



MARIPOSA COUNTY

Planning · 209-966-5151



RESOLUTION - ACTION REQUESTED 2015-510

MEETING: October 27, 2015
TO: The Board of Supervisors
FROM: Sarah Williams, Planning Director
RE: PSA Amendment for Extension of Time

RECOMMENDATION AND JUSTIFICATION:

Approve First Amendment to the Professional Services Agreement with J. B. Anderson Land Use Planning, Inc. (Contractor) for Technical Services and Assistance on the General Plan Housing Element Update Extending the Termination Date, and Authorize the Board of Supervisors Chair to Sign the Amendment.

The current agreement will expire October 31, 2015, and the requested action is to extend this agreement to October 31, 2016. The time extension is necessary because Planning staff have had other advanced planning project priorities, commitments and deadlines, impacting progress on the project.

The Consultant's Scope of Work in the current agreement will achieve the completion of a Public Review Draft Housing Element. It is likely that additional assistance (an amended scope of work) will be proposed to the Board in the future, to ensure completion of this update within the extended agreement time period.

Required procedures following the Public Review Draft Housing Element include:

- 1) 60-day Housing and Community Development (HCD) review period,
- 2) Time to address HCD comments,
- 3) California Environmental Quality Act (CEQA) review (30-days for negative declaration),
- 4) Planning Commission and Board of Supervisors public hearings, and
- 5) HCD Review and Certification (90-days).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On March 11, 2014, by Resolution 2014-103, the Board of Supervisors entered into a Professional Services Agreement with J. B. Anderson Land Use Planning, Inc. To provide technical services and assistance in the preparation of the General Plan Housing Element Update 2014-2019. This agreement was for \$25,364.

\$20,364 of the funds for this 2014 agreement were from the Planning Department's budget and \$5,000 of the funds were provided by the Human Services Department / Housing Development Unit's Housing Reuse Plan account. This agreement expired

October 11, 2014 and left unspent budgeted funds of \$14,538.56.

On April 7, 2015, by Resolution 2015-156, the Board of Supervisors entered into a new agreement with J. B. Anderson Land Use Planning, Inc., for the same scope of work, and for the balance of the unspent amount from the prior agreement (\$14,538.56). The expiration date was October 31, 2015.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not extending this contract for the time requested will cause the Planning Department Staff to be fully responsible for the preparation, technical review and submittal of the Housing Element Update.

Failure to submit a Housing Element Update to HCD could result in the suspension of certain State funding such as community develop block grants.

FINANCIAL IMPACT:

As of the September 2015 Consultant billing, the amendment (contracted) balance is \$10,028.56. There are sufficient funds available to complete the Scope of Work, so there is no financial impact to the General Fund.

There are funds available in the Planning Department's Professional Services General Plan line to fulfill this commitment.

ATTACHMENTS:

151027 First Amendment JB Anderson, Housing Element (DOC)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 10/21/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier