



Council Agenda Report

To: Mayor Grisanti and the Honorable Members of the City Council

Prepared by: Richard Mollica, Planning Director
Patricia Salazar, Development and Operations Manager

Reviewed by: Joseph Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: November 9, 2022 Meeting date: November 28, 2022

Subject: Professional Services Agreements for Contract Planning Services

RECOMMENDED ACTION: 1) Appropriate \$900,000 from the General Fund Undesignated Reserve to Account Number 101-2001-5100.00 (Planning Department - Professional Services); 2) Appropriate \$50,000 from the General Fund Undesignated Reserve to Account Number 102-3002-5100.02 (Fire Rebuilds-Planning); 3) Authorize the Mayor to execute a two-year professional services agreement with Capstone City Planning for contract planning services; 4) Authorize the Mayor to execute a two-year professional services agreement with CSG, Consultants, Inc. for contract planning services; 5) Authorize the Mayor to execute the Professional Services Agreement Amendment No. 2 to the Professional Services Agreement with California Coastal Works for contract planning services; and 6) Authorize the Mayor to execute the Professional Services Agreement Amendment No. 1 to Professional Services Agreement with Rincon Consultants, Inc.

FISCAL IMPACT: Funding for contract planners was included in the Adopted Budget for Fiscal Year 2022-2023 (FY 2022-23) in two accounts: Account No. 101-2001-5100.00 (Planning Department - Professional Services) in the amount of \$500,000 and Account No. 102-3002-5100.02 (Fire Rebuilds-Planning) in the amount of \$250,000. The total amount of funds requested to augment staffing levels is \$950,000 from the General Fund Undesignated Reserve to Account No. 101-2001-5100.00 (Planning Professional Services) and Account No. 102-3002-5100.02 (Fire-Rebuilds Planning). The projected General Fund Undesignated Reserve as of November 14, 2022, for Fiscal Year ending June 30, 2022 is \$55.16 million (Unaudited). The entire augmentation will not likely be

needed by year-end due to salary savings, but approval of the appropriation now will ensure continuity of operations.

WORK PLAN: This item was not included in the Adopted Work Plan for FY 2022-23. However, contract planners support numerous Work Plan items such as Community Rebuilding, Temporary Use Permit Ordinance, Accessory Dwelling Unit Ordinance, Short-Term Rental Hosted Ordinance, and Planning Department Operations.

DISCUSSION: The Planning Department utilizes contract planners to augment staffing levels to aid in the processing of current planning development applications and long-range planning efforts. For FY 2022-23, the City Council approved \$500,000 for Planning Professional Services, of which approximately \$310,000 was reserved for contract planners, and the remaining was earmarked for other consulting services, such as the Housing Element consultant, City Arborist, and the Citywide Wireless Mapping project. In addition, the City Council approved \$250,000 for a Woolsey Fire rebuild contract planner.

Currently, the City has agreements with Joyce Parker-Bozylinski, JLee Engineering, and Civic Solutions for contract planning services. These agreements were executed in 2021 through a Request for Proposals (RFP) for contract planning services. Moreover, as a result of staff turnover this fiscal year, two additional agreements in the amount of \$24,999 were executed by the City Manager to obtain additional contract planners from California Coastal Works and Rincon Consultants, Inc. on a short-term basis to address staffing vacancies. Lastly, the City has an agreement with 4Leaf Consultant, Inc. to provide the equivalent of 1.0 full-time contract planner to work on Woolsey Fire rebuilds. Through the current agreements the City has obtained a total of 11 consultants which provide for the equivalent of 2.5 full-time contract planners to assist with long-range planning, current planning, and fire rebuild applications.

During the process of adopting the FY 2022-23 Budget, it was anticipated that vacancies would be filled, and contract planners would be assisting staff with long-range planning projects and the backlog of planning projects due to staffing turnover. Prior to the start of the Fiscal Year, it became apparent that staff needed additional contract planners due to a high number of resignations and a limited number of qualified applicants. Staff attempted to address this by increasing utilization of its existing contracts; however, the existing firms were unable to provide a sufficient number of qualified contract planners to assist the Planning Department. As such, the Department issued an RFP for contract planning services.

On June 9, 2022, staff issued a Request for Proposals (RFP) seeking qualified firms to provide contract planning services for additional contract planners. Staff received proposals from 4Leaf, Inc., California Coastal Works, Capstone City Planning, CSG Consultants, Inc., Interwest Consulting Group, and Rincon Consultants, Inc.

Based on the response to the RFP, interview, and qualifications, staff recommends the Mayor execute professional services agreements with Capstone City Planning, CSG Consultants, Inc., and execute amendments to professional services agreements with California Coastal Works and Rincon Consultants, Inc.

At the time this report was prepared, the Planning Department has five planner vacancies, with the most recent resignation from a full-time staff member that exclusively processed Woolsey Fire rebuild applications. Additional funding is requested to compensate for these vacancies and to address the backlog of applications while staff continues to recruit full-time staff members. With the new agreements and amendments to existing agreements, the consultants will total 13 contract planners which provide for the equivalent of 5.0 full-time contract planners.

Approval of the appropriation will provide the funding pathway for continued operations. There will ultimately be salary savings that will reduce the actual use of the reserve funds, but it is not yet clear what the projected net financial impact will be. Only the necessary funds will be expended.

Legislative Process

Pursuant to City Council Policy #44, appropriations from the General Fund in amounts of \$10,000 or more must be reviewed by the Administration and Finance Subcommittee prior to being presented to and approved by the City Council. As the total funds required to enter into these agreements exceeded \$10,000, staff presented the request to the Administration and Finance Subcommittee on November 8. At the conclusion of its meeting, the Subcommittee recommended that the Council appropriate these funds.

Tracking Progress

As presented to the City Council as part of the FY 2022-23 Budget hearings, this effort to augment staffing levels aligns with the Planning Department's goal to improve overall operations and processing of applications. Improvements to the application submittal process have been made and met with a positive response from the building professional community. To further advance the Department's goals, the City issued an RFP for a Comprehensive Development Services Review to further to assess all aspects of the City's building processes including organization culture, resource needs, technology requirements, regulations and process documentation. Also, the City has issued an RFP for an integrated land use management, permitting, and code compliance/case management system. Combined with newly implemented improvement measures, comprehensive Development Services review, and technology upgrades, the additional contract planners will assist the Department in improving its current and long-range planning processing times.

In order to ensure that the additional funds are being utilized to improve the planning permitting process, staff has created baseline metrics to review the efficacy of utilizing contract planners as a stop gap measure until the Department is fully staffed. Due to a shortage of full-time staff members, the Department is unable to review applications in a timely manner. As such, staff is recommending metrics that pertain to: Initial Response, Second Response, Solar Permits, Outdoor Lighting Reviews, Over-the-Counter Applications, Administrative Plan Reviews, and De-Minimis Waivers for Onsite Wastewater Treatment Systems. Staff will be posting these metrics online and will report back to the City Council on the Department's progress at the mid-year budget hearing.

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Furthermore, the Planning Department employs a training program to ensure that contract planners are fully versed in the City's Vision and Mission and Department's protocols. The contract planners will be introduced to the General Plan, Zoning Ordinance, Local Coastal Program, Planning Director Interpretations and Policies Manual, and other regulatory and policy documents. The contract planner will be assigned to teams which are led by a Senior Planning staff member. The contract planners review assigned planning applications with a Senior Planner staff member as well as with the Department's weekly Quality Assurance Committee. Application conformance reviews are based on conformance worksheets that are utilized by all Planners. Lastly, the Senior Planner staff member quality checks the contract planners' incomplete letters and staff reports to ensure consistency with the Department's protocols.

CONCLUSION: Staff recommends the City Council appropriate \$950,000 from the General Fund Undesignated Reserve to fund agreements for contract planners to augment Planning Department staffing and approve the agreements as recommended.

ATTACHMENTS:

1. Professional Services Agreement with Capstone City Planning
2. Professional Services Agreement with CSG Consultants, Inc.
3. Amendment No. 2 to Professional Services Agreement with California Coastal Works
4. Amendment No. 1 to Professional Services Agreement with Rincon Consultants, Inc.
5. Responses to RFP
6. Planning Department Consultant Budget

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of November 28, 2022, by and between the City of Malibu (hereinafter referred to as the "City"), and Capstone City Planning (hereinafter referred to as "Consultant").

The City and the Consultant agree as follows:

RECITALS

- A. The City does not have the personnel able and/or available to perform the services required under this Agreement.
- B. The City desires to contract out for consulting services for certain projects relating to contract planning services.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, the City and the Consultant agree as follows:

1.0 SCOPE OF THE CONSULTANT’S SERVICES. The Consultant agrees to provide the services and perform the tasks set forth in the Scope of Work, attached to and made part of this Agreement, except that, to the extent that any provision in Exhibit A conflicts with this Agreement, the provisions of this Agreement govern. The Scope of Work may be amended from time to time by way of a written directive from the City.

2.0 TERM OF AGREEMENT. This Agreement will become effective on November 28, 2022, and will remain in effect for a period of two years from said date unless otherwise expressly extended and agreed to by both parties or terminated by either party as provided herein.

3.0 CITY AGENT. The City Manager, or his or her designee, for the purposes of this Agreement, is the agent for the City; whenever approval or authorization is required, Consultant understands that the City Manager, or his or her designee, has the authority to provide that approval or authorization.

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance for a total amount not to exceed \$200,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or his or her designee.

4.1 The Consultant shall submit to the City, by no later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. The City shall pay the Consultant all uncontested amounts set forth in the Consultant's bill within 30 days after it is received.

5.0 CONFLICT OF INTEREST. The Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by the Consultant under this Agreement. The Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it.

5.1 The Consultant represents that no City employee or official has a material financial interest in the Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, the Consultant shall not offer, encourage or accept any financial interest in the Consultant's business by any City employee or official.

5.2 If a portion of the Consultant's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an agreement with a developer of any land within the City or with a City franchisee, the Consultant warrants that it has not performed any work for such developer/franchisee within the last 12 months, and shall not negotiate, offer or accept any contract or request to perform services for that identified developer/franchisee during the term of this Agreement.

6.0 GENERAL TERMS AND CONDITIONS.

6.1 Termination. Either the City Manager or the Consultant may terminate this Agreement, without cause, by giving the other party ten (10) days written notice of such termination and the effective date thereof.

6.1.1 In the event of such termination, all finished or unfinished documents, reports, photographs, films, charts, data, studies, surveys, drawings, models, maps, or other documentation prepared by or in the possession of the Consultant under this Agreement shall be returned to the City. If the City terminates this Agreement without cause, the Consultant shall prepare and shall be entitled to receive compensation pursuant to a close-out bill for services rendered and fees incurred pursuant to this Agreement through the notice of termination. If the Consultant terminates this Agreement without cause, the Consultant shall be paid only for those services completed in a manner satisfactory to the City.

6.1.2 If the Consultant or the City fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant or the City violate any of the covenants, agreements, or stipulations of this Agreement, the Consultant or the City shall have the right to terminate this Agreement by giving written notice to the other party of such termination and specifying the effective date of such termination. The Consultant shall be entitled to receive compensation in accordance with the terms of this Agreement for any work satisfactorily completed hereunder. Notwithstanding the foregoing, the Consultants shall not be relieved of liability for damage sustained by virtue of any breach of this Agreement and any payments due under this Agreement may be withheld to off-set anticipated damages.

6.2 Non-Assignability. The Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of the City.

6.3 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the Federal, State, County and City governments.

6.4 Insurance. The Consultant shall submit to the City certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

(a) Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees.

(b) Comprehensive general and automobile liability insurance protecting the Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000. Each such policy of insurance shall:

1) Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.

2) Name and list as additional insured the City, its officers and employees.

3) Specify its acts as primary insurance.

4) Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled nor materially changed except upon thirty (30) days prior written notice to the City of such cancellation or material change."

5) Cover the operations of the Consultant pursuant to the terms of this Agreement.

6.5 Indemnification. Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without

limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

6.6 Compliance with Applicable Law. The Consultant and the City shall comply with all applicable laws, ordinances and codes of the federal, state, county and city governments, including, without limitation, Malibu Municipal Code Chapter 5.36 Minimum Wage.

6.7 Independent Contractor. This Agreement is by and between the City and the Consultant and is not intended, and shall not be construed, to create the relationship of agency, servant, employee, partnership, joint venture or association, as between the City and the Consultant.

6.7.1. The Consultant shall be an independent contractor, and shall have no power to incur any debt or obligation for or on behalf of the City. Neither the City nor any of its officers or employees shall have any control over the conduct of the Consultant, or any of the Consultant's employees, except as herein set forth, and the Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of the City, it being distinctly understood that the Consultant is and shall at all times remain to the City a wholly independent contractor and the Consultant's obligations to the City are solely such as are prescribed by this Agreement.

6.8 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

6.9 Legal Construction.

(a) This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California.

(b) This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

(c) The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

(d) Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.10 Counterparts. This Agreement may be executed in counterparts and as so executed shall constitute an agreement which shall be binding upon all parties hereto.

6.11 Final Payment Acceptance Constitutes Release. The acceptance by the Consultant of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to the Consultant for anything done, furnished or relating to the Consultant's work or services. Acceptance of payment shall be any negotiation of the City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of the Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

6.12 Corrections. In addition to the above indemnification obligations, the Consultant shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Consultant.

6.13 Files. All files of the Consultant pertaining to the City shall be and remain the property of the City. The Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.14 Waiver; Remedies Cumulative. Failure by a party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

6.15 Mitigation of Damages. In all such situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

6.16 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

6.17 Attorneys' Fees. The parties hereto acknowledge and agree that each will bear his/her or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

6.18 Entire Agreement. This Agreement constitutes the whole agreement between the City and the Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any changes or modifications to this Agreement must be made in writing appropriately executed by both the City and the Consultant.

6.19 Notices. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

CITY:	Steve McClary City Manager City of Malibu 23825 Stuart Ranch Road Malibu, CA 90265-4861 TEL (310) 456-2489 x 226 FAX (310) 456-2760	CONSULTANT:	Allison Cook Owner/Principal Capstone City Planning 253 Camino Toluca Camarillo, CA 93010 TEL: (805) 415-1991 EMAIL: Capstonecityplan@gmail.com
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6.20 Warranty of Authorized Signatories and Acceptance of Facsimile or Electronic Signatures. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

7.0 GENERAL TERMS AND CONDITIONS. (City and Consultant initials required at EITHER 7.1 or 7.2)

7.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make

one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City’s Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City’s Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant’s disclosure obligations in accordance with the City’s Conflict of Interest Code.

City Initials _____
Consultant Initials _____

7.2 Disclosure not Required. By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a “consultant” for the purpose of the California Political Reform Act because Consultant’s duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City’s Conflict of Interest Code.

City Initials AC
Consultant Initials _____

This Agreement is executed on _____, at Malibu, California, and effective as of November 28, 2022.

CITY OF MALIBU:

ATTEST:

PAUL GRISANTI, Mayor

KELSEY PETTIJOHN, City Clerk
(seal)

CONSULTANT:
Allison Cook

By: Allison Cook, AICP
CAPSTONE CITY PLANNING

APPROVED AS TO FORM
THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY’S OFFICE

TREVOR RUSIN, Interim City Attorney

EXHIBIT A

SECTION 1 - SCOPE OF WORK

PART A – LONG RANGE PLANNING SERVICES

The Consultant will provide advanced level planning services such as project management, ordinance development, policy development, environmental review and other related tasks. The scope of services shall include the following but are not limited to:

- General project management including establishing project tasks, schedule, and expectations
- Processing of City Zoning Ordinances and General Plan Amendments including the preparation of staff reports, resolutions, and ordinances
- Processing of Local Coastal Program Amendments including the preparation of staff reports, resolutions, ordinances, and complete the California Coastal Commission (CCC) certification process including amendment submittal, serve as the liaison with the CCC staff, attend hearings, and preparation of final documents to process CCC suggested modifications
- Coordinate with outside agencies and City Departments as required to process projects
- Review projects for compliance with California Environmental Quality Act (CEQA)
- Deliverables may include: Planning Commission, City Council, Zoning Ordinances Revisions and Code Enforcement City Council Subcommittee, Environmental Review Board (ERB) staff reports, resolutions, ordinances, presentations, public hearing notices, and other meeting materials as required

PART B – CURRENT PLANNING SERVICES

The selected consultant shall perform professional municipal planning case management services at the Senior Planner level for applicant-initiated applications as assigned by the Planning Department to include the following services: conformance reviews, discretionary case processing, project management, staff report preparation, CEQA documentation, review of conditions of approval, and attendance at required meetings for the Environmental Review Board (ERB), Planning Commission, and City Council. As part of this work, the selected consultant shall:

- Demonstrate expertise in municipal planning case management.
- Review applications for complex residential and commercial development; evaluate alternatives and conformance with the City's General Plan, Municipal Code, Local Coastal Program, and State laws; and prepare recommendations for action by City staff, elected or appointed officials.
- Process coastal development permits, administrative plan reviews, site plan reviews, minor modifications, variances, conditional use permits, subdivisions, parcel maps, and other entitlements as assigned.
- Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications and codes; explain codes, requirements and procedures, and evaluates alternatives.
- Coordinate with outside agencies and City departments involved as part of the development review process.
- Conduct final planning inspections, story pole visits, and other site visits as necessary.
- Review applications and projects for compliance with CEQA.
- Make presentations to the Planning Commission, City Council, and various committees and commissions, and attend evening meetings as required.
- Prepare staff reports, resolutions, and ordinances for the Planning Commission, Environmental Review Board, and City Council.
- May be requested to work on long-range planning projects.

- Demonstrate an area of expertise with regulatory documents similar to those used by the City of Malibu Planning Department:
 - City of Malibu Local Coastal Program
 - City of Malibu Municipal Code Title 16 (Subdivision) and Title 17 (Zoning)
 - City of Malibu General Plan
 - City Maps including LCP maps, Zoning Maps, Land Use Maps, Cultural Resources Maps, Overlay Districts, etc.
 - Coastal Act
 - CEQA Guidelines
 - Subdivision Map Act
 - Permit Streamlining Act
- Prepare documentation, in a form prescribed by the City, normally associated with case processing.
 - Incomplete/Complete Letters processed within 30 calendar days of project submittal
 - Noticing Requirements for CDPs shall be processed before applications are deemed complete
 - Notice of Decisions for APR/SPRs shall be processed within 30 calendar days of a Notice of Application
 - Ensure that Planning fees are paid and included in incomplete letters
 - Staff reports for the Planning Commission, Environmental Review Board, and City Council shall be submitted to staff in final form including attachments, resolutions, and ordinances, if applicable. This includes thorough editing and proofreading prior to submittal to staff for review.
 - Update Planning long range agenda and keep abreast of pertinent deadlines.
 - The Development Database shall be maintained. All project milestones shall be entered as they are performed. The Note section shall reflect current status of the project and all communications with applicants, owners, appellants, and interested parties.
 - Attend Planning Department staff meetings only upon the request by the Planning Director or his/her designee
 - Attend trainings as requested by the Planning Director or his/her designee
 - Stay abreast of new City and/or departmental policies and procedures as provided in email, meetings, etc.
 - Provide other services as requested by the Planning Director
 - Review Conditions of Approval prior to final planning approval
 - Stamp plans at appropriate review stages and conform plans accurately to reflect project approval
- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload.

PART C – OTHER

- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload.
- Response Turnaround Times: Respond within one (1) business day to questions from City staff and members of the public Record Keeping: Maintain proper record keeping. Files shall be organized, up to date, and ready for public review at all times including digital records (e.g., emails). All records shall be date-stamped and properly identified. City records, including planning files, shall not be removed from City Hall without authorization. In addition, the Development Database shall be maintained with all project milestones and reflect current status.
- Meetings: In-person meetings with applicants and members of the public shall be held in City Hall or on the project site (e.g., onsite visits). In an effort to create a perception of unbiased level of customer service, socializing with applicants is strongly discouraged.
- Demonstrate knowledge of computer applications including Microsoft Office Word, Excel, PowerPoint, Access, and GIS.

SECTION 2 - SCHEDULE OF FEES

This section describes the rates and general payment terms for the services described in this Scope of Work.

1. FEE

Consultant will perform the services on an hourly basis, in accordance with Schedule 1 below. The Not to Exceed Fee represents all cost associated with the delivery of each task including travel time with the exception of travel expenses as described in Section 2 below. An itemized invoice of specific tasks shall be provided on invoices.

Schedule 1 – Hourly Rate

Consultant Rate	\$150/Hour
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2. TRAVEL EXPENSE BUDGET

Reimbursement for all expenses reasonably incurred by the Consultant in connection with services provided such as lodging and transportation cost which exceed attendance of meeting in excess of 50 miles from Consultant's address. An estimate of travel expenses shall be pre-approved by the Planning Director. Mileage shall be reimbursed at the IRS prevailing rate. City will not reimburse for meals. Expenses will appear on invoices without any markup, with proof of payment, and due and payable within thirty (30) days after receipt by the City.

3. NON-BILLABLE ADMINISTRATIVE OVERHEAD

The Consultant will bill only for time spent performing assigned professional work. All other activities associated with carrying out the contract are not billable, and are therefore, considered overhead or administrative functions contained within the hourly rate. Typical examples of non-billable overhead activities are:

- Discussion with staff or applicant about the cost of services or to address billing disputes.
- Meetings to discuss work performance, contract or additional services.
- Travel time to and from the City of Malibu.
- Preparation of invoices and other administrative clerical services.
- Contract administration, such as preparing or discussing contract amendments.
- Time spent resolving errors in the event the Consultant is responsible.

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NOW, THEREFORE, the City and the Consultant agree as follows:

1.0 SCOPE OF THE CONSULTANT’S SERVICES. The Consultant agrees to provide the services and perform the tasks set forth in the Scope of Work, attached to and made part of this Agreement, except that, to the extent that any provision in Exhibit A conflicts with this Agreement, the provisions of this Agreement govern. The Scope of Work may be amended from time to time by way of a written directive from the City.

2.0 TERM OF AGREEMENT. This Agreement will become effective on November 28, 2022, and will remain in effect for a period of two years from said date unless otherwise expressly extended and agreed to by both parties or terminated by either party as provided herein.

3.0 CITY AGENT. The City Manager, or his or her designee, for the purposes of this Agreement, is the agent for the City; whenever approval or authorization is required, Consultant understands that the City Manager, or his or her designee, has the authority to provide that approval or authorization.

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance for a total amount not to exceed \$230,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or his or her designee.

4.1 The Consultant shall submit to the City, by no later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. The City shall pay the Consultant all uncontested amounts set forth in the Consultant's bill within 30 days after it is received.

5.0 CONFLICT OF INTEREST. The Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by the Consultant under this Agreement. The Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it.

5.1 The Consultant represents that no City employee or official has a material financial interest in the Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, the Consultant shall not offer, encourage or accept any financial interest in the Consultant's business by any City employee or official.

5.2 If a portion of the Consultant's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an agreement with a developer of any land within the City or with a City franchisee, the Consultant warrants that it has not performed any work for such developer/franchisee within the last 12 months, and shall not negotiate, offer or accept any contract or request to perform services for that identified developer/franchisee during the term of this Agreement.

6.0 GENERAL TERMS AND CONDITIONS.

6.1 Termination. Either the City Manager or the Consultant may terminate this Agreement, without cause, by giving the other party ten (10) days written notice of such termination and the effective date thereof.

6.1.1 In the event of such termination, all finished or unfinished documents, reports, photographs, films, charts, data, studies, surveys, drawings, models, maps, or other documentation prepared by or in the possession of the Consultant under this Agreement shall be returned to the City. If the City terminates this Agreement without cause, the Consultant shall prepare and shall be entitled to receive compensation pursuant to a close-out bill for services rendered and fees incurred pursuant to this Agreement through the notice of termination. If the Consultant terminates this Agreement without cause, the Consultant shall be paid only for those services completed in a manner satisfactory to the City.

6.1.2 If the Consultant or the City fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant or the City violate any of the covenants, agreements, or stipulations of this Agreement, the Consultant or the City shall have the right to terminate this Agreement by giving written notice to the other party of such termination and specifying the effective date of such termination. The Consultant shall be entitled to receive compensation in accordance with the terms of this Agreement for any work satisfactorily completed hereunder. Notwithstanding the foregoing, the Consultants shall not be relieved of liability for damage sustained by virtue of any breach of this Agreement and any payments due under this Agreement may be withheld to off-set anticipated damages.

6.2 Non-Assignability. The Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of the City.

6.3 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the Federal, State, County and City governments.

6.4 Insurance. The Consultant shall submit to the City certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

(a) Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees.

(b) Comprehensive general and automobile liability insurance protecting the Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000. Each such policy of insurance shall:

1) Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.

2) Name and list as additional insured the City, its officers and employees.

3) Specify its acts as primary insurance.

4) Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled nor materially changed except upon thirty (30) days prior written notice to the City of such cancellation or material change."

5) Cover the operations of the Consultant pursuant to the terms of this Agreement.

6.5 Indemnification. Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without

limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

6.6 Compliance with Applicable Law. The Consultant and the City shall comply with all applicable laws, ordinances and codes of the federal, state, county and city governments, including, without limitation, Malibu Municipal Code Chapter 5.36 Minimum Wage.

6.7 Independent Contractor. This Agreement is by and between the City and the Consultant and is not intended, and shall not be construed, to create the relationship of agency, servant, employee, partnership, joint venture or association, as between the City and the Consultant.

6.7.1. The Consultant shall be an independent contractor, and shall have no power to incur any debt or obligation for or on behalf of the City. Neither the City nor any of its officers or employees shall have any control over the conduct of the Consultant, or any of the Consultant's employees, except as herein set forth, and the Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of the City, it being distinctly understood that the Consultant is and shall at all times remain to the City a wholly independent contractor and the Consultant's obligations to the City are solely such as are prescribed by this Agreement.

6.8 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

6.9 Legal Construction.

(a) This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California.

(b) This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

(c) The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions of interpretation or construction.

(d) Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.10 Counterparts. This Agreement may be executed in counterparts and as so executed shall constitute an agreement which shall be binding upon all parties hereto.

6.11 Final Payment Acceptance Constitutes Release. The acceptance by the Consultant of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to the Consultant for anything done, furnished or relating to the Consultant's work or services. Acceptance of payment shall be any negotiation of the City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of the Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

6.12 Corrections. In addition to the above indemnification obligations, the Consultant shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Consultant.

