

AMENDMENT NO. 1  
CITY OF CHICO - PROFESSIONAL SERVICES AGREEMENT

DATED OCTOBER 28, 2020

BETWEEN CITY OF CHICO  
AND

HOUSING TOOLS  
Architect/Consultant/Engineer

HOUSING ELEMENT UPDATE (2022)  
Project Title

315-000-8801/50447-315-4800, 392-540-5400, MAJNC/50160-000-4800  
Budget Account Number

**THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT** (Amendment) is entered into on July 30, 2021, between the City of Chico, a municipal corporation under the laws of the State of California (City), and Housing Tools. On October 28, 2020, City and Consultant entered into a City of Chico - Professional Services Agreement (Agreement). The provisions of the Agreement are hereby amended as follows:

1. Exhibit B is hereby superseded and replaced by revised Pages B1-B7 attached hereto.
2. Exhibit C is hereby superseded and replaced by revised Pages C1-C4 attached hereto.
3. All other provisions of the Agreement shall remain in full force and effect.

CITY:

CONSULTANT:



Mark Orme, City Manager\*

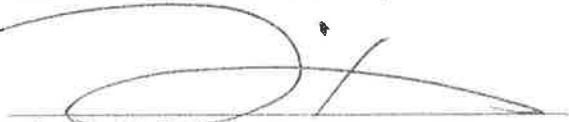
\*Authorized pursuant to Section 3.08.060 of the Chico Municipal Code



By: James Coles, Principal

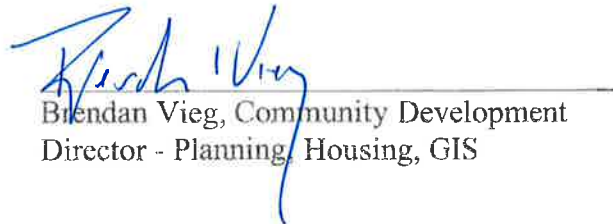
APPROVED AS TO FORM:

APPROVED AS TO CONTENT:



Vincent C. Ewing, City Attorney\*\*

\*\*Pursuant to The Charter of the City of Chico, Section 906(D)



Brendan Vieg, Community Development Director - Planning, Housing, GIS

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By: James Coles, Principal

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Vincent C. Ewing, City Attorney\*\*

\_\_\_\_\_  
Brendan Vieg, Community Development  
Director - Planning, Housing, GIS

\*\*Pursuant to The Charter of the  
City of Chico, Section 906(D)

REVIEWED AS TO CONTENT:



Scott Dowell, Administrative Services Director\*\*\*

\*\*\*Reviewed by Finance and Information Systems

# CITY OF CHICO - PROFESSIONAL SERVICES AGREEMENT

HOUSING TOOLS  
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## EXHIBIT B

### SCOPE OF PROFESSIONAL SERVICES - BASIC; COMPLETION SCHEDULE

#### Scope of Professional Services - Basic

The Consultant shall provide professional services as follows:

The Consultant shall prepare an update to the City of Chico's Housing Element of the City of Chico General Plan in compliance with relevant California state law.

#### Identified Conditions

The Housing Element Update shall directly address the following identified conditions and a strategy for responding, so that the planning document is relevant and effective.

- Camp Fire - The impacts of the Camp Fire of November 2018 on housing within the City cannot be underestimated. Immediately after the fire, the availability of housing was severely constrained due to the destruction of thousands of homes in neighboring Paradise and other Ridge communities. Other City infrastructure and services were also significantly affected as former Paradise and Ridge residents relocated. The Housing Element Update shall address this issue in its needs analysis by investigating the Camp Fire impacts, review potential resources that will be made available to alleviate the impacts of the disaster in the Resource Inventory, which will include Disaster Area Tax Credits and Community Development Block Grant Disaster Recovery (CDBG-DR) allocations.
- COVID-19 – Coronavirus Disease 2019 (COVID-19) has dramatically impacted the City of Chico on a range of fronts, including health and mortality, the overall economy, employment, education, household income, and homelessness. These conditions are expected to last far into the Housing Element planning period. The Goals, Policies and Actions section of the plan shall take these issues into account, especially adverse impacts on the most vulnerable members of the community, which include seniors, homeless individuals, and people at-risk of homelessness due to eviction.

