

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: David A. Bobardt, Planning Director 

DATE: July 20, 2007 (CC Meeting of 8/1/2007)

SUBJECT: Consider a Professional Services Agreement to Prepare an Update to the City's Housing Element of the General Plan

BACKGROUND / DISCUSSION

State law requires cities in the SCAG region to complete updates to the Housing Elements of their General Plans and have them approved by the State Housing and Community Development Department (HCD) by July 1, 2008. The Housing Element requirements, unlike requirements for other General Plan elements, are very detailed, requiring specialized expertise for successful completion of an element that would achieve HCD approval. Although not specifically identified in the city's Goals and Objectives, the FY 2007-2008 budget includes \$100,000 for this task.

Community Development staff contacted firms with known specialized expertise in preparation of Housing Elements in May/June 2007. Given the number of municipalities that need to complete updates in the next year, only two firms were identified with staff available to meet the city's needs. A request for proposals was sent to these two firms on June 7, 2007. Only one proposal was received, by CONEXUS. The tasks and timeline identified in the proposal meet the needs of the City to complete the Housing Element in a manner that would satisfy State law. CONEXUS has also been retained by Camarillo, Santa Paula, and Thousand Oaks, and has solid experience in working with HCD staff. The total cost estimate from CONEXUS for completion of the Housing Element update is \$41,500, well within the budgeted amount.

STAFF RECOMMENDATION

Authorize the City Manager to negotiate and execute a Professional Services Agreement with CONEXUS for the preparation of the 2008 Housing Element update.