6.13 Files. All files of the Consultant pertaining to the City shall be and remain the property of the City. The Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.14 Waiver; Remedies Cumulative. Failure by a party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

6.15 Mitigation of Damages. In all such situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

6.16 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

6.17 Attorneys' Fees. The parties hereto acknowledge and agree that each will bear his/her or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

6.18 Entire Agreement. This Agreement constitutes the whole agreement between the City and the Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any changes or modifications to this Agreement must be made in writing appropriately executed by both the City and the Consultant.

6.19 Notices. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

CITY:	Steve McClary City Manager City of Malibu 23825 Stuart Ranch Road Malibu, CA 90265-4861 TEL (310) 456-2489 x 226 FAX (310) 456-2760	CONSULTANT:	Cyrus Kianpour President CSG Consultants, Inc. 550 Pilgrim Drive Foster City, CA 94404 TEL: (510) 522-2500 FAX: (510) 522-2599
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6.20 Warranty of Authorized Signatories and Acceptance of Facsimile or Electronic Signatures. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

7.0 GENERAL TERMS AND CONDITIONS. (City and Consultant initials required at EITHER 7.1 or 7.2)

7.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission

Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City’s Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City’s Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant’s disclosure obligations in accordance with the City’s Conflict of Interest Code.

City Initials _____
Consultant Initials C.K

7.2 Disclosure not Required. By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a “consultant” for the purpose of the California Political Reform Act because Consultant’s duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City’s Conflict of Interest Code.

City Initials _____
Consultant Initials C.K

This Agreement is executed on _____, at Malibu, California, and effective as of November 28, 2022.

CITY OF MALIBU:

PAUL GRISANTI, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

CONSULTANT:



By: CYRUS KIANPOUR
President

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

EXHIBIT A

SECTION 1 - SCOPE OF WORK

PART A – LONG RANGE PLANNING SERVICES

The Consultant will provide advanced level planning services such as project management, ordinance development, policy development, environmental review and other related tasks. The scope of services shall include the following but are not limited to:

- General project management including establishing project tasks, schedule, and expectations
- Processing of City Zoning Ordinances and General Plan Amendments including the preparation of staff reports, resolutions, and ordinances
- Processing of Local Coastal Program Amendments including the preparation of staff reports, resolutions, ordinances, and complete the California Coastal Commission (CCC) certification process including amendment submittal, serve as the liaison with the CCC staff, attend hearings, and preparation of final documents to process CCC suggested modifications
- Coordinate with outside agencies and City Departments as required to process projects
- Review projects for compliance with California Environmental Quality Act (CEQA)
- Deliverables may include: Planning Commission, City Council, Zoning Ordinances Revisions and Code Enforcement City Council Subcommittee, Environmental Review Board (ERB) staff reports, resolutions, ordinances, presentations, public hearing notices, and other meeting materials as required

PART B – CURRENT PLANNING SERVICES

The selected consultant shall perform professional municipal planning case management services for applicant-initiated applications as assigned by the Planning Department to include the following services: conformance reviews, discretionary case processing, project management, staff report preparation, CEQA documentation, review of conditions of approval, and attendance at required meetings for the Environmental Review Board (ERB), Planning Commission, and City Council. As part of this work, the selected consultant shall:

- Demonstrate expertise in municipal planning case management.
- Review applications for complex residential and commercial development; evaluate alternatives and conformance with the City's General Plan, Municipal Code, Local Coastal Program, and State laws; and prepare recommendations for action by City staff, elected or appointed officials.
- Process coastal development permits, administrative plan reviews, site plan reviews, minor modifications, variances, conditional use permits, subdivisions, parcel maps, and other entitlements as assigned.
- Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications and codes; explain codes, requirements and procedures, and evaluates alternatives.
- Coordinate with outside agencies and City departments involved as part of the development review process.
- Conduct final planning inspections, story pole visits, and other site visits as necessary.
- Review applications and projects for compliance with CEQA.
- Make presentations to the Planning Commission, City Council, and various committees and commissions, and attend evening meetings as required.
- Prepare staff reports, resolutions, and ordinances for the Planning Commission, Environmental Review Board, and City Council.

- May be requested to work on long-range planning projects.
- Demonstrate an area of expertise with regulatory documents similar to those used by the City of Malibu Planning Department:
 - City of Malibu Local Coastal Program
 - City of Malibu Municipal Code Title 16 (Subdivision) and Title 17 (Zoning)
 - City of Malibu General Plan
 - City Maps including LCP maps, Zoning Maps, Land Use Maps, Cultural Resources Maps, Overlay Districts, etc.
 - Coastal Act
 - CEQA Guidelines
 - Subdivision Map Act
 - Permit Streamlining Act
- Prepare documentation, in a form prescribed by the City, normally associated with case processing.
 - Incomplete/Complete Letters processed within 30 calendar days of project submittal
 - Noticing Requirements for CDPs shall be processed before applications are deemed complete
 - Notice of Decisions for APR/SPRs shall be processed within 30 calendar days of a Notice of Application
 - Ensure that Planning fees are paid and included in incomplete letters
 - Staff reports for the Planning Commission, Environmental Review Board, and City Council shall be submitted to staff in final form including attachments, resolutions, and ordinances, if applicable. This includes thorough editing and proofreading prior to submittal to staff for review.
 - Update Planning long range agenda and keep abreast of pertinent deadlines.
 - The Development Database shall be maintained. All project milestones shall be entered as they are performed. The Note section shall reflect current status of the project and all communications with applicants, owners, appellants, and interested parties.
 - Attend Planning Department staff meetings only upon the request by the Planning Director or his/her designee
 - Attend trainings as requested by the Planning Director or his/her designee
 - Stay abreast of new City and/or departmental policies and procedures as provided in email, meetings, etc.
 - Provide other services as requested by the Planning Director
 - Review Conditions of Approval prior to final planning approval
 - Stamp plans at appropriate review stages and conform plans accurately to reflect project approval
- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload.

PART C – OTHER

- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload.
- Response Turnaround Times: Respond within one (1) business day to questions from City staff and members of the public Record Keeping: Maintain proper record keeping. Files shall be organized, up to date, and ready for public review at all times including digital records (e.g., emails). All records shall be date-stamped and properly identified. City records, including planning files, shall not be removed from City Hall without authorization. In addition, the Development Database shall be maintained with all project milestones and reflect current status.
- Meetings: In-person meetings with applicants and members of the public shall be held in City Hall or on the project site (e.g., onsite visits). In an effort to create a perception of unbiased level of customer service, socializing with applicants is strongly discouraged.
- Demonstrate knowledge of computer applications including Microsoft Office Word, Excel, PowerPoint, Access, and GIS.

SECTION 2 - SCHEDULE OF FEES

This section describes the rates and general payment terms for the services described in this Scope of Work.

1. FEE

Consultant will perform the services on an hourly basis, in accordance with Schedule 1 below. The Not to Exceed Fee represents all cost associated with the delivery of each task including travel time with the exception of travel expenses as described in Section 2 below. An itemized invoice of specific tasks shall be provided on invoices.

Schedule 1 – Hourly Rates

PERSONNEL / ROLE	HOURLY RATE
Planning Technician	\$135
Assistant Planner	\$145
Associate Planner	\$155
Associate Environmental Planner	\$160
Senior Planner	\$170
Senior Environmental Planner	\$175
Principal Planner	\$185
Principal Environmental Planner	\$190
Planning Manager	\$195
Planning / Environmental Director	\$210
Principal-in-Charge	\$235

2. TRAVEL EXPENSE BUDGET

Reimbursement for all expenses reasonably incurred by the Consultant in connection with services provided such as lodging and transportation cost which exceed attendance of meeting in excess of 50 miles from Consultant's address. An estimate of travel expenses shall be pre-approved by the Planning Director. Mileage shall be reimbursed at the IRS prevailing rate. City will not reimburse for meals. Expenses will appear on invoices without any markup, with proof of payment, and due and payable within thirty (30) days after receipt by the City.

3. NON-BILLABLE ADMINISTRATIVE OVERHEAD

The Consultant will bill only for time spent performing assigned professional work. All other activities associated with carrying out the contract are not billable, and are therefore, considered overhead or administrative functions contained within the hourly rate. Typical examples of non-billable overhead activities are:

- Discussion with staff or applicant about the cost of services or to address billing disputes.
- Meetings to discuss work performance, contract or additional services.
- Travel time to and from the City of Malibu.
- Preparation of invoices and other administrative clerical services.
- Contract administration, such as preparing or discussing contract amendments.
- Time spent resolving errors in the event the Consultant is responsible.

AMENDMENT NO. 2 TO AGREEMENT

THIS AMENDMENT NO. 2 TO AGREEMENT is made and entered in the City of Malibu on November 28, 2022, by and between the CITY OF MALIBU, hereinafter referred to as City, and California Coastal Works, LLC, hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

- A. On June 6, 2022, the City entered into an Agreement with Consultant for consulting services relating to planning contract services (the "Agreement") in the amount of \$24,999.
- B. On November 2, 2022, the City Manager executed Amendment No. 2 to Agreement to amend the schedule of fees, specifically adding Casswell Consulting, Inc. as a subcontractor.
- C. The City desires to amend the Agreement to to increase the compensation, and Consultant has submitted a proposal for this purpose that is acceptable to the City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

- 1. Section 4.0 – Compensation for Services, of the Agreement, is hereby amended.
 - 4.0 **COMPENSATION FOR SERVICES.** The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with the Scope of Work attached as Exhibit B. The cost of services shall not exceed \$440,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or his designee.
- 2. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 3. All terms and conditions of the Agreement not amended by this Amendment No. 2 remain in full force and effect.

This Agreement is executed on _____, at Malibu, California, and effective as of November 28, 2022.

CITY OF MALIBU:

PAUL GRISANTI, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

CONSULTANT:



By: JOSEPH SMITH
Title: Principal

AMENDMENT NO. 1 TO AGREEMENT

THIS AMENDMENT NO. 1 TO AGREEMENT is made and entered in the City of Malibu on November 28, 2022, by and between the CITY OF MALIBU, hereinafter referred to as City, and Rincon Consultants, Inc., hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

A. On October 26, 2022, the City entered into an Agreement with Consultant for consulting services relating to planning contract services (the "Agreement") in the amount of \$24,999.

B. The City desires to amend the Agreement to modify the compensation, and Consultant has submitted a proposal for this purpose that is acceptable to the City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. Section 4.0 – Compensation for Services, of the Agreement, is hereby amended.

4.0 **COMPENSATION FOR SERVICES.** The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with the Scope of Work attached as Exhibit A. The cost of services shall not exceed \$275,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or his designee.

2. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

3. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on _____, at Malibu, California, and effective as of November 28, 2022.

CITY OF MALIBU:

PAUL GRISANTI, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

CONSULTANT:



By: JENNIFER HADDOW
Title: Vice President

Received
08/01/2022
Planning Dept.



253 Camino Tolcua, Camarillo, CA 93010
(805) 415-1991 | capstonecityplan@gmail.com

August 1, 2022

Patricia Salazar
Development and Operations Manager
Planning Department
City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265-4861

Dear Ms. Salazar:

I am happy to provide you with this Proposal for Contract Planning Services for the City of Malibu. I recently retired from the City of Agoura Hills in June 2022, and started a planning consulting business, Capstone City Planning. Between working for local municipalities and the private sector, I have 33 years of planning experience to assist the City of Malibu. I have also worked previously in the capacity of an independent contract planner from 1992-2004, including for the Cities of Carpinteria, Calabasas, and Santa Barbara.

I would like to highlight the following advantages I have as a contract planner:

- Experience working for small cities like Malibu with a similar demographic, engaged citizens, and a strong leaning to preservation of open space and quality of life (City of Agoura Hills, City of Carpinteria, City of Calabasas)
- Geographical proximity to the City of Malibu and flexible, accommodating schedule
- History of excellent customer service and satisfaction, both to clients and the communities I serve
- Exceptional communication skills, including public speaking and writing
- Adept at working with multi-disciplinary teams and coordinating with other departments and agencies

If I can provide you with any other information, or if you have questions, please let me know. Thank you very much for your consideration.

Sincerely,

Allison Cook

Allison Cook AICP
Principal, Capstone City Planning



PROPOSAL FOR CONTRACT PLANNING SERVICES
CITY OF MALIBU

A. ORGANIZATION, CREDENTIALS AND EXPERIENCE

Capstone City Planning is a planning consulting company based in Camarillo, CA that began in June 2022, and is owned and staffed by myself, Allison Cook, AICP. I am the company Principal and would be serving as Senior Planner for the City of Malibu projects. I am experienced in both current planning/development review and long-range planning. Capstone does not have any other staff, and so would not be providing services at the Associate Planner level.

Attachment A is my resume. I have worked as a planner for 33 years, primarily with cities, but also in the private sector. From 1992 to 2004, as part of Allison Cook Land Use and Environmental Consulting, I provided case planning, permit expediting, California Environmental Quality Act (CEQA) document preparation, and research and grant making consulting as a contract planner to the City of Santa Barbara, City of Calabasas, City of Carpinteria, Santa Barbara Airport, and Solimar Research Group, among others.

I have worked as permanent staff to the Cities of Santa Barbara, Carpinteria and Agoura Hills, most recently as the Assistant Planning Director of the City of Agoura Hills, from which I retired from government in June 2022.

The following paragraphs highlight my most relevant current planning/development review and long-range planning experience to assist the City of Malibu. In parentheses is the entity I was employed by for the project.

1. Current Planning/Development Review

- Project manager/case planner for two (2) large mixed-use multi-family residential-commercial developments within the Agoura Village Specific Plan area in the City of Agoura Hills, including Environmental Impact Reports (EIRs). Key issues included: inclusionary/affordable housing, state density bonus, sensitive habitat, creeks, oak trees, cultural resources, Specific Plan Amendment, and Variances (City of Agoura Hills).
- Project manager/case planner for a hillside senior residential care facility in the City of Agoura Hills, including Mitigated Negative Declaration (City of Agoura Hills).

- Project manager/case planner for a hillside multi-family residential and church development in the Ladyface Mountain Specific Plan area of Agoura Hills. Key issues included hillside, oak trees, cultural resources, Specific Plan Amendment and General Plan Amendment (City of Agoura Hills).
- Project manager/case planner for a mixed-use multi-family residential and commercial project adjacent to Highway 101 in the City of Carpinteria (City of Carpinteria).
- Project manager/case planner for multiple single-family residences, condominium conversions, and office buildings for the City of Carpinteria, City of Calabasas, and City of Agoura Hills. Key issues included Coastal Zone, creeks, and very high fire hazard severity zone (Cities of Agoura Hills and Carpinteria, Allison Cook Land Use and Environmental Planning).
- Project manager for development of city-sponsored affordable housing projects, managing a team of design consultants, as part of Redevelopment Agency (City of Agoura Hills).
- Project manager/case planner for a 25-unit residential subdivision (City of Carpinteria).
- Airport planner/permit expediter for multiple commercial and airfield-related development projects, including the Airline Terminal Master Plan and Airport Facilities Plan. Responsible for coordinating with federal, state and local agencies for regulatory and environmental permits and approvals, including coastal development permits. Key issues included Coastal Zone, cultural resources, creeks and riparian habitat, and wetlands/Goleta Slough (City of Santa Barbara/Santa Barbara Airport).

2. Long Range Planning

- Planner for a Specific Plan in Los Angeles County currently underway, in conjunction with the consulting firm of MIG (location confidential)(Capstone City Planning).
- Project Manager for the City of Agoura Hills General Plan 2035 (completed in 2010) and 2020 General Plan Update (completed in 2022), including EIRs, community outreach and workshops, General Plan Advisory Committee leader, and management of consultants and budgets (City of Agoura Hills).
- Project Manager for the City of Agoura Hills' Housing Elements 4th, 5th and 6th Cycles, and Mitigated Negative Declarations and EIRs, including overseeing consultants and budgets (City of Agoura Hills).
- Project Manager for creation of objective design standards, overseeing work of consultant and budget (City of Agoura Hills).
- Preparer of design guidelines for the Old Agoura area of Agoura Hills (City of Agoura Hills).
- Preparer of objective development standards, comprehensive Zoning Ordinance Amendments, Zone Changes, Specific Plan Amendments, General Plan Amendments

to implement the General Plans and Housing Elements noted above, including creation of new zoning districts (City of Agoura Hills).

- Co-Project Manager for the Agoura Village Specific Plan (2008), a mixed-use multi-family residential and commercial planned area of approximately 300 acres, and project manager for the EIR (City of Agoura Hills).
- Preparer of Zoning Ordinance Amendments, including Inclusionary Housing, Density Bonus, Wireless Telecommunications, Massage, Reasonable Accommodations, and Parking (City of Agoura Hills).

The following are my references:

Laura Stetson, AICP
Principal, MIG
Tel.: (818) 388-4286
E-mail: lstetson@migcom.com

Joyce Parker Bozylinski, AICP
Planning Consultant
Tel.: (805) 368-7236
E-mail: jparkerbozylinski@gmail.com

Amir Hamidzadeh
Owner, Development Solution
Tel.: (805) 410-2700
E-mail: Development.solution@yahoo.com

Isidro Figueroa
Community Development Director, City of San Marino
Tel.: (805) 815-5284
E-mail: ifigueroa@cityofsanmarino.org

B. UNDERSTANDING OF THE SCOPE OF WORK

The City of Malibu is seeking a contract planner at the Senior Planner level to perform planning case management for development applications, and potentially for long-range planning projects. The contract planner would be responsible for carrying out tasks normally associated with municipal case planning, including: analyzing a project's consistency with city policies, regulations and guidelines, and state requirements, including that of the Coastal Act; processing the case through discretionary reviews and coordinating with other city departments and outside agencies; managing the project overall; conducting California Environmental Quality Act (CEQA) review and preparing environmental documents; maintaining excellent and timely communication with the applicant team, public, and city staff; preparing staff reports and resolutions, including findings; preparing conditions of approval; conducting presentations

before decision-making bodies; and conducting final planning inspections and site visits, including for story pole approval.

The contract planner must have expertise with regulatory documents similar to those used by the City of Malibu, including the General Plan, Local Coastal Program, Zoning Code, Subdivision Code, and numerous maps (zoning, etc.). The contract planner must also be experienced in applying various state regulations and Government Code and Public Resource Code provisions, including the Coastal Act, CEQA and the CEQA Guidelines, the Subdivision Map Act, and the Permit Streamlining Act. It is assumed that the contract planner should also be familiar with various state regulations pertaining to housing, particularly affordable housing, including state density bonus provisions and accessory dwelling units.

Expectations for the contract planner include maintaining a set schedule during regular business hours of the city, and maintaining detailed accounting of the city-consultant contract budget. The contract planner should have knowledge of Microsoft Office Word, Excel, PowerPoint, and Access, as well as GIS. Additionally, the contract planner must be effective at case project management, to include database maintenance, milestones and deadline tracking, monitoring application submittal items and balancing workload with other duties and cases.

The City of Malibu is a unique and well-regarded community, entirely within the Coastal Zone. The citizenry is active in city affairs and interested in maintaining the natural beauty and quality of life of Malibu, and therefore has high expectations for city staff and leaders. At the same time, the business community and land developers want to maintain their interests. Natural resources in Malibu include the beach, Malibu Lagoon, creeks, hillsides, and natural habitat. View preservation and aesthetics are paramount when considering development. Given its natural location, Malibu is also challenged with wildfires and a very high fire hazard severity zone, and hillside stability concerns, especially related to fires.

The following paragraphs describe my specific qualifications for meeting the scope of services and my proposal for performing the work.

1. Technical Expertise

My professional life has mostly been in the public sector working for small- and medium-sized cities, all of which have natural resources and open space, and value managed growth. As a result, I have full knowledge of local municipal planning and the tasks associated with current planning and application processing. I have processed complex discretionary approvals, including site plan reviews, conditional use permits, variances and modifications, parcel and tract maps, General Plan Amendments, and Specific Plan Amendments. I have worked with all types of regulatory documents, and have prepared most of them, such as General Plans, Housing Elements, Ordinances, and design standards and guidelines. The benefit of working in the City of Agoura Hills for 17 years was seeing how the long-range planning documents I prepared and/or managed were implemented, acknowledging what was effective and ineffective, and having a chance to improve the next version.

I started in planning as a preparer of CEQA documents, and have maintained that expertise throughout my planning career. I managed the Environmental Program for the City of Agoura Hills, training staff in preparing CEQA documents. I also led a workshop in advanced CEQA for the Association of Environmental Professionals. My work in CEQA has led to my understanding of environmental and resource issues, such as cultural resources (archaeology and historic) and biological habitat (riparian, wetland, endangered plants). I have been present during archaeological exploration and biological surveys. I understand Native American tribal consultation requirements, and have led tribal consult meetings.

I am experienced at reviewing a variety of technical documents as part of not only the CEQA review but development review process, and understanding technical terms, such as those involving transportation, geologic/geotechnical, Low Impact Development, hydrology, and cultural and biological resources. Having worked as a planner in the very high fire hazard severity zone in Agoura Hills, and prepared the Safety Element of the Agoura Hills 2020 General Plan, I am familiar with wildfire and fuel modification issues.

I am well versed in housing policy and law. I have managed/prepared three (3) cycles of Housing Elements at the City of Agoura Hills, and have applied Housing Element policies and state housing laws to development projects, particularly in the Agoura Village Specific Plan and Ladyface Mountain Specific Plan areas of the City of Agoura Hills. I oversaw an inter-disciplinary team to design city-sponsored affordable housing projects in Agoura Hills as part of the former Redevelopment Agency. I serve on the California Chapter of the American Planning Association (APA) Legislative Review Team, providing input to APA on proposed state legislation related to planning, which in past years has been dominated by housing bills. I am able to apply this knowledge to case planning for housing projects.

My Coastal Zone experience includes development review in the City of Carpinteria, and in obtaining approval for projects at the Santa Barbara Airport, directly adjacent to the Goleta Slough. At the airport, I was responsible for preparing Coastal Development Permit applications and coordinating with both the City of Santa Barbara Planning Division and the Coastal Commission to obtain approvals.

I am proficient in Microsoft programs, such as Word, Excel and PowerPoint, and familiar with Access and Geographic Information Systems (GIS). I am familiar with story pole procedures, which I know are widely used in Malibu. My work in the City of Carpinteria, City of Calabasas (as a contract planner), and Agoura Hills required implementing story pole requirements for development projects.

As a case planner, I have processed numerous applications for all types of residential, commercial, and mixed-use projects, from taking in the application to signing off on the certificate of occupancy and final inspection. I understand the full planning and development process.

2. Communication

I have excellent written and oral communication skills. My writing includes long-range planning documents (e.g., General Plan), ordinances, resolutions, staff reports (including findings and conditions of approval), and detailed memorandums to the Planning Commission and City Council. I have presented controversial projects and policy items to the Planning Commission and City Council and fielded challenging questions. I have effectively presented at public workshops (Housing Element, Agoura Village Specific Plan) and led advisory committees composed of members at large, stakeholders, and Planning Commission and City Council members (General Plan Advisory Committee, Agoura Village Advisory Committee). I am happy to provide samples of my written work and links to public presentations, if desired.

Day-to-day communication with city staff (including other city departments), applicants, consultants, and members of the public is an opportunity to foster excellent working relationships and trust that reflect well on the city. I am highly responsive and helpful in my role as a case planner, providing necessary information in a clear and cordial manner. My priority is to find common ground and explore solutions to challenges. I return most phone calls and e-mails the same day, but at least by the morning of the next business day. I value superior customer service, including in my relationship with clients, and work in a flexible way to accommodate the needs of my clients.

I have maintained effective and friendly working relationships with Planning Commissions and City Councils over many years and different cities. I understand the demands and needs of elected and appointed officials, and my role in serving them. I anticipate potential controversies and challenges, and prepare to address them in advance, providing elected and appointed officials, as well as city management, with necessary information to make decisions. I exhibit a high level of discretion and sensitivity in my working relationships.

I am able to keep regular business hours that meet the needs of the City of Malibu, and attend meetings, including during the evening. I track progress and status on milestones and budget related to the city-consultant contract regularly, and can provide information readily.

3. Project Management and Leadership

As a manager in a Planning Department for 14 years, supervising and training staff, overseeing administrative programs, and preparing budgets, I understand some of the demands of city and department management. I am sensitive to those needs, and work accordingly. I understand the special role of a contract planner in relationship to a client city, and I am dedicated to serving in that position to support the city.

As a case planner, I am very organized, diligent, efficient and thorough. I meet all deadlines and often complete work early. I keep track of progress on tasks and deliverables so that I am able to adjust and notify others in advance if milestones are not on track. I maintain task sheets for each project indicating items that I need to attend to immediately, in the short-range, in the long-range, and items I am waiting on from others. Case planning is in some ways a team effort,

involving input or deliverables from other city departments, city consultants, other agencies, and the applicant and applicant team. I am adept at working as part of a team. My manner in working with others to obtain necessary information or items is to respect their roles and workload, and find a mutually-acceptable, congenial approach to moving the project forward.

4. Work Proposal

The following is the proposed work approach for the contract planner. Ultimately, the specific approach should be dictated by the Planning Department to conform with official city procedures. This assumes cases will be assigned to the contract planner as needed and in the mutually agreed upon schedule and number of hours per week.

Under the guidance of the Planning Department official or appointee, and serving as the contract planner, I will:

- Briefly review the case and conduct preliminary regulatory consistency
- Discuss the case with the supervisor, if applicable
- Distribute the case to other city departments, outside agencies, and other relevant groups for comment on application completeness
- Provide a letter to the applicant regarding application completeness
- Discuss the case with other city departments, outside agencies, and other groups as necessary
- Conduct detailed case review and consistency determination with regulations, policies, guidelines
- Make a CEQA determination (and prepare document, if applicable)
- Approve story pole installation (if applicable)
- Prepare staff report and other written materials
- Provide oral presentation to decision-making body
- Review construction drawings during Building Permit review
- Inspect construction at key junctures
- Sign off on Certificate of Occupancy and conduct final inspection

This is written as a straight-forward case processing schedule, although the process early on is expected to be more iterative while the application is still incomplete and comments from other departments and agencies are pending. Throughout the process schedule, I will keep the supervisor up to date on key project issues and milestones, as desired, and submit the staff report for review.

