

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY AUTHORIZING THE CITY MANAGER TO EXECUTE A TWO-YEAR AGREEMENT WITH TOLEMI FOR REGISTRY OF THE BELOW MARKET RATE RENTAL UNITS IN AN AMOUNT NOT TO EXCEED \$37,000, AUTHORIZE THE CITY MANAGER TO EXECUTE TWO ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED \$15,000 PER YEAR; AND FINDING APPROVAL OF THE AGREEMENT EXEMPT FROM THE CEQA PURSUANT TO SECTION 15061(B)(3)

CITY OF FOSTER CITY

WHEREAS, the Housing Element is an integral part of the Foster City General Plan that identifies the community's housing needs, states the community's goals and objectives regarding housing production, rehabilitation, preservation, and conservation to meet those needs, and defines the policies and programs; and

WHEREAS, the Housing Element Programs include the City's commitment to timeframes for implementation. The Annual Progress Report (APR) to the California Department of Housing and Community Development (HCD), due by April 1 of each year, reports on progress in implementing these Programs; and

WHEREAS, implementation of the rental registry for Below Market Rate (BMR) units demonstrates the City's commitment to Policy H-G-2-e, Rental Registry, of the Housing Element; and

WHEREAS, on May 05, 2025, the City Council adopted Ordinance No. 690 approving amendments to Chapter 17.90, Below Market Rate Inclusionary Housing Program, within Title 17, Zoning of Foster City Municipal Code, amending Section 17.90.020, "Definitions," adding new sections 17.90.130, "Just Cause Evictions" and 17.90.140, "Tenant Relocation Assistance," 17.90.150, Registry of the Below Market Rate Units, to implement Housing Element Program H-G-2-E Rental Registry; and

WHEREAS, on August 19, 2024, the City Council adopted City Resolution No. 2024-85 authorizing staff to issue a Request for Proposals (RFP) for rental registry software and professional services to administer the Rental Registry Program and subsequent to this, City staff issued an RFP with a due date for proposals/responses by September 10, 2024; and

WHEREAS, staff received four (4) responses to the RFP, including Tolemi, HdL, 3di, and Deckard Technologies; and

WHEREAS, after the City Council's direction to establish a mandate to expand the provisions of the existing BMR Compliance software for BMR units to provide additional data collection and analysis, staff reached out to the four (4) vendors to revise their proposals to include BMR rental units only; and

WHEREAS, staff reviewed the proposals for completeness, experience with developing rental registries, experience with rental registries in Bay Area cities of a similar size, ongoing support and training, initial cost, and ongoing cost; and

WHEREAS, staff selected Tolemi due to their experience developing rental registries in cities of a similar size in the Bay Area and competitive costs, their flexibility in developing a custom program for a small number of units compared to traditional rental registries and a system with BMR compliance features, and their experience with cities in the Bay Area of a similar size; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City that the proposed actions would not result in physical changes to the environment and would be exempt pursuant to CEQA Guidelines Section 15061(b)(3).

BE IT FURTHER RESOLVED, the City Council does hereby authorize the City Manager to execute a two-year Agreement with Tolemi for Registry of the Below Market Rate rental units in an amount not to exceed \$37,000.

BE IT FURTHER RESOLVED, the City Council hereby authorizes the City Manager to execute two one-year extensions, if such extensions are desired, in an amount not to exceed \$15,000 per year.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 2nd day of June 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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STACY JIMENEZ, MAYOR

ATTEST:

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PRISCILLA SCHAUS, CITY CLERK