



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/28/2020

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Minh Tran - County Executive Officer
Housing and Homeless Services

REPORT BY: Nancy Johnson, Housing and Community Development Program Manager - 707-299-1352

SUBJECT: Approval of a contract with the City of Napa's Housing Authority for construction management for the JADU/ADU program

RECOMMENDATION

Director of Housing and Homeless Services requests approval of and authorization for the Chair to sign an agreement with the City of Napa for a maximum of \$20,000 for the term January 28, 2020 to June 30, 2020 with annual renewal for the provision of project and construction management services for participants of the Junior Accessory Dwelling Unit/Accessory Dwelling Unit Loan Program.

EXECUTIVE SUMMARY

Today's requested action approves an agreement with the City of Napa to provide construction management services to County residents participating in the Junior Accessory Dwelling Unit/Accessory Dwelling Unit Program. A Housing Rehabilitation Specialist will assist property owners with the creation of the dwelling unit including developing a scope of work, developing a construction contract and monitoring the construction process.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Affordable Housing Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The item is discretionary in that there is no mandate to implement a

Junior Accessory/Accessory Dwelling Unit Loan Program. The County collects impact fees for affordable housing and the proposed program is one way in which the County could allocate funds to create affordable housing units for low-income individuals.

Is the general fund affected?

No

Future fiscal impact:

The proposed agreement will contain a roll-over clause for the next three years.

Consequences if not approved:

If this item is not approved, the County will have to identify and alternative contractor to provide these services.

County Strategic Plan pillar addressed:

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In September 2017, the Board of Supervisors adopted Ordinance No. 2017-007 to comply with State law and authorize the creation of Junior Accessory Dwelling Units (JADU). A JADU is defined as a type of second dwelling unit that includes the conversion of an existing bedroom into a second unit in an existing single family residence. A JADU features a door leading to the interior of the primary dwelling unit as well as a door to the exterior. A JADU must not have a full kitchen and may share bathroom facilities with principle dwelling unit. A JADU is more economical alternative to a traditional attached second dwelling unit in that JADU's benefit from cost saving measures including: exemption from utility connections, exemption from parking requirements, the required utility kitchen is less costly and because it is not a new unity, fire and other safety requirements are the same as those in the main dwelling unit. A JADU must not exceed 500 square feet.

On October 30, 2018, the Board adopted a resolution amending the guidelines for the JADU Loan program to include the conversion of existing secondary structures that can be converted to accessory dwelling units at a cost comparable to JADU units as eligible for the loan program.

Staff has an application from a resident that is looking to complete required modifications to an ADU that meets the guidelines for the JADU Loan Program, but the contract with the City of Napa for construction management has expired. The new contract will have a rollover clause and an updated cost for services of \$91.37 per hour.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi