

DATE: October 23, 2007

TO: Mayor and City Council Members

FROM: Community Development Department

SUBJECT: RESOLUTION No. 8170
A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH J. LAURENCE MINTIER & ASSOCIATES FOR CONSULTING SERVICES FOR THE UPDATE OF THE HOUSING ELEMENT, AND APPROPRIATION OF FUNDS

BACKGROUND/ISSUE

State law requires that all cities update the Housing Elements to their General Plans every 5 years. In the last round of updates, the State determined that a six-year update period would be used for this cycle. Because the next update of the Housing Element must be completed prior to June 30, 2008, it is appropriate to begin the update of the Housing Element before the required date.

In order to accomplish the update of the Housing Element within the timeline prescribed by the State and by City Council, it was determined that the City should seek the services of a consulting firm to update the Housing Element. City staff has identified the firm of J. Laurence Mintier & Associates as being able to meet the required timeline for this project.

POLICY/RULE

In accordance with Chapter 2.36.110 of the Folsom Municipal Code, professional services costing \$40,000 or greater may be contracted by the City Council through a negotiated bid proposal. (Ord. 723 § 3 (part), 1991).

ANALYSIS

Staff has determined that the firm of J. Laurence Mintier & Associates is best capable of meeting the City's timeline for preparation of an updated Housing Element. The selected firm prepared the last update to Folsom's Housing Element as well as many such documents for other jurisdictions throughout the State. J. Laurence Mintier & Associates proposes to provide the required services in accordance with the City's standard agreement for consulting services. Staff anticipates a contract in an amount not-to-exceed \$92,000.

ENVIRONMENTAL ANALYSIS

The retention of a consultant for services is not subject to environmental analysis. At such time that an update of the Housing Element is prepared, that document will be subject to environmental review. The selected consultant will be preparing any required environmental documentation, up to and including a Negative Declaration. An amendment to the contract amount may be necessary if an Environmental Impact Report is required and the City Council wishes to have this consultant assist in that effort.

FINANCIAL ANALYSIS

The cost of the work will be paid for through the General Plan Amendment Fund (Acct. No. 225-0000-419.2400) that in FY 2008 was budgeted for \$510,000. There is currently an unencumbered balance in that fund of \$500,000. The Housing Element is one of the required elements of the General Plan, and is being updated separately from the General Plan only because of the time deadlines imposed by the State requiring that this element be updated by June 30, 2008. There is no such time constraint on the rest of the General Plan update and it will be prepared over a longer period of time.

STAFF RECOMMENDATION

The Community Development Department recommends that the City Council authorize the City Manager to execute an agreement with J. Laurence Mintier & Associates to prepare an update of the Housing Element for a not-to-exceed amount of \$92,000.

ATTACHMENTS

1. RESOLUTION No. 8170 - A resolution authorizing the City Manager to execute an agreement with J Laurence Mintier & Associates for consulting services for the update of the Housing Element, and appropriation of funds.

CITY COUNCIL ACTION

MOVE TO ADOPT RESOLUTION No. 8170 - A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH J. LAURENCE MINTIER & ASSOCIATES FOR CONSULTING SERVICES FOR THE UPDATE OF THE HOUSING ELEMENT, AND APPROPRIATION OF FUNDS

Submitted,



David Miller, AICP
Community Development Director

ATTACHMENT 1

RESOLUTION NO. 8170

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH J. LAURENCE MINTIER & ASSOCIATES FOR CONSULTING SERVICES FOR THE UPDATE OF THE HOUSING ELEMENT, AND APPROPRIATION OF FUNDS

WHEREAS, the City Council has deemed it necessary and appropriate to evaluate the housing goals, objectives and policies of the City, as set forth in the 2002 Housing Element, to ensure the effectiveness of the Housing Element in the attainment of the community's housing goals and objectives;

WHEREAS, the City of Folsom has identified the need to update its Housing Element and is in need of consulting services; and,

WHEREAS, J. Laurence Mintier & Associates, by reason of its past experience and facilities for performing these types of services, is qualified to perform the required consulting services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement in a form acceptable to the City Attorney with J. Laurence Mintier & Associates in an amount not-to-exceed \$92,000, for the update of the City's Housing Element of the General Plan.

BE IT FURTHER RESOLVED that the City Council authorizes the appropriation of \$92,000 from the General Plan Amendment Fund Balance (Fund 225) to Account Number 225.0000.419.2400, Contracts.

PASSED AND ADOPTED on this 13th day of November 2007, by the following roll-call vote:

AYES: Council Member(s)

NOES: Council Member(s)

ABSENT: Council Member(s)

ABSTAIN: Council Member(s)

Andrew J. Morin, MAYOR

ATTEST:

Christa Schmidt, CITY CLERK