



# MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

BRIAN C. CRAWFORD, DIRECTOR

January 27, 2009

Board of Supervisors  
County of Marin  
3501 Civic Center Drive  
San Rafael, California 94903

**SUBJECT:** Contract with Baird + Driskell Community Planning to prepare the Housing Element Update

Dear Supervisors:

**RECOMMENDATION:** 1.) Review and approve the contract with Baird + Driskell Community Planning for a total amount not to exceed \$40,194 2.) Authorize the President of the Board to execute contract.

**SUMMARY:** This contract with Baird + Driskell Community Planning is for the preparation of the Marin County Housing Element Update, a required element of the general plan by the State of California.

Key project milestones of this contract include the preparation of a housing element overview report, community workshops, preparation of a Housing Element in compliance with State law requirements, coordination with the California Department of Housing and Community Development (HCD), attendance at Planning Commission and Board of Supervisors public hearings to adopt the draft Housing Element, and the delivery of the final Housing Element.

Expected completion of the Draft Housing Element is June 2009. This contract allows for adjustments to the element through December 30, 2009.

**FISCAL IMPACT:** The contract amount for the Workbook is \$40,194. \$25,000 is available in an Administrative Designation in Fund 10000, Fund Center 4000023000, GL 9000539. The balance of \$15,194 is available in Fund 80401.

**REVIEWED BY:**

☐ Auditor Controller  
☐ County Counsel  
☐ Human Resources

☒ N/A  
☒ N/A  
☒ N/A

Respectfully Submitted,

Brian C. Crawford  
Director

Stacey Laumann  
Planner, Affordable Housing Program

Purchase Requisition Number: 10014441

Attachment: Contract (11/15/08) with Baird + Driskell Community Planning

