



City Council Agenda Item

City Council Meeting Date: February 15, 2022

TO: Dean Albro, City Manager

FROM: Brian Halvorson, Planning Manager
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SUBJECT: Award of a Professional Services Agreement for Housing Element and Technical Updates to the 2030 General Plan; Adoption of Resolution No. 6477(22) Approving Budget Adjustments and Associated Appropriations for the Project

Recommendation:

Staff recommends the City Council take the following actions:

- 1) Award a Professional Services Agreement (Agreement) to Mintier Harnish Planning Consultants (Consultant) in the amount of \$487,461 (Attachment 1) for providing updates to the Housing Element and technical updates to the 2030 General Plan;
- 2) Authorize the City Manager to execute the Agreement; and
- 3) Adopt Resolution No. 6477(22) approving \$487,461 in appropriations to allow the required updates to the Housing Element and technical updates to the 2030 General Plan (Attachment 2).

Background:

The current General Plan Housing Element (5th Cycle, 2015-2023) was adopted by the City Council on December 15, 2015, and subsequently certified by the California Department of Housing and Community Development (HUD) on December 29, 2015. Every eight years, planning for housing needs thorough updates of the Housing Element to ensure compliance with the latest Regional Housing Needs Allocation (RHNA) and compliance with statutory housing laws. Furthermore, HUD specified in their certification correspondence in 2015 that additional updates to the City's General Plan were needed during the next Housing Update Cycle (6th Cycle, 2023-2031). Those updates will

address the Safety Element and disadvantaged communities in the General Plan as part of an Environmental Justice Element.

In addition, as part of an Ad Hoc Committee formed in 2020, the City Council directed staff to make revisions to other General Plan Elements (i.e. Land Use, Conservation/Open Space, and Economic Development). Lastly, a recently adopted Pedestrian and Bicycle Master Plan necessitates minor amendments to the Circulation Element based on changes that added new bicycle routes/facilities adopted by the City Council.

Discussion:

The update to the General Plan Housing Element requires adhering to a strict deadline from the State of February 15, 2023 (a three month grace period is allowed). Based on approved RHNA allocations by HUD, the City must accommodate a total of 2,248 housing dwelling units at various income levels (very low, low, moderate and above moderate). Although other General Plan Element updates are also proposed, the completion of those updates are not required by the February deadline but will still be completed in a timely manner and would be programmed concurrently with the Housing Element update schedule.

In October 2021, the City released a Request for Proposals. One proposal was received from Mintier Harnish as the Planning Consultant with two sub-consultants, Rincon Consultants, Inc., and DKS Associates, with a proposed scope of work and projected timeline. (See proposal in Attachment 1.) The cost to complete the Housing Element update and technical updates would be **\$487,461**. That cost assumes environmental review would be an Addendum to the City's previously certified General Plan Update Environmental Impact Report (EIR). If it is determined a new EIR is needed, an additional \$170,574 would be needed to complete an EIR. At this time, staff anticipates an EIR will not be needed.

Fiscal Impact:

To begin this important project, the City must authorize appropriations and resources. The funding to be made available for the project will be from Biennial Budget Fiscal Years (FYs) 2021-23. The project is planned to be completed by May 2023 (utilizing the allowed grace period). City staff will manage and provide project support to the Consultant as part of the existing Community Development Department budget.

Staff proposes that funding for the project be budgeted from Planning Grants awarded by HUD. These include the LEAP (Local Early Action Planning) and REAP (Regional Early Action Planning) grants that the City was awarded which total \$300,000 (\$150,000 each grant). The remaining funding of \$187,461 will be allocated to this project from General

Plan Maintenance Fees (GPMF) and from the Community Development Department – Planning division (PLN) budget (FYs 2021-23) as noted in Table 1 and Table 2 below. Additional appropriations in the amount of \$110,460 are requested to be allocated from the General Fund to the Planning Division expenditure account 110PLN-533900, Professional Services – Other.

TABLE 1 – FUNDING ALLOCATION					
FUNDING SOURCE:	LEAP Grant	REAP Grant	GPMF	PLN	Total
Funding Amount	\$150,000	\$150,000	\$32,754	\$154,707	\$487,461

TABLE 2 – PROJECT APPROPRIATIONS SUMMARY					
Increase or Budgeted	Account No.	Account Name	Budgeted	Additional Appropriations Requested	Total
Increase	110RGF-452900	REAP Grant Revenue	\$0	\$150,000	\$150,000
Increase	110RGF-452910	LEAP Grant Revenue	0	150,000	150,000
Budgeted	110-239990	Gen Plan Maint Fees	32,754	0	32,754
Budgeted	110PLN-533900	Planning – Prof. Svcs - Other	44,247	0	44,247
Increase	110PLN-533900	Planning – Prof. Svcs - Other	0	110,460	110,460
TOTAL			\$77,001	\$410,460	\$487,461

Conclusion:

Award of the project contract to Mintier Harnish Planning Consultants, authorization of the City Manager to sign the required agreement, and approval of the necessary budget appropriations will allow the Project to be completed in accordance with required housing laws.

Respectfully submitted,

Brian Halvorson, Planning Manager

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Christie Alarcon, Community Development Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

Attachments: 1) Services Agreement with Proposal from with Mintier Harnish
2) Resolution No. 6477(22)