- **Racial Inequity** - As a policy document, the Housing Element Update shall establish equal housing opportunity as an essential component of the plan. The State Legislature and Governor have prioritized fair housing as a statewide policy through the passage of Assembly Bill (AB) 686. Inclusion of racial minorities shall be a priority of the Housing Element Update Outreach Plan. In addition, Consultant shall build upon its recently completed Analysis of Impediments to ensure compliance with AB 686 and work with the City to incorporate a fair housing action plan as part of the Goals, Policies and Actions.
- **Homelessness** - Chico has experienced an increase in homelessness in recent years, which will most likely be exacerbated by the economic impacts of COVID-19. Providing homes for this population becomes even more crucial as homeless individuals are disproportionately at risk from COVID-19 due to the lack of safe and healthy shelter. Despite the challenges of homelessness, much progress has been made locally in addressing the problem as a True North navigation center is in the works, a new Jesus Center facility and permanent supportive housing is planned, Community Housing Improvement Program (CHIP) supportive housing project for seniors and homeless individuals is in development, and Chico Housing Action Team (CHAT) expands transitional housing opportunities. In addition, a multitude of new State funding sources to address homelessness have been made available. The Housing Element Update shall look for ways to efficiently and effectively harness local initiatives and State funding to strategically plan for further progress in this effort.
- **Overall Housing Shortage** - Prior to the Camp Fire in November 2018, the Chico was experiencing a severe housing shortage, with vacancy rates hovering around 2% and rapidly rising rents. This was exacerbated even further after the Camp Fire. Since the outbreak of COVID-19, vacancies have risen as many college students are now living with their parents or other relatives during the campus shut-down. This recent trend should be considered a temporary condition that will reverse when the college campuses open again. It is expected that the broader trend of housing shortages will continue in the coming years. Given these challenges, Consultant shall explore strategies to boost housing production through zoning code revisions, regulatory relief, and strategic prioritization of local housing funds that leverage non-local financing sources. Non-local financing sources to include Disaster Area Tax Credits, CDBG-DR, No Place Like Home (NPLH), and Permanent Local Housing Authority (PLHA), and other identified sources.

Scope of Work and Schedule

<b>Activity 1: Project Setup and Initial Research</b>	
Task 1.1: Research Housing Element (HE) law and current State HCD guidance.	October 2020
<i>Task 1.1 Deliverable: Updated Matrix of Applicable Changes to State HE Law since Last Updated HE</i>	October 2020
Task 1.2: Review 2014-2019 HE, General Plan implementation, zoning code, water & sewer provision plans and status, and start inter-governmental review process. <b>City to provide relevant information to Consultant.</b>	October 2020
Task 1.3: Plan and facilitate Kick-off Meeting with City Staff.	October 2020

<b>Activity 2: Public Outreach</b>	
Task 2.1: Develop outreach plan, which shall include: stakeholder contact list, outreach strategies (email, meetings, flyers, social media postings, public notices, etc.), online surveys, survey and public meeting topics, and overall schedule and integration into the HE. Identify relevant public agencies, low-income communities, minority groups, and Native American tribes for outreach. <b><i>City to assist in developing stakeholder contact list and coordinating dissemination of information.</i></b>	November 2020
<i>Task 2.1 Deliverable: Outreach Plan</i>	November 2020
Task 2.2: Develop and launch HE website. The site shall share information about the HE, post scheduled public meetings, provide updates on progress, and post HE drafts and other materials.	November 2020
<i>Task 2.2 Deliverable: HE website</i>	November 2020
Task 2.3: Plan and facilitate a focus group with low-income residents to understand housing needs.	January 2021
Task 2.4: Plan and facilitate Public Meeting #1 to receive input on housing needs and issues. Topics shall include: purpose of the HE; overview of State requirements; review of previous Housing Element Update; review of affordable housing funding sources; initial research on community needs; and findings from low-income resident focus group.	January 2021
Task 2.5: Design and conduct an online survey to receive input on housing needs for HE Update.	February 2021
Task 2.6: Plan and facilitate Public Meeting #2 to receive input on HE goals. Topics shall include: status of previous HE goals, summary of current needs and resources, and recommended HE goals for the current update.	August 2021
Task 2.7: Design and conduct an online survey to receive input on housing goals for HE Update.	August 2021
<i>Tasks 2.6 and 2.7 Deliverable: Summarize community input from Public Meeting #2 and online survey, and share with the City.</i>	August 2021
<b>Activity 3: Assess Progress of Previous Housing Element Goals</b>	
Task 3.1: Assess Goals, Policies and Actions from 2014-2022 HE, as well as relevant City housing programs, to determine modifications for 2022-2030 HE. Evaluate and document Regional Housing Needs Allocation (RHNA) and Analysis of Impediments (AI) progress. Assess progress in meeting new State HE legislation requirements, including ADU measures, “by right” zoning for special housing needs, density bonus law, no net loss law, and fair housing. Identify necessary amendments to zoning code to achieve full compliance with State HE law. <b><i>City to provide status on RHNA and AI progress, and progress in implementing new state HE legislation requirements.</i></b>	November 2020

