



# MARIPOSA COUNTY

Planning · 209-966-5151



## **RESOLUTION - ACTION REQUESTED 2015-156**

MEETING: April 7, 2015

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Professional Services Contract for Mandatory Housing Element Update

---

### **RECOMMENDATION AND JUSTIFICATION:**

Approve a Professional Services Contract with J.B. Anderson in order to complete Technical Services and Assistance in the Preparation of the General Plan Housing Element Update 2014-2019, and Authorize the Board of Supervisors Chair to Sign the Contract.

There is sufficient money in the 2014-2015 FY budget for the work that is to be accomplished. Any remaining contract money not used by the end of the fiscal year will be budgeted in the 2015-2016 FY.

The originally contracted amount was \$25,364.00 of which \$10,825.44 was spent. This contract expired in October of 2014 and left unspent budgeted funds in the amount of \$14,538.56.

The request is to duplicate the prior contract with an expiration date of October 31, 2015 for the remaining unspent budgeted amount of \$14,538.56.

Mariposa County's need to prepare a Housing Element for State HCD certification is required and urgent. Planning staff was recently advised by the State Department of Housing and Community Development (HCD) regarding the need to complete the Housing Element as soon as possible. Staff has re-prioritized work accordingly and has committed staff to complete the Draft Element for Planning Commission review during April/May. 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.

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).

A Professional Services Agreement (PSA) with J.B. Anderson was approved by the Board of Supervisors at their March 11, 2014 meeting by Resolution #14-103.

The above contract expired October 11, 2014, because work was suspended pending the need to determine and evaluate:

- Entities historically responsible for housing program administration; and
- The manner in which future housing programs, including homeless housing, might be administered.

Suspension of work resulted in competing priorities for staff time and further delay.

**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 \$14,538.56 which is the balance remaining of the prior contract and is accounted for in FY 2014-2015 Professional Services Planning Budget. There will be no negative impact on the General Fund as this money was already allocated.**

**ATTACHMENTS:**

**2015 PSA JBA Housing Element Update (DOC)**  
**Exhibit A April 2015 Revised Housing Element Proposal JB Anderson fees corrected (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended



Mary Hodson, CAO

4/2/2015

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier