

Agenda Report

TO: CITY COUNCIL

DATE: AUGUST 13, 2007

FROM: CITY MANAGER

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH THE PLANNING CENTER TO PROVIDE PROFESSIONAL CONSULTING SERVICES IN THE PREPARATION OF THE GENERAL PLAN HOUSING ELEMENT UPDATE (2006-2014)

RECOMMENDATION

It is recommended the City Council authorize the City Manager to execute a contract with The Planning Center, for an amount not to exceed \$100,000, for preparation of the General Plan Housing Element Update (2006-2014). It is further recommended that the City Council grant this contract an exemption from the Competitive Selection process of the Competitive Bidding and Purchasing ordinance, pursuant to Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND

The City's General Plan Housing Element, one of seven mandatory elements, is to be revised by June 30, 2008. The Housing Element Update will address housing needs in the city for the years 2006-2014, the period to be considered in the Fourth Revision under state law.

The General Plan Housing Element contains required sections that respond to specific provisions of state law, including a community profile with an analysis of needs, a review of constraints to the development of housing, a description of resources that are available for housing programs in Pasadena, and a housing plan. Public participation will inform the preparation of the new Housing Element. A summary of the proposed scope for preparation of the Housing Element Update is attached (Attachment A).

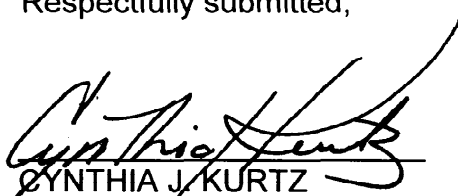
California's Department of Housing and Community Development has authority to determine whether the Housing Element complies with the requirements of state law. Among the requirements is Pasadena's strategy to address its share of regional housing need, i.e., the Regional Housing Needs Assessment ("RHNA") allocation, which was adopted by the Southern California Association of Governments Regional Council on July 12, 2007.

The Planning Center, with subcontracted responsibilities assigned to Karen Warner Associates, will prepare the Housing Element Update. The consultant team previously prepared the report for the Housing Agenda for Action (March 2007) and has a unique familiarity with Pasadena and the issues here concerning housing affordability, City programs, and public concerns. Recent research and analysis for the Housing Agenda for Action will be incorporated into the Housing Element Update, thus reducing the cost of preparing the Update. Previously, the Planning Center's project manager prepared the City's 2000-2005 Housing Element, the Consolidated Plan, and the Analysis of Impediments to Fair Housing, all when associated with another firm. The best interests of the City are served by contracting with The Planning Center and Karen Warner Associates, because the prior work on the Housing Agenda for Action and other City housing documents provides expertise not available in other consultant teams and ensures consistency in the preparation of the Housing Element Update.


FISCAL IMPACT

Funds for consultant services for preparation of the Housing Element Update were approved in the FY08 budget, 8115 -101- 444100.

Respectfully submitted,


CYNTHIA J. KURTZ
City Manager

Prepared by:


William E. Trimble
Senior Planner

Approved by:


Richard J. Bruckner
Director of Planning and Development

Attachment: Housing Element Update – Scope of Work

Housing Element Update – Scope of Work

Scope of Work

Task 1: Housing Element Preparation

- Community Profile, including Demographics, Housing Characteristics, Neighborhood Characteristics, Special Housing Needs, At-Risk Housing, and Housing Production Needs;
- Constraints Analysis, including Nongovernmental Constraints, Governmental Constraints, and Environmental and Infrastructure Constraints;
- Housing Resources, including Identifying New Construction Goals, Documenting Remaining Housing Needs with Options, Demonstrating Adequate Feasible Sites, and Financial and Administrative Resources
- Housing Plan, including existing Program Evaluation, Policy Framework, Housing Plan Development, and Implementation Plan

Task 2: Public Outreach

- Three workshops
- Commission and Council Meetings

Task 3: Draft Housing Element

- Preliminary Draft Element
- Submittal to California Department of Housing and Community Development and Response to Comments
- Preparation of Review and Final Drafts

Task 4: Project Management

Schedule

- Community Workshops – November 2007
- Public Review of Draft Housing Element, including Commissions and Council – March and April 2008
- Review by California Department of Housing and Community Development (HCD) – April through May or June 2008
- Revisions to Draft Housing Element – June 2008
- Additional Review by HCD and Adoption of Element

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:
The Planning Center

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Keith McCann
Dwayne Mears
Randal Jackson
Brian Judd
William Halligan
Karen Gulley
Richard Ramella

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Dwayne Mears
Randal Jackson

Prepared by: Kara L. Kosel *Kara L. Kosel*

Title: Billing / Contracts Administrator

Date: 8/8/2007

For office use only:

Contract/Transaction No. _____

If not a contract, type of transaction: _____

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

Karen Warner Associates

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

<u>Karen Warner (sole proprietorship)</u>

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

<u>Karen Warner</u>

Prepared by: Karen Warner

Title: Principal / Owner

Date: 8/8/07

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____
