RECOMMENDED ACTION AND JUSTIFICATION: All counties in the State are required to adopt or update their Housing Elements of the General Plan at periodic intervals. State law requires that Mariposa County submit an update to its Housing Element by August 31, 2009 for certification by the State Department of Housing and Community Development (HCD).

The County’s need to prepare a Housing Element for State HCD certification is paramount and urgent. Without a completed Housing Element, Mariposa County will not have an up-to-date General Plan, and may not be eligible for a number of housing and stimulus grants and programs. The August 31, 2009 submittal deadline requires a professional consultant who is experienced in preparing Housing Element work products, and who can commit to getting the project done correctly in a limited time period.

A Request for Proposals was circulated and three consultants submitted proposals. J.B. Anderson Land Use Planning is recommended as the best qualified, available, and the least expensive of the three proposals. The recommended action is the approval of a Contract for Services with J.B. Anderson Land Use Planning for the preparation, completion and timely submittal of the Housing Element Update to HCD for Certification.

The following budget actions are necessary to provide funding in the appropriate account for this Professional Services Contract:

- $15,000 from #001-0249-575.04-18 to #001-0249-579.04-18
- $5,000 from #330-0511-901.04-35 project code H001 to #001-0249-579.04-18
- $1,975 from #001-0249-575.01-50 to #001-0249-579.04-18

$10,000 has already been budgeted for the Housing Element Update in the current year’s budget. An additional $15,000, originally intended for a legal services contract with Abbott and Kindermann, will be transferred to the Housing Element contract account. $5,000 will come from the Human Services Dept - Housing Development Unit’s Housing Reuse Plan account. The remaining $1,975 will be taken from Continued Salary Savings in the Planning Department.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The current Housing Element was adopted by the County and certified by HCD in 2003. When the General Plan was adopted in December 2006, the Housing Element, as approved and certified, was incorporated into the General Plan without modification.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Staff could attempt to prepare the Housing Element in-house, but based upon the current staffing and workload it would not be feasible to complete the Element within the required time frame. Furthermore, Housing Elements are specialized documents that benefit from the experience of consultants who have prepared Housing Elements and are familiar with the Certification process. The County cannot ignore the State law, as the failure to submit a Housing Element Update to HCD will result in the suspension of certain State funding, such as community development block grants.
Financial Impact? (X) Yes ( ) No  Current FY Cost: $  
Budgeted In Current FY? ( ) Y  ( ) No (X) Partially Funded  
Amount in Budget: $3,976  
Additional Funding Needed: $21,976  
Source:  
Internal Transfer  X  
Unanticipated Revenue  4/S's vote  
Transfer Between Funds  X  4/S's vote  
Contingency  4/S's vote  
( ) General ( ) Other  

CLERK'S USE ONLY:  
Res. No.:  Ord. No. ______  
Vote – Ayes: ______  Noes: ______  
Absent: ______  
Approved  
( ) Minute Order Attached  ( ) No Action Necessary  
The foregoing instrument is a correct copy of 
the original on file in this office.  
Date: ______  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: ______  
Deputy  

COUNTY ADMINISTRATIVE OFFICER:  
☑ Requested Action Recommended  
☐ No Opinion  
Comments: ______  
______________________________  
______________________________  
______________________________  
______________________________  
______________________________  
______________________________  
______________________________  
CAO: ______  

Revised Dec. 2002
## BUDGET ACTION FORM

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**Total:**

|       |        |          |             |         | 21,975   | 21,975   |

### TRANSFER BETWEEN FUNDS

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**TOTALS**

### ACTION REQUESTED:

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required) -- Amending the total amount available in the county budget, or in any one fund of the budget, or appropriation Reserve for Contingencies
- (X) Transfer by Board of Supervisors (3/5ths Vote Required) -- Moving existing appropriations from one budget to another, or between categories within a budget unit

### JUSTIFICATION:

Budget actions are necessary to provide funding in the appropriate account for a Professional Services Contractor that is needed to prepare the Housing Element for the Mariposa County General Plan.

![Signature](Signature.png) 4/03/09

**DEPT. HEAD SIGNATURE**

![Signature](Signature.png) 4/3/09

**DEPT. HEAD SIGNATURE**

![Signature](Signature.png) 4/14/09

**APPROVED BY RES. NO.** 09-175

**CLERK**

**AUDITOR'S USE ONLY**

BA #

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4/98