***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 minutes** | **Meeting Date:** | **1/18/22** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Sherry Lawson** | **Phone:** | **841-2150** |
| **Address:** | **806 S. Main Street, Yreka** |
| **Person Appearing/Title:** | **Hailey Lang, Deputy Director of Planning** |
| **Subject/Summary of Issue:** |
| Review, consider, and take action on awarding the contract for the 6th Cycle Housing Element Update project.The County was awarded a $150,000.00 grant through the State of California’s Local Early Action Planning Grants Program (LEAP) to update the County of Siskiyou’s Housing Element. The Board approved Resolution No. 20-88 on June 16, 2020 to authorize the County Administrator to apply and receive funds associated with the LEAP grant. In response to a Request for Proposals (RFP #CD 21-01), Housing Tools submitted their proposal to prepare the County of Siskiyou 2022-2030 Housing Element update to the General Plan. Due to the company’s experience, reputation, and bid amount ($120,567), Housing Tools was selected to receive the contract. The contract term for HousingTools will be January 18, 2022 through December 31, 2022. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* Funding for this agreement was budgeted during the 21/22 budget cycle and will be reimbursed by the LEAP Grant.  |
| Amount: | 120,567 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 207080 | Description: | Planning |
| Account: | 723000 |  | Description: | Prof. Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Experience, reputation, bid amount |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| 1. Approve the agreement with HousingTools2. Authorize the Board Chair to execute the agreement  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021