

**AMENDMENT NO. 1 SUPPLEMENT NO. 1**  
**To MASTER FUNDING AGREEMENT**  
**Between METROPOLITAN TRANSPORTATION COMMISSION**  
**And CITY OF PALO ALTO**  
**For UNIVERSITY AVE/ DOWNTOWN PDA PLAN**

THIS AMENDMENT, effective as of February 19, 2025 is Amendment No. 1 to Supplement No. 1 to the Master Agreement by and between the Metropolitan Transportation Commission ("MTC") and City of Palo Alto ("AGENCY"), dated February 17, 2022 ("Agreement").

NOW, THEREFORE, the parties agree to modify the subject Agreement as follows:

1. Paragraph 3 is revised to extend the term from April 30, 2025 to April 30, 2027.
2. Annex I, Project Description and Scope of Work is deleted in its entirety and replaced with Annex I, Project Description and Scope of work (as revised via Amendment No. 1)
3. Annex II, Project Budget and Schedule is deleted in its entirety and replaced with Annex II, Project Budget and Schedule (as revised via Amendment No. 1).
4. Retention of Contract Provisions. Except as provided herein, all other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the day and year first written above.

METROPOLITAN TRANSPORTATION  
COMMISSION

CITY OF PALO ALTO

Andrew B. Fremier  
Executive Director

Date

Ed Shikada  
City Manager

Date

## ANNEX I Project Description and Scope of Work

### City of Palo Alto University Ave/Downtown PDA Plan (as revised via Amendment No. 1)

#### **Project Description:**

In May 2021, MTC awarded the City of Palo Alto with a PDA Planning Grant to complete their proposed University Ave/Downtown PDA Plan. Renamed to the Downtown Housing Plan (Housing Plan), the plan will realize opportunities to add housing units to downtown Palo Alto. The area is a local activity center, a regional job center, and, due to proximity to Stanford University and global companies, an international destination.

Despite these strengths, Palo Alto faces challenges to realizing housing in the downtown.

- **Land costs are high and offices are more profitable than housing.** Creating housing near transportation hubs that is affordable in one of our highest land value areas in the city—and highest value in the nation—is an incredible challenge. The area is attractive as an employment center due to proximity to Stanford, Caltrain, and the cloud companies seek by having a Palo Alto address. These factors drive up land values in this mixed-use area and offices provide a greater return on investment than housing, leading to more office development than housing.
- **Insufficient bike and pedestrian infrastructure can lead to greater car use.** Improving bike and pedestrian mobility to and through downtown can decrease car use. Though located near the busiest Caltrain station, it can be challenging for visitors to find their way on foot to key destinations in the downtown. Likewise, the bike infrastructure does not maximize safety and comfort of cyclists. These connections are critical to building new homes without creating the need for more individual car ownership.
- **Public parking is a high value and uses significant amounts of public land.** Significant public landholdings in downtown include a series of surface parking lots and parking garages. The parking spaces support local retailers, employers, and others who park in the facilities to enjoy downtown. Figuring out how to ensure the public land provides co-benefits such as parking and housing is critical to ensuring housing does not come at the expense of economic vitality.
- **Reliance on external consumer base.** The pandemic illustrated the challenges of relying on an external work force and student population to support downtown retailers. Through increasing the downtown population, Palo Alto can build greater resiliency by decreasing reliance on out-of-towners to support local retailers.

Through a focused and thoughtful Downtown Housing Plan, the City can overcome these challenges, accentuate its strengths, and meet the changing needs of downtown stakeholders.

In concert with and building upon the City's Housing Element update process, the Downtown Housing Plan will identify the development standards, design standards, and public

infrastructure necessary to produce significant housing downtown. The Housing Plan will also help realize racial and economic equity by affirmatively furthering fair housing.

The Downtown Housing Plan will build on City initiatives underway, including:

- A. Housing Element Update, led by *Planning and Development Services*
- B. University Avenue Corridor Streetscape Design initiative led by the *Public Works Department*
- C. Sustainability and Climate Action Plan update process led by the *Office of Sustainability*
- D. Sea Level Rise Vulnerability Assessment process led by the *Public Works Department*
- E. Parking management and Vehicle Miles Traveled (VMT) studies led by the *Office of Transportation*
- F. Citywide Bicycle + Pedestrian Plan update process led by the *Office of Transportation*
- G. Housing Objective Development Standards initiative led by the *Planning and Development Services Department*
- H. Green Infrastructure policy initiative led by the *Public Works Watershed Protection group*

Housing Plan preparation requires extensive community and business outreach and participation, including facilitation of a Community Advisory Group. Housing Plan preparation also involves coordination with regional and local stakeholders, such as housing advocates, business leaders, the County, Stanford University, Caltrans, Santa Clara Valley Transportation Authority (VTA), Palo Alto Unified School District, and the Santa Clara Valley Water District.

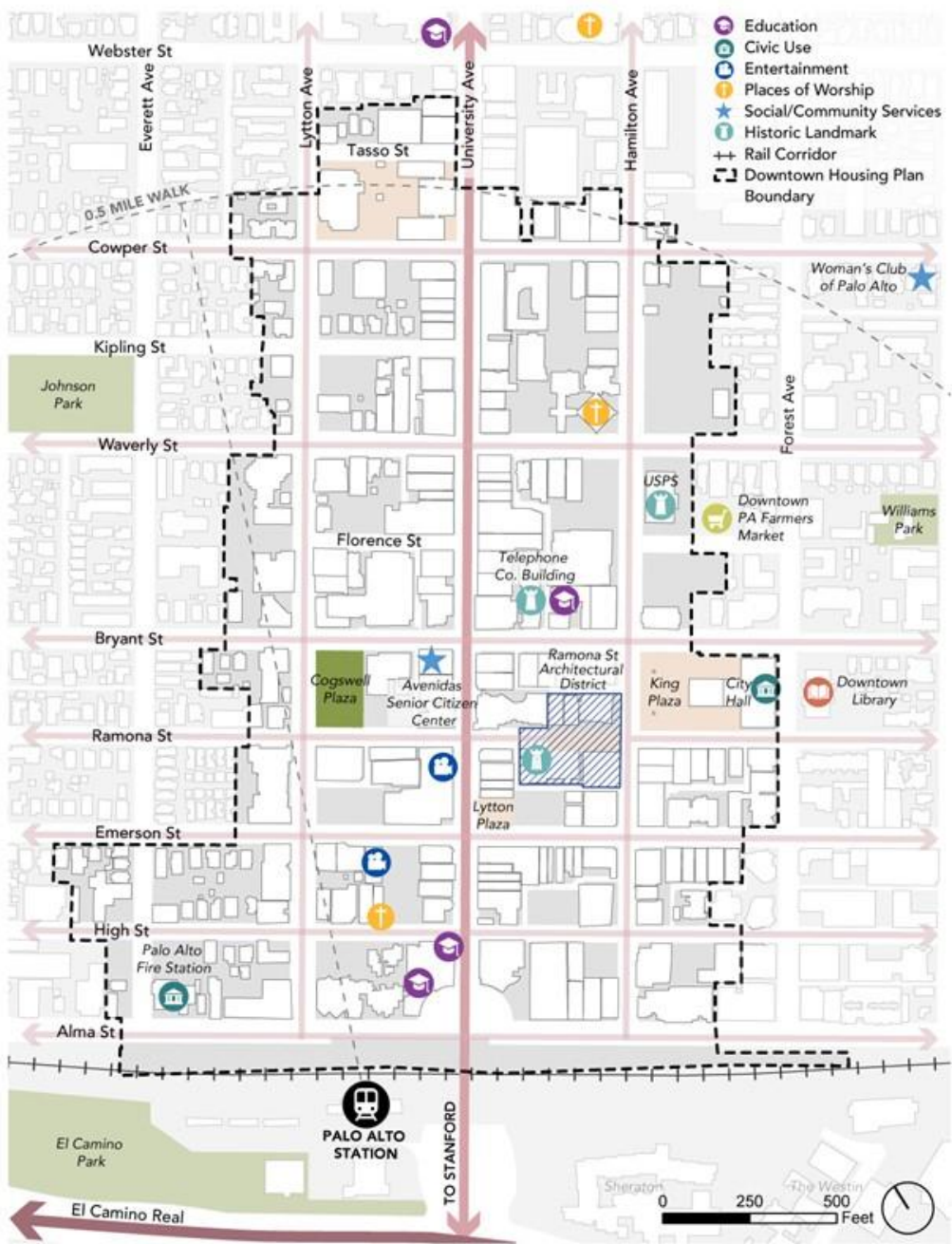
Activities and deliverables for the Housing Plan include:

- Community outreach and participation
- Basic economic and real estate modeling to understand development feasibility, opportunities, and constraints
- Fiscal impact analysis of development on City infrastructure and services
- Incorporation of state and local VMT and mobility requirements
- Incorporation of the Sustainability and Climate Action Plan goals and policies
- Inclusion of equity assessment results and affordable housing protection, preservation, and production assessment results from the Housing Element update process
- Draft and Final Housing Plan with land use designations and proposed Capital Improvement Projects
- Proposed Comprehensive Plan (General Plan) amendments and zoning updates
- A California Environmental Quality Act (CEQA) environmental document

### **Downtown Housing Plan Geographic Area:**

A sub-area of the University Avenue/Downtown Priority Development Area (PDA), the Downtown Housing Plan area will include the following as its geographic focus:

- From east of the Caltrain tracks and Alma Street east to Tasso Street,
- From Forest Avenue north to Everett Avenue, and
- City parking lots, Peninsula Corridor Joint Powers Board (Caltrain) parking lots, and public rights of way.



## **Downtown Housing Plan Scope of Work:**

### **Task 1 – Project Management and Coordination**

This task outlines the primary project management and coordination tasks necessary for the Downtown Housing Plan. These tasks will be conducted throughout the Plan preparation process.

**Task 1.1 – City Inter-Departmental Coordination**

**Task 1.2 – Project Set-up and Administration**

**Task 1.3 – Community Meeting and Public Hearing Preparation**

**Task 1.4 – Communications, Website, and Media Coordination**

**Task 1.1 Deliverable:** Memos for City Inter-Departmental Coordination

**Task 1.2 Deliverable:** Memos for Consultant Management

**Task 1.3 Deliverable:** Memos for Community Meeting and Public Hearing Preparation

**Task 1.4 Deliverable:** Memos for Communications, Website, and Media Coordination

### **Task 2 – Community Outreach and Engagement**

This task outlines the primary community outreach and engagement for the Downtown Housing Plan. These activities will be active throughout the Housing Plan preparation process.

#### **Task 2.1 - Community Outreach and Engagement Strategy Development**

This task encompasses staff/consultant preparation of the Downtown Housing Plan community outreach and engagement strategy. Throughout the Housing Plan process, it is central to gather meaningful input from a full range of stakeholders within and nearby to the planning area, including residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, and public agencies providing services in the area. This task will include laying out the specific engagement meetings, outreach channels, and methods listed in tasks 2.2 through 2.5. Equity assessment information from the Housing Element process will inform the Community Outreach and Engagement Strategy.

**Task 2.1 Deliverable:** Staff Report and Final Consultant Contract

#### **Task 2.2 - Community Advisory Group Meetings (up to 18 meetings)**

This task encompasses convening of a Community Advisory Group that will shape the Downtown Housing Plan and review draft plan materials. Staff plan to hold up-to 6 Advisory Group meetings during the planning process. Staff anticipate the City will solicit applications and the Council will select a group that is representative of residents, housing developers, local businesses, community-based organizations, service providers, and other stakeholders.

**Task 2.2 Deliverables:** Presentations, Agendas, Staff Reports or Memos for Community Advisory Group Meetings

**Task 2.3 - Technical Advisory Group Meetings (6 – 10 meetings)**

This task encompasses convening of a technical advisory group that will shape the Downtown Housing Plan. The Technical Advisory Group will provide detailed technical input throughout the Plan process and help ensure alignment between this plan and other local and regional planning efforts. The composition would include staff from key City departments, the ABAG/MTC grant manager, as well as representatives of local, county, and regional agencies, and service providers.

**Task 2.3 Deliverables:** Presentations, Agendas, Staff Reports or Memos for Technical Advisory Group Meetings

**Task 2.4 – Stakeholder Interviews, Community Surveys, and Service Workers Engagement**

Direct outreach through stakeholder interviews, community surveys, and service workers engagement to receive information for and feedback on the deliverables from Task 3.2 Key Community Assessment and Policy Development Focus Areas.

**Task 2.4 Deliverable:** Interviews

**Task 2.4 Deliverable:** Surveys

**Task 2.4 Deliverable:** Analysis and Synthesis of Interview and Survey Data

**Task 2.5 - Community Workshops, Design Charettes, Pop-ups, and Digital Engagement (at least 3 meetings)**

This task includes direct outreach through both in-person and virtual workshops, charettes, pop-ups, and other meetings to receive information for and feedback on the deliverables from Task 3.2 Key Community Assessment and Policy Development Focus Areas. Key topics will include housing, mobility, advancing racial and economic equity, design preferences, and other topics. Translation services would be provided, as well as childcare if the meetings are in person.

**Task 2.5 Deliverables:** Staff Reports, Memos and/or Presentation Materials for Community Visioning Workshops, Pop-ups, and Design Charettes.

**Task 2.6 – Downtown Housing Plan Website or Webpage**

The team will maintain a webpage or a website for the Housing Plan process to inform the public and stakeholders on progress, centralize project records, upcoming activities, and to host online engagement activities. The website or webpage will support Task 2, Task 3, and Task 4.

**Task 2.6 Deliverables:** Create and Maintain Website or Webpage with Ongoing Updates

### **Task 3 – Community Assessment and Policy Development**

This task focuses on identifying and analyzing challenges and opportunities to increase housing development downtown. As discussed in the project description, the central challenges include:

- Land costs are high, and office is more profitable than housing.
- Insufficient bike and pedestrian infrastructure can promote car use.
- Public parking is a high value and uses significant amounts of public land.
- Reliance on external consumer base.

#### **Task 3.1 – Community Assessment and Policy Development Strategy**

This task encompasses staff release of a request for proposals for Housing Plan preparation, review of proposals, and consultant selection. We would seek proposals from consultants with expertise in community engagement, housing/comprehensive planning, urban design and economic/real estate analysis. This task results in the inclusion of a refined selected consultant scope of work to complete the project and a report to inform the community of a policy development strategy to achieve the Housing Plan goals.

**Task 3.1 Deliverable:** Staff Report and Final Consultant Contract

#### **Task 3.2 – Key Community Assessment and Policy Development Focus Areas**

This task outlines the primary analysis and reports necessary for identifying and analyzing the Housing Plan area central opportunities and challenges, as well as for meeting the PDA Planning

Grant analysis requirements. These analyses will inform and become part of the chapters contained within the Housing Plan.

##### **Task 3.2.1 – Equity Analysis, Assessment, and Policy Recommendations**

This task will identify any existing inequities between people of different racial or ethnic backgrounds, genders, age groups, abilities, or sexual orientation, as well as the historic and recent factors and policies that contribute to these inequities. This task will utilize this information to develop policies to address existing inequities, as well as to inform the meetings and outreach efforts discussed in Task 2 and inform the deliverable for Task 3.2.2. This task integrates and builds upon the findings from the Housing Element update process and informs understanding of community needs around equity in the Housing Plan area. That information will include area specific information on demographics, economic opportunity and stability, housing stability, health and risk factors of residents and employees of businesses in the plan area and surrounding community.

**Task 3.2.1 Deliverable:** (1) Equity Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.2 – Responsiveness to State, Regional, and Local Legal and Regulatory Landscape for Housing Production, Preservation, and Protection Policy Recommendations**

This task involves investigating and summarizing state, regional, and the local policies used by other jurisdictions that influence the regulatory landscape for housing production, preservation, and protection.

**Task 3.2.2 Deliverable:** (1) State, Regional, and Local Legal and Regulatory Landscape Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.3 – Affordable Housing and Jobs Analysis, Assessment and Policy Recommendations**

This task identifies the composition of jobs in the Housing Plan area and evaluates the affordability of housing compared to the wages of employees in these jobs. This task quantifies housing need, establishes the housing profile for the area, (deed-restricted affordable housing, unsubsidized affordable housing, market-rate housing, informal housing and accessibility, etc.), establishes the employment/industry profile for the area, identifies the development pipeline, assesses real estate conditions and constraints, and assesses local policy conditions and constraints. This task will discuss obstacles to delivery of housing for all income levels and responsive policies. This task will be closely coordinated with the Housing Element update process that is already underway.

This task integrates and builds upon the findings from Task 3.2.2, as well as the Housing Element update process. This task informs understanding of community needs regarding housing and employment, including how to affirmatively further fair housing in the plan area. This task draws upon the information from Task 3.2.1 and identifies in greater detail the characteristics of the existing and planned housing stock in the plan area and surrounding area, as well as projected short- and long-term need.

**Task 3.2.3 Deliverable:** (1) Affordable Housing and Jobs Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.4 – Housing Development Implementation, Economic Feasibility, and Financing Analysis and Policy Recommendations**

While housing in the Downtown area is attractive, high land costs, constrained parcel sizes, competition with other land uses, and other constraints significantly influence housing yield. This task focuses on a housing development feasibility analysis to identify the development standards, incentives, and the associated remaining amount of subsidy necessary to yield more residential and mixed-use developments specifically in the Housing Plan area. This task integrates and builds upon the findings from Task 3.2.2, Task 3.2.3 and the Housing Element update



process. This task will analyze the housing opportunity sites identified in the Housing Element Update to understand what is required for housing to be realized on these sites.

The analysis will investigate publicly owned and privately owned parcels at various levels of housing affordability. The analysis will identify funding necessary to rehabilitate existing affordable units in the area, thereby preserving and protecting them. Like efforts undertaken by MTC and ABAG, the analysis will identify the funding shortfall that limits the level of affordable housing production and rehabilitation in the Housing Plan area.

This task will include recommendations for City actions to help finance affordable housing, such as consideration of publicly owned parking lots or other publicly owned parcels for housing and mixed-use projects, consideration of different types of partnerships with developers, facilitation of land assembly policies, consideration of establishing a business tax to support the Housing Trust Fund, and consideration of a bond measure.

**Task 3.2.4 Deliverable:** (1) Housing Development Implementation, Economic Feasibility, Financing Analysis, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.5 – Resilience and Climate Adaptation Analysis, Assessment and Policy Recommendations**

This task assesses the relative vulnerability of the plan area and surrounding communities to natural hazards (examples: sea level rise and flooding, seismic factors) and to environmental quality (examples: air quality, tree canopy/green space, water quality, environmental contamination). This task identifies potential investments, policies or programs to better adapt the community to these vulnerabilities and poise the community to respond to future conditions and events. This task integrates and builds upon the Sustainability and Climate Action Plan led by the Office of Sustainability and the Sea Level Rise Vulnerability Assessment led by the Public Works Department.

**Task 3.2.5 Deliverable:** (1) Resilience and Climate Adaptation Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.6 – Community Assets, Services, and Infrastructure Analysis, Assessment, and Policy Recommendations**

This task identifies the existing availability of essential services and social infrastructure (examples: health care, food and sundries, childcare and education, open space and recreation, community facilities, etc.), existing physical infrastructure (examples: energy, waste, water, electric vehicle charging, broadband, etc.), and existing community assets (examples: formal and informal gathering spaces, cultural institutions, etc.) in the plan area. This task will assess the stability of existing and identify currently missing community assets, services,

and infrastructure, as well as identify potential investments, policies or programs to support them in the Housing Plan area. This analysis will focus on the needed assets to support an increased downtown population.

**Task 3.2.6 Deliverable:** (1) Community Assets, Services, and Infrastructure Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.7 – Mobility and Interconnectivity Analysis, Assessment, and Policy**

**Recommendations** This task will assess trip patterns, the quality and relative safety of travel by active modes and for persons with disabilities, access to transit and essential services, and vehicle miles traveled for residents and employees of local businesses within and adjacent to the Housing Plan area. This task will identify potential investments, policies or programs to improve mobility and interconnectivity, as well as reduce Vehicle Miles Travelled (VMT).

This task integrates and builds upon Public Works Department and Office of Transportation efforts, including the University Avenue Corridor Street Design, Citywide Bicycle + Pedestrian Plan update, parking management, and VMT policy making.

**Task 3.2.7 Deliverable:** (1) Mobility and Interconnectivity Analysis, Assessment, and Policy Recommendation Report or Memo (2) City Council Study Session

### **Task 3.2.8 – Downtown Private Realm and Public Realm Design Guidelines, Architectural Review Findings, and Objective Standards for Housing Development Policy Recommendations**

This task evaluates the City's current Downtown Design Guidelines, Architectural Review Findings, and Objective Standards for Housing Development to assess which aspects could be updated to facilitate housing development in the Downtown Housing Plan area. Private realm considerations include design gestures that contribute to a strong sense of place, such as building massing, lighting, landscaping, and building interfaces with public realm such as streets, alleys, and open space. Considerations include building on previous efforts that maintained view corridors, activity focal points, and a human scale orientation throughout downtown. Considerations also include urban design that addresses the anticipated greater diversity of building forms, densities, height, and mixed-use development for the Housing Plan area. This effort will draw on city-wide Objective Design Standards as well as Housing Element discussions regarding form.

Led by the Office of Transportation and the Public Works Watershed Protection group, public realm considerations include a Sustainable Streets focus that identifies the key remaining steps necessary to implement vision zero policies, complete street designs, versatile use of the public right of way, and green streets

infrastructure designs within the Housing Plan area. Public realm considerations also reference innovations in parking management and curb management.

**Task 3.2.8 Deliverable:** (1) Downtown Private Realm and Public Realm Design Guidelines, Architectural Review Findings, and Objective Standards for Housing Development Policy Recommendations Report or Memo (2) City Council Study Session

#### **Task 3.2.9 – Downtown Visioning, Opportunities/Constraints, Identification of Community Best Practices and Housing Plan Approach Recommendations**

This task integrates all other subtasks and discusses the options for meeting the Housing Plan area central challenges based upon the information surfaced during this Community Assessment and Policy Development effort.

**Task 3.2.9 Deliverable:** (1) Downtown Visioning, Opportunities/Constraints, Identification of Community Best Practices and Housing Plan Approach Recommendations Report or Memo (2) City Council Study Session

### **Task 4 – Downtown Housing Plan Documents**

This overall task outlines the primary documents necessary for adoption of the Downtown Housing Plan, as well as the documents necessary to meet the PDA Planning Grant requirements.

#### **Task 4.1 – Downtown Housing Plan Preparation**

This task outlines the steps necessary to prepare the Downtown Housing Plan.

##### **Task 4.1.1 – Housing Plan Sections and Topic Outline**

This task results in the outline of the Housing Plan sections and topics. As required by the PDA Planning Grant, the outline can be organized differently, but will include at least the following topics: introduction, vision, development standards, open space, mobility, community assets and infrastructure, and implementation and financing. This report will integrate the content and deliverables from the prior tasks.

**Task 4.1.1 Deliverable:** Housing Plan Sections and Topic Outline

##### **Task 4.1.2 – Housing Plan Administrative Draft 1**

**Task 4.1.2 Deliverable:** Master Plan Administrative Draft 1

##### **Task 4.1.3 – Housing Plan Community Advisory Group and Technical Advisory**

**Group Draft 1 Task 4.1.3 Deliverable:** Housing Plan Community Advisory Group and Technical Advisory Group Draft 1

**Task 4.1.4 - Housing Plan Administrative Draft 2**

**Task 4.1.4 Deliverable:** Housing Plan Administrative Draft 2

**Task 4.1.5 - Housing Plan Public Hearing Draft 1**

**Task 4.1.5 Deliverable:** Housing Plan Public Hearing Draft 1

**Task 4.1.6 – Housing Plan Final**

**Task 4.1.6 Deliverable:** Housing Plan Public Final

**Task 4.2 – Downtown Housing Plan California Environmental Quality Act (CEQA) Environmental Document**

This task outlines the steps necessary to prepare the CEQA Environmental Document necessary for the Downtown Housing Plan. The goal of this task is to prepare the correct CEQA document that will clear projects that are consistent with the Housing Plan, avoiding the need for project-level analyses.

**Task 4.2.1 – Notice of Preparation (NOP)/Initial Study**

**Task 4.2.1 Deliverable:** Notice of Preparation (NOP)/Initial Study

**Task 4.2.2 - Identification of Appropriate CEQA Environmental Document**

This task identifies the appropriate CEQA Environmental Document, likely an Initial Study/Negative Declaration, Initial Study/Mitigated Negative Declaration, Supplemental Environmental Impact Report, or a Programmatic Environmental Impact Report.

**Task 4.2.1 Deliverable:** City Internal Memo

**Task 4.2.3 – Environmental Document Notices and Preparation**

This task outlines the steps for completing CEQA documentation for the Downtown Housing Plan.

**Task 4.2.3A – Scoping Meeting (If Applicable)**

**Task 4.2.3A Deliverable:** Staff Report, Noticing, and Scoping Meeting

**Task 4.2.3B – Administrative Draft CEQA Environmental Document**

**Task 4.2.3B Deliverable:** Administrative Draft CEQA Environmental Document

**Task 4.2.3C –Draft CEQA Environmental Document**

**Task 4.2.3C Deliverable:** Draft CEQA Environmental Document

**Task 4.2.3D – Notice of Completion (NOC)**

**Task 4.2.3D Deliverable:** Notice of Completion (NOC)

**Task 4.2.3E – Final Environmental Impact Report (FEIR)**

**(If Applicable)Task 4.2.3E Deliverable:** Final Environmental Impact Report (FEIR)

**Task 4.2.3F – Notice of Determination (NOD)**

**Task 4.2.3F Deliverable:** Notice of Determination (NOD)

**Task 4.3 – Downtown Housing Plan Adoption, CEQA Environmental Document Certification, Comprehensive Plan Amendment, and Municipal Code Update**

This task outlines the steps necessary to adopt the Downtown Housing Plan.

**Task 4.3.1 – Public Hearings (Updates and Coordination)**

This task pertains to public hearings with City Council and other boards and commissions to provide updates and coordination on the Housing Plan process. Three to five public hearings are anticipated with each body (i.e. City Council, Planning and Transportation Commission, Architectural Review Board).

**Task 4.3.1 Deliverables:** Staff Reports and associated presentations

**Task 4.3.2 – Public Hearings (Adoption)**

This task pertains to public hearings with City Council and other boards and commissions necessary to certify the CEQA Environmental Document and adopt the Housing Plan. At least four public hearings are anticipated.

**Task 4.3.2 Deliverables:** Staff Reports and associated presentations

**Task 4.3.3 – CEQA Environmental Document Certification or Adoption**

**Task 4.3.3 Deliverable:** Document Certification/Adoption Resolution

**Task 4.3.4 - Housing Plan Adoption**

**Task 4.3.4 Deliverable:** Housing Plan Adoption Resolution

**ANNEX II**  
**PROJECT BUDGET AND SCHEDULE****REIMBURSEMENT**  
(as revised via Amendment No. 1)

MTC shall reimburse AGENCY in estimated amounts by task indicated below. Budget may be reallocated between tasks in the MTC Project Manager's discretion. Payment shall be due upon acceptance by the MTC Project Manager. AGENCY shall submit an invoice identifying the project deliverable or milestone for which payment is sought no later than thirty (30) days after MTC's acceptance of such deliverable/milestone. Final invoice shall be submitted no later than 30 days after the end date of the supplement.

<b>DELIVERABLE</b>	<b>MTC REIMBURSEMENT</b>	<b>EXPECTED COMPLETION</b>
<b>Task 1 – Project Management and Coordination</b>	<b>\$100,000</b>	Ongoing. Due completion 04/30/2027
1.1 City Inter-Departmental Coordination and weekly check-in meetings <ul style="list-style-type: none"> <li>• Memos</li> </ul>		4/30/2027
1.2 Project Set-up and Administration <ul style="list-style-type: none"> <li>• Memos</li> </ul>		04/30/2024
1.3 Community Meeting and Public Hearing Preparation <ul style="list-style-type: none"> <li>• Memos</li> </ul>		04/30/2027
1.4 Communications, Website, and Media Coordination <ul style="list-style-type: none"> <li>• Memos</li> </ul>		04/30/2027
<b>Task 2 – Community Outreach and Engagement</b>	<b>\$200,000</b>	04/30/2027
2.1 Community Outreach and Engagement Strategy Development <ul style="list-style-type: none"> <li>• Staff Report and Final Consultant Contract</li> </ul>		04/30/2025
2.2 Community Advisory Group Meetings <ul style="list-style-type: none"> <li>• Presentations, Agendas, Staff Reports or Memos for Community Advisory Group Meetings</li> </ul>		08/31/2026
2.3 Technical Advisory Group Meetings		10/30/2026

<ul style="list-style-type: none"> <li>• Presentations, Agendas, Staff Reports or Memos for Technical Advisory Group Meetings</li> </ul>		
2.4 Stakeholder Interviews, Community Surveys, and Service Workers Engagement <ul style="list-style-type: none"> <li>• Interviews</li> <li>• Surveys</li> <li>• Analysis and Synthesis of Interview and Survey Data</li> </ul>		06/24/2026
2.5 Community Visioning Workshops, Design Charettes, Pop-ups, and/ or Feedback Meetings <ul style="list-style-type: none"> <li>• Staff Reports, Memos and/or Presentation Materials for Community Visioning Workshops, and Design Charettes</li> </ul>		06/24/2026
2.6 Downtown Housing Plan Website <ul style="list-style-type: none"> <li>• Create and Maintain Website or Webpage with Ongoing Updates</li> </ul>		04/30/2027
<b>Task 3 – Community Assessment and Policy Development</b>	<b>\$400,000</b>	02/25/2026
3.1 Community Assessment and Policy Development Strategy Preparation <ul style="list-style-type: none"> <li>• Staff Report and Final Consultant Contract</li> </ul>		01/08/2025
3.2 Key Community Assessment and Policy Development Focus Areas <ul style="list-style-type: none"> <li>• Equity Analysis, Assessment, and Policy Recommendation Report or Memo</li> <li>• State, Regional, and Local Legal and Regulatory Landscape Analysis, Assessment, and Policy Recommendation Report or Memo</li> <li>• Affordable Housing and Jobs Analysis, Assessment, and Policy Recommendation Report or Memo</li> <li>• Housing Development Implementation, Economic Feasibility, Financing Analysis, and Policy Recommendation Report or Memo</li> <li>• Resilience and Climate Adaptation Analysis, Assessment, and Policy Recommendation Report or Memo</li> </ul>		04/12/2025

<ul style="list-style-type: none"> <li>Community Assets, Services, and Infrastructure Analysis, Assessment, and Policy Recommendation Report or Memo</li> <li>Mobility and Interconnectivity Analysis, Assessment, and Policy Recommendation Report or Memo</li> <li>Downtown Visioning, Opportunities/Constraints, Identification of Community Best Practices and Housing Plan Approach Recommendations Report or Memo</li> <li>City Council Study Session(s)</li> </ul>		
<b>Task 4 – Downtown Housing Plan Documents</b>	<b>\$100,000</b>	<b>02/25/2027</b>
<b>4.1 Downtown Housing Plan Preparation</b> <ul style="list-style-type: none"> <li>Housing Plan Sections and Topic Outline</li> <li>Housing Plan Administrative Draft 1</li> <li>Housing Plan Community Advisory Group and Technical Advisory Group Draft 1</li> <li>Housing Plan Administrative Draft 2</li> <li>Housing Plan Public Hearing Draft 1</li> <li>Housing Plan Public Final</li> </ul>		11/26/2026
<b>4.2 California Environmental Quality Act (CEQA) Environmental Document</b> <ul style="list-style-type: none"> <li>Notice of Preparation (NOP)/Initial Study</li> <li>City Internal Memo</li> <li>Staff Report, Noticing, and Scoping Meeting</li> <li>Administrative Draft CEQA Environmental Document</li> <li>Draft CEQA Environmental Document</li> <li>Notice of Completion (NOC)</li> <li>Final Environmental Impact Report (FEIR)</li> <li>Notice of Determination (NOD)</li> </ul>		11/26/2026
<b>4.3 Housing Plan Adoption, CEQA Environmental Document Certification, Comprehensive Plan Amendment, and Municipal Code Update</b> <ul style="list-style-type: none"> <li>Public Hearing Staff Reports and associated presentations</li> </ul>		04/30/2027



<ul style="list-style-type: none"><li>• Document Certification/Adoption Resolution</li><li>• Housing Plan Adoption Resolution</li></ul>		
Total	\$800,000.00	