



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/24/2013

Agenda Placement: 7R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gitelman, Hillary - Director
Planning, Building and Environmental Services
REPORT BY: Hillary Gitelman, Director - 253-4805
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 Chairman to sign Amendment No. 3 to Agreement No. 7708 with BAE Urban Economics increasing the amount by \$76,940 for a new maximum of \$236,735 to provide services related to updating 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 Urban Economics is a planning firm with extensive experience working on housing issues in the County, having worked on the last housing element update. Most recently, the firm has been under contract to the County to prepare a study of farm worker housing, and for demographic analysis needed to initiate the upcoming housing element update. This contract modification would allow the firm to continue their work on these issues, and ensure that the County's housing element is updated in conformance with State law.

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? Discretionary

Discretionary Justification: The County is required to update its housing element and routinely seeks assistance from planning consultants for this type of activity.

Is the general fund affected? Yes

Future fiscal impact: The proposed scope of work suggests that the bulk of the work to update the County's housing element will be completed by June 30, 2014. However, the contract will extend beyond this date to the State's deadline for housing element adoption in January 2015.

Consequences if not approved: Without a planning consultant, staff would need to set aside other work to accomplish the tasks included in this scope of work.

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