



Date: December 19, 2023

To: Sophia Pagoulatos and Michelle Zumwalt, City of Fresno

From: Chelsey Payne, Ascent

CC: Christine Babla and Heidi Gen Kuong, Ascent

Subject: FCOG Multijurisdictional Housing Element for the City of Fresno – Revised Budget Request

This memo summarizes Ascent’s request for additional budget for the FCOG Multijurisdictional Housing Element for the City of Fresno, to account for past overages on the project, and future work needed to complete the project. A total of \$154,282 is needed in additional budget. A portion of this request (\$90,000) will be paid with FCOG funds, through an amendment recently approved by the FCOG Board in November 2023. Therefore, Ascent is requesting an additional \$64,282 in budget from the City of Fresno.

Ascent is making this budget request to cover overages incurred to date, for preparing the Administrative Draft Housing Element, Public Review Draft Housing Element, and the HCD Review Draft Housing Element, as well as related project management costs. This budget will cover work still needed to complete the project including working with the City on the HCD review process, finalizing the Housing Element, preparing for and attending Planning Commission and City Council hearings, and associated project management and reimbursable expenses. Ascent currently does not have budget in the original contract with PlaceWorks to help revise the document during the HCD review process.

As discussed, this project was scoped and budgeted before it was understood how different this sixth cycle Housing Element update would be from previous cycles. There has been a significant amount of new statutory requirements in this Housing Element cycle, making it much harder to get through the review process with the California Department of Housing and Community Development (HCD) to reach compliance and certification. Multiple rounds of revisions with HCD are now required and project timelines are being extended, which is a reality that all jurisdictions in the Central Valley and throughout California are dealing with. More specifically in the City of Fresno, the effort to produce the various iterations of the draft Housing Element and address the number of public comments received during the public review process exceeded what was initially scoped. Also, the original budget did not accurately reflect the level of effort needed to prepare a housing element for a jurisdiction of this large size. As a result, additional funds are needed to pay for these overages, to complete remaining tasks, and to account for the extension of the project schedule.

The following attachments are included:

- Attachment 1 outlines the Scope of Work, providing more details on the tasks where budget is requested, along with short descriptions of what would be covered under each task.
- Attachment 2 provides a summary of the total budget request, including a breakdown of what portion will be paid for by FCOG Funds and what would be paid for by City of Fresno Funds.

Attachment 1: Scope of Work

Phase 1: Project Management and Coordination

Task 1.1: Project Management and Coordination

Project management time is needed to account for coordination and administration beyond what was scoped in the original contract with PlaceWorks, and to account for the extension of the project schedule (estimated completion of Spring/Summer 2024). This includes time to prepare agendas and meeting summaries for monthly coordination calls, and to invoice. The budget also accounts for overages incurred from August to November 2023 as the level of effort exceeded what was initially scoped.

Total Budget Needed: \$15,640 (\$4,245 in overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$11,395

Phase 2: Prepare the Housing Element

Task 2.1: Local Analysis to Meet the Regional Housing Needs Assessment (RHNA)

The effort to prepare the sites inventory exceeded what was initially scoped in the original contract with PlaceWorks and additional funds are needed to pay for overages from May to June 2023. Ascent performed additional work to develop a methodology, vet data, identify sites, review draft sites, and prepare the preliminary Sites Inventory chapter. These tasks include but are not limited to:

- Coordination with City staff to discuss data needs and to go through data received.
- Additional effort to distil data received from City.
- Convert data into GIS for use in the sites inventory.
- Visual scan and identification of nonvacant sites for City review. Additional meetings and coordination with City to discuss findings.
- Development of a detailed set of assumptions based on site size, zoning, and vacancy status.
- Continued coordination and refinements to the pipeline residential projects and building permit data.
- Thorough review of subdivision layer and coordination with City to refine and update data.
- Review of General Plan land use vs. zoning densities and refining maximum density assumptions.
- Prepare preliminary Sites Inventory chapter.

Additional budget is also needed to update the sites inventory to reflect land use changes in the final and adopted versions of the West Area Neighborhoods Specific Plan (WANSP) and Central Southeast Specific Plan. The City will provide Ascent with the necessary files/information in GIS and Ascent will update the sites inventory and make the necessary updates to the sites inventory chapter to reflect these changes, coordinating with the City, as needed.

Total Budget Needed: \$24,050 (\$13,720 in overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$10,330

Task 2.2: Administrative Draft Housing Element

The effort to prepare the Administrative Draft Housing Element exceeded what was initially scoped in the original contract with PlaceWorks and additional funds are needed to pay for overages. Ascent performed additional work to prepare, revise, and deliver the Administrative Draft in May and June 2023. These tasks include but are not limited to:

- Coordination with City staff on the deliverable.
- Additional refinements to the sites inventory.
- Additional time to prepare the Action Plan.
- Meetings with the City to go over the Action Plan and coordination with City on revisions.
- Preparing the analysis of the sites inventory relative to fair housing indicators.
- Additional revisions to the Fair Housing Chapter, Constraints Chapter, and Action Plan.
- Senior and Director level review of chapters.
- Revisions to the Administrative Draft and formatting the document.

Total Budget Needed: \$25,320 (all overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$0

Task 2.3: Public Review Draft Housing Element

The effort to prepare the Public Review Draft Housing Element exceeded what was initially scoped in the original contract with PlaceWorks and additional funds are needed to pay for overages. Ascent performed additional work to prepare, revise, and deliver the Public Review Draft in July 2023. These tasks include but are not limited to:

- Coordination with City Staff on the deliverable.
- Preparing the sites inventory spreadsheet for inclusion in the Public Review Draft.
- Senior and Director level review of chapters, revisions to chapters as needed.
- Revisions to the Public Review Draft, formatting document, and preparation of files for public release.
- Coordination with City on public release of the Draft Housing Element.

