



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 6S

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: David Morrison - Director
Planning, Building and Environmental Services

REPORT BY: Barbette Ruffino, STAFF SERVICES ANALYST II - 299-1330

SUBJECT: Contract Amendment with BAE for Housing Element Update

RECOMMENDATION

Director of Housing and Intergovernmental Affairs and Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 7708 with BAE Urban Economics increasing the amount by \$5,000 for a new maximum of \$81,940 to provide services related to updated the County's Housing Element for the 2014-2022 housing cycle.

EXECUTIVE SUMMARY

State law requires the County to update the housing chapter or "element" of its General Plan on a regular basis, and an update for the planning period 2014-2022 must be completed by January 2015. BAE has completed this process on the update and this contract modification would cover expenses related to preparing the final Housing Element documents and attending the Board of Supervisor meeting held in December 2014. This was necessary to get direction from the Board and amend the final documents per the Board of Supervisor's direction.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The PBES budget unit (General Plan subdivision) includes funding for maintenance of the General Plan. The funding derives from the general fund as well as from a 1.8% surcharge that is applied to applications processed by the department.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? Yes

Future fiscal impact: This amendment will provide the funding necessary to conclude the final preparation of the Housing Element update.

Consequences if not approved: The services of the Contractor have been provided to finalize documents and attend meetings and those services need to be paid in kind.

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

State law requires the County to update the housing chapter or "element" of its General Plan on a regular basis. This update for the planning period 2014-2022 was required to be completed by January 2015 in order to conform with State law. The County contracted with Bay Area Economics to conduct outreach and prepare the Housing Element and Housing Needs Assessment documents. In June 2014 a draft "element" was presented to the County Planning Commission for their comments. Subsequent to that the Board of Supervisors requested that they receive a presentation on the draft "element" prior to the document being presented to the state Department of Housing and Community Development. This contract amendment will cover the additional meeting with the Board of Supervisors as well as the changes to the document that were requested at that meeting.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan