



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/24/2013

Agenda Placement: 7H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director
Planning, Building and Environmental Services
REPORT BY: Hillary Gitelman, Director - 253-4805
SUBJECT: Contract Amendment with Howard Siegel for Housing Element Update

RECOMMENDATION

Director of Planning, Building & Environmental Services requests approval of an authorization for the Chairman to sign an agreement with Howard Siegel for a maximum of \$53,000 for the term September 24, 2013 through June 30, 2014, with a provision for automatic renewal, for project management services relating to the 2014-2022 housing element update.

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. County staff is seeking assistance with project management of the update, and Howard Siegel is a local planner with extensive experience working on housing issues in the County, having worked on the last housing element update.

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 County's general plan. Funding is derived from the general fund and from a 1.8% surcharge on applications processed by the department.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Retaining an experienced project manager will ensure the housing element is updated in accordance with State law and well in advance of the State's deadline.

Is the general fund affected? Yes

Future fiscal impact: The contract will renew automatically at the end of the fiscal year. While the bulk of the work included in this contract will occur before June 30, 2014, it is likely that some tasks will extend until the deadline for housing element adoption in January 2015.

Consequences if not approved: Staff will have to set aside other work to undertake the project management tasks included in this contract.

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

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan