



AGENDA REPORT

Community Development

DATE:	June 18, 2024
TO:	Mayor Martinez and Members of the City Council
FROM:	Lina Velasco, Director of Community Development Jesus Morales, Housing Manager
Subject:	San Francisco Foundation Grant for Housing Fellow
FINANCIAL IMPACT:	The funds for this contract will be covered by a \$16,600 grant provided by the San Francisco Foundation to the City's Richmond Neighborhood Stabilization Corporation to support the City in implementing its recently adopted Equitable Land Disposition Policy.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE ISSUE:	The San Francisco Foundation is providing the City's Richmond Neighborhood Stabilization Corporation a \$16,600 grant to fund a consultant to support the City in implementing its recently adopted Equitable Public Land Disposition Policy.
RECOMMENDED ACTION:	ACCEPT and APPROPRIATE \$16,600 in grant funds; AUTHORIZE the city manager to execute a grant agreement with San Francisco Foundation; and APPROVE a sole source contract with Kaitlyn Quackenbush Consulting, in an amount not to exceed \$16,600, for the term June 1, 2024, through August 31, 2024, to support the City in implementing its recently adopted Equitable Land Disposition Policy – Community Development Department (Lina Velasco/Jesus Morales 510-620-6649).

DISCUSSION:

As part of the Partnership for the Bay's Future Breakthrough Grant, Kaitlyn Quackenbush was the housing policy fellow placed with the City of Richmond from June 2022 to May 2024. In this role, Ms. Quackenbush led the process to research, design, write, conduct community engagement, and pass the Equitable Public Land Disposition policy. The fellowship ended May 31, 2024, at a time when the City was in the midst of critical implementation efforts of the policy.

The San Francisco Foundation is providing the City's Richmond Neighborhood Stabilization Corporation a \$16,600 grant to support the City in implementing its recently adopted Equitable Public Land Disposition Policy.

As a contractor, Ms. Quackenbush will continue the initial policy implementation work she has been leading for the City. City staff is seeking Council acceptance and appropriation of the \$16,600 grant funds given to the Richmond Neighborhood Stabilization Corporation; authorization for the City Manager to execute any grant agreement necessary for the grant; and approval of a sole source contract with Kaitlyn Quackenbush Consulting since the scope of work is a continuation of work she has been leading as the City's Housing Fellow. The contract would be for \$16,600 and for a term beginning June 1 to August 31, 2024.

DOCUMENTS ATTACHED:

Attachment 1 – Contract with K. Quackenbush Consulting
Attachment 2 – San Francisco Foundation Grant Approval