Embedded into this schedule is ongoing coordination with the applicant team, city consultants, city departments, other agencies, and members of the public. The goal is to ensure the application contains adequate information, is clearly understood by the public, is processed expeditiously and that the materials prepared by the case planner are thorough. The case will be processed according to deadlines under the Permit Streamlining Act, Subdivision Map Act, and

CEQA (as applicable), as well as other city timelines. In the instance where an environmental document pursuant to CEQA is required, it is assumed that the city would engage a consultant for preparation of the document if it is a higher-level document, which would be overseen by the contract planner, or I can prepare a lower-level document.

If the City of Malibu has project tracking software, I can certainly use that system, or I can maintain my own tracking procedure. This proposal assumes that city staff can prepare special graphics or exhibits that are not provided by the applicant for use in the staff report, if needed.

C. PROFESSIONAL SERVICES AGREEMENT

I have read the Professional Services Agreement, Attachment 1 of the RFP, and can meet all of the requirements, including insurance.

D. LABOR CODE COMPLIANCE

I will comply with the California Labor Code, Federal Labor Standards provisions, Federal Prevailing Wage Decision, and State of California Prevailing Wage Rates. Please note that I am a sole proprietor with no employees.

E. LITIGATION

I have no past, current or pending litigation related to Allison Cook or Capstone City Planning.

F. FEES

Please see Attachment 2, Fees, under separate cover.

Date: 8-1-22

ATTACHMENT A
RESUME



Allison Cook, AICP

253 Camino Toluca
Camarillo, CA 93010 | 805-415-1991
capstonecityplan@gmail.com

PROFILE

Consultant to municipalities and private sector with 30+ years of public and private sector experience

EXPERIENCE

Capstone City Planning

Owner – Camarillo, CA – 6/2022-present

Provide current planning, zoning and long -range planning consulting services, including zoning ordinances, General Plans, Specific Plans, Housing Element implementation, CEQA peer review and project management.

City of Agoura Hills

Assistant Planning Director – 2015-2022

Principal Planner – 2008-2015

Senior Planner – 2005-2008

Managed long-range planning division, and customer service-focused current planning division, including development review, environmental review (CEQA), front counter services, and architectural review. Project manager for 4th, 5th and 6th Housing Element cycles, General Plan Updates 2010 and 2022, and the Agoura Village Specific Plan, including preparation and implementation. Redevelopment Agency staff managing inter-disciplinary design team for City-sponsored affordable housing projects. Project manager of complex and controversial mixed-use development applications, City sponsored annexation proposals, ZOAs, and First Time Homebuyer Program. Supervised all planning department staff.

City of Carpinteria

Senior Planner – 2004-2005

Processed all types of discretionary permits and land divisions, including serving as case planner for single-family residential subdivisions and mixed-use developments in the Coastal Zone. Prepared CEQA documents.

Allison Cook Land Use and Environmental Consulting

Owner/Principal, Ventura, CA – 1992-2004

Planning consulting services to a variety of municipal entities, consulting companies, and non-profits, including City of Calabasas, City of Carpinteria, City of Santa Barbara, Santa Barbara Airport, Rincon Consultants, Padre Associates, and Solimar Research Group. Group facilitation/mediation, development of grant making strategies for private foundations, permit expediting, CEQA document preparation, development review and entitlement, and master plan preparation.

Santa Barbara Airport

Airport Planner – 1992-1997

Responsible for current and long-range aviation, environmental, and land use planning and design. Project manager for major wetland impact and mitigation project. Assisted in preparation of the Airport Master Plan, including expansion of Terminal and runways/taxiways. Processed entitlements for Airport development projects, including obtaining regulatory environmental clearance, and conducted ongoing environmental mitigation and monitoring. Staff to the Goleta Slough Management Committee, charged with protection of the Slough.

EDUCATION

UCLA – M.A. Urban Planning, 1992

Connecticut College – B.A. Sociology/Art History, 1989, Magna Cum Laude, Phi Beta Kappa

AFFILIATIONS AND ACTIVITIES

American Planning Association (APA) – since 1990

Association of Environmental Professionals (AEP) – since 2005

Legislative Officer, Central Coast Section, CA APA Board – 2015-2017

CA AEP Advanced CEQA Seminar 2019- Speaker/Instructor

CA APA Legislative Review Team – 2015-present

08/01/2022

Planning Dept.



PROPOSAL FOR CONTRACT PLANNING SERVICES – CITY OF MALIBU

FEE

Hourly Rate – Senior Planner: \$150

Date: 8-1-22

PROPOSAL TO THE
City of Malibu

CONTRACT PLANNING SERVICES

July 13, 2022

Received

07/13/2022

Planning Dept.



3707 W. Garden Grove Blvd. # 100
Orange, CA 92868

714.568.1010 phone
714.568.1028 fax

www.csgegr.com



Employee-Owned

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Organization, Credentials, and Experience

SECTION **1**

July 13, 2022

Patricia Salazar
Senior Administrative Analyst
City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265

Re: Contract Planning Services

Dear Ms. Salazar,

Thank you for the opportunity for **CSG Consultants (CSG)** to present its proposal to the City of Malibu (City) for contract planning services. To this on-call contract, our firm brings specialized planning expertise, a depth and breadth of highly experienced staff, proven project “concierge” services, and flexibility to meet the City’s on-call staffing needs.

CSG is an employee-owned, California corporation and works solely for public agencies, serving as a seamless extension of municipal staff. We currently furnish planning, environmental, sustainability, building and safety, fire prevention, code enforcement, public works, and a host of additional services to over 250 municipal clients throughout California. We support numerous public agencies with our planning and related services, including but not limited to:

City of Fullerton
City of Carson

City Thousand Oaks
City of Garden Grove

City of El Segundo
City of Norwalk

For over 30 years, CSG has had a solutions-oriented approach to our work, leveraging our team’s extensive experience and technical expertise to address a wide-range of client needs. To meet the City’s needs for facilitating the review and processing of projects’ entitlement requirements, CSG has assembled an on-call team with experience working with jurisdictions across the State, as well as specific abilities to deliver project expediting services.

Our staff can also be augmented by technical subconsultants with which we have teamed on prior projects, as well as specific personnel from CSG’s Building, Code Enforcement, Engineering, Fire Safety, and Construction Management staff. In this way, we can provide the City with comprehensive services for any planning and environmental project.

If additional information or further qualifications are required, please contact Ethan Edwards, AICP, Vice President of Planning Services, who will serve as your primary contact.

Ethan Edwards, AICP, Vice President | Planning Services
(714) 568-1010 Office | (714) 699-4297 Mobile
ethane@csgengr.com

We look forward to an opportunity to assist the City of Malibu with contract planning services. Please do not hesitate to contact Mr. Edwards should you have any questions or require additional information.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants



Employee-Owned

Statement of Qualifications

FIRM PROFILE

CSG Consultants, Inc. (CSG) is an employee-owned California company with its local office in Orange and headquarters in Foster City, CA. Additional support is available from our other offices in Fresno, San Jose, Pleasanton, Sacramento, and Newman. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients.

NAME OF FIRM: CSG Consultants, Inc.

PROJECT MANAGER: Ethan Edwards, AICP, Vice President of Planning Services

LOCAL OFFICE: 3707 W. Garden Grove Boulevard, #100, **Orange**, CA 92868
(714) 568-1010 *phone* • (714) 568-1028 *fax*

HEADQUARTERS: 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone* • (650) 522-2599 *fax*
www.csgengr.com • csgstaff@csgengr.com

REGIONAL OFFICES: 3150 Almaden Expressway, #255, **San Jose**, CA 95118
3875 Hopyard Road, #141, **Pleasanton**, CA 94588
1303 J Street, #270, **Sacramento**, CA 95814
5151 N. Palm Avenue, Suite 530, **Fresno**, CA 93704
930 Fresno Street, **Newman**, CA 95360

YEARS IN BUSINESS: 30 • Founded in 1991

OWNERSHIP: Employee-Owned

EMPLOYEES: 300+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

STAFF COMPOSITION

The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City of South Pasadena, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.

Our multi-disciplined municipal services staff consists of the following types of professionals:

- ▶ *Planning Professionals*
- ▶ *Building Plan Reviewers & Inspectors*
- ▶ *Fire Plan Reviewers & Inspectors*
- ▶ *Structural Engineers*
- ▶ *Plan Review Engineers*
- ▶ *Fire Protection Engineers*
- ▶ *Building Officials*
- ▶ *CASp Professionals*
- ▶ *Permit Technicians*
- ▶ *Code Enforcement Officers*
- ▶ *Grading Improvement Plan Reviewers & Inspectors*
- ▶ *Civil Engineers*
- ▶ *Construction Managers*
- ▶ *Construction Inspectors*
- ▶ *Information Technology Professionals*
- ▶ *Sustainability Professionals*

CONCIERGE PROJECT MANAGEMENT

CSG has the resources to provide **full-service project management for priority projects**. We assign a single point of contact as the project manager for the duration of a project with a primary goal to expedite the development review and compliance process. The project manager is typically a seasoned member of our planning team and acts as a project advocate and facilitator, bridging the gap between the applicant, City staff, elected officials, outside agencies and community stakeholders. To represent the City's interests, the project manager creates and monitors project timelines schedules with milestones, monitors budgets, identifies required application materials, facilitates meetings, manages the client's consultants, and acts as a liaison between the applicant and all relevant parties. Our staff also enforces compliance with conditions of approval and conducts mitigation monitoring following a project's completion on behalf of the City.

KEY BENEFITS

CSG provides services solely for public agencies, and we understand the importance of keeping project costs low and delivering in a timely manner. CSG prides itself on adhering to our clients' time commitments and we will do the same for the City of South Pasadena. Below are additional reasons why the City should choose CSG:

The Right Experience – CSG has exclusively served public agencies for over 30 years, and currently serves over 200 agencies with staff experienced with a wide range of projects and community types. Most of our team members have worked directly with municipalities for their entire careers.

Client-First Approach – CSG ensures that the right staff composition is provided to meet the needs of each project—to deliver the best possible product for the City.

Full-Service Project Management – CSG's project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise throughout the project process. We provide full-service project management for priority development projects. Our project managers are seasoned and have years of experience managing complex, high-profile projects that require an elevated level of engagement and coordination to ensure success.

Project Approach – Our senior staff will be involved in the overall management and quality assurance of document reviews. We communicate regularly and often to set up project check-in calls with applicants and technical advisors. This allows us to gauge any potential issues and resolve them in a timely manner. Internally, CSG conducts weekly staff meetings in which project issues are discussed to find potential solutions to issues that may arise. These meetings and any other internal discussions with CSG staff are conducted in confidence. We will bring this same approach to the City's projects.

QA/QC – CSG's project approach for Quality Assurance/Quality Control (QA/QC) places emphasis on the active participation of experienced senior staff, responsiveness to the unique demands of each client and project, active project management, and effective communication of planning and environmental information to the decision makers and the public. Our commitment to this approach has resulted in successful performance on a wide variety of assignments and long-term relationships with our clients.

PROPOSED TEAM & ORGANIZATION

CSG’s business model is to *serve as an extension of municipal staff*— working solely for public agencies and not for private developers. Our team members excel at customer service and maintain CSG’s high standards of integrity, responsiveness, and work quality. We do this seamlessly, minimizing disruption to the City’s existing workflows and processes.

We take pride in providing project managers who have a variety of project experience, who are motivated to excel in the Planning field, and who have technical and customer service skills that are crucial to on-the-job success. Key personnel are indicated with an asterisk (*). Brief bios for our proposed key team members are provided on the following pages. **Detailed resumes for our key team members are included in the Appendix.**



Ethan Edwards, AICP*
VP of Planning Services

CURRENT & ADVANCE PLANNING		ENVIRONMENTAL PLANNING
<p>Bradley Misner, AICP* <i>Principal Planner</i></p> <p>Gena Guisar, AICP* <i>Principal Planner</i></p> <p>Leila Carver, PTP* <i>Senior Planner</i></p> <p>Brenna Wengert, AICP* <i>Associate Planner</i></p> <p>Jonathan Kwan* <i>Associate Planner</i></p>	<p>Nancy Mith <i>Associate Planner</i></p> <p>Nader Khalil* <i>Associate Planner</i></p> <p>Krystal Sanchez* <i>Assistant Planner</i></p> <p>Jose Jara* <i>Assistant Planner</i></p> <p>Shehriyar Khan* <i>Assistant Planner</i></p>	<p>Glenn Lajoie, AICP* <i>Director of Environmental Services</i></p> <p>Gena Guisar, AICP* <i>Principal Planner</i></p> <p>Nader Khalil* <i>Associate Planner</i></p>

KEY TEAM MEMBERS

Ethan Edwards, AICP, Vice President of Planning Services

Ethan Edwards will serve as QA/QC for the City. Mr. Edwards will ensure the availability of adequate resources and provide oversight and quality control. As the Director of Planning Services for CSG, Mr. Edwards oversees the departments of planning, environmental, and sustainability. He brings expertise in current and advanced planning, design review, coastal development review, CEQA compliance and projects in local jurisdictions, project and planning staff management – from over 20 years of increasingly complex land use planning and management experience in Orange and Los Angeles Counties. His duties typically included project management, scheduling, budgeting, reviewing and preparing reports, participation in public hearings and presentations to elected officials and commissions. Mr. Edwards has served in various director and management roles throughout his planning career.

Bradley Misner, AICP, Principal Planner

To his role as Principal Planner for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

Gena Guisar, AICP, Principal Planner,

Ms. Guisar has over 20 years of planning expertise in both the private and public sectors. She has designed and managed a wide variety of development applications and led teams through the entitlement and environmental review process. Her thorough knowledge of the principles and practices of urban and regional planning, zoning, and subdivision concepts makes her an asset to any development team. Ms. Guisar conducts project review, manages schedules, prepares staff reports and notices, presents to elected officials and stakeholders and coordinates with applicants and their consultants as part of these efforts.

Glenn Lajoie, AICP, Director of Environmental Planning

Mr. Lajoie has over 30 years of experience in the practice of CEQA/NEPA environmental review and Community Planning/Policy Development for clients and agencies throughout California. His skill set includes project and budget management, quality assurance, meeting facilitation, agency staff service assistance, and third party/peer review verification of analysis and findings.

Leila Carver, PTP, Senior Planner

Ms. Carver serves as a Senior Planner for CSG Consultants. She has expertise in project management, CEQA, GIS and demographic research and excels in leadership and customer service. She gained skills and knowledge in many areas of transportation planning from her nine years of experience with Caltrans. Ms. Carver is an independent worker, has outstanding verbal and written communication skills, and is an integral part of the CSG team. Brenna Wengert, Associate Planner

Brenna Wengert, AICP, Associate Planner

Ms. Wengert serves as an Associate Planner for CSG Consultants. Ms. Wengert has over 6 years of experience in the planning industry, providing project management, high quality customer service, oversight and preparation of staff reports and presentations, reviewing discretionary planning applications, and performing plan checks for Zoning and Municipal Code.

Jonathan Kwan, Associate Planner

Mr. Kwan has over 5 years of experience in municipal planning and delivers planning, sustainability, and environmental services to CSG’s public agency clients. His experience includes processing of current planning applications, preparing and reviewing documents pursuant to CEQA requirements, General Plan development, conducting greenhouse gas inventories and forecasts, Climate Action Plan development, and generating GIS exhibits.

Nader Khalil, Associate Planner

Nader Khalil serves as an Associate Planner for CSG Consultants and provides planning assistance to public agencies using his skills obtained from his municipal experience, knowledge of administering municipal codes, and his exceptional internal and external communication and customer service skills.

Krystal Sanchez, Assistant Planner

Ms. Sanchez serves as an Assistant Planner for and is currently providing staff support to CSG clients, using her knowledge of administering municipal codes and her communication skills in providing information to the public and other City departments. Ms. Sanchez is proficient in GIS, InDesign, AutoCAD, Sketch Up and Photoshop.

Jose Jara, Assistant Planner

Jose Jara serves as an Assistant Planner for CSG and its clients. To his planning services and work with the public, Mr. Jara brings skills and knowledge gained from his municipal experience as well as a passion for serving communities as exhibited through his volunteering service. Mr. Jara is skilled in customer service and is fluent in Spanish.

Shehriyar Khan, Assistant Planner

Shehriyar Khan serves as a Planning Technician for CSG Consultants and provides planning assistance to our public agency clients using his knowledge of land use entitlements, development processes, CEQA, tactical urbanism, public engagement, local & regional transportation, infrastructure finance, policy analysis, and social context for municipalities. Mr. Khan is proficient with MS Office applications, Google Suite, and Adobe Illustrator.

REFERENCES

Our track record of success with our clients is outstanding, and we encourage you to contact our references. The following is a partial list of references for which CSG has provided similar on-call planning services.

City of Fullerton

Gregory Pfost, AICP

Interim Director of Community & Economic
Development
303 W. Commonwealth Ave.
Fullerton, CA 92832
(714) 738-6559
gregory.pfost@cityoffullerton.com

On-Call Planning Services

2021–Ongoing

City of El Segundo

Eduardo Schonborn

Planning Manager
350 Main Street
El Segundo, CA 90245
(310) 524-2312
eschonborn@elsegundo.org

On-Call Planning Services: Nash Street Exchange; Beach Cities Media Campus

2016–Ongoing

City of Garden Grove

Lee Marino

Planning Services Manager
11222 Acacia Parkway
Garden Grove, CA 92840
(714) 741-5312
leem@ci.garden-grove.ca.us

On-Call Planning Services

2017–Ongoing

City of Thousand Oaks

Kelvin Parker

Community Development Director
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362
(805) 449-2500
kparker@toaks.org

On-Call Planning Services

2021–Ongoing

City of Carson

Saied Naaseh

Community Development Director
701 E. Carson Street
Carson, CA 90745
(310) 952-1761 x13654
snaaseh@carson.ca.us

On-Call Planning Services: The District at South Bay Specific Plan, Imperial Avalon Specific Plan

2016–Ongoing

City of Norwalk

John Ramirez

Community Development Director
12700 Norwalk Boulevard
Norwalk, CA 90650
(562) 929-5700
jramirez@burbankca.gov

On-Call Planning Services

2020–Ongoing

PROJECT EXAMPLES

Our track record of success is outstanding. The following is a small sampling of on-call contracts and projects performed under our On-Call Planning and Environmental consulting services, similar to those requested by the City. Additional examples and references are available upon request.

CONTRACT PLANNING

Staff Augmentation Services | City of Fullerton, CA

CSG staff currently provide project management, entitlement, plan review, managerial, and housing related services to the City of Fullerton. Staff is managing complex land use entitlements, provides daily supervision of staff, coordinates and presents internal staff review committee meetings, prepares staff reports, resolutions, conditions of approval, and housing compliance reports.

Staff Augmentation Services | City of Thousand Oaks, CA

CSG staff currently work with the City of Thousand Oaks to provide staff augmentation planning services by reviewing plans for compliance with zoning, design standards, and procedural requirements. Additionally, our staff help research land use issues, trends, and best practices and are assisting with the preparation of new land use regulations.

Staff Augmentation Services | City of Burbank, CA

CSG provides as-needed planning services for the City. Services include reviewing single family development permits to comply with the cities' design guidelines and neighborhood compatibility review, working with the applicants and city staff to create compatible development projects within the existing historical neighborhoods and special districts, and drafting approval letters, mailing notices and sign requirements.

Staff Augmentation Services | City of Laguna Niguel, CA

CSG is currently providing planning support services to the City of Laguna Niguel. Services include site plan reviews, entitlement processing, and public counter support.

Planning Services | City of Garden Grove, CA

CSG staff currently provides project management and staff augment planning services to the City of Garden Grove. Staff manages the entitlement process for various priority developments and serves as the main point of contact representing the City. Staff also provides plan review, plan check and public counter coverage services.

Staff Augmentation Services | Town of Colma, CA

CSG has provided complete Planning Staff Augmentation services to the Town of Colma since 2011. During this time, CSG Planners have served as the Town's planning staff, including City Planner. This includes the processing of moderate and large development applications. Examples of specific policy planning services include updating the Town's Climate Action Plan, completion of its Local Hazard Mitigation Plan, Development Fee Ordinance, Smoking Ordinance, Housing Ordinances, and Economic Development Plans. CSG staff is currently managing an update to the Town's General Plan and GP EIR, and a Streetscape Master Plan for Serramonte Boulevard and Collins Avenue.

Staff Augmentation Services | City of Scotts Valley, CA

CSG provides current and long-range planning services to the City of Scotts Valley. Tasks include customer service to the public, planning permit application processing and CEQA compliance review. Staff provides GIS support to the City and develops exhibits for projects such as the City's General Plan Update. Staff also worked on projects within the City's Affordable Housing Program.

LONG-RANGE PLANNING

Planning Services | City of Carson, CA

CSG provides on-call planning and environmental services to the City of Carson. As part of this process, our Planning Lead manages technical consultants, provides document review, conducts community outreach, and attends community and City Council meetings. Our staff is currently managing The District at South Bay Specific Plan amendment for a modification to the permitted land uses and development standards for a portion of its 157-acres. The site remains undeveloped, as it was used as a landfill site for the deposition of waste/refuse from areas throughout Los Angeles County between 1959 and 1965, prior to the incorporation of the City of Carson.

Planning Services | City of El Segundo, CA

CSG staff provides project management and entitlement processing services for the City of El Segundo. We currently manage several high-profile projects, including a ±140-acre mixed use site on the former Raytheon manufacturing site and a mixed-use media campus. Another noteworthy project is the Smoky Hollow Specific Plan Amendment and EIR for the Grand Kansas II Project. CSG staff provides entitlement project management and conducted a peer review of the environmental documentation for this office and commercial development. Our services also include Site Plan Review, Specific Plan Amendments, Coastal Development Permits, public outreach and grant administration.



City of El Segundo – Entitlement Processing

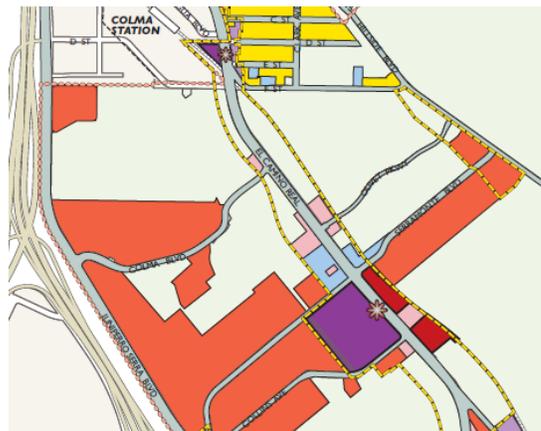
ENVIRONMENTAL PLANNING

General Plan Update EIR | Town of Colma, CA

The Town of Colma (Town) is in the process of updating its 2040 General Plan. CSG is assisting with the Town's General Plan Update (GPU) by providing the environmental review and public meeting process for the GPU EIR.

Rancho Del Mar Affordable Housing Overlay Zone IS/ND | City of Rolling Hills, CA

CSG prepared an environmental document to evaluate the potential environmental effects of a Mixed-Use Multi-Family Overlay Zone (Rancho Del Mar Affordable Housing Overlay Zone). The project included all associated General Plan Land Use Element updates as well as all related Zoning Ordinance and associated Map changes. The proposed mixed-use, multi-family overlay zone would accommodate the existing uses on the site and allow for new multi-family units to be developed at a future date. While preparing the IS/ND for the initial overlay zoning, General Plan and Zoning Ordinance changes, CSG was able to assist the City with initializing all associated CEQA requirements for the Housing Element updates for the 4th and 5th Cycle updates by the end of the calendar year 2020.



Town of Colma – General Plan Update

Understanding of the Scope of Work

SECTION **B**

CURRENT & LONG-RANGE PLANNING

At CSG, we believe that changing environmental conditions, increased need for housing, diminishing raw land supply, complex mobility issues, urban infill opportunities, and affordability are all becoming pivotal factors driving projects and future developments. Our planning team fuses thoughtful creativity with function, practicality with aesthetics, and connecting places with people. Our staff have the expertise to work on a wide range of current and planning projects.

Current Planning

CSG’s Planning team serves as a seamless extension of agency staff in providing contract staff support, entitlement services and project management for a variety of project types. We excel at interfacing with public agencies and elected officials, tackling a wide range of current planning issues, and serving as case planners, applicant liaisons, or even assisting the public at the counter. Our staff planners perform daily planning activities including but not limited to zoning review and compliance, project entitlement services, Subdivision Map Act compliance, site plan review and design review. We offer expertise in coordinating with project applicants and agency staff. In addition, our planning staff prepare staff reports and make presentations to planning commissions, city councils, and boards of supervisors.

Long-Range Planning

CSG’s planners are well versed in the creation and management of long-range policy documents, and assisting communities with visioning, goal setting and implementation, as well as project coordination for applicants and their consultant teams. Our team prepares General Plans, Specific Plans as well as Community and Area Plans, and develops Design Guidelines, Zoning Code updates, and Economic Development Plans.

ENVIRONMENTAL PLANNING

CSG has the environmental staff resources to manage and prepare clear, concise, and legally defensible environmental documents under the California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) for large and small projects. We can assist the City and its project proponents with the preparation of appropriate:

- CEQA documents and technical analyses
- Peer reviews of technical studies or CEQA documents, whether EIRs or IS/MNDs
- Environmental Assessments (EAs)
- Categorical Exclusions (Cat Exs)
- Findings of No Significant Impact (FONSI) per NEPA.
- Responses to Comments
- Statement of Overriding Considerations
- Findings and Facts.

Our planners provide comprehensive project management through the CEQA review process and offer:

- Project stakeholder coordination
- Filing of public notices
- Participation in public hearings
- Planning commission and/or city council meetings attendance and presentations

APPROACH TO WORK

At CSG, we act as project managers in most of our efforts, but we are first and foremost, planners. Our goal is to always perform as a “partner planner” for our clients, providing additional support and services to existing agency staff members. CSG’s project managers bring decades of project management experience, implementing best practices, while delivering work products on time and within budget.

We believe that a comprehensive approach to project management includes attention to land planning, economic feasibility, urban design, and the environment. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise throughout the planning process. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and design challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining planning and environmental review requirements with support from additional CSG planners and technical staff that allow our team to provide a wide range of services in a cost-effective manner.

CSG stays abreast of the ever-changing COVID-19 restrictions and regulations and their impact on business activities. CSG will adhere to all protocols that the City has established for interactions with the public and project applicants, and for presentations and attendance at planning commission and city council meetings.

CSG junior planning personnel assist client jurisdictions with plan checks, use permits, design review, tentative maps, and General Plan and zoning amendments, as needed. As Planning staff augmentation, our planners regularly coordinate with project developers, property owners, contractors, engineers and architects; prepare staff reports, resolutions, ordinances and conditions of approval; and present to appointed Commissions, Planning Commission, City Council or Board of Supervisors.

CURRENT & LONG-RANGE PLANNING

CSG's approach to current and long-range planning is to “dig in” and become familiar with the City’s General Plan, zoning code, ongoing projects, and development trends so that we may best assist the City. Our approach includes:

- Analyzing a project’s compliance with the City’s plans, policies and regulations. Our staff is familiar with conducting plan checks and design review; evaluating Tentative Maps, development permits, conditional use permits, and other permits; and, conducting General Plan and zoning amendments;
- Reviewing and processing both ministerial and discretionary applications;
- Researching, compiling and analyzing social, economic, environmental and associated data;
- Preparing necessary long-range planning documents and amendments;
- Meeting with developers, their consultants and other project proponents, such as property owners and other interested groups, for any project. We recognize that these are important groups or individuals to any project; and



City of Santa Ana—On-Call Planning Services

- Providing public counter services, including but not limited to, answering general questions and processing Zoning Clearances, Accessory Dwelling Unit Zone Clearances, Temporary Use Permits, Home Occupation Permits, and/or Short-Term Rental permits.

Members of our staff are currently actively working in agency offices, holding regular office hours, and answering public inquiries by email, mail, or telephone. However, given current COVID-19 restrictions, we also provide services remotely for several jurisdictions. Our staff are available to attend community meetings and present at public hearings; prepare staff reports, resolutions, ordinances; and prepare oral and/or electronic presentations.

CSG staff also has knowledge and experience in providing affordable housing support, preparing and administering grants, preparing parking studies, performing fiscal and economic analyses, as well as providing Geographic Information System (GIS) assistance.

ENVIRONMENTAL PLANNING

CSG planners are environmental stewards for our natural and built environments. CSG's approach to any environmental documentation (whether for CEQA or even NEPA) is to understand and analyze each project based on the environmental issues that are pertinent to a project. CSG's environmental planning team works closely with a jurisdiction's staff, outside agencies, project proponents and the public to evaluate the environmental impact of specific projects.

CSG's approach to environmental documentation emphasizes technically solid, impartial analysis, and active management to keep projects on schedule and within budget. We pride ourselves in our ability to turn products around quickly and effectively without sacrificing quality and accuracy.

Professional Services Agreement

SECTION

C

We have reviewed the Standard Professional Services Agreement and will comply with the terms and conditions without alteration; however, we request that the City consider the following proposed revisions.

Subsection 6.1.1, Line 4 – Delete “If the City terminates this Agreement” and substitute “if this Agreement is terminated”.

Section 6.5

Line 2 – Insert “reasonably” before “approved”.

Line 4 and 5 – Delete “ arising out of or in connection with Consultant’s” and substitute “to the extent caused by Consultant’s negligent”.

End of Section – Add “However, in no event shall the cost to defend charged to the Consultant exceed the Consultant’s proportionate percentage of fault.”

Compliance

SECTION

D

CSG Consultants shall comply with the California Labor Code. Pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.

Litigation

SECTION

E

CSG Consultants has no legal matters currently pending or settled within the past 5 years related to the services requested in the City’s Request for Proposals.

Appendix: Resumes

Detailed resumes for our proposed key personnel are provided on the following pages.

Ethan Edwards AICP

Vice President of Planning Services



EDUCATION

Bachelor of Science, Urban and
Regional Planning
California State Polytechnic University
| Pomona, CA

PROFESSIONAL AFFILIATIONS

American Planning Association |
Orange County Chapter
Los Angeles Chapter
Northern Chapter
Central Chapter

American Institute of Certified
Planners

International City/County
Management Association

Association of Environmental
Professionals

Mr. Edwards serves as the Vice President of Planning Services for CSG Consultants. To this role, he brings expertise in current and advanced planning, design review, coastal development review and CEQA, project and planning staff management, and professional practice building – from over 24 years of increasingly complex land use planning and management experience in Orange and Los Angeles Counties, northern California and the State of Oregon. Prior to joining CSG, Mr. Edwards served as a planner for several public and private sector organizations, and has served in various management roles including Community Development Director, Planning Manager and Principal Planner.

RELEVANT EXPERIENCE

Acting Community Development Director/Planning Manager | City of Carson, CA

Mr. Edwards served as the Acting Planning Manager and Community Development Director for the City of Carson where his duties included oversight of the Planning Department (including CSG staff), project management, scheduling, budgeting, agenda review and participation in public hearings. He also managed the City's on-call environmental and design consultants and provided direction on the comprehensive General Plan Update.

Principal Planner | City of El Segundo, CA

As a contract Principal Planner, Mr. Edwards manages complex discretionary and administrative permits including Development Agreement negotiation, environmental impact report management; prepares agendas, reviews and prepares reports; conducts presentations to elected officials, commissions, and citizen groups.

Planner | City of Huntington Beach, CA

While working with the City of Huntington Beach, Mr. Edwards managed discretionary and administrative permits; mentored staff; prepared agendas, reviewed and prepared reports, and interpreted zoning regulations as the Zoning Administrator Liaison; oversaw environmental consultants; and provided City management solutions for permit processing streamlining and customer service strategies.

Planning Manager | Baysinger Partners Architecture, Portland, OR

Mr. Edwards' duties as Planning Manager included: supervising the planning and entitlement division; managing staff priorities and department budget; preparing and processing applications for public and private development projects; providing consultant coordination and project management; and professional practice building.

Planner | City of Beaverton, OR

Mr. Edwards provided project management for current planning projects; assisted in design review code revisions; gave presentations to elected officials, commissions, and citizen groups; and served as the City staff liaison for an inter-jurisdictional commuter rail project and committee.

Associate Planner | City of Santa Monica, CA

Mr. Edwards gave presentations to zoning administrator, planning commission, and architectural review board and prepared reports for a variety of entitlement projects while working for the City of Santa Monica.

Associate Planner | Civic Solutions, San Juan Capistrano, CA

Mr. Edwards provided contract planning, grant writing/management services for the cities of Rancho Santa Margarita, San Gabriel, and Santa Monica.

Community Planner | RBF Consulting (Michael Baker Int.), Irvine, CA

Mr. Edwards worked as part of the Urban Design Studio group, preparing development code updates and design guidelines, assisted with urban design community outreach and revitalization implementation plans and recommendations, and provided contract planning services.



Bradley Misner AICP

Principal Planner

EDUCATION

Bachelor of Science, Geography and Group Social Science
Western Michigan University | Kalamazoo, MI

Continuing Education Coursework:
Land Use Law

California Environmental Quality Act (CEQA)

Subdivision Law
University of California, Los Angeles – Extension | Los Angeles, CA

PROFESSIONAL AFFILIATIONS

American Planning Association

American Institute of Certified Planners

To his role as Principal Planner for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

RELEVANT EXPERIENCE

Community Development Director | City of Benicia, CA

Mr. Misner directed the Planning and Building Division functions and managed consultants; prepared and managed department budget (\$3 million); served as the Zoning Administrator; was a member of the Executive Management Team; responsible for implementation of electronic plan review and application submission, permit tracking automation, and development process improvements; and directed and coordinated housing policy discussions and preparation of Housing Element.

Community Development Director | City of Millbrae, CA

Mr. Misner served as Interim Director in September 2018, hired permanently in January 2019; directed functions and services of the Planning, Housing, Economic Development, Building, and Code Enforcement divisions; directed and supported the Planning Commission; provided project management for significant TOD developments; prepared policy support and prepared reports, recommendations to City Council; and managed department budget (\$2.9 million).

Director of Planning and Neighborhood Services | City of Milpitas, CA

Mr. Misner directed the City Planning, Housing, and Neighborhood Services Divisions, managing 14 full-time employees and various consultants, and a \$3.6 million department budget. He was responsible for hiring, training and mentoring planning, housing, and code enforcement staff. Additional responsibilities included the City’s General Plan Update and associated consultant and budget management, and serving as liaison to the Planning Commission and as a member of the Executive Management Team.

Principal and Owner | Davis and Misner, LLC, Danville, CA

Mr. Misner provided project management and consulting services to private clients and municipalities in California. His work included project review, report preparation and analysis, compliance review with General Plan policies and Zoning Ordinance regulations.

Principal Planner | City of Santa Monica, CA

Mr. Misner worked in several roles of increasing responsibility during his 18-year tenure with the City’s Planning Division. As Principal Planner, he supervised a team of five planners, one staff assistant and various consultants; was a member of four-person team which drafted a comprehensive update to the City’s Zoning Ordinance established in 1988. Other accomplishments and duties in his planning roles included:

- Preparing and presenting staff reports involving major projects and policy analysis to the Planning Commission and City Council
- Assisting the Director as Ombudsman to the Business Community
- Serving as a member of a public/private alliance established for business retention and attraction
- Analyzing, processing, and negotiating complex land-use applications and development agreements
- Preparing reports and presenting recommendations to Planning Commission/City Council

Gena Guisar AICP

Principal Planner



EDUCATION

Masters, Urban and Regional Planning
University of California | Irvine, CA
Bachelor of Arts, Social Science
Research & Analytical Methods
University of California | Irvine, CA
Honors Graduate

Gena Guisar, AICP, is a highly experienced urban planner in both the private and public sectors. Ms. Guisar has designed and managed a wide variety of development applications and led teams through the entitlement and environmental review process. Her approach to General Plan Updates, Specific Plans, master planning, yield studies, code analysis, historic research, demographic studies, conceptual grading and conceptual landscape design involves placemaking, sustainability, and economic feasibility. Ms. Guisar's thorough knowledge of the principles and practices of urban and regional planning, zoning, and subdivision concepts makes her an asset to any development team.

PROFESSIONAL AFFILIATIONS

ULI Women's Leadership Initiative
Council Member
American Planning Association
American Institute of Certified
Planners
Urban Land Institute
ULI NEXT Council Member
UCI MURP Graduate Student Mentor

The scale and scope of Ms. Guisar's projects not only require her to be creative and detail oriented, but flexible, adaptable and multidisciplinary.

RELEVANT EXPERIENCE

Contract Principal Planner | City of Carson, CA

Ms. Guisar currently serves as a principal planner for the City of Carson where she manages several high-profile, complex entitlement projects. Ms. Guisar oversees the every aspect of each project, including coordination with the applicant team and city staff, project review, CEQA review and compliance, public outreach, schedule and budget management, preparation of staff reports and notices, and presentations to elected officials and stakeholders.

Contract Principal Planner | City of El Segundo, CA

As a contract principal planner, Ms. Guisar is currently leading the effort to administer an SB 2 grant for the City of El Segundo. The SB 2 grant will fund several activities related to the City's Housing Element Update, such as public outreach, the housing sites inventory, zoning analysis, and housing-related ordinances. In addition, Ms. Guisar manages other complex entitlement projects, prepares agendas, reviews and prepares reports; and conducts presentations to elected officials, commissions, and citizen groups.

Contract Principal Planner | City of Norwalk, CA

Ms. Guisar is currently assisting the City of Norwalk in the project management of a large mixed-use TOD redevelopment project. Ms. Guisar oversees all aspects of the project including due diligence, CEQA compliance, urban design, public outreach, the Specific Plan and the Development Agreement. Ms. Guisar coordinates closely with City Staff, subconsultants and the applicant team while maintaining schedules and budgets.

Contract Principal Planner | City of Fullerton, CA

Ms. Guisar currently provides design and development review for various projects within the City of Fullerton. Ms. Guisar's services also include zoning text amendments, ordinance preparation, and coordination with various City staff.

Contract Planner | City of Garden Grove, CA

In her role as a contract Planner for the City of Garden Grove, Ms. Guisar managed a variety of development applications, reviewed and processed administrative permits, and participated in long range planning efforts. Ms. Guisar services also included the preparation of reports and presentations to the Zoning Administrator, Planning Commission and City Council.

Contract Principal Planner | City of Millbrae, CA

Ms. Guisar served as a contract Planner for the City of Millbrae where she managed the entitlements for two high profile mixed-use TOD projects adjacent to the BART station. Combined, the sites boast over 844 residential dwelling units, including 80 affordable units, 382,000 sf of office space, approximately 44,000 sf of retail area, and a 164-room hotel. These projects represent the first implementing projects of the Millbrae Area Station Specific Plan, which provides the vision and strategies to guide in the creation of Millbrae's new economic center with vibrant, diverse, and sustainable transit-oriented developments

APPOINTMENTS

2018 Spring Faculty - PPD 275 Planning
for Sustainability Lecturer, UC Irvine,
CA

AWARDS

PCBC Gold Nugget Award of Merit
Parkside Family Apartments
PCBO Gold Nugget Award of Merit
Yixing Master Plan
APA Focused Planning Award
Loma Vista Community Centers MPD



EDUCATION

Master's in Public Policy and
Administration
California State University
Long Beach, CA

Bachelor of Arts, Geography/ Urban
Studies
California State University
Long Beach, CA

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)
Association of Environmental
Professionals (AEP)

Glenn Lajoie has over 30 years of experience in the practice of CEQA/NEPA environmental review and Community Planning/Policy Development for clients and agencies throughout California. His skill set includes project and budget management, quality assurance, meeting facilitation, agency staff service assistance, and third party/peer review verification of analysis and findings. His primary objective as a professional planner has always focused on assuring integrity, quality and legal defensibility of analysis and processes, culminating in win-win solutions for clients and communities.

RELEVANT EXPERIENCE

Director of Environmental Services | FirstCarbon Solutions

Mr. Lajoie was the Director of Environmental Services involving over 50 CEQA compliance projects throughout the state. Responsible for project oversight, quality control, staff training and mentorship, client advisement, workload management, financial/budgeting matters, and business development.

Vice-President/Senior Project Manager | PSOMAS

As Vice-President/Senior Project Manager with the Environmental Services Practice, served in the role of Project Manager for a wide range of CEQA compliance Projects, as well as various on-call service assignments for local agencies.

Planning Department Manager | Michael Baker International

As a Department Manager, primary responsibilities for the group of 35 team members included management of projects, quality assurance, staff mentoring and development, budget management, formulation of the annual business plan, business development and client strategic assistance. Michael Baker International acquired RBF Consulting in October 2012. Positions with RBF Consulting included Planner, Project Manager, Environmental Group Manager, culminating in the role of Vice President of Planning and Environmental Services for a 12-year period prior to the acquisition. Responsibilities included project and staff oversight, growth of the service group and maintaining RBF's reputation as a top tier planning consulting firm. Project types included development proposals, infrastructure improvements, as well as planning policy review programs.

Leila Carver ^{PTP}

Senior Planner



PROFESSIONAL AFFILIATIONS

American Planning Association (APA) |
Vice Director Finance, Board Member
for California Chapter Orange Section
Professional Transportation Planner
Transportation Professional
Certification Board

Ms. Carver serves as a Senior Planner for CSG Consultants. She has expertise in project management, CEQA, GIS and demographic research and excels in leadership and customer service. She gained skills and knowledge in many areas of transportation planning from her nine years of experience with Caltrans. Ms. Carver is an independent worker, has outstanding verbal and written communication skills, and is an integral part of the CSG team. She is currently serving as a Board Member for the APA California Chapter, Orange Section.

EDUCATION

Master, Urban and Regional Planning
California State Polytechnic University
| Pomona, CA
Bachelor of Arts, Political Science
California State University | Fullerton,
CA

RELEVANT EXPERIENCE

Planner | City of El Segundo

Ms. Carver serves as a contract planner for the City of El Segundo where she manages complex discretionary permit cases and assists the City with the SB-2 Grant Administration. Ms. Carver conducts project review, prepares staff reports and notices, presents to community and stakeholders and coordinates with applicants and their consultants as part of these efforts.

Planner | City of Laguna Niguel

Ms. Carver serves as a contract planner for the City of El Laguna Niguel where she manages discretionary permit cases. Ms. Carver conducts project review, prepares staff reports and notices, presents to community and stakeholders and coordinates with applicants and their consultants as part of these efforts.

Consulting Planner | City of Burbank

Leila supports the Planning Division with the review and processing of several proposed single-family development special development permits in compliance with the City's requirements for Neighborhood Compatibility Review. She coordinates to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff, conducts site visits and reviews the Municipal Code, Design Guidelines to establish recommendations for a development that would maintain the architectural integrity and compatibility with the existing neighborhood.

Planner | City of Rolling Hills

Ms. Carver supports the Planning Director for the City of Rolling Hill including preparation of the City's Annual Progress Report for the Housing Element, and other planning services.

Planner | Town of Colma

Leila provides planning services to the Town of Colma by assisting with the Town's General Plan Update and Environmental Impact Report, and Climate Action Plan Update.

Planner | City of Carson

Ms. Carver served as a planner for the City of Carson where she managed several complex discretionary permit cases. Ms. Carver conducted project review, managed schedules, prepared staff reports and notices, presented to Planning Commission and stakeholders and coordinates with applicants and their consultants as part of these efforts. She also participated in the Community Outreach and Public Participation team including attending multiple community events to solicit input from public/community for General Plan Update.

Planner | City of Compton

As a contract Associate Planner, Ms. Carver reviewed various development plans, prepared comment letters, and assisted City Staff with priority projects. She managed the development review for a transitional housing project for a discretionary permit application for a conversion from existing hotel to transitional housing project

AWARDS

Superior Accomplishment Award, 2015
Participation and leadership on the
Caltrans Development Review
Geobased Tracking System software
application

PRESENTATIONS

Panelist for UCI Diversity Panel for
University of Irvine, CA
Moderator for APA Orange Section
Program July 2020, Zoom

Brenna Wengert AICP

Associate Planner



PROFESSIONAL AFFILIATIONS

American Planning Association (APA)
Urban Planning Student Association
(Graduate) | President 2015 – 2017
Urban Studies Association
(Undergraduate) | President (2014 –
2015); Vice President (2013 – 2014);
Alumni Chair (2015 – 2017)

EDUCATION

Master of Arts, Urban and Regional
Planning
University of California | Irvine, CA
Master of Arts, Urban Studies
University of California | Irvine, CA

RESEARCH

Master's Thesis: Ballot Initiatives and
their influence on CEQA (2016-2017)
Research: Quagga Mussel as an
Invasive Species (2008-2015)
Assisted with Flood RISE research and
data analysis (2014-2015)
Transit Oriented Development in
California (2014)

Ms. Wengert serves as an Associate Planner for CSG Consultants. Ms. Wengert has over 6 years of experience in the planning industry, providing project management, high quality customer service, oversight and preparation of staff reports and presentations, reviewing discretionary planning applications, and performing plan checks for Zoning and Municipal Code.

RELEVANT EXPERIENCE

City Planner | City of Palos Verdes Estates

Ms. Wengert performed the following duties as the City Planner for the City of Palos Verdes Estates:

- Assisted the Community Development Director with the 2021 Housing and Safety Element updates through Community Meetings, workshops, and data collection.
- Managed complex development applications and residential development projects for Planning Commission or City Council review.
- Prepare professional staff reports, recommendations, resolutions, ordinances, and presented reports to the Planning Commission and City Council.
- Reviewed both administrative and discretionary planning applications. Worked collaboratively to establish project conditions for project approval.
- Coordinated with applicants and agency representatives to identify potential development challenges, coordinated and participated in interdepartmental development reviews, and advised residents, applicants, and agency representatives on the status of their projects.
- Conducted plan check review to ensure compliance with Zoning and Municipal Code guidelines, as well as environmental compliance.
- Assisted the City Clerk with the City's website upkeep for Community Development, updates to the City's permitting system. Worked with a third-party scanning company to digitize historic and recent planning records for remote access both by the public and staff.

Assistant Planner, Webmaster for Planning & Building Safety | City of El Segundo

Ms. Wengert performed the following duties as an Assistant Planner for the City of El Segundo:

- Assisted with drafting of ordinances and code amendments, preparing of professional staff reports, and presenting reports to the Planning Commission and City Council.
- Processed and coordinated the review of development applications including building permits, sign permits, business licenses for various locations in El Segundo for compliance, site plan review, subdivision review, special event permits, conditional use permits, administrative use permits, adjustment and variance reviews, lot line adjustments, and zone text amendments.
- Reviewed construction plans for zoning code compliance and provide corrections as necessary. Created covenants, review formal applications, development proposals, construction plans, and TI plan applications for compliance with appropriate regulations and policies.
- Coordinated development team meetings with the fire, police, public works, and building departments.

Environmental Intern | Michael Baker International, Irvine, CA

Assistant Project Manager | Pacific Planning Group, Laguna Beach, CA

Jonathan Kwan

Associate Planner



EDUCATION

Bachelor of Arts, Environmental Studies: Concentration in Urban Planning
University of California, Santa Barbara
| Santa Barbara, CA

TRAINING

2019 SEEC Greenhouse Gas Inventory Cohort
2020 ICLEI Greenhouse Gas Forecasting, Target Setting, and Planning Cohort

Mr. Kwan has over 5 years of experience in municipal planning and delivers planning, sustainability, and environmental services to CSG's public agency clients. His experience includes processing of current planning applications, preparing and reviewing documents pursuant to CEQA requirements, General Plan development, conducting greenhouse gas inventories and forecasts, Climate Action Plan development, and generating GIS exhibits.

RELEVANT EXPERIENCE

Green Infrastructure Plan | Various Agencies

Mr. Kwan provided technical assistance in the development of Green Infrastructure Plans for the Cities of Daly City, Half Moon Bay, Foster City, Millbrae, and San Carlos, and the Towns of Colma, and Hillsborough. Jonathan was responsible for integrating the plan with existing planning documents such as water efficient landscape ordinances, stormwater management and discharge ordinances, Zoning Codes, and General Plans. Mr. Kwan also developed exhibits and tools to track green infrastructure implementation such as a public facing, interactive map to identify existing and proposed green infrastructure.

Associate Planner | Town of Colma, CA

As a contract Associate Planner, Mr. Kwan provides current and advance planning services to the Town. He is responsible for processing all types of permit applications for new developments with presentations to the City Council, assuring CEQA compliance. He provides graphic support to the Town and works on long range planning initiatives to assure compliance with regional and state mandates.

Mr. Kwan has processed advanced planning projects including a new ordinance. Additionally, he has prepared environmental documentation pursuant to the requirements of CEQA, including Initial Studies and Mitigated Negative Declarations. He is currently updating the Town's General Plan and Climate Action Plan and has completed Green Infrastructure Plans for the Town and multiple San Mateo County jurisdictions.

Associate Planner | City of Scotts Valley, CA

Mr. Kwan provides current planning services to the City. He is responsible for providing counter support to the City and processing Planning permit applications for new developments, assuring CEQA compliance. He provides GIS support to the City and develops exhibits for projects such as the City's General Plan Update. He also works on projects within the City's Affordable Housing Program.

Planning Technician | City of Orinda, CA

Mr. Kwan served as the Planning Technician for the City of Orinda. In this capacity, he reviewed and provided comments on building plans for compliance with zoning and land use regulations, processed all types of current planning applications including conditional use permits, design review, sign permits, tree removal permits, exception permits, and lot line adjustments with presentations to the Planning Commission. Mr. Kwan was also responsible for conducting site visits to investigate and track planning violations. In addition, he worked on various long-range planning projects including a downtown specific plan to revitalize the downtown area and a short-term rental policy.

CivicSpark Fellow | Local Government Commission

Mr. Kwan served as a CivicSpark Fellow to provide sustainability programs support to Cupertino, Mountain View, Redwood City, and Sunnyvale. Projects included conducting greenhouse gas inventories, an Environmentally Friendly Purchasing Handbook update, and

Nader Khalil

Associate Planner



EDUCATION

Master of Urban Planning
California State University
| Northridge, CA

Bachelor of Science, Tourism,
Hospitality, and Recreation
Management
California State University
| Northridge, CA

PROFESSIONAL AFFILIATIONS

American Planning Association
Association of Environmental
Professionals
California State University, Northridge
Professional Coaching Development
Program

SKILLS

Bilingual | Arabic

Nader Khalil serves as an Associate Planner for CSG Consultants and provides planning assistance to public agencies using his skills obtained from his municipal experience, knowledge of administering municipal codes, and his exceptional internal and external communication and customer service skills.

RELEVANT CSG EXPERIENCE

Planner | City of Moreno Valley, CA

Mr. Khalil reviews commercial and residential development plans for compliance with the City's design guidelines and development standards. Mr. Khalil also drafts staff reports, conditions of approval, resolutions, and public notices for project submission and presentation to the City's Planning Commission.

Planner | City of Fullerton, CA

Mr. Khalil reviews development plans for compliance with the City's design guidelines and single-family residential development standards for Minor Site Plan reviews. Mr. Khalil also conducts research and drafts code amendments for the City's municipal code.

Planner | City of Burbank, CA

Mr. Khalil provides single-family development special development permit and Neighborhood Compatibility Review for the City of Burbank. He coordinates with various City departments to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff. As part of this task, he reviews the Municipal Code, Design Guidelines and Neighborhood Compatibility Review Checklist to establish recommendations for maintaining the architectural integrity and compatibility with the existing neighborhood.

ADDITIONAL RELEVANT EXPERIENCE

Environmental Planner | ICF, Los Angeles, CA

Mr. Khalil's duties included: drafting of initial studies, negative declarations, mitigated negative declarations, environmental impact reports, environmental assessments, environmental impact statements, and other comprehensive environmental documents involving all levels of CEQA/NEPA or other related planning documents; and analyzing concepts related, but not limited to, developing analysis, understanding significance conclusions, and broad objectives of CEQA/NEPA. His work also included support of business development efforts, such as proposal writing and participation in industry associations. Mr. Khalil participated in study administration, through budgeting, invoicing, and staff management. He coordinated environmental specialists and peer reviewed their reports.

Project Planner | Meridian Consultants, Los Angeles, CA

Mr. Khalil's duties included: drafting of initial studies, negative declarations, mitigated negative declarations, environmental impact reports, environmental assessments, environmental impact statements, and other comprehensive environmental documents involving all levels of CEQA/NEPA/TEPA or other related planning documents; and analyzing concepts related, but not limited to, developing analysis, understanding significance conclusions, and broad objectives of CEQA/NEPA; and providing background research for a variety of topics related to complex municipal planning projects and private land development projects. His working also included interacting with public agency and private client staff on matters related to land use planning, CEQA/NEPA compliance, and land development/entitlements as defined/directed for each project; integrating various technical reports into environmental documents under supervision of project managers; conducting noise monitoring with a Larson Davis device to measure ambient noise levels in and around proposed Project sites; monitoring mitigation measures at various project sites in relation to noise and air quality protocols

Krystal Sanchez

Assistant Planner



EDUCATION

Bachelor of Science, City and Regional Planning
California State Polytechnic University
| San Luis Obispo, CA

Krystal Sanchez serves as an Assistant Planner for CSG Consultants and is currently providing staff support to CSG clients. Ms. Sanchez provides planning assistance to public agencies using her knowledge of administering municipal codes and her communication skills in providing information to the public and other City departments. Ms. Sanchez is proficient in GIS, InDesign, AutoCAD, Sketch Up and Photoshop.

PROFESSIONAL AFFILIATIONS

American Planning Association

SKILLS

Bilingual | Spanish

RELEVANT CSG EXPERIENCE

Assistant Planner | City of Laguna Niguel, CA

As an assistant planner, Ms. Sanchez is responsible for processing use permit and other development permit applications. She also provides counter support to the City.

Assistant Planner | Town of Colma, CA

Ms. Sanchez provides consulting Assistant Planner services to the Town of Colma by assisting with the General Plan Update and the draft Environmental Impact Report.

Assistant Planner | City of Burbank, CA

As a contract Assistant Planner, Ms. Sanchez supports the Planning Division with the review and processing of several proposed single-family development special development permits in compliance with the City's requirements for Neighborhood Compatibility Review. She coordinates with City departments to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff. She conducted site visits and reviewed the Municipal Code, Design Guidelines for Single family Special Development Permits and Neighborhood Compatibility Review Checklist to establish recommendations for a development that would maintain the architectural integrity and compatibility with the existing neighborhood.

Assistant Planner | City of Carson, CA

As a contract Assistant planner, Ms. Sanchez provided current planning services to the City. Ms. Sanchez was responsible for processing commercial and housing development applications, use permit and design review applications, and assuring CEQA compliance. She also provided counter support to the City.

Assistant Planner | City of Gustine, CA

As a contract Assistant planner, Ms. Sanchez provides support for discretionary and administrative permits. Ms. Sanchez reviews various development plans, drafts incompleteness letters and correspondence with applicants and city staff, conducts research of the City's Municipal Codes and Specific Plans to ensure development plans comply with the City's standards.

Assistant Planner | City of Pasadena, CA

Ms. Sanchez currently reviews various landscape projects for residential and commercial projects for compliance with Model Water Efficient Landscape Ordinance (MWELO) regulations. This includes reviewing water use calculations, plant selections and hydro zones for each landscape project.

OTHER RELEVANT EXPERIENCE

Planning Intern | City of Santa Maria, CA

As a Planning Intern at the City of Santa Maria, Ms. Sanchez reviewed and provided comments on proposed site plans and prepared reports and presentations for development review meetings. Ms. Sanchez helped at the public counter and facilitated translations when needed. Ms. Sanchez facilitated community engagement at workshops for the Santa Maria 2040 General Plan Update by interpreting interviews into Spanish for community members.

Jose Jara

Assistant Planner



EDUCATION

Bachelor of Science, Urban and
Regional Planning
California State Polytechnic University
| Pomona, CA

Jose Jara serves as an Assistant Planner for CSG and its clients. To his planning services and work with the public, Mr. Jara brings skills and knowledge gained from his municipal experience as well as a passion for serving communities as exhibited through his volunteering service. Mr. Jara is skilled in customer service and is fluent in Spanish.

PROFESSIONAL AFFILIATIONS

American Planning Association

SKILLS

Bilingual | Spanish

RELEVANT CSG EXPERIENCE

Assistant Planner | City of Laguna Niguel, CA

As an assistant planner, Mr. Jara is responsible for processing minor development permit applications. He also provides counter support to the public with zoning and land use inquiries, and general entitlement and administrative applications.

Planning Department Support | City of Fullerton, CA

Mr. Jara reviews development plans for compliance with the city's design guidelines and single-family residential development standards for Minor Site Plan Reviews.

Planning Department Support | City of Burbank, CA

Mr. Jara provides support with Neighborhood Compatibility Review of Single-Family Development Permits for the city.

RELEVANT EXPERIENCE

Advanced Planning/Healthy Ontario Intern | City of Ontario, CA

For the City of Ontario Mr. Jara assisted the public with zoning and land use inquiries, and general entitlement and administrative applications; conducted plan checks on ADUs and residential additions; researched grants and local/regional Initiatives; performed research for the 2050 General Plan Update; and provided planning support on Wireless Telecommunications Facilities Development Plans.

Associate | In-N-Out Burger

While delivering exceptional service to customers, Mr. Jara learned to work in a fast-paced environment in which multitasking skills were essential; made quick decisions contributing to efficient flow of operations; and learned to diffuse difficult situations with customers in a professional manner.

Service Drive Concierge | Newport Lexus

In this role, Mr. Jara updated the dealership's loaner vehicle database and provided educational workshops with customers regarding vehicle systems> he was also a valued contributor in a dynamic team setting in which colleagues assisted each other in continuously learning new service techniques and information regarding the operation of different vehicle models.

Volunteer | Los Angeles Homeless Service Authority (LAHSA)

In 2020, Mr. Jara assisted in counting the number of people experiencing homelessness throughout the City of Walnut as part of the Greater Los Angeles Homeless Count. The Count helped better understand homelessness in the region and how to direct resources where they were needed most.

Poll Worker | 2012 United States General Election

Mr. Jara assisted Spanish speaking voters on voting procedures.

Community Volunteer | Inland Congregations United for Change (ICUC), Cathedral City, CA

Mr. Jara assisted in the community meetings in the Cathedral City Dream Homes neighborhood for an organization that develops leadership capacity in the communities in which it is involved

Shehriyar Khan

Planning Technician



EDUCATION

Master of Urban & Regional Planning
(Spring 2022)
California Polytechnic University
| Pomona, CA

Bachelor of Science, Urban & Regional
Planning – Infrastructure and
Transportation
California Polytechnic University
| Pomona, CA

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)
Member.

SKILLS

Trilingual | Urdu, Hindi

Shehriyar Khan serves as a Planning Technician for CSG Consultants and provides planning assistance to our public agency clients using his knowledge of land use entitlements, development processes, CEQA, tactical urbanism, public engagement, local & regional transportation, infrastructure finance, policy analysis, and social context for municipalities. Mr. Khan is proficient with MS Office applications, Google Suite, and Adobe Illustrator.

In addition to his work with CSG clients, Mr. Khan assists senior CSG staff with administrative work including document editing and coordination with project-specific staff.

RELEVANT CSG EXPERIENCE

Planning Technician | City of El Segundo, CA

Mr. Khan assisted in drafting a sites inventory list for the City of El-Segundo for the 6th cycle of the RHNA allocation. Duties included verifying existing uses and zones, proposed uses and overlays, and inclusion in previous cycles.

Planning Technician | City of Fullerton, CA

Mr. Khan reviews development plans for compliance with the city's design guidelines and single-family residential development standards for Minor Site Plan Reviews.

Planning Technician | Town of Colma, CA

Mr. Khan assists with preparing the Draft Environmental Impact Report for Colma's General Plan Update. Duties include quality control and project tracking.

OTHER RELEVANT EXPERIENCE

Co-Principal Investigator | Cal Poly Pomona in Pomona, CA

Mr. Khan was the co-principal investigator on a development study project on curricular revision. His duties included formulating survey questions, recruiting participants in the survey, moderating focus groups, and collecting data.

Grad Assistant (TA) | Cal Poly Pomona in Pomona, CA

Mr. Khan collaborated with university faculty in providing students an overview of conceptual and methodological frameworks in the survey and design of the built environment, and approaches to the analysis and assessment of urban form and public space.

Client Relations | Vocademy – The Marketspace, CA

Mr. Khan's duties included: contract initiation for corporate clients and community members, supporting business development tasks, and analyzing aggregate sales and social media data.

FEE PROPOSAL TO THE
City of Malibu
CONTRACT PLANNING SERVICES

July 13, 2022

Received
07/13/2022
Planning Dept.



3707 W. Garden Grove Blvd. # 100
Orange, CA 92868
714.568.1010 phone
714.568.1028 fax

www.csgegr.com



Employee-Owned

Fee Proposal

CSG’s fee schedule for Planning personnel is provided in the table below.

PERSONNEL / ROLE	HOURLY RATE
Planning Technician	\$135
Assistant Planner	\$145
Associate Planner	\$155
Associate Environmental Planner	\$160
Senior Planner	\$170
Senior Environmental Planner	\$175
Principal Planner	\$185
Principal Environmental Planner	\$190
Planning Manager	\$195
Planning / Environmental Director	\$210
Principal-in-Charge	\$235

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. Overtime work will be billed at 1.5x the hourly rates indicated in the table above. On July 1 following the first year of the contract, CSG will initiate a rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month



CALIFORNIA COASTAL WORK

1220 Camino Del Mar, Del Mar, CA 92014

Received

(619) 943-1337

jsmith@californiacw.com

www.californiacoastalworks.com

07/15/2022

Planning Dept.



PROPOSAL

Contract Planning Services
City of Malibu

Prepared for:
Patricia Salazar
Senior Administrative Analyst

Proposal Issued:
6/9/2022

Proposal Due:
07/15/2022

THANK YOU

FOR CONSIDERING US!

California Coastal Works and its partners are pleased to submit this proposal for consideration. The proposed Team has extensive, direct experience working in the public sector previously for the City of Malibu, as well as other jurisdictions including the cities of Del Mar, Westlake Village and Calabasas, the Rancho Santa Fe Association, California Coastal Commission and the Port of San Diego. Together, we remain committed to assisting the City's planning efforts and are able to be responsive, flexible and focused on the tasks as assigned.

Joseph D. Smith, AICP

Principal, California Coastal Works, LLC

Rick Casswell

President, Casswell Consulting, Inc.

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1 COVER LETTER

WHO WE ARE

California Coastal Works' culture is tied to a vision of "This is Possible." Through collaboration and strategy, successful project implementation is possible.



July 15, 2022

Dear Ms. Salazar,

California Coastal Works, LLC (Coastal Works) is a San Diego-based consulting firm assisting public and private clients in land use policy, project management and strategic coordination on Coastal regulations and the California Environmental Quality Act (CEQA). Coastal Works is a certified Small Business Enterprise (SBE) led by Joseph D. Smith, AICP, former Planning and Community Development Director for the City of Del Mar and Senior Planner for the City of Malibu.

To address this RFQ, Coastal Works formed a team to assist the City meet its needs for development project review and regulatory compliance with the Local Coastal Program (LCP), Malibu Municipal Code (MMC), CEQA and relevant guiding documents. Mr. Smith will be the dedicated project manager and point of contact for the duration of the agreement, and will be the lead for advanced/long-range planning tasks. Mr. Smith is adept at navigating California's coastal regulations under the Coastal Act, LCPs, Zoning Ordinances and CEQA. Joseph brings a solid understanding of the City's needs and obligations, and community sensitivities and balance between local priorities and State mandates.

Included on the Coastal Works team is Rick Casswell, President at Casswell Consulting, Inc. Casswell Consulting will operate as a sub-contractor to Coastal Works and will be the lead for current planning tasks (development project review). Mr. Casswell brings experience as former coastal staff with the California Coastal Commission (CCC) and a former planner with the Rancho Santa Fe Association and the cities of Malibu, Del Mar, Westlake Village, Calabasas and Avondale, Arizona. Rick is experienced in all facets of development review including residential, commercial and public space with an emphasis on architectural and landscape design.

Sincerely,

Joseph D. Smith, AICP
Principal, California Coastal Works



A | ORGANIZATION, CREDENTIALS AND EXPERIENCE

PUBLIC AGENCY EXPERIENCE MATTERS

Services provided in this proposal are offered by California Coastal Works in partnership with Casswell Consulting. All team members have direct public agency experience in current and long-range planning tasks.

A. ORGANIZATION, CREDENTIALS AND EXPERIENCE

i. Summary of Qualifications and Experience

Key members to be assigned to this agreement are described below.



JOSEPH D. SMITH, AICP, PRINCIPAL-IN-CHARGE Program Lead for Advanced/Long-Range Planning

Mr. Smith has over fifteen years of professional experience in public and private sector planning, land use policy and real estate development, policy development and permitting, managing planning departments, budget and fiscal oversight, and providing effective customer service delivery. Prior to establishing California Coastal Works, Mr. Smith was the Director of Planning and Community Development for the City of Del Mar with previous roles as a Department Manager in Development Services for the Port of San Diego and Senior Planning staff for the cities of Malibu and Del Mar. Mr. Smith worked in private consulting in the development industry before his tenure in public service. Mr. Smith is adept at navigating California's coastal regulations under the Coastal Act and Local Coastal Programs, CEQA and City and County Zoning Codes and General Plans. Further, he is an effective problem solver, personable and skilled at consensus building in community and government relations and experienced at presenting before Boards and Commissions. In addition to project coordination, Mr. Smith provides complex policy analysis and development, administration of regulatory programs and permitting, development strategy and government advocacy.

Mr. Smith holds a Master in Public Policy from Pepperdine University and a Bachelors in Political Science from the University of Washington. He is an active member of the American Institute of Certified Planners (AICP), American Planning Association (APA), and Association of Environmental Planners (AEP). Mr. Smith is trained in land use and zoning, policy development, coastal regulations, environmental compliance, governance (Brown Act and ethics), management and leadership.





RICK CASSWELL, SENIOR PLANNING SPECIALIST

Program Lead for Current Planning

Mr. Casswell has over thirteen years of professional experience in public and private sector planning and urban design with a focus on creating sensitively designed residential and commercial projects, and pedestrian-scale development with a high level of aesthetic detail and activation. Mr. Casswell is specialized in zoning, design review, sustainability and pedestrian-oriented development, with a strong background in coastal development and permitting. He is skilled in working with architects, engineers, landscape designers, property owners and other design professionals. Prior to establishing Casswell Consulting, Mr. Casswell worked as a Coastal Analyst with the California Coastal Commission (CCC) San Diego District Office and was former Planning staff for the Rancho Santa Fe Association and the cities of Malibu, Del Mar, Westlake Village, Calabasas and Avondale, Arizona. He is adept at Geographical Information Systems (GIS), electronic plan review and project database management. Further, Mr. Casswell is experienced at presenting before Boards and Commissions, facilitating community workshops and outreach, and engaging with state and local agencies.

Mr. Casswell holds a Master of City and Regional Planning from California Polytechnic State University, San Luis Obispo and a Bachelors from the University of London. Mr. Casswell is trained in urban planning and design, architectural and landscape design, zoning, coastal regulations, land use policy and governance (Brown Act and ethics).

Joseph Smith, Principal, California Coastal Works

Summary of Active Trainings:

1. Holds an American Institute of Certified Planners (AICP) certification through the American Planning Association (APA) since 2012 and maintains 16 hours of continuing education annually in planning, code administration, ethics, law, policy, sustainability and resiliency and equity.
2. Active member of the Association of Environmental Planners (AEP) and participates in annual environmental trainings related to the California Environmental Quality Act (CEQA), State legislative updates and CEQA case law.
3. Engages in annual coastal-related trainings related coastal development, shoreline management and resiliency, State legislative updates and relevant case law.
4. Extensive training in public sector leadership and management, organizational methods, fiscal management and budgeting.

Working with Government Entities:

1. Planning and land development experience working with state, regional and local agencies, including the California Coastal Commission (CCC), California Housing and Community Development (HCD), California Fish and Wildlife (CDFW), the cities of Malibu, Los Angeles, San Diego, Del Mar, Coronado, Solana Beach, Encinitas, Carlsbad, Imperial Beach and Chula Vista, and Sonoma County.
2. Former public sector employment includes:
 - a. Five years with the City of Malibu Planning Department in the roles of Associate Planner and Senior Planner working on long-range policy, Local Coastal Program (LCP) and Municipal Code amendments, development projects, and CEQA and Coastal compliance.
 - b. Seven years with the City of Del Mar Planning and Community Development Department in the roles of Associate Planner, Senior Planner and Director of Planning and Community Development working on long-range policy, LCP and Municipal Code amendments, development projects, and CEQA and Coastal compliance.
 - c. Three years with the Port of San Diego Development Services Department in the roles of Senior Planner and Department Manager working on policy work on the Port Master Plan Update (PMPU) and Port Master Plan amendments, tenant and Port development projects, and CEQA and Coastal compliance.
3. Former private sector consulting:
 - a. Two years with various land use and planning firms in Los Angeles County on coastal-related entitlements, CEQA preparation and community outreach.



Rick Casswell, President, Casswell Consulting

Summary of Active Trainings:

1. Engages in annual architectural and urban design related training related to coastal, residential and commercial development.
2. Extensive training in public and private sector design-oriented development review for coastal, residential, commercial and industrial projects, focusing on architectural and pedestrian-friendly design.

Working with Government Entities:

1. Planning, land use, and design experience working with state, regional and local agencies including working both for and with the California Coastal Commission (CCC).
2. Coordination with other agencies include the Army Corps of Engineers (ACOE), California Fish and Wildlife (CDFW), California Housing and Community Development (HCD), the counties of Los Angeles, Ventura, Santa Barbara and San Diego, and the cities of Malibu, Calabasas, Westlake Village and Agoura Hills.
3. Former public sector employment includes:
 - a. One year with the County of Ventura Planning Division in the role of Planning Intern, working on a Draft Specific Plan for the North Ventura Avenue Area.
 - b. One year with the City of Calabasas as a Contract Planner working on current planning projects, including commercial and residential developments, architectural design review and CEQA compliance.
 - c. One year with the City of Malibu as a Contract Planner providing project review of primarily residential development, as well as assistance in mapping public view corridors and coastal access and CEQA compliance.
 - d. Three years with the City of Westlake Village Planning Department in the role of Assistant Planner working on commercial, industrial, and residential development projects, architectural design review, CEQA, formulation of the North Business Park Specific Plan and a Housing Element update.
 - e. Two years with the California Coastal Commission reviewing development proposals for residential, commercial, industrial and civic projects located within the Coastal Zone of San Diego County and review of community local coastal programs for compliance with the California Coastal Act.
 - f. One year with the City of Del Mar Planning Department in the role of Associate Planner working on development projects, architectural design review, long-range policy, capital improvement projects, CEQA, City ordinance creation, public outreach and Coastal Act compliance.
 - g. Three years with the Rancho Santa Fe Association (non-profit entity) performing site plan and architectural design review of both commercial and residential projects.
 - h. One year as a Contract (Senior) Planner with the City of Avondale Planning Division providing planning and architectural design review of commercial, industrial and residential development projects and a General Plan update.



JOSEPH D. SMITH, AICP

1330 Camino Del Mar • Del Mar, CA 92014 • 619-943-1337 • jsmith@californiacw.com

EXPERIENCE**California Coastal Works**

Del Mar, CA

*Principal**November 2021 – Present*

- Provides expert guidance on coastal regulations, land use and zoning, current and long-range planning, administration of land development codes, permitting, and process support.
- Develops strategies related to coastal planning, housing policy, Local Coastal Programs (LCPs), subdivisions, rezones, and the California Environmental Quality Act (CEQA).
- Facilitates public engagement and public agency coordination with local and State agencies including the California Coastal Commission (CCC) and Housing and Community Development (HCD).

City of Del Mar

Del Mar, CA

*Director of Planning and Community Development**December 2019 – January 2022*

- Oversaw project development review, building services, code enforcement, and long-range planning.
- Administered consistency with the Zoning Code, Local Coastal Program (LCP), Design Review Ordinance, General Plan, CEQA, and state legislation.
- Oversaw key initiatives including the City's 6th Cycle Housing Element, housing program implementation, business support measures, freight/passenger rail assistance, and development regulations.
- Coordinated with agencies, including San Diego Association of Governments (SANDAG), CCC, and HCD.
- Frequently presented to the City Council, Commissions and Boards, and manage public outreach.
- Responsible for the Department's annual budget, development processes, and consultant agreements.
- Supervised eight direct reports and manage contracts for Building and Safety Services and Clean Water.

Port of San Diego

San Diego, CA

*Department Manager, Development Services Department**August 2016 – December 2019*

- Administered consistency with the Port Master Plan (PMP), Coastal Act, CEQA, and Public Trust.
- Drafted implementation sections for the Port's comprehensive PMP Update (PMPU), including sections on water and land use, public benefits, coastal access, development standards, and sea-level rise.
- Managed complex entitlements for the San Diego Symphony's Bayside Performance Park Enhancement Project – a 10,000 seat outdoor venue (PMP Amendment (PMPA)/Environmental Impact Report (EIR)/Coastal Development Permit (CDP)); Shelter Island Public Boat Launch Redevelopment Project (PMPA); the build-out of the new Chula Vista Bayfront – 255-stall RV Park (EIR Addendum/CDP), Sweetwater Pedestrian/Bicycle Path Project (CDP), 1,600-room Resort Hotel/Convention Center (CDP), and Sweetwater & Harbor Parks (CDPs); the Central Embarcadero/Seaport Village Redevelopment (EIR/CDP pre-submittal phase); temporary events; and maritime redevelopment.
- Facilitated monthly coordination with CCC staff on projects and policies.
- Presented to the Board of Port Commissioners, Executive Port Leadership, and attended CCC hearings.
- Supervised six planning staff and various project management and environmental consultants.
- Oversaw the Department's budget, development processes, and consultant agreements.

City of Del Mar

Del Mar, CA

*Senior Planner**August 2013 – August 2016*

- Administered consistency with the Zoning Code, Design Review Ordinance, LCP, General Plan, and CEQA.
- Managed special projects including redevelopment of the City Hall/Town Hall (EIR/CDP); a comprehensive, grant-funded LCP Amendment (LCPA) to address sea-level rise and coastal flooding; and an extension of the River Path Del Mar trail system (Mitigated Negative Declaration (MND)/CDP).
- Processed CDPs, Conditional Use Permits (CUPs), and Design Review applications for residential bluff-top, beachfront, institutional development, and open space including shoreline parks and trails.



- Processed CDPs, Conditional Use Permits (CUPs), and Design Review applications for residential bluff-top, beachfront, institutional development, and open space including shoreline parks and trails.
- Facilitated frequent coordination with CCC staff on projects and policies.
- Supervised technical consultants, including Requests for Proposals and budget managements.
- Streamlined departmental policies, forms, and procedures to improve application processing.
- Presented to the City Council, Commissions and Boards, and managed public outreach.
- Project supervision of three planning staff.

City of Malibu

Malibu, CA

Senior Planner

June 2008 – July 2013

- Administered development review consistent with the City's Zoning Code, LCP, General Plan, and CEQA.
- Processed CDPs, CUPs, variances, and land division applications for residential bluff-top, beachfront, hillside development, commercial and institutional development, and parks, trails, and beach access.
- Managed special projects including an overhaul of the Zoning Code; redevelopment of the local high school and addition of sports field lighting (LCPA/CDP); Institutional Development Standards (LCPA); City Parks and Trail System (LCPA); development incentives for trail dedications (LCPA); update to the City's Vertical/Lateral Beach Access map (LCPA); demolition of a gas station with contamination (MND/CDP); redevelopment of a fire station (CDP); development of a large community park (CDP); ordinance regulating formula retail; and dark sky preservation efforts.
- Facilitated frequent communication with CCC staff, National Park Service, and local school district.
- Supervised technical consultants, including RFP preparation and budget managements.
- Presented to the City Council, Commissions and Boards, and managed public outreach.
- After leaving for the City of Del Mar, worked as an independent contract planner for one additional year to complete the comprehensive Zoning Code update.

Cerrell Associates

Los Angeles, CA

Assistant Account Executive, Planning and Public Affairs

May 2007 – May 2008

- Researched zoning and land use provisions for multi-unit residential, mixed use, and commercial projects.
- Facilitated community engagement, project management, and CEQA/Specific Plan preparation.

Schmitz & Associates

Malibu, CA

Associate Planner

February 2006 – April 2007

- Processed CDPs for beachfront and hillside development, and facilitated LCP and zoning compliance.

Washington State Legislature

Olympia, WA

Legislative Assistant, State Senate

January 2005 – August 2005

- Managed constituent relations and communications and provided legislative policy research.

EDUCATION

Master of Public Policy (MPP), State & Local Policy, Pepperdine University, 2007

Bachelor of Arts, Political Science, University of Washington, 2005

CERTIFICATION

American Institute of Certified Planners (AICP), American Planning Association, 2011 – Current

COMMUNITY SERVICE

Appointed Member, Measure MM Independent Citizens' Oversight Committee, Del Mar Union School District

INTERESTS

Family, dogs, great coffee, great food, music, running, and travel.



RICK CASSWELL

820 West G Street, #304, San Diego, CA 92101 • rickcasswell@gmail.com • (805) 791-7850

WORK EXPERIENCE

August 2018 – Present

Casswell Consulting, Inc., California

President. Independent land use planning and entitlement consultant. Assists property owners with land use analysis, subdivision and general development applications, site planning, and architectural design, and provides both current and advanced planning support (specializing in zoning and design review) to public and private agencies (including the Rancho Santa Fe Association and the City of Avondale). Entails detailed project management, analysis, and personnel management of architects, engineers, and other development professionals.

August 2016 – December 2019

Rancho Santa Fe Association, California

Senior Planner. Project management of both current and special planning projects. Current planning projects focused on high-end residential (including multi-lot subdivision proposals) and commercial development, with an emphasis on architectural and landscape design. Advanced/special planning projects included updating the Regulatory Code, Residential Design Guidelines, Construction Permit Application, and implementation of a GIS interface, electronic plan intake, and electronic database for project management. Involved frequent presentations to the Covenant Design Review Committee and to the Board of Directors. Supervised and trained planning staff and conducted interviews for new hires.

July 2015 – August 2016

City of Del Mar, California

Associate Planner. Project management of both current and advanced/special planning projects. Current planning projects included variances, CDPs, and Design Review Permits. Advanced/special planning projects included Zoning Code Amendments, ordinance writing, application management of a capital improvements project requiring California Coastal Commission approval, community workshops and outreach, in addition to related research and public presentations. Regular presentations were made to the Design Review Board, Planning Commission, and City Council.

December 2013 – July 2015

California Coastal Commission, San Diego, California

Coastal Analyst II. State agency project management of residential, commercial, industrial and civic development proposals (located within the Coastal Zone of San Diego County) and review of community local coastal programs for compliance with the California Coastal Act. Involved liaising with agents, architects, property owners, internal and local government staff, where organizational skills were key to meeting continuous deadlines as part of a high-volume caseload. Televised staff presentations were made on a regular basis to the California Coastal Commission.

June 2011 – December 2013

City of Westlake Village, Westlake Village, California

Assistant Planner. Current planning work involved performing administrative reviews of development applications, as well managing a multitude of discretionary projects requiring City Council approval. Public speaking and presentation experience were enhanced by regular City Council hearings and committee meetings. Long-range planning entailed working alongside consultants and performing community outreach in the formulation of the North Business Park Specific Plan for the City of Westlake Village. Further long-range planning involved working on an update to the City's Housing Element. Ordinance writing experience was also furthered.

August 2010 – June 2011

City of Malibu, Malibu, California

Contract Planner. Furthered experience in current and long-range planning. Current planning project management consisted of processing a variety of current planning projects, with related staff reports and decision letters. Also worked on a Mitigated Negative Declaration and an Initial Study. Long-range planning included GIS mapping and documentation of beachfront public access easements, view corridors, land use, and citywide trails, in addition to conducting research of other municipalities' development standards in comparison to those of the City of Malibu for proposed amendments to city ordinances.



March 2010 – June 2011

City of Calabasas, Calabasas, California

Contract Planner. Gained significant experience in current planning within the public sector. Project planner for various administrative and discretionary current planning projects. Provided public counter and telephone assistance for general land use inquiries. Frequent project presentations made at public hearings. Also involved community outreach for the Calabasas Trails Master Plan Update.

February 2009 – June 2009

Mesa Lane Partners, Santa Barbara, California

Intern Project Manager. Gained private sector project management experience, providing planning assistance on a proposed LEED certified mixed-use development in Isla Vista. Primarily responsible for ensuring project compliance with the Santa Barbara County General Plan and Coastal Zoning Ordinance, the Goleta General Plan and Zoning Ordinance, and the Isla Vista Master Plan. Additional duties centered on conducting site analysis of parcels for potential infill development and redevelopment as real estate investment opportunities.

September 2008 – June 2009

Ventura County: Draft Update for North Ventura Avenue Area Plan

Intern. Produced an internal administrative draft update to the North Ventura Avenue Area Plan for Ventura County's Planning Division as part of master's degree. Collaborated with the County and City of Ventura to revise the current local area plan for North Ventura Avenue. Applied sustainable growth theory and promoted pedestrian and bike-oriented development throughout the plan area through the creation of new goals, policies and programs as stimuli for revitalizing the area. The plan was presented to the entire Planning Division in July 2009.

EDUCATION

- January 2008 – June 2009: California Polytechnic State University, San Luis Obispo
Master of City and Regional Planning, GPA: 3.74
- September 2004 – June 2005: University of California, Santa Barbara Extension (Design Your Own Program)
Successful completion of 36-unit course of planning-related classes, GPA: 3.43
- September 2001 – June 2004: Queen Mary, University of London
Bachelor of Arts (Honors) Degree in Human Geography
- September 2002 – June 2003: University of California, Santa Barbara (Exchange Abroad Program)
Successful completion of 36-unit Exchange Abroad Program in Geography, GPA: 3.57

PUBLICATIONS

Casswell, R., Gonzalez, U., Levi, D., and Lopez, A. (2010). *Sustainable Cities*. In 'Focus: Journal of the City and Regional Planning Department, College of Architecture and Environmental Design, California Polytechnic State University San Luis Obispo' (Spring 2010 Edition)

SKILLS

Excellent interpersonal and communication skills
 Ability to work as part of a team and independently
 Project management skills, including the ability to multi-task
 First-rate customer service skills
 Skilled in graphic design programs (Adobe Creative Suite, Google Sketchup, and Auto-CAD) and freehand GIS
 Proficient in Microsoft Office
 Strong legal and technical writing skills
 Experienced and effective public speaker/presenter
 Strong political acumen
 Negotiating



A. ORGANIZATION, CREDENTIALS AND EXPERIENCE

ii. Company Summary and Team Members

Prime Consultant

California Coastal Works, LLC
1330 Camino Del Mar, Del Mar, CA 92014

- Size: 1
- Principal/Company Official: Joseph D. Smith, AICP
- Proposed Planner: Joseph D. Smith, AICP (principal planner level)
- No other personnel at this time. However, in the event additional staff are added to California Coastal Works, planners may be available for additional work under the Agreement.

Sub-consultant

Casswell Consulting, Inc.
820 West G St #304, San Diego, CA 92101

- Size: 1
- Principal/Company Official: Rick Casswell
- Proposed Planner: Rick Casswell (senior planner level)
- No other personnel at this time. However, in the event additional staff are added to Casswell Consulting, planners may be available for additional work under the Agreement.



A. ORGANIZATION, CREDENTIALS AND EXPERIENCE

iii. References

Joseph D. Smith

1. Dwight Worden, Mayor, City of Malibu; (858) 481-2609
2. Matt Bator, Principal Planner of Current Planning, City of Del Mar; (858) 755-9313
3. Wileen Manaois, Development Services Director, Port of San Diego; (619) 686-6200
4. Katy MacDonald, Chief of Staff, San Diego Symphony; (619) 235-0800

Rick Casswell

1. Tom Farrar, Independent Planning Consultant; (858) 663-2659
2. Scott Wolfe, City Manager, City of Buellton; (805) 432-2659
3. Arnold Keane, former Assistant Manager, Rancho Santa Fe (retired); (760) 586-4630
4. Roger Scherer, Principal, RMS; (951) 691-7762



B | UNDERSTANDING OF THE SCOPE OF WORK

WE UNDERSTAND THE CITY'S NEEDS

Successful project management requires an understanding of the City, community and key partners. It takes a team who can get results. California Coastal Works and its partner are confident in their delivery.

B. UNDERSTANDING OF THE SCOPE OF WORK

i. Summary of Scope

Scope Summary

The City's Planning Department is experiencing an unprecedented amount of development requests and policy commitments, wherein current staffing levels are not at a sufficient level to meet demand. As such, the City is utilizing the RFP process to seek consulting firms to aid in the City's case management of current planning and advanced/long-range planning tasks.

The Scope of Work summarizes various tasks related to project management in a municipal setting, with an emphasis on discretionary review processing. The assigned tasks have the potential to include the full range of duties typical of senior and associate-level City planning staff including project conformance reviews, research and due diligence, coordination with applicants and reviewing departments, permit processing tasks, preparation of staff reports and correspondence, and overall project management. Consultants are expected to be comfortable working within the City's various regulatory documents such as the Malibu Municipal Code (MMC), General Plan and Local Coastal Program (LCP), and capable of evaluating projects pursuant the California Environmental Quality Act (CEQA), in addition to other local and State mandates. Site visits and attendance at meetings/hearings may be expected whether remotely or in-person, and presentations may be needed before various City stakeholders including City committees, the Planning Commission and City Council.

Some assignments may include advanced/long-range planning tasks such as amendments to the General Plan, MMC and/or LCP for applicant-initiated requests. In some cases, the City may initiate various advanced/long-range tasks such as policy updates, code amendments and research assignments related to local or State needs. Consultants may be requested to facilitate these types of tasks in whole or in part, depending on the needs and availability of City staff.

Proposal

California Coastal Works and its sub-contractor, Casswell Consulting, are able to supplement the City's Planning Department with as-needed development review and policy support. Throughout the duration of the agreement, Joseph Smith will be the designated point of contact and will coordinate assignments with Rick Casswell as applicable. As proposed, Mr. Smith would be the program lead for advanced/long-range planning assignments, while Mr. Casswell would be the program lead for current planning assignments. Even though Mr. Smith and Mr. Casswell are based in San Diego, they are proficient at working in a remote environment and will promptly respond to requests, emails and calls. If needed, Mr. Smith and Mr. Casswell are available for in-person meetings in the City. All team members are committed to prioritizing this work effort and availability for the duration of the agreement.

c | PROFESSIONAL
SERVICES
AGREEMENT

C. PROFESSIONAL SERVICES AGREEMENT

The California Coastal Works team will use and comply with the terms and conditions of the City's standard Professional Services Agreement. The following exceptions to Section 6.5 (Indemnification) are requested:

6.5 Indemnification. – Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, and employees ("City Parties") and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of its work performed pursuant to the Scope of Work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole negligence, active negligence, or willful misconduct of the City or City Parties. Should City ~~in its sole discretion~~ find Consultant's legal counsel unacceptable, then Consultant and City shall use best efforts to mutually agree upon counsel acceptable to both parties. In the event Consultant and City cannot agree, then Consultant shall reimburse the City its costs of defense not to exceed five thousand dollars (\$5,000.00), including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.



D | COMPLIANCE

Consultant shall comply with the California Labor Code. Pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.

E | LITIGATION

Neither California Coastal Works or Casswell Consulting has any past, current or pending litigation resulting from professional services rendered over the past five years.



**RFP for Contract Planning Services
Proposed Rates – July 2022**

Received
07/15/2022
Planning Dept.

California Coastal Works:

Joseph D. Smith, AICP: \$285/hr (consultant rate)
 \$150/hr (consultant rate for travel to/from City for services
 related to Scope of Work)

Casswell Consulting:

Rick Casswell: \$235/hr (consultant rate)
 \$100/hr (consultant rate for travel to/from City for services
 related to Scope of Work)

City of Malibu

Contract Planning Services



August 12, 2022

Patricia Salazar, Development and Operations Manager
City of Malibu
Planning Department
23825 Stuart Ranch Road
Malibu, California 90265

Subject: Proposal for Contract Planning Services

Dear Ms. Salazar:

Rincon Consultants, Inc. is pleased to submit this proposal to assist the City of Malibu (City) with contract planning services. We successfully provided contract planning services to the City from 2013 until 2021 and believe that the City appreciated our quality of work, professionalism, and ability to manage large caseloads over those years. We understand that the Planning Department staff is processing a high volume of development permit applications and long-range planning projects and is seeking proposals from qualified firms to provide contract planning services.

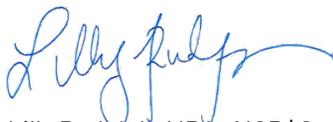
Through our execution of previous contract planning services and environmental review assignments for the City, we have developed a strong understanding of the City's needs, organizational structure, and planning processes and have developed a positive working relationship with City staff. This experience, as well as our broad range of land use and technical environmental expertise and responsiveness to clients' needs make us especially well-suited for this important contract planning assignment.

While the City's request for proposal identifies a detailed scope of services that includes case management, we propose a modified scope to provide ghost writing services for current planning cases, long-range planning, and California Environmental Quality Act compliance. We believe these services will offer much-needed staffing resources that will benefit the City and will also be manageable for our staff. This proposed arrangement will allow us to continue to provide thorough and high-quality deliverables and experienced case planning services efficiently and on-time.

If you have any questions regarding the contents of this proposal, please contact the Project Manager, Lilly Rudolph, at 805-947-4828 or by email at lrudolph@rinconconsultants.com. We look forward to the opportunity to meet with you to further discuss your needs. This proposal remains valid for a period of 90 days.

Sincerely,

Rincon Consultants, Inc.



Lilly Rudolph, MPA, AICP | Senior Program Manager

lrudolph@rinconconsultants.com

Contact for clarification



John Moreland, AICP | Director of Community Planning

jmoreland@rinconconsultants.com



Deanna Hansen | Principal/Vice President Environmental Planning

Phone: 213-279-2108

dhansen@rinconconsultants.com

Authorized to contractually obligate and negotiate on behalf of Rincon Consultants, Inc.

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Appendix A

Key Personnel Resumes

Fees

Under Separate Cover

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1 Organization, Credentials, and Experience

1.1 About Rincon

Rincon Consultants, Inc. (Rincon) is a multidisciplinary planning, environmental science, and engineering consulting firm that provides quality professional services to government and industry. Our principal service is to provide planning and environmental support with scientific research to create and sustain innovative solutions to natural resource, sustainability, and environmental impacts. Rincon prides itself on the considerable depth of its staff, which includes American Institute of Certified Planners (AICP), former public sector planning professionals, land use policy experts, accredited Leadership in Energy and Environmental Design professionals, and California Environmental Quality Act (CEQA) professionals. Our approach to every project is centered upon the design and development of innovative solutions that respond to our clients’ specific needs in a cost-effective manner.

Legal Name: Rincon Consultants, Inc.
Legal Form: California “S” Corporation
Founded: 1994
Professional Staff: 400+
California Offices: 12
Core Values: Trusted, Fair, Transparent, Accountable, Disciplined, Entrepreneurial

Rincon’s corporate culture focuses on providing land use planning and environmental consulting services in a manner that is beneficial to both the environment and our client’s needs. We act as an extension of our client’s team and function with their best interests in mind. By managing each project with a focus on three primary objectives—economic efficiency, technical excellence, and sustainable approach—we can provide superior service that efficiently and effectively meets the needs of our clients.

We are accustomed to providing contract planning for a wide range of residential, commercial, and industrial current planning projects, as well as preparing a range of ordinance amendments and General Plan and Specific Plan updates. Regardless of the complexity of each project, we conduct our analysis and public correspondence with careful attention to accuracy and meticulous record keeping. Rincon staff are easily able to function as an extension of City staff, providing the highest quality of service for the City’s current and long-range planning projects.

Services

We have categorized our environmental consulting services into six core areas:

- Environmental Sciences and Land Use Planning
- Biological Resources
- Water Resources
- Cultural Resources
- Site Assessment and Remediation
- Sustainability Services

We also maintain a Geographic Information System (GIS) and Graphics Communications group to enhance our documents and support our data analyses for projects addressing issues in these service areas.



1.2 Organizational Structure

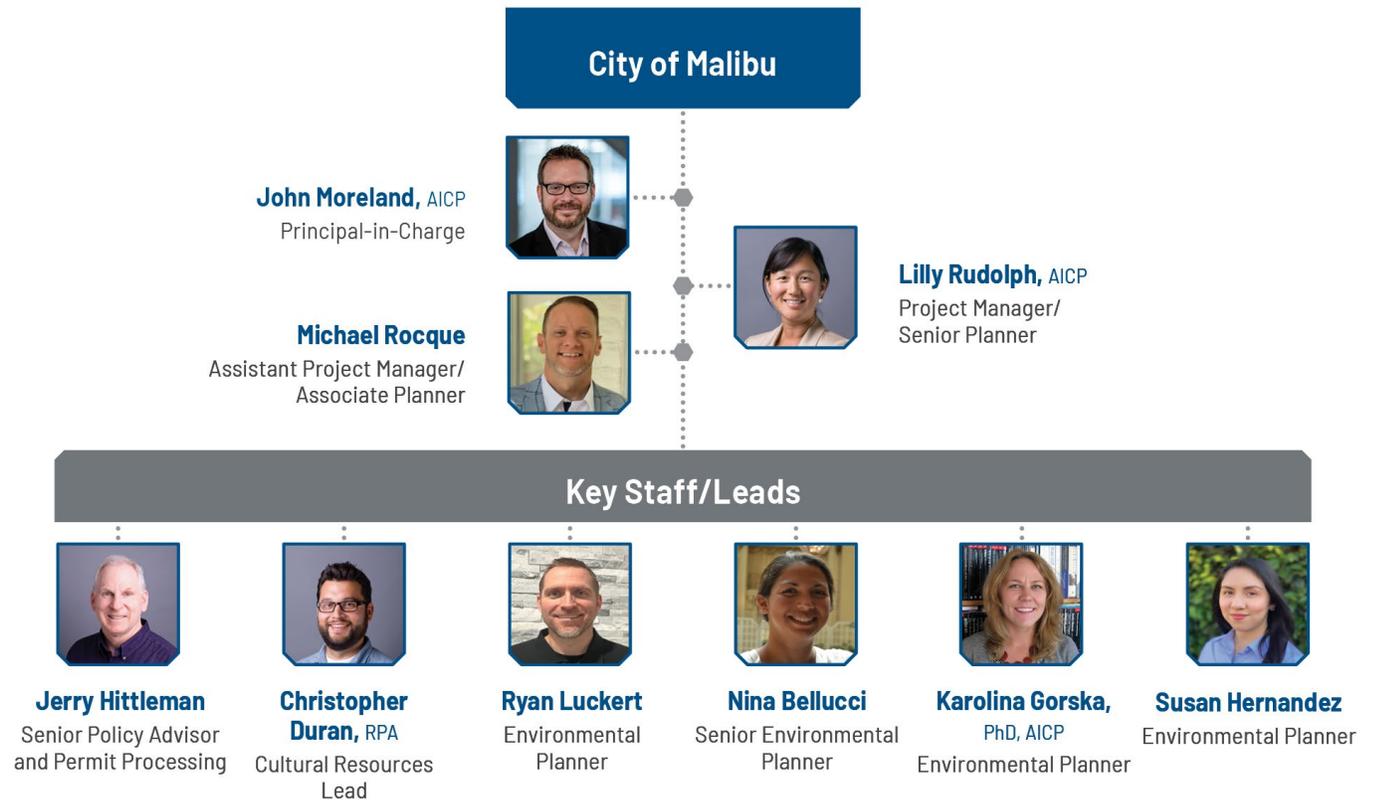
Rincon is overseen by a seven-member Board of Directors. There are 23 active Principals and seven Directors of the firm, expanded from the four founders. The company has a limited stock ownership program that is available to select employees, in addition to the Principals. There are a total of 24 company shareholders.

John Moreland, AICP, will lead the team as Principal-in-Charge. He has over 17 years of experience managing, processing and coordinating entitlement and planning projects in over 80 jurisdictions throughout the western United States. Lilly Rudolph, AICP, will serve as Project Manager in charge of day-to-day oversight and will serve as the City's Primary Contact. She has 18 years of experience managing current planning assignments and long-range planning documents for municipal planning agencies. Michael Rocque will serve as the Assistant Project Manager. He has over 19 years of experience in urban planning with, as well as a vast amount of public sector experience.

1.3 Key Personnel

Project Team

Rincon has operated its community planning practice with the simple idea that we want our work to make positive change. Rincon has assembled a team of highly skilled planning professionals who combine extensive technical qualifications and knowledge of both current and comprehensive planning and environmental analysis with decades of experience working in the region. Brief resumes for all key team members are included on the following pages. Detailed resumes with project references are provided in Appendix A.



John Moreland, AICP | Principal-in-Charge



John Moreland brings over 17 years of experience in managing, processing and coordinating entitlement and planning projects in over 80 jurisdictions throughout the western United States for both public and private sector clients. He is currently overseeing a comprehensive update to the City of West Covina Zoning Code, which includes a standalone objective design standards document. Using his extensive knowledge of development plans, entitlements, specific plans, environmental documents and zoning code research, he provides valuable insight to each of his projects. As a well-rounded professional, John's versatile expertise allows him to manage complex development projects, including those that involve specific plans, general plan amendments, as well as zoning code

amendments and design guidelines.

Lilly Rudolph, AICP | Project Manager



Lilly Rudolph is responsible for managing current planning assignments and long-range planning documents for municipal planning agencies. Over her career in planning, community development, and economic development, Lilly has developed a broad background of experience ranging from preparing community plans and form-based codes to overseeing civic engagement and outreach strategies. She has prepared and/or managed general plan updates, including housing elements, design guidelines, specific plans, historic resource surveys, and ordinances and is experienced in the preparation and management of CEQA documents for plan areas and development projects. She also has extensive current planning experience and has processed complex residential, mixed-use,

and commercial projects in Ventura, Malibu, Grover Beach, Guadalupe, Berkeley, and in Santa Barbara County. She is currently involved in the updating of the City of Selma Zoning Code and is managing 6th Cycle Housing Element updates for the City of Simi Valley and City of Palo Alto. Her recent housing element experience has deepened her understanding of recent housing legislation intended to streamline the permitting process for residential and mixed-use projects.

Michael Rocque | Assistant Project Manager



Michael Rocque serves as a Senior Planner/Project Manager in Rincon's Environmental Planning and Sustainability group. Michael has over 19 years of experience in many facets of urban planning. He has a vast amount of public sector experience and has processed mixed-use, residential, commercial, agricultural, and industrial development applications along with hundreds of wireless telecommunication projects for cities and counties and has prepared and/or managed general plan updates, design guidelines, and land use settlement agreements. He also has expertise in coastal project planning and working with several state agencies, specifically the California Coastal Commission in the processing of permits. He is integrally involved in Rincon's

Contract Planning practice and provides management-level assistance with both discretionary planning projects and long-range projects, as well as in the preparation of CEQA documents.

Jerry Hittleman | Senior Policy Advisor and Permit Processing



Jerry Hittleman is a Senior Planner with Rincon's Environmental Planning and Sustainability group. He has experience in urban planning and environmental consulting throughout California. Jerry specializes in managing a variety of long-range and current planning projects, including, but not limited to, coastal project planning, Surface Mining and Reclamation Act compliance, the entitlement review and processing of cannabis permits, writing and processing cannabis ordinances and their environmental review, cannabis permits for Monterey County and Santa Barbara County, and a wide range of CEQA documents for cannabis clients in the City and County of Los Angeles, the City of Oakland, Mendocino County, Santa Barbara County, Riverside County, and Ventura County.

He is integrally involved in Rincon's Contract Planning practice and provides management-level assistance with preparation of CEQA documents. He was the project manager for the Cannabis Cultivation Ordinance Update Initial Study-Subsequent Mitigated Negative Declaration project for Sonoma County.

Nina Bellucci | Senior Environmental Planner



Nina Bellucci has a strong background in public-sector long-range and current planning, housing element implementation, and community development policy and program development. Nina spent 7 years with the County of Sonoma, first as a community development specialist at the County Community Development Commission, and as a planner with the Permit & Resource Management Department. Some of her significant achievements there include substantial zoning code amendments to facilitate housing development, federal and local funding policy development, and process improvements designed to reduce processing times for housing development. Outside of the public sector, she also has several years of experience as a writer and editor.

Christopher Duran | Cultural Resources Lead



Christopher Duran has more than 13 years of professional experience in cultural resources management and has worked extensively in San Luis Obispo County and the surrounding areas. Christopher has conducted numerous cultural resources investigations in support of CEQA and Section 106 of the National Historic Preservation Act along the Central Coast and has worked with multiple tribes in the region. He also has extensive recent experience with local tribes concerning the mitigation of cultural resources identified during field investigations and has authored a variety of cultural resources studies including: archaeological surveys, archaeological testing and eligibility evaluation, data recovery, mitigation monitoring plans and reports, and peer reviews throughout

Southern California. Christopher has also worked on multiple burial sites in Chumash territory and has experience facilitating consultation for the recovery and treatment of human remains with various Chumash. Rincon has also developed working relationships with the Northern Chumash Tribal Council and the yak titu titu yak tilhini tribe of the Northern Chumash people.

Karolina Gorska, PhD, AICP | Environmental Planner



Dr. Karolina Gorska is a detail-oriented professional with supervisory and training experience in private and public-sector planning, as well as academia. She has 6 years of research experience in the field of city planning and more than 6 years of work experience in current and long-range planning. She has exceptional communication, decision-making, and problem-solving skills, and strong analytical, fact-finding, and qualitative skills to develop reports, presentations, and uncover useful information for policy recommendations. She is adept at meeting deadlines and managing multiple projects simultaneously from inception to completion.

Ryan Luckert | Environmental Planner



Ryan Luckert has over 20 years of experience in the field of environmental planning management, agency coordination, and entitlement processing. He holds ongoing responsibility for the preparation and management of environmental documentation pursuant to CEQA and National Environmental Policy Act (NEPA) for a variety of project types, including large-scale residential developments, commercial developments, high-rise mixed-use projects, general and specific plan amendments, and multi-phase regional development projects. Ryan supports on-call planning and environmental service contracts throughout the Southern California region with consistent application of CEQA on a variety of environmental reports in order to successfully certify documentation. He is

intimately familiar with all issues addressed under CEQA, as well as other regulatory requirements, including, but not limited to, sustainability issues, water supply and infrastructure, environmental justice, and community impacts.

Susan Hernandez | Environmental Planner



Ms. Hernandez has a foundation in local government as a former planner for the City of Pico Rivera. She is a skilled Planner experienced in site plan review, entitlement processing, and environmental planning. While with the City of Pico Rivera, she assisted various city stakeholders such as developers, residents, and business owners navigate the city's zoning ordinances, General Plan, and city processes. She provided counter assistance to residents and developers in both English and Spanish. She processed, managed, and reviewed entitlements including commercial and multifamily residential projects. While managing the entitlements she held community outreach meetings, prepared the staff reports and resolutions, and presented the projects to the Planning Commission. With

Rincon she has assisted with a variety of long range and environmental projects such as General Plan updates, zoning ordinance updates, Initial Study Mitigated Negative Declarations, and Environmental Impact Reports.

Related Project Experience

Rincon offers extensive experience providing contract planning services to California municipalities and our team brings unique qualifications that will ensure projects will be managed in an efficient, transparent, and ethical manner. Our staff has experience managing, processing, and reviewing various types of projects ranging from simple to complex discretionary actions. Our goal is to provide exceptional customer service to agencies by being responsive to client’s needs, communicate clearly and efficiently with internal public agency staff, and anticipate the wants and needs of decision-makers. The table below shows our municipal contract planning clients over the last 5 years throughout the state.