Task 3.2: Based on the review and effectiveness in addressing 2014-2022 HE Goals, Policies and Actions based on Task 3.1 assessment and feedback from City staff, new and/or modified Goals, Policies and Actions will be developed in Activity 8	December 2020-January 2021
<b>Activity 4: Housing Needs Assessment</b>	
Task 4.1: Research relevant data sources for demographic and socioeconomic conditions: State HCD, State Dept. of Finance, HUD, U.S. Census, Multiple Listing Service. Investigate housing needs for special needs groups. Create an inventory of existing affordable housing complexes, including those at risk to convert to market rate.	November-December 2020
Task 4.2: Organize and summarize data on existing and projected housing needs in tables and charts, including synopsis for Public Meeting #1.	January 2021
<b>Activity 5: Resource Inventory</b>	
Task 5.1: Build inventory of available developable land for meeting RHNA building capacity requirements, in compliance with HCD requirements. Include local agency surplus sites per AB 1255, nonvacant site replacement requirements, and rezone program requirements. <b><i>City to provide existing vacant land inventory data and local agency surplus sites.</i></b>	February 2021
<i>Task 5.1 Deliverable: Provide initial land inventory to City Planners for review.</i>	February 2021
Task 5.2: Coordinate with City Planners to make capacity assumptions for developable land, including current site conditions, zoning designations, environmental constraints, and infrastructure availability. Calculate buildable capacity for each site. <b><i>City to assist in providing information on zoning designations, environmental constraints, and infrastructure availability.</i></b>	February-March 2021
<i>Task 5.2 Deliverable: Provide final land inventory to City Planners for review.</i>	March 2021
Task 5.3: Collect information on financial resources for housing development, including local, state and federal sources. Conduct interviews with City and Housing Authority of the County of Butte Staff as necessary. <b><i>City to participate in interviews and provide funding source information.</i></b>	April 2021
Task 5.4: Analyze energy conservation opportunities through review of the General Plan and green building rating systems, and interviews with City staff, solar providers, and other sustainable building providers. <b><i>City to participate in interviews and provide General Plan and Sustainability Plan information.</i></b>	April 2021
<b>Activity 6: Constraints Analysis</b>	
Task 6.1: Review City zoning and building codes, fee schedules, and City Planning policies and procedures to understand Government Constraints. Include an analysis of government constraints that impact persons with disabilities. Interview City Planners as necessary. <b><i>City to participate in interviews and provide zoning and building code, fee schedules, and City</i></b>	May 2021

