

Task 5: Assistance with Drafting the Inclusionary Ordinance

Based on guidance provided by City Council, EPS will assist the City in preparing an ordinance for an inclusionary housing program. The ordinance language will be informed by similar ordinances adopted in other jurisdictions, and EPS will work closely with City staff to ensure that the framework and language conform with the City's municipal code.

As part of the ordinance development, EPS will identify a set of considerations for the inclusionary housing program. Examples of program considerations include the following, without limitation:

- Percentage of units and income levels required for different types of projects
- Potential differences in requirements between product types (for example, condos vs. townhomes)
- Characteristics of affordable units relative to market-rate units
- Potential exemptions for certain project types or sizes
- Guidelines for alternative means of compliance such as in-lieu fees, off-site development, land dedication, preservation of existing units, etc.
- The phasing in of the program, such as whether projects submitted to the City by a certain date will be exempt
- The periodic updating of the fees based on market indicators or inflation metrics

EPS will discuss these options with City staff and incorporate decisions into the ordinance language. If there are any decisions that City staff would like to bring to the City Council Ad Hoc Committee reviewing the ordinance, EPS will prepare a presentation detailing those options and present it to the Ad Hoc Committee. Based on feedback from the Committee, EPS will work with the City to finalize the ordinance for presentation to the Planning Commission and the full City Council.

The budget for this task include EPS participation in up to three (3) public meetings, as well as continuing regular check-ins with City staff.

Proposed Budget

EPS estimates that the proposed task can be completed for a not-to-exceed budget of **\$28,400**. A detailed budget by staff is shown in **Table 1** below.

Table 1 Proposed Budget for Task 5 by Staff

	Economic & Planning Systems Staff		Hours by Task	Direct Expenses*	Budget by Task
Tasks	Cooper <i>Principal-in-Charge</i>	Damle <i>Analyst</i>			
<i>2026 Billing Rates</i>	\$315	\$255			
Task 5 - Assistance with Drafting Ordinance [1]	40	60	100	\$500	\$28,400
ESTIMATED TOTAL PROJECT HOURS	40	60	100		
ESTIMATED TASK BUDGET					\$28,400
*includes travel expenses and data acquisition costs					

[1] Includes participation in three (3) public meetings, including City Council Ad Hoc Committee, Planning Commission, and City Council.