Client	Client	Client
City of Menifee	City of Livermore	City of Santa Monica
City of Pico Rivera	County of San Luis Obispo	City of Reedley
City of Oxnard	County of Ventura	City of Lompoc
City of Monterey Park	City of Simi Valley	City of Simi Valley
City of Marina	City of Salinas	City of Monterey
City of South Pasadena	City of West Hollywood	City of Berkeley
City of Lake Forest	City of Ventura	City of Greenfield
City of Moorpark	City of San Luis Obispo	City of San Leandro
County of Santa Barbara	City of Malibu	City of Concord
City of Long Beach	City of Fillmore	Madera County Transportation Commission
City of Santa Paula	City of Half Moon Bay	City of San Joaquin
City of Palo Alto	City of East Palo Alto	City of Lafayette



City of Malibu

On-Call Contract Planning

Malibu, California



Rincon provided contract planning services to the City of Malibu from 2013 to 2021. Rincon contract planners processed dozens of coastal development permit applications for single-family residential development on parcels with physical constraints such as bluffs, landslides, archaeological resources, steep slopes, environmentally sensitive habitat areas, and visual resources. Rincon staff also processed controversial commercial projects and the Civic Center Way Improvements Project. This role involved reviewing applications for conformance with City policies and development standards, conducting site visits, coordinating directly with applicants, City staff, and other reviewing bodies, preparing agenda reports and resolutions, and presenting projects before decision-makers at public hearings. Rincon contract planners also drafted agenda reports and resolutions on behalf of case planners.

Reference Info:

Adrian Fernandez, Assistant Planning Director
City of Malibu
23825 Stuart Ranch Road
Malibu, California 90265
310-456-2489 x482 | afernandez@malibucity.org

Dates: June 2013 to August 2021

City of Malibu

Wireless Ordinance Assistance

Malibu, California



Rincon assisted the City of Malibu in preparing responses to Coastal Commission staff comments received regarding updates to the City's Wireless Facilities Ordinance. The majority of the work consisted of clarifying the scope of the City's proposed Local Coastal Plan amendment, revising the Local Coastal Program Consistency Analysis, and preparing a related Impact Analysis pursuant to Sections 13552(d) and 13511(a) of the Coastal Commission's Administrative Regulations.

Reference Info:

Adrian Fernandez, Assistant Planning Director
City of Malibu
23825 Stuart Ranch Road
Malibu, California 90265
310-456-2489 x482 | afernandez@malibucity.org

Dates: April 2022 to present

City of Malibu

Sea View Hotel Initial Study – Mitigated Negative Declaration

Malibu, California



Rincon prepared an Initial Study and Mitigated Negative Declaration for the Sea View Hotel project at 22729 and 22741 Pacific Coast Highway. The application involved a general plan amendment, zone change, local coastal plan amendment to change the land use and zoning designations and to create a new overlay district, and a coastal development permit, conditional use permit, lot merger, demolition permit, and development agreement for the construction of a hotel. Rincon's GIS team prepared maps and graphics of the site location, and technical services staff prepared air quality, greenhouse gas and noise studies and reviewed applicant-submitted technical reports. Throughout the process, Rincon's CEQA team coordinated closely with the contract planner and City staff to develop an accurate project description and to ensure that the documents were submitted on time and within budget.

Reference Info:

Richard Mollica, Planning Director
City of Malibu
23825 Stuart Ranch Road
Malibu, California 90265
310-456-2489 x346 | rmollica@malibucity.org

Dates: September 2020 - September 2021

County of Ventura

Land Use Planning Services

Ventura County, California



Rincon currently assists the County of Ventura’s Resource Management Agency, Planning Division with planning activities. Rincon acts as an extension of City Staff, and our responsibilities include reviewing and processing a variety of development applications, ranging from zoning clearance for simple single-family residential additions and swimming pools, to complex conditional use permits for industrial and agricultural projects, and other types of applications requiring the issuance of various levels of administrative or discretionary review. Our technical experts have performed objective peer review for technical studies and attended Planning Commission and Board of Supervisor hearings to provide technical expertise. Throughout this assignment, our team of dedicated planners is working directly with the County of Ventura Planning Division, overseeing and participating in all aspects of the public involvement, land use planning, and environmental planning process.

Reference Info:

Dates: February 2018 to Present

Dave Ward, Planning Director
Ventura County Public Works Agency
800 South Victoria Avenue
Ventura, California 93009
805-654-2481 | dave.ward@ventura.org

City of Simi Valley

Single Room Occupancy Zoning Ordinance Amendments

Simi Valley, California



Through Rincon’s on-call contract planning services contract with the City of Simi Valley, Rincon prepared a Single Room Occupancy (SRO) or Efficiency Unit regulations for mixed-use, commercial, and multifamily zones. Rincon staff researched SRO regulations related to refuse and recycling areas, vehicle and bicycle parking, loading, private storage, unit size, occupancy, common areas, management, rental duration, and affordability in other cities and wrote draft SRO standards and presented them at four Neighborhood Council meetings for their recommendations to City Council. The amendments include new standards for unit size, parking, kitchens, bathrooms, private open space, and on-site management and security. Specifically, the new standards require units to have private bathrooms and kitchens to establish them as independent residential units that will be counted toward the City’s Regional Housing Needs Allocation requirements. The updated ordinance was determined to be exempt from CEQA and was approved by the City Council.

Reference Info:

Dates: March 2020 to June 2021

Stratis Perros, Director
 City of Simi Valley
 2929 Tapo Canyon Road
 Simi Valley, California 93063
 805-583-6307 | sperros@simivalley.org

City of West Hollywood

Various Zoning Ordinance Amendments

West Hollywood, California



Rincon prepared various new Zoning Ordinance amendments for the City of West Hollywood to bring its Zoning Ordinance into compliance with state law and to regulate specific land uses within the City.

- **Accessory Dwelling Unit Ordinance.** Rincon assisted City of West Hollywood staff with preparation of the City's Accessory Dwelling Unit (ADU) Ordinance. Rincon staff ensured that the ADU ordinance followed state law including Senate Bill (SB) 1069, SB 2299 and recently adopted SB 229 and Assembly Bill 494. In addition, Rincon staff made sure that the ADU ordinance was consistent with the City of West Hollywood General Plan and Housing Element and other sections of the City's Zoning Ordinance.
- **Density Bonus Ordinance.** Rincon staff wrote and helped processed a zone text amendment to affordable housing regulations and incentives in response to state law. The text amendments updated the code to be compliant with new legislation related to incentivizing the construction of affordable housing, specifically SB 2442, SB 2501, SB 2556, SB 1934, and SB 1505.

Reference Info:

Dates: June 2017 to Present

John Keho, Director, Planning and Development
Services
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, California 90069
323-848-6393 | jkeho@weho.org

City of Santa Monica

Coastal Zoning Ordinance Project

Santa Monica, California

Rincon prepared the City of Santa Monica's first Coastal Zoning Ordinance (CZO), which includes zoning regulations exclusively for the City's Coastal Zone. Rincon conducted a review of the City's Local Coastal Program – Land Use Plan (LUP) and Zoning Ordinance to determine what sections are relevant to the City's Coastal Zone and which key coastal policies to include, as in the CZO. Next, Rincon provided a complete annotated outline of the proposed CZO for review by the City and Coastal Commission staff.

Based on input on the outline, Rincon prepared an administrative draft CZO. The draft CZO was prepared using Rincon's extensive experience with coastal zone best practices and zoning requirements, input from Coastal staff during the LUP process, and input from agency and public participants in the LUP update process.



Reference Info:

Cary Fukui, Associate Planner
City of Santa Monica
1685 Main Street
Santa Monica, California, 90401
310-458-8341 | cary.fukui@smgov.net

Dates: June 2019 February 2020

City of Oxnard

On-Call Permit Processing Services

Oxnard, California



Rincon staff have been trusted contract planners since 2017, acting as an extension of staff to provide current and long-range planning services. Rincon’s contract planners process a variety of projects ranging from the development of complex and economically important Sakioka Farms Business Park Specific Plan area and Wagon Wheel development to processing coastal development permits for residential projects and dozens of ministerial wireless telecommunication facility applications. Our long-range planning team is preparing an inclusionary housing ordinance and other ordinance updates and is coordinating with the City’s consultant to prepare the 6th Cycle Housing Element update.

Reference Info:

Dates: April 2017 - Present

Joe Pearson, II, Interim Planning & Environmental
Services Manager
City of Oxnard Community Development
Department
214 South C Street
Oxnard, California 93030
805-385-8272 | Joe.Pearson@Oxnard.org

City of Simi Valley

On-Call Contract Planning Services

Simi Valley, California



Rincon has provided assistance to the City of Simi Valley's Environmental Services Department, performing a range of tasks administrative, current planning, and long-range planning assignments to assist in relieving City staff workload. Administrative tasks include assisting with the City's Energov launch, website updates, GIS software updates and maintenance, and responding to records requests. Rincon's contract planner also processed current planning applications; tasks included completeness and conformance review and the preparation of staff reports, resolutions, and conditions of approval. Long-range planning tasks include the successful adoption of wireless facilities, beekeeping, and SRO ordinance updates.

Reference Info:

Dates: October 2017 to Present

Stratis Perros, Environmental Services Director
City of Simi Valley
2929 Tapo Canyon Road
Simi Valley, California 93063
805-583-6307 | sperros@simivalley.org

City of San Joaquin

Comprehensive Zoning Ordinance Update

San Joaquin, California



The comprehensive update to the San Joaquin Zoning Ordinance includes amendments to zoning districts and allowed uses, densities, and intensities, creating design standards for each district, as well as developing objective design standards for housing development consistent with SB 330, and the incorporation of special uses such as home occupations, telecommunications facilities, and ADUs. The Zoning Ordinance amendments will facilitate greater housing diversity and a streamlined permitting process in the city to allow the City to meet their Regional Housing Needs Allocation and create a user-friendly ordinance for residents and developers.

Reference Info:

Elizabeth Nunez, City Manager
City of San Joaquin
21900 Colorado Avenue
San Joaquin, California 93660
559-693-4311 | elizabethn@cityofsanjoaquin.org

Dates: May 2020 to Present

1.4 Reference List

We invite you to contact any of the individuals listed below regarding our qualifications, skills, and project management.

City of Oxnard, On-Call Permit Processing	
Contact:	Joe Pearson II, Principal Planner
Address:	Community Development Department, 214 South C Street, Oxnard, California 93030
Phone:	805-385-8272
Email:	joe.pearson@Oxnard.org
Project Description:	Rincon performs a range of current and long-range planning services, including assisting planners with project review, preparing ordinance amendments, and performing plan check services.
County of Ventura, Land Use Planning Services	
Contact:	Dave Ward, Planning Director
Address:	800 South Victoria Avenue, L #1740, Ventura, California 93009
Phone:	805-654-2481
Email:	dave.ward@ventura.org
Project Description	Rincon currently assists the County of Ventura’s Resource Management Agency, Planning Division with planning activities, including reviewing and processing a variety of development applications, ranging from zoning clearances to complex conditional use permits for industrial and agricultural projects.
City of West Hollywood, Various Zoning Ordinance Amendments	
Contact:	John Keho, Director, Planning and Development Services
Address:	8300 Santa Monica Boulevard, West Hollywood, California 90069
Phone:	323-848-6393
Email:	jkeho@weho.org
Project Description:	Rincon prepared various new Zoning Ordinance amendments, including a density bonus and ADU ordinances, for the City to bring its Zoning Ordinance into compliance with state law.

2 Understanding the Scope of Work

The Rincon team can provide current and long-range planning assistance and CEQA documentation. Our proposed approach is outlined below.



2.1 Current Planning

We understand that the City is seeking proposals to provide contract planning services for coastal planning case management services. Rincon fulfilled this role for the City from June 2013 to August 2021. While Rincon staff provided case management services to the City previously, we recognize that we currently do not have the staff resources to provide the level of commitment required to meet City expectations for this role. In lieu of case management services, we propose to provide ghost writing services to prepare agenda reports, resolutions, and presentations once applications are eligible to be deemed complete. Our proposed process involves:

- Receiving project information including application forms, project plans, department review sheets, CEQA documentation, public correspondence, story pole photographs, incompleteness letters, and applicable findings
- Assigning a Rincon contract planner with experience commensurate to the complexity of the project
- Meeting with the case planner to review the project overview and history, unique site characteristics, and applicable findings, set communication protocol, deadlines, and discuss any additional data needs
- Preparing a draft agenda report and resolution within 4 weeks of receipt of all relevant project information
- Responding to City staff comments and edits and submit revisions as needed
- Preparing PowerPoint presentations for public hearings

We assume the City will provide access to all resources, including GIS, agenda report templates, standard conditions of approval, and technical studies to perform work remotely.

Rincon's team of archaeologists and environmental scientists are also available to provide guidance, assist with tribal consultation, and peer review technical studies for projects on an as-needed basis. For projects involving environmental review, our staff can also perform similar tasks as described below.

2.2 Long-Range Planning

Our long-range planning team helps jurisdictions prepare general plan, local coastal program (LCP), and zoning code amendments designed to guide cities' physical design and development over time. Our mission is to provide our clients with high-level professional expertise, leveraging our local experience and diverse team of experts to create policies and development standards that are contextual and implementable, comply with state law, and meet the needs of the community.

Updating a city's general plan, LCP, and zoning code presents a unique opportunity to better define and clarify its vision and guiding principles for the future, update policies to meet evolving community needs, and comply with state requirements. The Rincon team has developed a comprehensive project approach that includes an intimate knowledge of the city's political and cultural setting, extensive and inclusive community engagement, comprehensive planning and community development, integrated environmental review, expert scheduling and budget management, and effective implementation tools.

The Rincon team would work with City staff, community members, and other stakeholders to help the City achieve its goals.

The long-range planning team can:

- Assist with amendments to the general plan and LCP to comply with state mandates
- Amend the LCP Local Implementation Plan (LIP) and Malibu Municipal Code (MMC) to implement 6th Cycle Housing Element programs, including compliance with SB 35, state density bonus provisions, and ADU law, and to improve and clarify development standards
- Amend the LIP and MMC to implement direction from City Council for to address specific land use issues, including parking as a standalone use, overnight parking, and wireless communications facilities
- Amend the LCP and MMC for land use and zone changes related to development projects

A typical scope involves:

- Receiving project information such as background materials, technical reports, and any other relevant documentation
- Assigning a Rincon planner or a team of planners with experience commensurate to the complexity of the project
- Researching the LCP, MMC, and Planning Interpretations and Policies Manual and background materials to gain familiarity with City goals, policies, and regulations
- Conducting community and/or stakeholder outreach
- Preparing a memo with a summary of changes for City review
- Preparing an outline of proposed amendments laying out the recommended format, content, and organization of amendments
- Preparing administrative draft, public review draft, final drafts, and final adopted amendments
- Coordinating with the California Coastal Commission, City staff, and applicants (as applicable)
- Updating the City's GIS database (if necessary)
- Preparing agenda reports following the City's processes and using City templates
- Coordinating with environmental consultants preparing CEQA/NEPA documents
- Attending virtual or in-person public hearings and other meetings as needed

2.3 Environmental Analysis



Rincon's environmental project managers are skilled in assisting agencies in not only meeting the legal requirements of CEQA and/or NEPA but also making the process useful for staff, decision-makers, the applicant or proponent, and the community.

At Rincon, we take a solution-oriented approach to the environmental review process. This is accomplished in a variety of ways, including:

- Effectively engaging stakeholder groups
- Developing effective mitigation measures for identified impacts
- Devising alternatives that respond to environmental conditions and good planning principles

The preparation of CEQA and NEPA documentation commonly involves review of documents, coordination with the lead agency and, if appropriate, the project applicant, interaction with regulatory agencies, preparation of reports, and attendance at public meetings and hearings. Our CEQA and NEPA practitioners can provide a number of services to assist the City with environmental compliance, including:

- **Review of entire documents or key sections of draft environmental documents.** Our team of technical experts can peer-review applicant-prepared technical studies, specific sections such as air quality, biological resources, greenhouse gas, and noise sections, and entire environmental documents for internal consistency and thoroughness.
- **Consultation regarding specific issues of concern, or technical questions.** Given the volume of sensitive cultural resources that exist in Malibu and the importance of protecting cultural resources, our archaeologists and paleontologists can peer-review existing reports and studies, and technical guidance would serve as a valuable and efficient means to process development applications that involve potential impacts to these resources.
- **Preparation of CEQA and NEPA documentation.** We can prepare complete CEQA and NEPA documentation, including CEQA initial studies, mitigated negative declarations, environmental impact reports and NEPA environmental assessments and environmental impact statements, including required filing and noticing documentation.

3 Professional Services Agreement

Rincon would like to modify Section 5.2 to reflect the language below, and we request the following to be added to the end of Section 6.5. If there is alternative language suitable to the City, we welcome having a discussion of this language.

5.2 (Replacement Text)

If a portion of the Consultant's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an agreement with a developer of any land within the City or with a City franchisee, the Consultant warrants that it has not performed any work for such developer/franchisee within the City of Malibu in the last 12 months, and shall not negotiate, offer or accept any contract or request to perform services for that identified developer/franchisee during the term of this Agreement while working for the City through a reimbursement agreement from said developer/franchisee.

6.5 Indemnity (Added at End of Section)

Notwithstanding the above, Consultant shall only be liable and responsible for any costs or damages in proportion to its liability and determined by a court of competent jurisdiction.

If prevailing wage is applicable to any of the work, Rincon exceeds those requirements.

4 Compliance

Rincon will comply with all applicable provisions of the California Labor Code, as well as all applicable provisions related to Federal Labor Standards, Federal Prevailing Wage Decision, and State of California Prevailing Wage Rates.

5 Litigation

5.1 Litigation History

Rincon is not currently involved in any litigation regarding our professional services. Rincon has also not been named in any lawsuits related to the services that we provide or for our failure to fulfill any of our contractual obligations. We complete hundreds of environmental studies in any given year and many are for the most controversial projects in a particular region. We are aware of the following projects that have been litigated, but because we were not a party to the litigation, we are not necessarily fully informed of the proceedings or specific outcomes. Below is a summary of the legal actions that we are aware of and our understanding concerning the results of the litigation.

History of Legal Actions on Rincon CEQA Documents

Lead Agency	Project	Result
Town of Apple Valley	Apple Valley Ranchos Water System Acquisition Project EIR 2017	A suit was filed, and the Town of Apple Valley prevailed in the legal proceedings with the EIR upheld on the merits.
Novato Unified School District	San Marin High School Stadium Lights Project EIR 2019	A suit was filed, and the court ordered the District to make revisions to the EIR. Rincon prepared the required revisions, and the court is currently reviewing the revised documentation.
City of Agoura Hills	Cornerstone Mixed-Use Project Subsequent MND 2017/18	A suit was filed that more comprehensive review was required. The trial court held that an EIR was needed, because a fair argument had been made that the project would have significant impacts related to oak tree removals and archaeological resources.

6 Fees

Rincon's Fee Schedule is included under a separate cover with this submittal.

7 Timeline

The Rincon team is prepared to begin the work program described in this proposal immediately upon authorization to proceed. As depicted on the following chart, Rincon proposes to adhere to the following deliverable timeframes for anticipated tasks.

Task	Timeframe
Kickoff Meeting	1 week
Response to City request for services	3 business days
Preparation of agenda report packet	4 weeks
Preparation of PowerPoint presentation	1 week
Preparation of ordinance/LIP amendment	Varies
Peer review of CEQA/NEPA documents	4 weeks, varies
Response to requests for specific issues	2 business days
Preparation of CEQA/NEPA documentation	Varies

Appendix A

Key Personnel Resumes



EDUCATION

MURP, California State Polytechnic University, Pomona
BS, Business Administration, Pepperdine University

CERTIFICATIONS/REGISTRATIONS

American Institute of Certified Planners (since November 2016)
Board Member and Newsletter Contributor for largest historic district in Long Beach – California Heights.

John R. Moreland, AICP

Director of Community Planning

John Moreland is a new addition to the Rincon team, having formerly worked at KTG Y where he oversaw a variety of entitlement processing and advance planning projects. He brings over 17 years of experience in managing, processing and coordinating entitlement and planning projects in over 80 jurisdictions throughout the western United States for both public and private sector clients. He is currently overseeing a comprehensive update to the City of West Covina Zoning Code, which includes a standalone objective design standards document. Using his extensive knowledge of development plans, entitlements, specific plans, environmental documents and zoning code research he provides valuable insight to each of his projects. As a well-rounded professional, Mr. Moreland's versatile expertise allows him to manage complex development projects including, those that involve Specific Plans, general plan amendments, as well as zoning code amendments and design guidelines.

SELECT PROJECT EXPERIENCE

Director-in-Charge/Project Manager/Applicant Representative, Le Zinqué, LLC – Zinqué Malibu, Malibu

With a previous firm, John's role for the Zinqué restaurant was the entitlement agent on behalf of the restaurant. John led a team to prepare and submit a Conditional Use Permit application into the City of Malibu. In an effort to support approval of the project, John facilitated the project through the Planning and Building Departments within the City, answered questions of staff, and met Planning Commissioners about the project.

Director-in-Charge/Applicant Representative, Chapman University – Rinker Health Science Campus, Irvine

With a previous firm, John managed all zoning and entitlement services for the first four phases of Chapman University's Rinker Health Science Campus in the City of Irvine. Initiated in 2012, Chapman University acquired two properties with the desire to establish Orange County's first graduate School of Pharmacy. In conjunction with multiple consultants and architect, John led the project team and obtained the City's master plan approval inclusive of alterations unique to the campus, including a comprehensive sign program meeting Chapman's donor program needs while fitting into the surrounding Irvine Spectrum context. John has also successfully processed three additional applications, bringing three other properties into the campus, a shuttle route, pedestrian bridge, and street improvements.

Director-in-Charge/Project Manager/Applicant Representative, American Family Housing – Mariposa on 2nd Affordable Housing, Alhambra

With a previous firm, John managed and secured the entitlements for the Mariposa on 2nd project, which is a public/private partnership to provide affordable housing for the City of Alhambra. Using John's knowledge of affordable housing laws, he was able to justify a higher density for the project by providing a detailed synopsis of how the project meets Assembly Bill 1763 (AB1763). John is currently working on navigating the proposed modular construction through the permitting process.



Director-in-Charge/Outreach Lead, City of West Covina – Development Code Update, West Covina

John is currently the Director in charge of the comprehensive Development Code update for the City of West Covina. The Code update overhauls the Zoning and Subdivision portions of the Municipal Code that have not undergone a significant update in over 40 years. John also led the outreach meeting and is still responsible for content going onto the project’s website. The goal of the update is to streamline processes and procedures at the City, reduce the number of overall zones in the City, and make the Code easier to implement and less ambiguous. Currently, the project team is in the middle of its 24-month contract.

Director-in-Charge/Project Manager/Contract Planner, City of West Covina – Queen of the Valley Specific Plan, West Covina

With a previous firm, John was the Director-in-Charge and Project Manager for the Queen of the Valley Specific Plan, where the primary task was to update and modernize the then 30-year-old Queen of the Valley Specific Plan, which would allow for future improvements on this important medical campus in the City. In partnership with the City of West Covina and Psomas, John worked with the applicant to assess the future needs of the campus as well as potential outcomes for meeting mandated OSHA requirements. John also led community outreach meetings for the Specific Plan and managed the development a comprehensive Specific Plan update that included specific objective and subjective design guidelines for development of the hospital campus. John also acted as the Contract Planner for this project, including managing public notification, maintaining the public notification list, and preparing the staff reports, resolutions, and ordinances for the project.

Project Manager/Outreach Lead/Applicant Representative/Policy Drafter, Sunjoint Development, LLC – Terraces at Walnut Specific Plan, Walnut

With a previous firm, John was the Project Manager for the Terraces of Walnut Specific Plan, and led the visioning process for the site, conducted community outreach, and developed guiding principles for the largest vacant property in Walnut zoned for development. The most substantial challenges were the large hill in the center of the site and the sensitive single-family context to the north and east of the site. Rather than grade the top of the 200-foot hill to create a flat pad, the vision and design identified two terraces for housing, minimizing the grading impact while still allowing for higher-density housing. The result is a master planned community of 240 single-family detached homes, 270 townhomes and up to 50,000 square feet of retail and restaurant space linked by a “String of Pearls,” interconnected pocket parks. John also wrote the Specific Plan for the project, which was contemplated as a visual land use policy document. The Specific Plan includes unique provisions related to connectivity, shared parking, and objective guidelines for the pocket parks.

Project Manager/Outreach Lead/Applicant Representative/Policy Drafter, County of Orange – 100-Acre Parcel Development Plan, Irvine

With a previous firm, John was the Project Manager for the 100-Acre Parcel project – a phased mixed-use development within the former Marine Corps Air Station and located adjacent to the Orange County Great Park. The 100-Acre Parcel was of a public-private partnership between the County of Orange and Lowe Enterprises and involves adaptive reuse of the former West Coast Commissary Complex. John conducted numerous zoning studies, including, but not limited to, a comprehensive density/intensity analysis for various uses within the City of Irvine. John also managed the “Development Plan” document that functions as a standalone zoning code and includes a vision; design guidelines; and streamlined, comprehensive, and easy to interpret development standards (including details such as signage, wireless facilities, performance-based uses). The Development Plan also includes new processing requirements, inclusive of the creation of a new reviewing body to hold hearings for project developments, new findings, and appeals procedures. Lastly, John was involved in assisting with the environmental document review.





Lilly Rudolph, MPA, AICP

Senior Program Manager

Ms. Rudolph is responsible for managing current planning assignments and long-range planning documents for municipal planning agencies. Over her career in planning, community development, and economic development, Ms. Rudolph has developed a broad background of technical experience ranging from preparing general plan updates and specific plans to processing entitlements for public infrastructure, residential, commercial, agricultural, and industrial development. Having served as an extension of staff for several municipal agencies, Ms. Rudolph understands the importance of following established protocol, clear communication, and organized file management to effectively collaborate with team members and serve the needs of clients.