<b><i>Planning policies and procedures information.</i></b>	
Task 6.2: Assess constraints and opportunities for facilitating production of Accessory Dwelling Units per AB 494, AB 671, and Senate Bill (SB) 229. Develop policy and process recommendations necessary to comply with State HE law. Identify measures that could be incorporated into HE Goals, Policies and Actions. <b><i>City to provide status of State ADU law implementation.</i></b>	May 2021
Task 6.3: Research non-governmental constraints, including: land prices, construction costs, and financing availability.	May 2021
Task 6.4: Develop list of processes, procedures and programs to reduce or eliminate constraints. Identify measures that could be incorporated into HE Goals, Policies and Actions.	May 2021
<b>Activity 7: Assessment of Fair Housing</b>	
Task 7.1: AI completed by Consultant in 2020, with the aim of complying with AB 686.	June 2021
Task 7.2: Identify fair housing Goals, Policies and Actions that could be integrated into the 2022-2030 HE Goals, Policies and Actions.	June 2021
Task 7.3: Incorporate fair housing assessment goals and objectives into the Constraints Analysis, Site Inventory and Goals, Policies and Actions.	June 2021
Task 7.4: Update to Assessment of Fair Housing to comply with April 2021 HCD AFFH Guidebook.	July 2021
<b>Activity 8: Goals, Policies and Actions</b>	
Task 8.1: Draft first iteration of Goals, Policies and Actions with an eight-year schedule of action items and milestones. Include revisions based on Activity 2 assessment of previous HE, and goals that address new State HE laws. Determine whether to pursue inclusionary zoning as a goal. Prepare for presentation in Public Meeting #2.	July-August 2021
<i>Task 8.2 Deliverable: First draft of Goals, Policies and Actions.</i>	August 2021
Task 8.3: Draft second iteration of Goals, Policies and Actions with feedback from City and 2 <sup>nd</sup> Public Meeting. <b><i>City review of second iteration.</i></b>	September 2021
<i>Task 8.3 Deliverable: Second draft of Goals, Policies and Actions.</i>	October 2021
<b>Activity 9: Draft and Review Document</b>	
Task 9.1: Prepare 1 <sup>st</sup> HE Draft and review for compliance with State regulations.	October-December 2021
<i>Task 9.1 Deliverable: 1<sup>st</sup> HE Draft.</i>	December 2021
Task 9.2: Revise HE draft to incorporate comments from Initial City and inter-governmental review. <b><i>Initial City and inter-governmental review.</i></b>	January 2022
Task 9.3: Submit 2 <sup>nd</sup> HE Draft to State HCD for review.	January 2022
<i>Task 9.3 Deliverable: 2<sup>nd</sup> HE Draft.</i>	January 2022
Task 9.4: Review HCD comments with City Staff. Revise HE draft to incorporate State HCD comments.	January 2022



<i>Task 9.4 Deliverable: 3<sup>rd</sup> HE Draft.</i>	February 2022
Task 9.5: Prepare the 3 <sup>rd</sup> HE Draft for Planning Commission review. Conduct outreach and post notice for Planning Commission public hearing (Public Meeting #3).	February 2022
Task 9.6: Prepare the 3 <sup>rd</sup> HE Draft for City Council review. Conduct outreach and post notice for City Council public hearing (Public Meeting #4).	March 2022
Task 9.7: Revise HE draft to incorporate any Planning Commission and City Council comments during 30-day Public Comment period. Prepare 4 <sup>th</sup> HE Draft to City Council for adoption, including the required City Council resolution and related findings. Conduct outreach and post notice for public hearing (Public Meeting #5).	April 2022
<i>Task 9.7 Deliverable: 4<sup>th</sup> HE Draft.</i>	May 2022
Task 9.8: Submit Final HE Report to the City, and to State HCD along with Final Housing Element Report.	May 2022
<i>Task 8.8 Deliverable: Final HE Draft.</i>	May 2022
<b>Activity 10: Environmental Review</b>	
Task 10.1: Field visit to review potentially affected sites. Topics to be discussed shall include the schedule, key Project issues, communication protocol, the procedure for data gathering, Project characteristics and the proposed scope of work. <b><i>City to provide relevant information to sub-consultant ECORP.</i></b>	December 2021
Task 10.2: ECORP shall coordinate with the City and Consultant to develop and clarify the Project Description. This shall provide the foundation for all future California Environmental Quality Act (CEQA) work. It shall include: a description of the Project's potentially affected locations, environmental setting, local transportation system, land use designations, and surrounding land uses; likely policy outcomes and land changes; Project policy changes, specific site changes and overall housing element modifications; and a list of uses of the Initial Study/Mitigation Negative Declaration (IS/MND) and approvals required by other agencies and potential on-the-ground entitlement changes. <b><i>City to provide relevant information to ECORP.</i></b>	December 2021
Task 10.3: Participate in two Public Meetings: Public Meeting #3 and Public Meeting #4. Both meetings shall solicit public comment on the Draft IS/MND in addition to soliciting comment on the HE.	February-March 2022
Task 10.4: Conduct Technical Studies, including the air quality/greenhouse gas emissions analysis and the noise impact analysis.	January 2022
Task 10.5: Prepare an Administrative Draft IS/MND for the HE. This report shall address the full scope of potential environmental issues as based on Appendix G of the State CEQA Guidelines. <b><i>City provides comments on Administrative Draft IS/MND.</i></b>	January 2022
<i>Task 10.5 Deliverable: Administrative Draft IS/MND.</i>	February 2022
Task 10.6: Prepare Public Draft IS/MND, Notice of Intent (NOI), Notice of Completion (NOC), and Summary Form. Incorporate City staff comments	February 2022

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on Administrative Draft IS/MND.	
<i>Task 10.6 Deliverable: Public Draft IS/MND, NOI, NOC, and Summary form.</i>	February 2022
Task 10.7: Prepare Administrative Final IS/MND and Notice of Determination (NOD). <b>City provides comments on Administrative Final IS/MND.</b>	April 2022
<i>Task 10.7 Deliverable: Administrative Final IS/MND and NOD.</i>	April 2022
Task 10.8: Final IS/MND and NOD. <b>City files notices and pays fees at Butte County Clerk's office in compliance with CEQA requirements.</b>	May 2022
<i>Task 10.8 Deliverable: Final IS/MND and NOD.</i>	May 2022
Task 10.9: Mitigation Monitoring and Reporting Program (MMRP). Prepared consistent with CEQA Section 21081.6. Produce Administrative Draft for City review, and Final MMRP. <b>City shall provide comments on the Administrative Draft MMRP.</b>	May 2022
<i>Task 10.9 Deliverable: Final MMRP.</i>	May 2022
Task 10.10: Ongoing environmental review project management and coordination.	January-May 2022

Completion Schedule

The Consultant shall complete services outlined herein by June 11, 2022.

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EXHIBIT C

COMPENSATION

Total compensation for the services outlined herein shall not exceed the amount of \$107,713.00.

Compensation shall be based upon actual invoices received and shall be paid in accordance with the following schedule of hourly rates and schedule of activities and tasks.

Housing Tools  
Hourly Rates

Principal .....	\$ 120.00/hour
Community Development Manager .....	\$ 120.00/Hour
Project Specialist I.....	\$ 80.00/Hour
Project Specialist II .....	\$ 80.00/Hour
Associate Project Manager.....	\$ 80.00/Hour

<u>ACTIVITY</u>	<u>AMOUNT</u>
<b>Activity 1: Project Setup and Initial Research</b>	
Task 1.1: Research Housing Element (HE) law and HCD guidance.	\$ 1,440.00
Task 1.2: Review City materials, water & sewer provision plans and status, and start inter-governmental review process.	\$ 960.00
Task 1.3: Plan and facilitate Kick-off Meeting with City Staff.	\$ 1,320.00
<b>Activity 1 Total</b>	<b>\$ 3,720.00</b>
<b>Activity 2: Public Outreach</b>	
Task 2.1: Develop outreach plan.	\$ 1,848.00
Task 2.2: Develop and launch HE website.	\$ 2,376.00
Task 2.3: Plan and facilitate low-income focus group.	\$ 1,232.00
Task 2.4: Plan and facilitate Public Meeting #1 to receive input on housing needs and issues.	\$ 2,552.00
Task 2.5: Design and conduct an online survey to receive input on housing needs for HE update.	\$ 968.00
Task 2.6: Plan and facilitate Public Meeting #2 to receive input on HE goals.	\$ 2,552.00
Task 2.7: Design and conduct an online survey to receive input on housing goals for HE update.	\$ 968.00
<b>Activity 2 Total</b>	<b>\$12,496.00</b>
<b>Activity 3: Assess Progress of Previous Housing Element Goals</b>	
Task 3.1: Assess Goals, Policies and Actions from 2014-2022 HE.	\$ 1,080.00
Task 3.2: Draft potential revisions to 2014-2022 HE Goals, Policies and Actions.	\$ 1,080.00
<b>Activity 3 Total</b>	<b>\$ 2,160.00</b>
<b>Activity 4: Housing Needs Assessment</b>	
Task 4.1: Research relevant data sources for Housing Needs Assessment.	\$ 9,920.00
Task 4.2: Organize Housing Needs data for Public Meeting #1.	\$ 1,520.00
<b>Activity 4 Total</b>	<b>\$11,440.00</b>
<b>Activity 5: Resource Inventory</b>	
Task 5.1: Build inventory of available developable land.	\$ 2,880.00
Task 5.2: Calculate buildable capacity for each site.	\$ 4,320.00
Task 5.3: Collect information on financial resources for housing development, including local, state and federal sources.	\$ 1,440.00
Task 5.4: Analyze energy conservation opportunities through review of the General Plan and green building rating systems.	\$ 1,040.00
<b>Activity 5 Total</b>	<b>\$ 9,680.00</b>

<b>Activity 6: Constraints Analysis</b>	
Task 6.1: Review City policies and regulations to understand Government Constraints.	\$ 2,880.00
Task 6.2: Assess constraints and opportunities for facilitating production of Accessory Dwelling Units per AB 494, AB 671, and SB 229.	\$ 1,440.00
Task 6.3: Research Non-governmental constraints.	\$ 960.00
Task 6.4: Develop list of processes and programs to reduce or eliminate constraints. Incorporated into HE Goals, Policies and Actions.	\$ 1,920.00
<b>Activity 6 Total</b>	<b>\$ 7,200.00</b>
<b>Activity 7: Assessment of Fair Housing</b>	
Task 7.1: Review and update Analysis of Impediments completed by Housing Tools in 2020, with the aim of complying with AB 686.	\$ 1,280.00
Task 7.2: Identify fair housing Goals, Policies and Actions that could be integrated into the 2022-2030 HE Goals, Policies and Actions.	\$ 320.00
Task 7.3: Incorporate fair housing assessment goals and objectives into the Constraints Analysis, Site Inventory and Goals, Policies and Actions.	\$ 640.00
Task 7.4: Update to Assessment of Fair Housing to comply with April 2021 HCD AFFH Guidebook.	\$ 8,000.00
<b>Activity 7 Total</b>	<b>\$10,240.00</b>
<b>Activity 8: Goals, Policies and Actions</b>	
Task 8.1: Draft first iteration of Goals, Policies and Actions.	\$ 2,160.00
Task 8.2: Draft second iteration of Goals, Policies and Actions with feedback from City and 2 <sup>nd</sup> Public Meeting.	\$ 960.00
<b>Activity 8 Total</b>	<b>\$ 3,120.00</b>
<b>Activity 9: Draft and Review Document</b>	
Task 9.1: Prepare 1 <sup>st</sup> HE Draft and review for compliance with State regulations.	\$ 7,744.00
Task 9.2: Revise HE draft to incorporate comments from Initial City and inter-governmental review.	\$ 1,056.00
Task 9.3: Submit 2nd HE Draft to State HCD for review.	\$ 528.00
Task 9.4: Review HCD comments with City Staff. Revise HE draft to incorporate State HCD comments.	\$ 1,056.00
Task 9.5: Prepare the 3 <sup>rd</sup> HE Draft for Planning Commission review.	\$ 616.00
Task 9.6: Prepare the 3 <sup>rd</sup> HE Draft for City Council review.	\$ 352.00
Task 9.7: Revise HE draft to incorporate any Planning Commission and City Council comments. Prepare 4 <sup>th</sup> HE Draft to City Council adoption.	\$ 880.00
Task 9.8: Submit Final HE Report to the City, and to State HCD along with Final Housing Element Report.	\$ 528.00

Activity 9 Total	\$ 12,760.00
<b>Activity 10: Environmental Review</b>	
Task 10.1: Field visit and kick-off meeting.	\$ 990.00
Task 10.2: Project Description.	\$ 2,380.00
Task 10.3: Public meetings.	\$ 1,110.00
Task 10.4: Conduct Technical Studies.	\$ 3,120.00
Task 10.5: Prepare an Administrative Draft IS/MND for the HE.	\$ 10,565.00
Task 10.6: Prepare Public Draft IS/MND, NOI, NOC, and Summary Form.	\$ 2,340.00
Task 10.7: Prepare Administrative Final IS/MND and Notice of Determination (NOD).	\$ 3,960.00
Task 10.8: Final IS/MND and NOD.	\$ 750.00
Task 10.9: Mitigation Monitoring and Reporting Program (MMRP).	\$ 360.00
Task 10.10: Ongoing environmental review project management.	\$ 1,770.00
Activity 10 Total	\$ 27,345.00
Optional Additional Public Meeting	\$ 2,552.00
Contingency	\$ 5,000.00
<b>TOTAL</b>	<b>\$107,713.00</b>