completion of the work or upon request of the CITY.

Separate from and additional to the foregoing, the CONSULTANT shall fully cooperate with and assist the CITY with respect to any request for public records received by the CITY and related to any public records generated, produced, created and/or possessed by the CONSULTANT and related to the services performed under this agreement. Upon written demand by the CITY, the

CONSULTANT shall furnish the CITY with full and complete copies of any such records within five business days.

The CONSULTANT's failure to timely provide such records upon demand shall be deemed a material breach of this agreement. To the extent that the CITY incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the CONSULTANT shall fully indemnify and hold harmless the CITY as set forth in Section 8.

For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

The provisions of this section shall survive the expiration or termination of this agreement.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it generally meets the requirements of this agreement, and for reviewing, monitoring and approving the general quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator. Provided, that nothing in this section shall be construed as altering the CONSULTANT'S duty of care or otherwise limiting, abridging, waiving or reducing the CONSULTANT'S obligations under this agreement.

13. Disputes/Conflict amongst attachments. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for determination to the CITY Department Head who administers the department in which the Project Administrator works. The Department Head's decision in the matter shall be final and binding upon the parties to this agreement, provided, however, that if litigation is brought challenging the decision, that decision shall be subject to judicial review. In case of conflict between the Attachments to this Agreement and the portions of this Agreement preceding the signature lines (paragraphs 1-23), the terms of paragraphs 1-23 shall prevail. Any limitations on liability and indemnification expressed in the Attachments beyond those specified in paragraph 8 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of

the CONSULTANT are terminated by the CITY for fault on the part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or material man, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorneys' fees, in addition to any other award.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. City Business License. The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement if required by CITY ordinances. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

21. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

22. Legal Compliance. In the performance of work under this agreement, the CONSULTANT shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the CONSULTANT's business, equipment, and personnel engaged in operations covered by this agreement or accruing out of the performance of such operations.

23. Risk of Loss. The CONSULTANT shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the CONSULTANT shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:

CITY OF ALGONA:

THE BLUELINE GROUP, LLC

By:
Title:

ATTEST/AUTHENTICATED:

City Clerk

ATTACHMENT A

SCOPE OF WORK AND FEE SCHEDULE

Project Name: Algona Housing Action Plan

Job #: 21-390

Housing Needs Assessment

Fee: Fixed Fee – \$30,000

Blueline will complete a housing needs assessment in order to develop strategies to achieve an appropriate mix of housing to meet the needs of the City's current and future populations. In partnership with City Staff, Blueline will also host a joint workshop with Planning Commission and City Council to go over the findings of the housing needs assessment before it's finalized.

Specific steps will include:

- Analyze population and employment trends
- Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households
- Gather and analyze data on existing housing stock (type, size, cost, and age)
- Review and evaluate current housing element and other relevant policies regarding housing, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions
- Review land capacity analysis and evaluate current zoning against housing needs and all income brackets
- Analyze effectiveness of current programs, development regulations, and permitting processes related to housing development
- Identify areas that may be at higher risk of displacement from market forces
- Hold joint workshop with Planning Commission and City Council to review draft housing needs assessments and develop goals and objectives

Project management tasks will include:

- Draft needs assessment review
- Invoicing and City coordination
- HAPI Grant Application

Deliverables

Deliverables for this action are:

- Draft Housing Needs Assessment – Anticipated to be completed by May 20, 2022
- Final Housing Needs Assessment – Anticipated to be completed by July 15, 2022

Draft Housing Action Plan

Fee: Fixed Fee – \$20,000

All data gathered from the housing needs assessment will inform the strategies developed to increase the supply and variety of housing types within the City of Algona. Blueline will outline a plan to make housing, both affordable and market-rate, both owned and rented, accessible to all income levels. Strategies may include zoning code amendments, programs to minimize displacement during periods of redevelopment, path to ownership programs, implementing supportive infrastructure such as utilities or transit options, or financial incentives for affordable housing developers. This action will also include public engagement. Blueline will inform the public on the City's efforts and gather feedback on how the citizens of Algona envision their future community.

Specific steps will include:

- Develop a community engagement plan; including identification of stakeholder groups to include in outreach, stakeholder survey to gauge barriers to affordable and market-rate housing, and preparation of community survey to identify demands for housing types among current population
- Develop strategies to increase the supply of housing and variety of housing types needed to serve the housing needs identified in the HNA
- Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from displacement
- Develop strategies to plan for and accommodate existing and projected needs of all economic segments of the community, including documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing and identify policies and regulations to address and begin to undo these impacts
- Develop a schedule of programs and actions to implement the recommendations of the housing action plan

Project management tasks will include:

- Draft Housing Action Plan review
- Invoicing and City coordination

Deliverables

Deliverables for this action are:

- Public Engagement Results Summary – Anticipated to be completed by December 15, 2022
- Draft Housing Action Plan – Anticipated to be completed by December 15, 2022

Adoption of Housing Action Plan

Fee: Fixed Fee – \$13,000

Blueline will assist city staff in preparing for final adoption of the housing action plan. For their review, the Planning Commission and City Council will be presented with the draft housing action plan, a corresponding staff report, and a visual presentation that concisely summarizes the work completed.

Specific steps will include:

- Present draft HAP and hold public hearing before the Planning Commission, make changes as needed
- Present draft HAP before the City Council, make changes as needed
- Prepare resolution for Council adoption

Project management tasks will include:

- Final Housing Action Plan review
- Invoicing and City coordination

DELIVERABLE

The deliverable for this action is:

- Adopted Housing Action Plan – Anticipated to be completed by June 15, 2023

General Assumptions and Notes

- All services performed under this agree shall be performed in a manner consistent and compliant in all relevant respects with the City of Algona's Interagency Agreement with the Washington State Department of Commerce for Housing Action Plan Implementation (HAPI) Grant to Adopt a Housing Plan dated _____, 2021 ("Interagency Agreement"), including any amendments thereto.
- The fees stated above do not include reimbursable expenses such as large format copies (larger than legal size), mileage, and plots. These will appear under a separate task called **EXPENSES**.
- Time and expense items are based on Blueline's current hourly rates.
- Blueline reserves the right to adjust fees per current market conditions for tasks not started within a year of contract execution.
- City revisions requested after the work is completed will be billed at an hourly rate under a new task called City Requested Revisions. A fee estimate can be provided to the City prior to proceeding with the revisions.

ATTACHMENT B

COMPLETION SCHEDULE

Steps/ Deliverables	Description	Start Date	End Date
Action 1	Housing Needs Assessment	Jan 2022	June 2022
Step 1.1	Analyze population and employment trends, with documentation of projections	Jan 2022	May 2022
Step 1.2	Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households	Jan 2022	May 2022
Step 1.3	Gather and analyze data on existing housing stock (type, size, cost, and age)	Jan 2022	May 2022
Step 1.4	Review and evaluate current housing element and other relevant policies regarding housing, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions	Jan 2022	May 2022
Step 1.5	Review land capacity analysis and evaluate ability of current zoning to provide for housing needs and all income brackets	Jan 2022	May 2022
Step 1.6	Analyze effectiveness of current programs, development regulations, and permitting processes related to housing development	Jan 2022	May 2022
Step 1.7	Identify areas that may be at higher risk of displacement from market forces	Jan 2022	May 2022
Step 1.8	Hold joint workshop with Planning Commission and City Council to review draft housing needs assessment and develop goals and objectives	June 2022	June 2022
Deliverable 1	Housing Needs Assessment		July 15, 2022
Action 2	Draft Housing Action Plan		
Step 2.1	Identify stakeholder groups to include in outreach and develop stakeholder survey to gauge barriers to affordable and market-rate housing	Feb 2022	July 2022
Step 2.2	Prepare community survey to identify demands for housing types among current population	Feb 2022	July 2022

Step 2.3	Develop strategies to increase the supply of housing and variety of housing types needed to serve the housing needs identified in the HNA	July 2022	Dec 2022
Step 2.4	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from displacement	July 2022	Dec 2022
Step 2.5	Develop strategies to plan for and accommodate existing and projected needs of all economic segments of the community, including documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations	July 2022	Dec 2022
Step 2.6	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing and identify policies and regulations to address and begin to undo these impacts	July 2022	Dec 2022
Step 2.7	Develop a schedule of programs and actions to implement the recommendations of the housing action plan	July 2022	Dec 2022
Deliverable 2a	Summary of public engagement results		Dec. 15, 2022
Deliverable 2b	Draft Housing Action Plan		Dec. 15, 2022
Action 3	Adoption of Housing Action Plan	Dec 2022	June 2023
Step 3.1	Present draft HAP and hold public hearing before the Planning Commission, make changes as needed	Jan 2023	Feb 2023
Step 3.2	Present draft HAP before the City Council, make changes as needed	March 2023	April 2023
Step 3.3	Prepare resolution for Council: adoption	May 2023	May 2023
Deliverable 3	Adopted Housing Action Plan		June 15, 2023