



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.24

MEETING DATE: 06/10/2025

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Stephanie Reck

DEPT HEAD/DIRECTOR: Abraham Prado

SUBJECT:

RESOURCE MANAGEMENT AGENCY- A. PRADO, DIRECTOR OF PLANNING AND BUILDING

Approve Amendment No. 2 with Kimley-Horn & Associates Inc. for professional planning services to continue conducting the 2023 Housing Element 6th Cycle update as mandated by State Government Code §65580 et seq., for an increase of \$175,660.00 for an amount not to exceed \$510,649.00, extend the contract term to June 30, 2027; and authorize the Board Chair to sign it.

SBC FILE NUMBER: 790

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

Project Description:

The 2023 Update of the General Plan Housing Element is a State mandated document that provides local strategies for addressing state and local housing needs. The Housing Element is the major Local Housing Strategy Document intended to provide citizens and public officials with an understanding of the housing needs of the community. This element sets forth policies and programs aimed at attainment of defined goals. This element will serve not only as a programmatic expression of a local commitment to act but will also provide guidance for decision making in all matters related to housing.

Project History:

The current Housing Element has been a part of the County General Plan and in effect since 2014, the previous State-mandated date for Housing Element revision. The State requires each community to update its Housing Element on a periodic basis. The last County update was for the previous program period of 2014-2023. The current program period is from 2023-2031. This revision is being prepared to address the housing needs of the unincorporated area of the County. This document is partially based

on the State mandated Regional Housing Needs Allocation (RHNA) provided to the Local Council of Governments in September 2021 and subsequently divided among the local jurisdictions for inclusion in their respective the Housing Element. The updated Housing Element is required by the State to be adopted by December 31, 2023.

The Housing Element which incorporates 6th cycle RHNA, General Plan policies, and State requirements in the development of San Benito County Housing Element 2023-2031 to be completed by December 2023. In September 2021, California's Department of Housing and Community Development (HCD) issued a RHNA of 5,005 units to the San Benito COG for the 6th Cycle planning period of June 30, 2023, to December 15, 2031. Of the 5,005-unit allocation, 754 of those units were allocated for the unincorporated County. Of the 754, the following is allocated by income level: 246 very low, 198 low, 103 moderate, and 207 above moderate units.

On May 23rd, 2023, Kimley-Horn and Associates was awarded the contract to develop the County's 2023-2031 Housing Element 6th Cycle update and the state mandated Safety Element as triggered by the Housing Element update in the amount of \$334,989.00 for the term of May 23, 2023 to June 30, 2024 after Kimley-Horn & Associates were selected by staff as the least cost of three qualified consulting firms that submitted proposals, and partly on the basis that it will also be consulting with the City of Hollister for the preparation of its 6th Cycle Housing Element Update.

On May 28, 2024, Contract Amendment No. 1 was approved for a two year extension with Kimley-Horn and Associates. The contract term was extended to June 30, 2026.

On May 20, 2025, the Board of Supervisors adopted the General Plan Amendment for the 2023-2031 Housing Element 6th Cycle and initiated a secondary General Plan Land Use Element update pursuant to Housing Element Program 3-2 Residential High Rezone and General Plan Amendment.

This additional amendment provides a one-year extension through June 30, 2027, and an increase in budget not to exceed \$510,649.00, in order to continue progress with certification of the 2023-2031 Housing Element 6th Cycle Update, to conduct zoning code amendments, Land Use Element Amendment for Housing Element Program 3-2, CEQA Initial Study and Monitoring Program, and the Safety Element General Plan Amendment.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

RFP AND BID HISTORY:

RFQ - PW-2023-001: County of San Benito Housing Element Update was issued on December 30, 2022 and closed on January 27th, 2023.

On May 23rd, 2023, Kimley-Horn and Associates was awarded the contract to develop the County's 2023-2031 Housing Element 6th Cycle update and the state mandated Safety Element as triggered by the Housing Element update in the amount of \$334,989.00 for the term of May 23, 2023 to June 30, 2024 after Kimley-Horn & Associates were selected by staff as the least cost of three qualified consulting firms that submitted proposals, and partly on the basis that it will also be consulting with the City of Hollister for the preparation of its 6th Cycle Housing Element Update.

LAST CONTRACT AMOUNT OR N/A:

\$334,989.00

CONTRACT HISTORY (Describe all amendments and previous contracts):

On May 23rd, 2023, Kimley-Horn and Associates was awarded the contract to develop the County's 2023-2031 Housing Element 6th Cycle update and the state mandated Safety Element as triggered by the Housing Element update in the amount of \$334,989.00 for the term of May 23, 2023 to June 30, 2024 after Kimley-Horn & Associates were selected by staff as the least cost of three qualified consulting firms that submitted proposals, and partly on the basis that it will also be consulting with the City of Hollister for the preparation of its 6th Cycle Housing Element Update.

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STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

No

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

Yes

SBC BUDGET LINE ITEM NUMBER:

101.65.1265.1000.619.222

CURRENT FY COST:

\$77,032.81

STAFF RECOMMENDATION:

Staff recommends approving Amendment No. 2 with Kimley-Horn & Associates Inc. for professional planning services to continue conducting the 2023 Housing Element 6th Cycle update as mandated by State Government Code §65580 et seq., for an increase of \$175,660.00 for an amount not to exceed \$510,649.00, extend the contract term to June 30, 2027; and authorize the Board Chair to sign it.

ATTACHMENTS:

[Amendment #2 - Kimley Horn Contract](#)