



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: A 22-622**

**December 13, 2022**

**Introduced:** 11/29/2022

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

### **REF220010/PROFESSIONAL SERVICES AGREEMENT FOR CASTROVILLE COMMUNITY PLAN UPDATE AND IMPACT FEE NEXUS STUDY**

- a. Approve a Professional Services Agreement with Kimley-Horn, to provide services to update the Castroville Community Plan, execute an Impact Fees Nexus Study, and prepare an environmental study for the not to exceed amount of \$533,575 and for a term December 15, 2022 to December 31, 2025; and
- b. Authorize the Contracts/Purchasing Officer of Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount by more than ten percent (10%), subject to review and approval by County Counsel.

#### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve a Professional Services Agreement with Kimley-Horn, to provide services to update the Castroville Community Plan, execute an Impact Fees Nexus Study, and prepare an environmental study for the not to exceed amount of \$533,575 and for a term December 15, 2022 to December 31, 2025; and
- b. Authorize the Contracts/Purchasing Officer of Contracts/Purchasing Supervisor to execute the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount by more than ten percent (10%), subject to review and approval by County Counsel.

#### SUMMARY/DISCUSSION:

The Professional Services Agreement (PSA) with Kimley-Horn will provide professional services for the update to the Castroville Community Plan and execution of an Impact Fees Nexus Study. The term of the PSA is December 15, 2022 to December 31, 2025 for the not to exceed amount of \$533,575.

The Castroville Community Plan (CCP) currently in effect is based on inclusion of both inland and coastal areas for development. The California Coastal Commission did not certify the existing 2007 CCP and the coastal areas no longer have a nexus to the CCP upon which to exact impact fees. Impact fees for residential development of a single-family 1,500 square foot unit are \$28,707, and \$17,434 for each 800 square feet of a multi-family unit. The impact fees have provided a barrier to affordable housing development in the Castroville community. Reducing the scope of the CCP by removing the coastal areas from the plan would catalyze a reduction in the impact fees, thus supporting removal of a barrier to housing production.

Kimley-Horn was selected for their expertise and capabilities necessary to provide these services through a competitive selection process (RFP #10824) in accordance with County policies and state laws.

Local Early Action Planning (LEAP) and SB 2 grants were allocated to the County in 2020 and 2019, respectively. Both of the grants are the source of funding of this project and each grant expires December 31, 2023, with submittal of final invoices required no later than September 30, 2023. Therefore, the timeline for this contracted work aligns with a September 30, 2023 completion date so that the County can utilize these grant funds.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed and approved the PSA as to form and legality, and fiscal provisions, respectively.

FINANCING:

The total not to exceed amount of this PSA is \$533,575. The cost of these services will be performed through the calendar year 2023. Funding for the project in the amount of \$223,575 from allocation of the SB 2 grant and \$310,000 from the Local Early Action Planning (LEAP) grant was included in the FY2022-23 Adopted Budget for HCD Unit 8545, Appropriation Unit HCD004. Any estimated remaining amounts will be budgeted in the FY2023-24 Baseline Budget for HCD Unit 8545. Future work under this PSA is contingent on additional funding. Augmentation requests for future year funding will be included in the Departments Requested Budget for FY2023-24 and FY2024-25.


BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This project supports the Board of Supervisors' Strategic Initiatives with preparation of an Impact Fee Nexus Study and revision of the Castroville Community Plan, both of which will contribute to supporting economic development by removing a barrier for potential housing developers to invest in housing production in the Castroville area. If housing construction increases, Monterey County residents could experience an improvement in housing choice and availability that would potentially reduce the burdens associated with unhealthy living conditions for those undergoing homelessness and with poorly maintained structures for low-income households.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Erik V. Lundquist, AICP, Director 

The following attachments are on file with the Clerk of the Board:

*Legistar File Number: A 22-622*

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Attachment 1 - PSA with Kimley-Horn

Attachment 2 - RFP #10824