

**DEPARTMENT:** Planning  
Rydingsword

**BY:** Kris Schenk and James

09-175

**PHONE:** 742-1216 and 966-2000

**RECOMMENDED ACTION AND JUSTIFICATION:** All counties in the State are required to adopt or update their Housing Elements of the General Plan at periodic intervals. State law requires that Mariposa County submit an update to its Housing Element by August 31, 2009 for certification by the State Department of Housing and Community Development (HCD).

The County's need to prepare a Housing Element for State HCD certification is paramount and urgent. Without a completed Housing Element, Mariposa County will not have an up-to-date General Plan, and may not be eligible for a number of housing and stimulus grants and programs. The August 31, 2009 submittal deadline requires a professional consultant who is experienced in preparing Housing Element work products, and who can commit to getting the project done correctly in a limited time period.

A Request for Proposals was circulated and three consultants submitted proposals. J.B. Anderson Land Use Planning is recommended as the best qualified, available, and the least expensive of the three proposals. The recommended action is the approval of a Contract for Services with J.B. Anderson Land Use Planning for the preparation, completion and timely submittal of the Housing Element Update to HCD for Certification.

The following budget actions are necessary to provide funding in the appropriate account for this Professional Services Contract:

- \$15,000 from #001-0249-575.04-18 to #001-0249-579.04-18
- \$5,000 from #330-0511-901.04-35 project code H001 to #001-0249-579.04-18
- \$1,975 from #001-0249-575.01-50 to #001-0249-579.04-18

\$10,000 has already been budgeted for the Housing Element Update in the current year's budget. An additional \$15,000, originally intended for a legal services contract with Abbott and Kindermann, will be transferred to the Housing Element contract account. \$5,000 will come from the Human Services Dept - Housing Development Unit's Housing Reuse Plan account. The remaining \$1,975 will be taken from Continued Salary Savings in the Planning Department.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** The current Housing Element was adopted by the County and certified by HCD in 2003. When the General Plan was adopted in December 2006, the Housing Element, as approved and certified, was incorporated into the General Plan without modification.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Staff could attempt to prepare the Housing Element in-house, but based upon the current staffing and workload it would not be feasible to complete the Element within the required time frame. Furthermore, Housing Elements are specialized documents that benefit from the experience of consultants who have prepared Housing Elements and are familiar with the Certification process. The County cannot ignore the State law, as the failure to submit a Housing Element Update to HCD will result in the suspension of certain State funding, such as community development block grants.

Financial Impact? (X) Yes ( ) No Current FY Cost: \$  
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded

Annual Recurring Cost: \$

Amount in Budget: 21,975 10,000  
Additional Funding Needed: 21,975  
Source:  
Internal Transfer X  
Unanticipated Revenue \_\_\_\_\_ 4/5's vote  
Transfer Between Funds X 4/5's vote  
Contingency \_\_\_\_\_ 4/5's vote  
( ) General ( ) Other

List Attachments, number pages consecutively  
1. Contract for Services with J.B. Anderson Land Use Planning, including Scope of Services and Schedule  
2. Budget Action Form

**CLERK'S USE ONLY:**

Res. No.: 09-175 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: None  
mm Approved  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: [Signature]

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0249	575.40-18		Housing Element		15,000
001	0249	579.40-18		Housing Element	15,000	
330	0511	901.04-35		Housing Element		5,000
001	0249	579.04-18		Housing Element	5,000	
001	0249	575.01-50		Housing Element		1,975
001	0249	579.04-18		Housing Element	1,975	
330	0511	901.07-87			5,000	
001	0249	309.16-00			<5,000>	
			<i>Total:</i>		<i>21,975</i>	<i>21,975</i>
<b>TRANSFER BETWEEN FUNDS</b>						
330	0511	901.07-87			5,000	
001	0249	309.16-00				5,000
<b>TOTALS</b>						

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required) -- Amending the total amount available in the county budget, or in any one fund of the budget, or appropriation Reserve for Contingencies

(X) Transfer by Board of Supervisors (3/5ths Vote Required) -- Moving existing appropriations from one budget to another, or between categories within a budget unit

**JUSTIFICATION:**

Budget actions are necessary to provide funding ( in the appropriate account) for a Professional Services Contractor that is needed to prepare the Housing Element for the Mariposa County General Plan.

*Kris Scheuk*  
 DEPT. HEAD SIGNATURE 4/03/09  
DATE

*[Signature]*  
 DEPT. HEAD SIGNATURE 4-3-09  
DATE

PLANNING  
 APPROVED BY RES. NO. 09-175 CLERK [Signature] 4-14-09  
DATE

AUDITOR'S USE ONLY BA #
----------------------------

11