



Memorandum

Date: 4/19/2022
Meeting of: City Council

File No. AM No. 22-055
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Jeff Churchill, AICP	Long Range Planning Manager
Planning and Community Development	Ian Lefcourte, AICP	Senior Planner

TITLE:

Authorization of a Contract with Community Attributes Inc. in an Amount Not-to-Exceed \$100,000 in Support of Implementing the 2021 Housing Action Plan

OVERVIEW STATEMENT:

Staff recommends that the Council authorize the Mayor to execute a professional services contract with Community Attributes Inc. in an amount not to exceed \$100,000 in support of implementing the 2021 Housing Action Plan.

The City of Redmond solicited proposals from qualified firms with expertise in real estate and affordable housing to provide professional services to support Housing Action Plan implementation. Specifically, the City seeks assistance in analyzing its Inclusionary Zoning (IZ) requirements and Multifamily Housing Property Tax Exemption (MFTE) program and drafting associated regulatory updates. The goal of this analysis is to identify potential changes to the IZ and MFTE to maximize affordable housing production.

The contract with Community Attributes Inc. will fund this project through completion in summer 2023. The contract is funded through a Washington State Department of Commerce Housing Action Plan Implementation grant.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Comprehensive Plan Housing Element: provides a framework for housing goals, policies, and actions to address housing needs that advance the City's vision.

Housing Action Plan: identifies actions to complete to pursue the City's housing goals, including updating the City's IZ and MFTE programs.

- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
Consultant assistance is required to complete this Housing Action Plan implementation action.

OUTCOMES:

Working with Community Attributes Inc. will allow the City to make progress on implementing the Housing Action Plan. Specifically, the outcomes from this item include analysis of current housing development trends, quantifying the impact of the City's current affordable housing programs on development feasibility, and gathering developer stakeholder perspectives. In addition, the consulting contract will deliver a report and draft code language to update the City's IZ and MFTE programs.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
The Washington State Department of Commerce grant requires that final billing and closeout documents be submitted by June 30, 2023.
- **Outreach Methods and Results:**
Opportunity for input through Planning Commission and Council review process.
- **Feedback Summary:**
Any feedback provided will be summarized by staff and provided to Council.

BUDGET IMPACT:

Total Cost:

\$100,000 funded through Washington State Department of Commerce grant.

Approved in current biennial budget: ☐ Yes ☒ No ☐ N/A

Budget Offer Number:

000248

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:

N/A

Funding source(s):

Washington State Department of Commerce Housing Action Plan Implementation Grant - \$100,000

Budget/Funding Constraints:

The grant requires that final billing and closeout documents must be submitted by June 30, 2023.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/5/2022	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None	N/A

Time Constraints:

The contract must be authorized for the City to begin working with the consultants.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the consultants will not have funds and thus be unable to begin the analysis to identify potential changes to the IZ and MFTE to maximize affordable housing production.

ATTACHMENTS:

Attachment A - HAPI Consulting Services Agreement, Non-Public Work
Exhibits A, B, and C - Scope, Schedule, and Budget