

675 Wildwood Avenue
Rio Dell, CA 95562
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For the Meeting of March 5, 2024

Consent Item; Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: February 21, 2024

Subject: Resolution No. 1598-2024 authoring the application for a Regional Early Action Planning (REAP) Grant for a Housing Condition Survey.

Recommendation:

That the City Council:

1. Adopt Resolution No. 1598-2024 authoring the application for a Regional Early Action Planning (REAP) Grant for a Housing Condition Survey.

Discussion:

Assembly Bill (AB) 101 established the REAP 1.0 grant program to accelerate housing production and facilitate compliance in implementing Housing Elements throughout the State. The Humboldt County Association of Governments (HCOAG) is administering the funds. Funds are allocated to each jurisdiction based on population.

The City's approved 2019 - 2027 Housing Element identifies several goals, policies, and implementation programs addressing housing production, rehabilitation, equal opportunity to housing, infrastructure needs, energy conservation, and information needs. One of the implementation programs, Program D-2, requires the City to complete a Housing Condition Survey.

The City has prepared a work program for the Housing Condition Survey.

There are approximately 1204 dwelling units in the City. The City intends to use the City's GIS intern to conduct the survey, and tabulate, analyze, and map the results. Prepare a Report of the findings and present the information to the Planning Commission and City Council. The proposed tasks include the following:

Task	Description	Hours	Costs
1	Develop an electronic survey format to be utilized by the City's Data Collection Unit.	10	\$250
2	Conduct individual surveys of each dwelling unit in the City and input information, including photos and geo-reference points in the data collection unit. 20 minutes per dwelling unit	400	\$10,000
3	Download collected data to the City GIS.	20	\$500
4	Calculate Neighborhood and Citywide average and median scores.	10	\$250
5	Prepare the final report of the Survey.	10	\$250
6	Prepare Staff Report and present findings to the Planning Commission and City Council	10	\$250
TOTAL		460	\$11,500

In addition, to the tasks and associated costs identified above, staff anticipates that the Community Development Director will spend approximately 20 hours ($\$88.02/\text{hr} = \$1,760.04$) on supervision and support. We also expect accounting costs incurred to include 10 hours ($\$72.42/\text{hr} = \724.20) for the Finance Director and 4 hours ($\$62.39/\text{hr} = \249.56) for the City Accountant. The table below identifies the staff members and their estimated hours and costs.

Staff	Hours	Burdened Hourly Rate	Costs
GIS Intern	460	\$25.00	\$11,500.00
Community Development Director	20	\$88.02	\$1,760.04
Finance Director	10	\$72.42	\$724.20
Accountant II	4	\$62.39	\$249.56
Total Cost			\$14,233.80

Based on the project and the estimated costs, the City is requesting \$14,233.80 to prepare and complete the proposed Housing Condition Survey.

Attachment 1 includes Resolution No. 1598-2024 which authorizes the application for a Regional Early Action Planning (REAP) Grant for a Housing Condition Survey and authorizes the City Manager to negotiate the contract with HCAOG.

Attachment 1: Resolution No. 1598-2024

RESOLUTION NO. 1598-2024



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AUTHORIZING THE APPLICATION FOR A REGIONAL EARLY ACTION
PLANNING (REAP) GRANT FOR A CITY HOUSING CONDITION
SURVEY.**

WHEREAS, the Humboldt County Association of Governments (HCOAG) is administering the State of California's Regional Early Action Planning (REAP) grants; and

WHEREAS, the REAP program provides grants to Councils of Governments (COGs) to collaborate on planning projects that have a broader regional impact on housing; and

WHEREAS, the REAP program is meant to help local governments reach their housing production goals (as set in the sixth cycle of the Regional Housing Needs Allocation (RHNA)); and

WHEREAS, the City's approved 2019 - 2027 Housing Element identifies several goals, policies, and implementation programs addressing housing production, rehabilitation, equal opportunity to housing, infrastructure needs, energy conservation, and information needs; and

WHEREAS, one of the implementation programs, Program D-2, requires the City to complete a Housing Condition Survey; and

WHEREAS, the completion of the City's Housing Element implementation programs is required by the State; and.

BE IT RESOLVED by the City Council of the City of Rio Dell hereby:

1. Directs staff to submit an application for a REAP Grant in the amount of \$14, 233.80 for a City-wide Housing Condition Survey; and
2. Authorize the City Manager to accept the grant award and to execute and submit all documents including, but not limited to, applications, agreements, payment requests which may be necessary.

PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on March 5, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Debra Garnes

STATE OF CALIFORNIA

City of Rio Dell

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1598-2024 adopted by the City Council of the City of Rio Dell on March 5, 2024.

Karen Dunham, City Clerk, City of Rio Dell