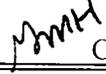




Meeting Date: 02/12/08

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Sabrina Rodriguez, Management Analyst  Agenda Item No. I-2
 Reviewed By: City Manager  City Attorney  Finance  Other (Specify) _____

DATE: January 28, 2008

TO: City Council

FROM: Matthew G. Winegar, Development Services Director 
Development Services Department

SUBJECT: Third Amendment to Consulting Services Agreement with Matrix Design Group, Inc.

RECOMMENDATION

That City Council approve and authorize the Mayor to execute the Third Amendment to Agreement (3605-05-DS) with Matrix Design Group, Inc. in the amount of \$95,164, for the completion of the City's Housing Element update for a total of \$1,207,245.

DISCUSSION

Agreement No. 3605-05-DS was originally executed on August 25, 2005 between the City of Oxnard and Matrix Design Group, Inc. for the completion of the City's 2020 General Plan update. The third amendment will add services required for the completion of the Housing Element update, a required element of the General Plan.

FINANCIAL IMPACT

The cost of the third amendment to agreement with Matrix Design Group, Inc. is \$95,164, which brings the total cost of the agreement to \$1,207,245. There are sufficient funds in account 101-4101-804-8206 for this amendment.

MGW/sbr

Attachment #1 – Third Amendment to Agreement between the City of Oxnard and Matrix Design Group, Inc.

000005

THIRD AMENDMENT TO AGREEMENT FOR CONSULTING SERVICES

This Third Amendment to Agreement, entered into in Ventura County, California on November 26, 2007, amends that certain Agreement for Consulting Services ("Agreement"), entered into by and between the City of Oxnard, a municipal corporation ("City"), and Matrix Design Group, Inc. ("Consultant"), on August 25, 2005 and amended for the first time on April 26, 2006 and the second time on September 24, 2007.

A. City and Consultant agree that the Agreement shall be amended as follows:

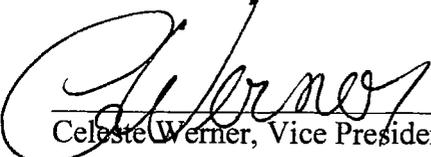
- 1. Section 1 of the Agreement, Scope of Services, is amended to include the services set forth in Exhibit A3, attached hereto and incorporated in full herein by this reference.
- 2. Subsection a of section 14 of the Agreement is amended as follows:
 - a. The figure "\$1,112,081" is replaced by the figure "\$1,207,245".
 - b. Exhibit C is supplemented by Exhibit C3, attached hereto and incorporated herein by this reference.

B. City and Consultant agree that as so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

CONSULTANT

Dr. Thomas E. Holden, Mayor



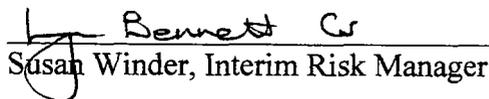
Celeste Werner, Vice President

APPROVED AS FORM:

APPROVED AS TO INSURANCE:

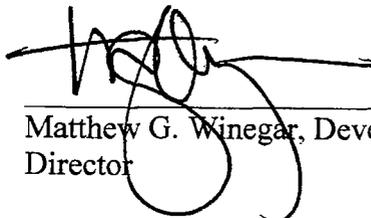
 11-27-07

Gary L. Giffig, City Attorney



Susan Winder, Interim Risk Manager

APPROVED AS TO CONTENT:



Matthew G. Winegar, Development Services
Director

ATTEST:

Daniel Martinez, City Clerk

EXHIBIT A3 SCOPE OF WORK

This scope of work describes a seven-phase process for completing the City of Oxnard's 2006-2014 Housing Element Update. The program relies on close collaboration with City Staff and the 2020 General Plan update consultants in order to prevent duplicate efforts and ensure consistency between the 2020 General Plan, as eventually updated, and the 2006-2014 Housing Element.

The Housing Element is considered a required element of the General Plan and this update process is designed to overlap and follow the 2020 General Plan Update process currently underway.

PHASE I PROJECT INITIATION

Task 1.1 Meeting with City Staff and City Council and Planning Commission study session(s).

