RESOLUTION - ACTION REQUESTED 2014-103

MEETING: March 11, 2014

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Professional Services Contract for Mandatory Housing Element Update and Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve a Contract for Professional Services with J.B. Anderson to Provide Technical Services and Assistance in the Preparation of the General Plan Housing Element Update 2014-2019; Authorize the Board of Supervisors Chair to Sign the Contract; and Approve Budget Action Transferring Funds Within the Planning Budget and Transferring Funding from the Housing Development Budget to the Planning Budget to Accommodate the Cost of the Contract ($10,000). 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 June 30, 2014, for certification by the State Department of Housing and Community Development (HCD).

Mariposa County's need to prepare a Housing Element for State HCD certification is required and urgent. Without a completed updated 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 June 30, 2014, deadline requires a professional consultant who is knowledgeable regarding Housing Element Law, experienced in preparing Housing Element work products, and who can commit to getting the project done correctly in a limited time period.

A proposal was requested from and submitted by J.B. Anderson Land Use Planning, as they prepared the last mandated Update for Mariposa County and are very familiar with the County's Housing Element. They are qualified and available to perform the needed services. They successfully worked with staff, the Commission, the Board of Supervisors and HCD to update the Housing Element in 2009/2010.

The original draft proposal submitted to the Planning Department by J.B. Anderson was modified to specify county planning staff responsibilities for many tasks in order to considerably reduce contract costs. Planning staff needs technical assistance from J.B. Anderson to successfully complete the process by the June 30, 2014, deadline. The contract is a not to exceed amount, and the project may be completed without
using all contracted funds.

The requested action is the approval of a Contract for Services with J.B. Anderson Land Use Planning for assistance in the preparation, completion and timely submittal of the Housing Element Update to HCD for Certification. A "streamlined" HCD review process may be possible.

Funding for the contract will come from the General Plan Professional Services line item ($16,000), the Planning Professional Services line item ($5,000) (originally intended for as needed legal services from Abbott and Kinderman), and from the Human Services Department Housing Development Reuse Plan budget ($5,000). The attached budget action transfers funding to the appropriate line item to accommodate the cost of the contract.

In 2009, when funds from the Housing Reuse Plan were used for the Housing Element Update contract, the Board was asked to review Section I Paragraph 2 of the plan to specify that "County may also fund those activities necessary to help achieve the goals of the County Housing Element plan."

The update process will include a public input / hearing process, and environmental review.

No additional funding from the General Fund is needed for this action.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The current Housing Element was adopted by the County and certified by HCD in 2010.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Have planning staff be completely responsible for preparing the Housing Element Update (the proposed contract has planning staff completing many of the required tasks). This alternative will require reprogramming of current planning projects, and some consultant assistance will still be necessary.

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:
Contract is for a not to exceed amount of $25,364. $20,364 is budgeted in Planning's current year's budget for professional services ($16,000 from General Plan budget and $4,364 from Planning budget originally intended for legal services with Abbott and Kinderman). $5,000 will come from the Human Services Department / Housing Development Unit's Housing Reuse Plan account. A Budget Action form is attached to fund the contract and will not have a negative impact on the General Fund.

ATTACHMENTS:
CAO RECOMMENDATION
Requested Action Recommended

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lee Stetson, Merlin Jones
AYES: Stetson, Jones, Bibby, Cann, Carrier
### BUDGET ACTION FORM

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- [x] 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 transferring appropriation from contingencies

- [ ] 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:** To update the Housing Element for State HCD Certification as required by law

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**DEPT HEAD SIGNATURE**

**APPROVED BY**

**RES NO.**

**CLERK**

**DATE**

**DEPARTMENT**

**PLANNING**

**AUDITOR'S USE ONLY**

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**CLERK**

**DATE** 3/13/14

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