Total Budget Needed: \$9,290 (all overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$0

Task 2.4: HCD Review Draft Housing Element

The effort to prepare the HCD Review Draft Housing Element exceeded what was initially scoped in the original contract with PlaceWorks and additional funds are needed to pay for overages. Ascent performed additional work to address extensive public comments and to prepare, revise, and deliver the HCD Review Draft in September to November 2023. These tasks include but are not limited to:

- Review of public comments received and preparation of document to track comments and decisions.
- Additional meetings with the City to discuss public comments received and revisions.
- Tracking public comments and overall progress, assigning comments, and following up with City on revisions.
- Extensive revisions to the Fair Housing Chapter and Action Plan to address public comments and City direction.
- Additional meetings with City to discuss revisions to the Fair Housing Chapter and Action Plan
- Additional work to coordinate and make revisions to other sections of the plan including the Sites Inventory, Constraints, and Outreach Chapters.
- Revisions to the HCD Review Draft, formatting document, and preparation of files for public release and submittal to HCD.
- Coordination with City on public release of the HCD Review Draft Housing Element.

Total Budget Needed: \$17,150 (all overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$0

Task 2.5: HCD Review Process

Ascent will prepare additional revisions during the review period of the HCD Review Draft. This includes time for Ascent to work with HCD, coordinate meetings with HCD and the City, and to prepare revisions (up to the budget allotted) to address informal and formal comments from HCD. Ascent will provide the City with the documents necessary for posting revisions online, however, the City will be responsible for updating the website and posting the documents online. Ascent will communicate with HCD and submit revisions during the review period.

Total Budget Needed: \$39,950 (\$18,288 in overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$21,662

Task 2.6: Final Housing Element

Ascent will prepare a Final Housing Element that incorporates any changes to the Draft Housing Element from City staff, HCD, or public comments received. Ascent will prepare electronic copies (in MS Word and PDF) of the Final Housing Element in clean and tracked changes. Ascent will provide the City with the documents necessary for posting online, however, the City will be responsible for updating the website and posting the documents online. Ascent will mail a hard copy to HCD as part of the submittal and prepare an electronic version of the final sites inventory using the HCD-approved excel spreadsheet. Upon adoption of the Housing Element, Ascent will prepare a Final Adopted version of the Housing Element, with the date of adoption on the front cover. The budget requested here is intended to supplement Ascent's original contract with PlaceWorks, as additional time is needed to complete this task.

Total Budget Requested from City of Fresno: \$15,010

Phase 3: Public Hearings

Task 3.1: Planning Commission and City Council Hearings

Ascent will support and attend one meeting with the Planning Commission and one meeting with the City Council to present the Final Housing Element for review and authorization to submit the document to HCD for their 60-day certification review. Budget includes time to prepare a PowerPoint presentation and time to prepare for, attend, and present at both meetings. The budget requested here is meant to also cover past overages incurred in July 2023 to attend prior Planning Commission and City Council meetings and to account for additional time needed to supplement Ascent's original contract with PlaceWorks.

Total Budget Needed: \$6,625 (\$1,715 in overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$4,910

Reimbursables

Reimbursables

Reimbursable expenses exceeded what was initially scoped in the original contract with PlaceWorks and additional funds are needed to pay for overages and to be able to complete this project. Budget includes mileage, lodging, and meals to cover two in-person meetings. Additional reimbursable expenses include postage, shipping, and printing costs of two black and white copies of the Housing Element that will be mailed to HCD.

Total Budget Needed: \$1,247 (\$272 in overages to be paid using FCOG funds)

Total Budget Requested from City of Fresno: \$975

Attachment 2: Budget Request

FCOG Multijurisdictional Housing Element for the City of Fresno

		Proposed Budget Request	FCOG Funds	City of Fresno Funds	Hourly Rate:	Project Director \$245	Project Manager \$155	Planner II \$155	Planner I \$130	Admin/Accounting \$125	Word Processing III \$140	Word Processing I \$110	GIS/Graphics III \$155	GIS/Graphics I \$120
Task		Total Price			Total Hours									
Phase 1: Project Management and Coordination														
1.1	Project Management and Coordination	\$15,640	\$4,245	\$11,395	92	17	70			5	0	0	0	0
Phase 2: Prepare the Housing Element														
2.1	Local Analysis to Meet the Regional Housing Needs Assessment (RHNA)	\$24,050	\$13,720	\$10,330	149	28	42		15				30	34
2.2	Administrative Draft Housing Element	\$25,320	\$25,320		175	15	12	21	125		2			
2.3	Public Review Draft Housing Element	\$9,290	\$ 9,290		46	24	22							
2.4	HCD Review Draft Housing Element	\$17,150	\$17,150		109	13	52		24		12	3	5	
2.5	HCD Review Process	\$39,950	\$18,288	\$21,662	258	30	80		100		4	4	40	
2.5	Final Housing Element	\$15,010		\$15,010	97	12	24		40		4	1	16	
Phase 3: Public Hearings														
3.1	Planning Commission and City Council Hearings	\$6,625	\$1,715	\$4,910	33	19	6		8					
Reimbursables														
	Reimbursables	\$1,247	\$272	\$975										
TOTAL		\$154,282	\$90,000	\$64,282	959	158	308	21	312	5	22	8	91	34