The Consultant Team will attend an introductory technical workshop with the City Council, Planning Commission and and/or staff to review the existing Housing Element, Housing Element legal requirements, and the role of the City Council and Planning Commission in the update process. The meeting will include a review of the work program in detail, discuss information sources, and discuss Oxnard's critical housing issues based on the City's perspective. The Consultant Team and City staff will identify key community stakeholders (e.g., affordable housing organizations, development professional organizations, property owners, residential builders, and City staff) to meet with during the Update process.

Work Products:

- Revised Work Program (10 copies)
- Stakeholders List and Contacts (e-mail list)

PHASE 2 HOUSING NEEDS ASSESSMENT

Task 2.1 Housing Stock and Demographic Profile Update

The Consultant Team will use current and 2020 General Plan Update data sources (e.g., DOF and City records) to update the description of the existing housing stock in terms of composition, vacancy rates, housing age and conditions, distribution, costs, overcrowding, and special needs groups as prescribed by State housing law and judicial interpretations.

Demographic information will be based on the 1990 and 2000 Censuses, the American Community Survey, the American Housing Survey, SCAG and Department of Finance (DOF) data, and available local permit and market information.

Task 2.2 Special Needs Assessment

The Consultant Team will prepare a detailed housing needs assessment as prescribed by State housing law and Housing and Community Development (HCD) housing element guidelines. for all income groups and identify the community's special housing needs. Included in this assessment would be overcrowding; the number and type of substandard units; comparison of level of payment with ability to pay for housing; special housing needs of large households, seniors, the disabled, farmworkers, single-headed households, and families and persons in need of emergency shelter.

Task 2.3 Regional Housing Needs Assessment

The Consultant Team will review the adopted 2006-2014 Regional Housing Needs Assessment (RHNA) for the City and the SCAG needs data that were used in the RHNA model. The SCAG need data will be reconciled with Task 2.1 data.

Task 2.4 Analysis of Availability of Land and Services Update

The Consultant Team will update the existing Housing Element's description of available sites based on the 2020 General Plan Update and other relevant information. Consultant Team will update information for each site, such as site ownership, development status (e.g., developed, pending applications, vacant, underutilized), and changes in surrounding conditions (e.g., neighborhood growth, change in service availability, etc.). If this analysis reveals insufficient sites, the Consultant Team will work with City Staff to expand the inventory, providing the same information for new sites. This includes identifying sites suitable for redevelopment for residential development and/or mixed-use development. The inventory will also be expanded to ensure a balance of sufficient sites to meet HCD's needs numbers for the City of Oxnard for both affordable and market rate housing. The analysis will also identify the current and proposed zoning and General Plan designations for each site, neighborhood characteristics, residential and/or mixed-use potential, and availability of adequate public facilities and services to these sites.

**EXHIBIT A3
SCOPE OF WORK**

Task 2.5 Constraints Analysis Update

The Consultant Team will update the discussion of both governmental and non governmental constraints, such as land and development costs, site constraints, existing or planned infrastructure, land use and building code regulations, fees, level of review required for typical affordable housing projects, and length of time required to obtain development approvals. The analysis will also document local efforts to remove governmental constraints, if any, that may limit the City's abilities to meet its share of the regional housing needs.

Task 2.6 Current and Past Housing Efforts Documentation

Based on information provided by City Staff, the Consultant Team will describe current and past housing programs undertaken by any public or nonprofit agencies or private development interests in the City of Oxnard since the last Housing Element was adopted in December 2000. As appropriate, this section will describe each program and document the number of units constructed or rehabilitated and/or the number of households assisted by each. This task will also include a review and evaluation of the implementation of the existing Housing Element, as provided by City Staff. In this documentation, the reasons why some housing programs have not been implemented or have produced less than the targeted amount of affordable housing will be identified. This information will be used to formulate new and/or existing housing programs. Because this section is a detailed description of the City's actions, this information must be provided by the City. The Consultant will ensure that the level of detail and feasibility meets state housing law requirements.

Task 2.7 Identify Opportunities for Energy Conservation and Sustainable Housing

The Consultant Team will identify opportunities for energy conservation and sustainable housing development policies.

Task 2.8 Administrative Draft Background Report

Based on information gathered in Tasks 2.1 through 2.7, the Consultant Team will prepare an Administrative Draft Housing Element Background

Report and submit ten (10) bound copies as well as one electronic copy to City staff for their review.

Task 2.9 Staff Meeting

The Consultant Team will attend one (1) meeting with City Staff to discuss work completed in Tasks 2.1 to 2.8.

Work Products:

- Administrative Draft Housing Element Background Report (10 copies)

PHASE 3 ANALYSIS OF HOUSING POLICY AND PROGRAM STRATEGIES

In order to properly plan for the future and meet the requirements of State housing law, it is vital that all parties understand the ability to confidently forecast impacts of existing plans and programs. In addition to reviewing the City's existing programs, the Consultant Team will thoroughly assess the policies/programs available to the City.

Task 3.1 Inventory of Regulatory Requirements and Incentives

The Consultants will prepare an inventory of currently used and potential regulatory requirements and incentives concerning market rate and affordable housing, organized under the following headings:

- Ensuring Adequate Sites
- Supporting Affordable Housing
- Conserving and Improving Existing Housing
- Removing Government Constraints
- Promoting Equal Housing Opportunities
- Meeting Special Needs

Task 3.2 Inventory of Local, State, and Federal Housing and Financing Programs

The Consultants will prepare an inventory of currently used and potential housing techniques and programs, including local, state, and federal housing financing programs, organized under the following headings:

- First-Time Homebuyers

**EXHIBIT A3
SCOPE OF WORK**

- Rental Housing Construction
- Special Needs Groups
- Homeless Individuals and Families
- Others

Task 3.3 Administrative Draft Housing Needs and Policy and Programs Assessment

Based on information gathered in Tasks 2.1 through 2.7 and Tasks 3.1 and 3.2, the Consultant Team will prepare an Administrative Draft Housing Needs and Policy and Programs Assessment and submit ten (10) copies to City staff for their review.

Task 3.4 Local Stakeholders/Community Workshop #1

The Consultant Team and City Staff will meet with key community stakeholders (identified in Task 1.1), the Planning Commission, and/or the City Council, interested neighborhood groups, and members of the public to discuss the update process, schedule, and State housing element requirements. The Consultant Team and City Staff will gain input from the public as to the most critical housing issues facing the City. The Consultant Team will prepare and present all workshop materials and develop minutes of the workshops.

Task 3.5 Revised Administrative Draft Housing Needs and Policy and Programs Assessment

The Consultant Team will make necessary changes to the administrative draft Housing Needs and Policy and Programs Assessment based on comments received during Task 3.4. The Consultant Team will submit three (3) revised Administrative Draft Housing Needs and Policy and Programs Assessment to City Staff for their review.

Task 3.6 Staff Meeting

The Consultant Team will attend a meeting with City Staff to discuss work completed in Phase 2 and 3. This meeting will occur in association with Workshop #1.

Work Products:

- Administrative Draft Housing Needs and Policy and Programs Assessment (10 copies)

- Revised Administrative Draft Housing Needs and Policy and Programs Assessment (3 copies)

PHASE 4 DRAFT HOUSING ELEMENT

Task 4.1 Housing Goals, Policies, Programs and Quantified Objectives

Based on staff and committee review of the materials prepared in Phases 2 and 3, the Consultant Team will prepare revised goals, policies, programs, and quantified objectives in a format acceptable under State housing law and HCD housing element preparation guidelines.

Task 4.2 Implementation Plan

The Consultant Team will develop a Implementation Plan, including all components identified in the Health and Safety Code Section 65583(c).

Task 4.3 Administrative Draft Policy Document

The Consultant Team will compile work completed in Tasks 4.1 and 4.2 and prepare the Administrative Draft 2006-2014 Housing Element in a format acceptable under State housing law and HCD housing element preparation guidelines. The Consultant Team will submit ten (10) copies for City Staff review.

Task 4.4 Local Stakeholders/Community Workshop #2

The Consultant Team and City Staff will meet again with key community stakeholders (identified in Task 1.1), the Planning Commission, and/or the City Council, interested neighborhood groups, and members of the public to review the goals, policies, and implementation programs compiled in Task 4.3 and obtain input from the community. The Consultant Team will prepare and present workshop materials and also prepare minutes of the workshop.

Task 4.5 Revised Administrative Draft Policy Document

The Consultant Team will make revisions to the Administrative Draft 2006-2014 Housing Element based on comments from the local stakeholder/community workshop and City Staff. The Consultant Team will submit to the City three (3) copies of the revised. Administrative Draft 2006-2014 Housing Element Draft Housing Element

EXHIBIT A3 SCOPE OF WORK

The Consultant Team will compile the following sections of the Housing Element in a format suitable for direct inclusion in the City's 2020 General Plan documents:

Part 1: General Plan Policy Document

- Housing Goals, Policies, Programs, and Quantified Objectives

Part 2: General Plan Housing Needs Assessment

- Demographic and Employment Characteristics
- Housing and Neighborhood Characteristics
- Housing Needs
- Special Housing Needs
- Status and Evaluation of Existing Programs
- Energy Conservation and Sustainable Housing Opportunities
- Constraints to Development of Housing

The Consultant Team shall submit fifty (50) copies of the Draft Housing Element and a PDF version.

Task 4.6 Planning Commission / City Council Joint Workshop

The Consulting Team will hold a workshop with the Planning Commission and/or City Council to review the Draft Housing Element and request approval to submit the draft to HCD for review.

Work Products:

- Administrative Draft 2006-2014 Housing Element Policy Document (10 copies)
- Revised Administrative Draft 2006-2014 Housing Element (3 copies)
- Draft Housing Element (50 copies)

PHASE 5 HCD Review and Housing Element Revision

Task 5.1 Transmittal to HCD

The Consultant Team will prepare a cover memo to accompany submission of the Draft 2006-2014 Housing Element to HCD. Under State law, HCD has

up to sixty (60) days to review the Draft Housing Element.

Task 5.2 Meeting with HCD

Following submission of the Draft Housing Element, the Consultant Team and City Staff will meet with HCD housing element review staff to preview the draft and formally submit a copy for HCD review.

Task 5.3 Response to HCD Comments

Following the City's receipt of HCD's formal comments on the HCD Review Draft Housing Element, the Consultant Team will prepare a preliminary response to HCD's comments and will meet with City Staff and HCD to discuss HCD's comments and possible responses. The Consultant Team will then prepare a formal written response to HCD's comments for consideration by the Planning Commission and City Council. The Consultant Team shall submit ten (10) copies of Response to HCD Comments.

Work Products:

- Response to HCD Comments (10 copies)

PHASE 6 ENVIRONMENTAL REVIEW PROCESS

Task 6.1 Initial Study/Negative Declaration

The Consultants will prepare project description for the 2006-2014 Housing Element and compare it to the 2020 General Plan Update EIR project description to determine what portion, if any, of the Housing Element project description is not already covered by the 2020 General Plan EIR process. If it is determined during the initial study that the Housing Element will have little or no significant environmental impacts, the Consultants will prepare a negative declaration or mitigated negative declaration.

This scope of work assumes that only minimal supporting documentation for the CEQA documentation will be required, and will be based on existing, available data and environmental analysis performed for the 2020 General Plan Update. The Consultant will submit the document to the State Clearinghouse. The City is assumed to handle distribution of this document to other agencies, organizations, and interested parties. Preparation of an Environmental Impact Report (EIR), preparation of a subsequent or amended General Plan EIR, or additional technical studies are outside the scope of

EXHIBIT A3 SCOPE OF WORK

this proposal and are not included in this scope of work or associated cost estimate. It is assumed that the number of comments received will not be substantial.

The Consultant will work on the environmental analysis for the hours shown in the accompanying budget after which staff will evaluate what, if any, budget augmentation may be needed to complete the appropriate CEQA review.

Work Products:

- Administrative Draft (10 copies)
- Public Review Draft (50 copies)
- Response to Comments

PHASE 7 PUBLIC REVIEW PROCESS

Task 7.1 City Council/Planning Commission Public Hearings, Deliberations, and Adoption

The Consultants will attend a total of five (5) public hearings before the City Council or Planning Commission to present the Draft Housing Element and CEQA documentation, respond to questions, and record the recommendations of the City Council and Planning Commission. The Consultants will also provide technical assistance to City Staff at the public hearings. The Consultants will also prepare the resolution adopting the environmental documentation and final Housing Element.

Task 7.2 City Council/Planning Commission Staff Reports

The Consultants will prepare one Planning Commission staff report and two City Council staff reports during the Update process under the direction of City staff. For each, the Consultants will provide three (3) copies of the draft report, and one (1) electronic copy and one (1) reproducible copy of each of the final staff reports.

Task 7.3 Final Housing Element

The Consultant Team will revise the Draft Housing Element into a Final Housing Element based on the action of the City Council. The Consultant Team will provide twenty (20) copies as well as one (1)

electronic copy and one (1) reproducible of the Final Housing Element.

Task 7.4 Transmittal to HCD

The Consultants will prepare a memorandum summarizing the City's formal responses to HCD's comments on the Draft Housing Element and explain how the adopted Housing Element addresses HCD's concerns. This memo will be drafted as a cover letter for submission of the adopted Housing Element to HCD for final review. The Consultants will also meet with HCD staff to present the adopted Housing Element.

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ATTACHMENT 1
PAGE 4 OF 7

EXHIBIT C3 - COST ESTIMATE
Housing Element Update

	Dir.	Task Lead	Senior Planner	Planner / GIS	WP Graphics	ODC	Subtotals
	\$ 185	\$ 152	\$ 115	\$ 60	\$ 75		
Phase 1 Project Initiation							
Task 1.1 Meeting with City Staff, City Council and Planning Commission	8	12	12			500	\$ 5,184
Phase 2 Housing Needs Assessment							
Task 2.1 Housing Stock and Demographic Profile Update		4	8	24			\$ 2,968
Task 2.2 Special Needs Assessment		12	32	32			\$ 7,424
Task 2.3 Regional Fair Share Allocation Evaluation		32					\$ 4,864
Task 2.4 Analysis of Availability of Land and Services Update				48			\$ 2,880
Task 2.5 Constraints Analysis Update			16				\$ 1,840
Task 2.6 Current and Past Housing Efforts Documentation			12	32			\$ 3,300
Task 2.7 Identify Opportunities for Energy Conservation and Sustainable Housing			2	8			\$ 710
Task 2.8 Administrative Draft Background Report	12				8		\$ 2,820
Task 2.9 Staff Meeting		12				300	\$ 2,124
Phase 3 Analysis of Housing Policy and Program Strategies							
Task 3.1 Inventory of Regulatory Requirements and Incentives		4	8	20			\$ 2,728
Task 3.2 Inventory of Local, State, and Federal Housing and Financing Programs		2	2	20			\$ 1,734
Task 3.3 Administrative Draft Housing Needs Assessment		2	6	6			\$ 1,354
Task 3.4 Local Stakeholders/Community Workshop #1		12	12			500	\$ 3,704
Task 3.5 Revised Administrative Draft Housing Needs Assessment			2	10			\$ 830
Task 3.6 Staff Meeting		incl in 3.4	incl in 3.4				\$ -
Phase 4 Draft Housing Element							
Task 4.1 Housing Goals, Policies, Programs and Quantified Objectives		8	16				\$ 3,056
Task 4.2 Five-Year Implementation Plan		3	12				\$ 1,836
Task 4.3 Administrative Draft Policy Document	4	4	8		8		\$ 2,868
Task 4.4 Local Stakeholders/Community Workshop #2		12	12			400	\$ 3,604
Task 4.5 Revised Administrative Draft Policy Document		2	4		2		\$ 914
Task 4.6 Draft Housing Element		1	4		2	200	\$ 962
Task 4.7 Planning Commission / City Council Joint Workshop		12	12			500	\$ 3,704
Phase 5 HCD Review and Housing Element Revision							
Task 5.1 Transmittal to HCD		1	4	4			\$ 852
Task 5.2 Meeting with HCD		4	12			300	\$ 2,288
Task 5.3 Response to HCD Comments		4	16	12			\$ 3,168
Phase 6 Environmental Review Process							
Task 6.1 Initial Study/Negative Declaration		4	12	60	8		\$ 6,188
Phase 7 Public Review Process							
Task 7.1 City Council/Planning Commission Public Hearings, Deliberations, and Adoption		50	50		10	1,500	\$ 15,600
Task 7.2 City Council/Planning Commission Staff Reports		4	18		4		\$ 2,978
Task 7.3 Final Housing Element		4	8	4	2		\$ 1,918
Task 7.4 Transmittal to HCD		2	4				\$ 764
Project Management							
Project Management							\$ -
Hours	24	207	304	280	44		
Cost	\$ 4,440	\$ 31,464	\$ 34,960	\$ 16,800	\$ 3,300	\$ 4,200	\$ 95,164

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