EDUCATION

MPA, Baruch College, City University of New York

BA, International Relations, University of California, Davis

CERTIFICATIONS/ REGISTRATIONS

American Planning Association,
American Institute of Certified Planners (no. 023166)

AFFILIATIONS

Central Coast Section of the California Chapter of the American Planning Association Board member (2011 – 2018, 2020 – present)

2019 American Planning Association California Chapter Conference Mobile Workshop Chair

Leadership Ventura (2013-2014)

SELECT PROJECT EXPERIENCE

Project Manager/Contract Planner, City of Malibu – Various Projects, Malibu

Ms. Rudolph provided contract planning services for the City of Malibu for six years. In this capacity, Ms. Rudolph reviewed applications for conformance with City policies and development standards, coordinated with applicants, City staff, and other reviewing bodies, prepared staff reports and resolutions, and presented projects before decision makers at public hearings. Ms. Rudolph processed complex and controversial development projects on parcels with physical constraints such as bluffs, landslides, archaeological resources, steep slopes, environmentally sensitive habitat area, and visual resources. As an extension of staff, she made every effort to quickly adopt the City's workflow processes, writing and communication styles, and seamlessly integrate into the workplace culture.

Project Manager, City of Grover Beach – City of Grover Beach Conservation and Open Space Element Update and ND, Grover Beach

Ms. Rudolph is the project manager for the City of Grover Beach Conservation and Open Space Element Update. The Conservation and Open Space Elements were last updated in 1973. Ms. Rudolph is leading the Rincon team to update required topics, such as tribal resources and public health and safety, in the Conservation and Open Space Element, and update the Land Use Element to add new environmental justice policies.

Project Manager, City of Ventura – Pierpont Nuisance and Sand Management Project, Ventura

Ms. Rudolph is overseeing Rincon's role in support of a controversial project involving removal of beach sand buildup on private property and public roadways. These support services include the review of all project-related documents, coordination with California Coastal Commission and California State Parks staff, preparation of a Biological Resources Report (BRA) for sand deposition areas, and coordination with City Public Works and Planning staff with a goal of developing and implementing a solution that meets the needs of multiple public agency stakeholders with divergent interests.



Project Manager, City of Simi Valley – Sixth Cycle Housing Element Update, Simi Valley

Ms. Rudolph is currently serving as the Project Manager for the Simi Valley Housing Element Update. Ms. Rudolph is the team lead for updating the land inventory analysis determining the City’s potential for housing unit production preparing Housing Element policies and programs.

Project Manager, City of Ventura (subconsultant to Nelson\Nygaard) – Active Transportation and Mobility Plan, Ventura

In collaboration with the City of Ventura, Nelson\Nygaard, Chen Ryan, and other consultants, Ms. Rudolph is overseeing Rincon’s role in the City of Ventura Active Transportation and Mobility Plan. Rincon is responsible for preparation of exemption for the Active Transportation Plan pursuant to Section 21080.20 of the Public Resources Code (PRC), which codifies Senate Bill 288. Rincon is also preparing a preliminary assessment of subsequent CEQA documentation needed for up to ten projects listed in the Active Transportation and Mobility Plan.

Project Manager/Contract Planner, City of Ventura – Olivas Park Specific Plan, Ventura

Ms. Rudolph was the project manager for the Olivas Park Specific Plan and associated a mitigated negative declaration. The Olivas Park Specific Plan is intended to allow construction of a roadway connection to a currently inaccessible area, construction of a new levee to protect existing and future development, and facilitation of logical commercial and industrial development that is compatible with the adjacent Ventura Auto Center. Ms. Rudolph oversaw the preparation of an Environmental Impact Report Addendum includes analysis for a revised levee design and a zone change to remove a floodplain overlay zone in the project area.

Project Manager/Contract Planner, City of Ventura – Auto Center Specific Plan Amendment, Ventura

Ms. Rudolph was the project manager and contract planner for the Auto Center Specific Plan amendment and associated a mitigated negative declaration. The project involved amending a specific plan that was originally adopted in 1987 to dedicate a region that would be strictly for automobile sales uses. The amendment increased the size of the specific plan area and amended sign regulations, decision making authority, allowed uses, lighting standards, and the circulation plan. The project implemented the City’s Economic Development Strategy goal to improve Auto Center accessibility, visibility, and circulation. The primary intent of the specific plan amendment was to construct new signage throughout the specific plan area, including a new multiple-user electronic reader-board sign. The City and the property owner entered into a sign agreement to control the content of the sign and to dedicate usage to City public service announcements. The project review process involved a public workshop with the adjacent residential neighborhood. Ms. Rudolph oversaw the preparation of the mitigated negative declaration, which analyzed potential impacts related to aesthetics and cultural resources and included photo simulations of the reader-board sign.

Project Manager, City of Ventura – Westpark Skate Park and Marina Park Playground Replacement Categorical Exemptions, Ventura

Ms. Rudolph was the project manager for categorical exemptions prepared for two City park projects. The Westpark Skate Park Improvement Project would expand the existing, 3,000-square foot skate park at Westpark in the city of Ventura to 30,000 square feet. The Marina Park Playground Replacement Project would replace older playground equipment with modern play equipment. Categorical exemptions were prepared for both projects.

Project Manager, Various Clients – Various Contract Planning Management Projects, Various Counties/Cities, California

Ms. Rudolph has managed contract planning staffing for current planning assignments for the following municipalities:

- City of Malibu
- City of Long Beach
- City of South Pasadena
- City of West Hollywood
- City of San Marino
- City of Calabasas
- City of Long Beach
- City of Ventura
- City of Oxnard
- City of Fillmore
- City of Simi Valley
- City of Moorpark
- County of Ventura
- City of Grover Beach
- City of Guadalupe
- City of Livermore
- City of San Leandro





Michael Paul Rocque, MS

Senior Planner

Mr. Rocque is a Senior Planner with Rincon's Environmental Planning and Sustainability Group. He has experience in many facets of urban planning and across multiple landscapes and environments in both southern Arizona and the southern California region. He also has a vast amount of public sector experience, where he most recently worked as a City Planner at the City of Santa Monica, City of Manhattan Beach and as a Senior Planner at Pima County Arizona. Mr. Rocque has processed mixed-use, residential, commercial, agricultural, and industrial development applications along with hundreds of wireless telecommunication projects for cities and counties and has prepared and/or managed general plan updates, design guidelines, and land use settlement agreements. He also has expertise in coastal project planning and working with several California state agencies in processing of permits. He is integrally involved in Rincon's contract planning practice and provides management level assistance with both discretionary planning projects and long-range projects as well as preparation of CEQA documents.

EDUCATION

MS, Planning, University of Arizona

BA, Geography and Regional Development, University of Arizona

CERTIFICATIONS/ REGISTRATIONS

American Planning Association-
Member (2007 – present)

AFFILIATIONS

Los Angeles Section of the
California Chapter of the
American Planning Association
(2010 – present)

SELECT PROJECT EXPERIENCE

Project Manager, City of Santa Monica – Contract Staffing, Santa Monica

Mr. Rocque is currently overseeing and managing contract staff with the review of the City's on-line plan check review process and other administrative reviews. He provides QA/QC review on all plan checks while also providing zoning code interpretations and oversight. He is also responsible for all training of contract staff with the various programs and other on-line tools the City uses to complete all assignments.

Project Manager/Contract Planner, City of Oxnard – 2420 Oxnard Boulevard, Oxnard

Mr. Rocque is serving as an extension of City Staff to process an adaptive reuse of an existing U-Haul storage facility and the addition of a new mini-storage facility within the shell of the existing buildings onsite. The project involves the peer review and coordination of an IS-MND as well as coordination with City Staff to obtain interdepartmental conditions of approval for the project. He is also reviewing all technical documents and development plans for consistency with the City of Oxnard General Plan, Zoning Ordinance, and other applicable planning documents, and preparing staff reports, resolutions, and presenting staff reports and technical documents to the Planning Commission.

Project Manager/Contract Planner, City of Pico Rivera – 6605 Rosemead Boulevard, Pico Rivera

Mr. Rocque served as an extension of City Staff to process a complex land use permit application, for a new self-storage development. The project involved a Zone Code amendment, General Plan amendment, Zone Change, and Conditional Use permit and peer review of a mitigated negative declaration. He coordinated with City staff for interdepartmental staff review and facilitated the collection of staff review comments, and corresponded with applicants, staff, and others to resolve outstanding issues. He also reviewed all technical documents and development plans for consistency with the City of Pico Rivera General Plan, Zoning Ordinance, and other applicable planning documents, and preparing staff reports, resolutions, and conditions of approval and presenting staff reports and technical documents to the Planning Commission and City Council.



Project Manager/Contract Planner, City of Pico Rivera – 4820 Durfee Avenue, Pico Rivera

Mr. Rocque served as an extension of City Staff to process a land use permit application, for a 45-unit condominium project. The project involved the processing of Tentative Tract Map, CUP, and Variance. He coordinated with City staff for interdepartmental staff review and facilitated the collection of staff review comments, and corresponded with applicants, staff, and others to resolve outstanding issues. He also reviewed all technical documents and development plans for consistency with the City of Pico Rivera General Plan, Zoning Ordinance, and other applicable planning documents, and preparing staff reports, resolutions, and conditions of approval and presenting staff reports and technical documents to the Planning Commission and City Council.

Project Manager/Contract Planner, City of Berkeley – 742 Grayson Street, Berkeley

Mr. Rocque was the case planner for a complex multi-land use entitlement project that involved a new 213,000 square foot industrial redevelopment project within the West Berkeley Plan Area. The project required several Variances for height and vehicle parking reduction and coordination with both the project applicant and internal and external agencies. He also prepared all staff reports, resolutions, and presentations to the Zoning Adjustment Board.

Case Planner, City of Santa Monica – Settlement Agreement for 10 New Mixed-Use Projects in Downtown Community Plan Area, Santa Monica

Mr. Rocque was the case planner and project manager for a total of 10 new mixed-use project sites consisting of nearly 300,000 total square feet in size and 1,000 new units within the City's Downtown Plan that were tied to a large settlement agreement with expedited reviews and time frames that needed to be met.

Case Planner, City of Santa Monica – Bergamot Area Specific Plan Office Redevelopment Project and EIR, Santa Monica

Mr. Rocque was the case planner and project manager for a new 200,000 square foot office re-development project located within the City's transit oriented specific plan areas and that was part of a full EIR. The project required a development review permit to ensure the project conformed with the provisions, code requirements and community benefits for a Tier 2 project with the Bergamot Area Specific plan.

Case Planner, City of Santa Monica – Development Review Permit for a New 45,000SF Mixed-Use Project Along Pacific Coast Highway, Santa Monica

Mr. Rocque was the case planner and project manager for a new 45,000SF mixed-use development located off Pacific Coast Highway (PCH). The project site was irregular in that it was very shallow in depth and had a slight uphill grade with access being provided off PCH that went through several different iterations with key stakeholders and staff prior to finding the best solution and site access point. The project was ultimately appealed to City Council but was unanimously approved.





Jerry Hittleman, MA

Senior Planner

Jerry is a senior planner with Rincon's Environmental Planning and Sustainability group. He has experience in urban planning and environmental consulting throughout California. Jerry specializes in managing a variety of long-range and current planning projects, including but not limited to, the entitlement review and processing of cannabis permits, writing and processing cannabis ordinances and their environmental review, wireless permits, zoning text updates, infrastructure improvement projects, and housing element updates. He is integrally involved in Rincon's contract planning practice and also provides management level assistance with preparation of CEQA documents.

EDUCATION

MURP, Urban and Regional Planning, University of Colorado, Denver

BA, Environmental Design (Environmental Planning and Architecture), University of New Mexico, Albuquerque

SELECT PROJECT EXPERIENCE

Project Manager, City of Malibu – Wireless Ordinance Coastal Commission Comments Response, Malibu

Jerry has been overseeing assisting the City of Malibu in preparing responses to Commission staff comments received regarding updates to the City's Wireless Facilities Ordinance. The majority of the work will consist of clarifying the scope of the LCP amendment, revising the Local Coastal Program Consistency Analysis, and preparing a related Impact Analysis pursuant to Sections 13552(d) and 13511(a) of the Coastal Commission's Administrative Regulations.

Project Manager, County of Monterey – Cannabis Permitting, Monterey County

Jerry is currently assisting the County of Monterey in processing a range of cannabis cultivation, distribution, and dispensary projects. He oversees a team of seven Rincon Planners who assist the County Planners in reviewing projects and writing staff reports and resolutions for each project.

Project Manager, County of Sonoma – Cannabis Cultivation Ordinance Update and Initial Study-Mitigated Negative Declaration, Sonoma County

This updated Cannabis Ordinance includes provisions to allow cannabis cultivation to be permitted through a ministerial permitting process. The project also includes recognizing cannabis cultivation as an agricultural use in the County's General Plan. This project is the first major update to Sonoma County's cannabis regulations. Therefore, Jerry has worked closely with County staff to ensure that proper land use regulatory standards were in the updated ordinance to ensure that the update and future nondiscretionary cannabis cultivation operations would not result in significant environmental impacts. Specific areas of concern are aesthetics, air quality, tree protection, odor, and cultural resources.

Quality Assurance/Quality Control, City of Salinas – Cannabis Permitting Program, Salinas

Rincon has provided contract planning and environmental review services to the City of Salinas under an on-call contract since 2017. Under this agreement, Rincon provides primary staffing for the oversight of the City's cannabis-related permitting program, which includes processing new business permit requests, coordination with applicants, coordination with state agencies, and preparation of regulatory materials for permitted facilities. Rincon is also responsible for tracking post-approval requirements as well as processing new or amendment permits. Jerry provides senior-level support and Quality Assurance/Quality Control review for the program.



Senior Contract Planner, County of Monterey – On-Call Cannabis Permit Processing, Monterey County

Rincon was recently contracted by Monterey County to assist with processing cannabis permitting applications under an on-call agreement. Under this effort, Rincon staff operates as an extension of County staff for as-needed preparation of staff reports and resolutions for multiple applications. As part of this assignment, Rincon reviews each application for completeness as well as consistency with an adopted programmatic Initial Study-Mitigated Negative Declaration, coordinates with County staff and project applicants, prepares incomplete and complete letters, and prepares staff reports. Jerry is the lead planner and project manager for the permitting effort.

Senior Contract Planner, City of Greenfield – Contract Planning, Various Cannabis Use Projects, Greenfield

Jerry has processed various cannabis related development applications through on-call contract planning services. These on-call services commenced in January 2019. Currently, he is assisting with the Organix C2 project Regulatory Permit, Conditional Use Permit, Vesting Tentative Map, and Development Agreement for an expanded cannabis development that includes cultivation, manufacturing, processing, distribution, and office uses. He is also processing the Higher-Level Cannabis Dispensary Project for the City.

Senior Contract Planner, City of San Joaquin – Comprehensive Zoning Code Update, San Joaquin

The comprehensive update to the San Joaquin Zoning Ordinance includes amendments to zoning districts and allowed uses, densities, and intensities; creating design standards for each district, as well as developing objective design standards for housing development consistent with Senate Bill 330; and the incorporation of special uses such as home occupations, telecommunications facilities, and accessory dwelling units. The Zoning Ordinance Amendments will facilitate greater housing diversity and a streamlined permitting process in the city to allow the City to meet their Regional Housing Needs Allocation and create a user-friendly ordinance for residents and developers.

Senior Contract Planner, City of Monterey – Personal Wireless Facilities Permits, Monterey

Jerry provides on-call contract planning support to the City of Monterey, related to the review of wireless facility applications received by the City. This includes the review of applications for completeness and preparation of incomplete letters, as appropriate, tracking the Federal Communications Commission “shot clock” deadline for applications, close coordination with City staff and project applicants, evaluation of radio frequency exposure, and preparing legal notices for public hearings.

Project Manager, City of Santa Monica –Coastal Zoning Ordinance, Santa Monica

Mr. Hittleman is currently assisting the City of Santa Monica in creating a new Coastal Zoning Ordinance for all areas in the Coastal Zone. Adoption of the City’s Coastal Zoning Ordinance will allow the City to issue Local Coastal Permits in lieu of California Coastal Commission approval. The project involves writing the ordinance in conjunction with City staff and Coastal Commission staff. Mr. Hittleman is assisting the City in the public outreach process, CEQA review, and Planning Commission review and City Council action.

Senior Contract Planner, City of Concord – Contract Planning Services, Concord

Mr. Hittleman has served as Senior Contract Planner to the City of Concord since 2015 under an on-call contract. Services have consisted primarily of CEQA review and application processing for proposed projects and rezones throughout the City, as well as assistance with drafting and processing ordinance amendments. Some of the projects include:

- Bubble Street Drive-Thru Contract Planning Services
- Concord Chick-fil-A Contract Planning Services
- T-Mobile – 1390 Willow Pass Road Contract Planning Services
- T-Mobile – 2101 Arnold Industrial Way Contract Planning Services
- T-Mobile – 4756 Clayton Road Contract Planning Services
- 2001 Clayton Road T-Mobile 6409 Wireless Contract Planning





Nina Bellucci

Senior Planner

Nina Bellucci has a strong background in public sector long-range and current planning, housing element implementation, and community development policy and program development. Ms. Bellucci spent seven years with the County of Sonoma, first as a community development specialist at the County Community Development Commission, and as a planner with the Permit & Resource Management Department. Some of her significant achievements there include substantial zoning code amendments to facilitate housing development, federal and local funding policy development, and process improvements designed to reduce processing times for housing development. Outside of the public sector, she also has several years of experience as a writer and editor.

EDUCATION

MCRP, City & Regional
Planning, California Polytechnic
State University, San Luis
Obispo

BA, Political Science, Vassar
College

SELECT PROJECT EXPERIENCE

Planner, County of Sonoma – Redwood Apartments, Santa Rosa, Sonoma County

Ms. Bellucci processed a design review application for a 96-unit 100 percent affordable housing project within the City of Santa Rosa's sphere of influence. The project received a 100% density bonus and several incentives allowed by the County's Zoning Ordinance and state law. Ms. Bellucci also wrote a Mitigated Negative Declaration for the project, which is in the Santa Rosa Plain and contained mitigation for California Tiger Salamander and other endangered species habitat.

Planner, County of Sonoma – Boyes Boulevard Apartments, Sonoma County

Ms. Bellucci processed an application to recognize the legal nonconforming density of an existing 14-unit apartment complex, using a 100 percent density bonus and an alternative method of calculating density by unit size allowed by the County's zoning code.

Planner, County of Sonoma – Rustic Apartments, Glen Ellen, Sonoma County

Ms. Bellucci processed an application for a general plan amendment, zone change to add an overlay zone, and design review for a 15-unit mixed-use project in Glen Ellen. The project involved demolition of existing housing units, construction of new residential buildings, and retention of an existing commercial building.

Project Manager, City of Huntington Park – Housing, Environmental Justice, and Safety Element Updates, Huntington Park

Rincon is working with the City of Huntington Park to bring its Housing and Environmental Justice elements into compliance with state law, and to update its Safety Element. Ms. Bellucci is leading the project team, coordinating the updates of all three General Plan elements, ensure consistency with applicable regulations and memoranda of understanding and other agreements. Ms. Bellucci is working with the California Department of Housing & Community Development to address revisions to its Draft 6th Cycle Housing Element to achieve certification. Ms. Bellucci is coordinating community outreach, additional data gathering and analysis, and identification of new sites for the City's inventory.

Project Manager, City of American Canyon (subconsultant to Mintier Harnish) – Housing Element Update, American Canyon

Rincon is working with Mintier Harnish to update City of American Canyon's Housing Element and General Plan. Ms. Bellucci is managing the Housing Element update, including the assessment of fair housing, constraints analysis, and site inventory. The project also included virtual public workshops and stakeholder interviews.



Project Manager, County of Sonoma – Housing Element Update, Sonoma County

As the County’s housing planner, Ms. Bellucci was responsible for managing the County’s Housing Element update. Significant work on the site inventory preceded the housing element update kickoff, and Ms. Bellucci managed the effort to rezone up to 59 sites countywide. The rezoning project included identification of urban sites near jobs and transit, updates to the County’s General Plan policies and programs, and an environmental impact report.

Planner, County of Sonoma – Accessory & Junior Accessory Dwelling Unit Ordinance Update, Sonoma County

As part of a team of housing planners at the County of Sonoma, Ms. Bellucci helped write an updated accessory dwelling unit ordinance and prepare staff and public resources to help interpret state law and the County’s new ordinance.

Planner, County of Sonoma – Housing Initiatives, Sonoma County

As part of the County’s ongoing Housing Element implementation work, Ms. Bellucci wrote updates to the County’s zoning code that allowed new types of housing in single-family and commercial districts and conducted CEQA analysis for the project. The County’s Housing Initiatives won the American Planning Association California Chapter 2019 Opportunity and Empowerment award.

Senior Community Development Specialist, Sonoma County Community Development Commission – Various Projects, Santa Rosa

At the County’s affordable housing and community development agency, Ms. Bellucci administered affordable housing programs with federal, State, and local funding. She was instrumental in re-writing the Community Development Commission’s funding policies, updating the NOFA process, and developing objective criteria to inform funding recommendations. Ms. Bellucci built excellent relationships with grantees, individual clients, and counterparts at other agencies. Administered low-income housing rehabilitation loan programs. Managed RFP process for development of agency-owned land.





Christopher A. Duran

Principal/Senior Archaeologist

Mr. Duran serves as a Principal and Senior Archaeologist for Rincon Consultants in the Central Coast region. Mr. Duran has more than 13 years of professional experience in cultural resources management and has worked extensively in San Luis Obispo County and the surrounding areas. Mr. Duran has conducted numerous cultural resources investigations in support of CEQA and Section 106 of the National Historic Preservation Act along the Central Coast and has worked with multiple tribes in the region. Mr. Duran also has extensive recent experience with local tribes concerning the mitigation of cultural resources identified during field investigations and has authored a variety of cultural resources studies including: archaeological surveys, archaeological testing and eligibility evaluation, data recovery, mitigation monitoring plans and reports, and peer reviews throughout southern California. Mr. Duran has also worked on multiple burial sites within Chumash territory and has experience facilitating consultation for the recovery and treatment of human remains with various Chumash. Rincon has also developed working relationships with the Northern Chumash Tribal Council and the yak titu titu yak tilhini tribe of the Northern Chumash people. Mr. Duran's project experience in the San Luis Obispo County area include infrastructure improvements, commercial developments, cannabis permitting, and water conveyance projects.

EDUCATION

MA, Anthropology, Northern Arizona University

BS, Anthropology-Cultural Resources Management, California State Polytechnic University, Pomona

CERTIFICATIONS/REGISTRATIONS

Registered Professional Archaeologist (ID# 415730)

Section 106 Compliance (2010)

Advanced Section 106 (2013)

Society for American Archaeology

Society for California Archeology

PERMITS

Principal Investigator, California Bureau of Land Management statewide FLPMA permit (CA-15-27) (2015-2018)

SELECT PROJECT EXPERIENCE

Principal Investigator, County of San Luis Obispo – Templeton to Atascadero Connector Project, San Luis Obispo County

The project included a cultural resources investigation with Caltrans oversight for the installation of a bicycle trail between the communities of Templeton and Atascadero. The study included Native American consultation that resulted in the identification of a subsurface resource identified during testing as a direct result of consultation efforts. Mr. Duran served as the Principal Investigator developing the survey strategy for the project and providing quality control. Mr. Duran also consulted with Caltrans District 5 concerning a following Extended Phase I study for the project based on resources previously recorded in proximity to the project area of potential effects.

Principal Investigator, City of Pismo Beach – Ocean Boulevard Improvements, Pismo Beach

Mr. Duran served as the Principal Investigator for the Ocean Boulevard Improvements project in Pismo Beach, California. As part of the project, Mr. Duran worked alongside Caltrans staff under the Local Assistance Program to develop a plan of action for treating resources that were identified within the project site. This included developing a testing plan in consultation with Caltrans the Cultural Studies Office in Sacramento, and local Chumash and Salinan Tribes. Mr. Duran also assisted the City of Pismo Beach in their tribal consultations attending meetings with three separate local tribes and helping to develop meaningful mitigation allowing the tribes to voice their concerns and facilitate tribal involvement in the execution of the project.

Principal Investigator, South San Luis Obispo County – Sanitation District Wastewater Treatment Facility Redundancy Project, San Luis Obispo County

Mr. Duran led the cultural resources investigation through multiple San Luis Obispo



area jurisdictions, including the City of Pismo Beach as lead agency. Mr. Duran led the archaeological survey, reporting, and Native American consultation efforts.

Principal Investigator, County of San Luis Obispo – California Valley Solar Ranch Monitoring, San Luis Obispo County

The project included a cultural resources monitoring effort for a solar farm development in eastern San Luis Obispo County. Rincon also coordinated with local Chumash monitors to provide both archaeological and Native American monitoring services.

Principal Investigator, City of San Luis Obispo – Waste Water Recovery Facility Project, San Luis Obispo

Mr. Duran led the investigation of the WRRF facility where a historic trash dump was known to exist. The project included a survey, tribal outreach, and reporting. The project resulted in a monitoring requirement based on the presence of the historic trash dump and concern by tribal groups and the project's proximity to a known water source.

Principal Investigator, Various Clients – San Joaquin Valley Habitat Conservation Plan Environmental Assessment, Santa Barbara County, San Luis Obispo County, Ventura County, Los Angeles County, Kern County, and Kings County

Rincon completed a large scale HCP covering multiple regions under the authority of United States Fish and Wildlife Service. Mr. Duran served as the principal investigator providing general oversight and analysis for potential cultural resources within the HCP boundary.

Principal Investigator, County of Santa Barbara – Black Road/SR 166 Interchange Improvement Project Cultural Resources Investigation, Santa Barbara County

Mr. Duran served as the Principal Investigator for a Caltrans level study for a road improvements project by Santa Barbara County. The project was part of the local assistance program which required review oversight by Caltrans District 5. The project resulted in no significant impacts to cultural resources.

Principal Investigator, County of Santa Barbara – 5665-5589 Campbell Road Cannabis Permitting Cultural Resources Study, Santa Barbara County

Mr. Duran served as the Principal Investigator for a cannabis farm study under the County's jurisdiction. Mr. Duran oversaw the survey, Native American outreach, background research, and reporting. The project resulted in no significant impact to cultural resources.

Principal Investigator, County of Santa Barbara – Domingos Road Cannabis Permitting Cultural Resources Study, Santa Barbara County

Mr. Duran served as the Principal Investigator for a cannabis farm study under the County's jurisdiction. Mr. Duran oversaw the survey, Native American outreach, background research, and reporting. The project resulted in no significant impact to cultural resources.

Principal Investigator, County of Santa Barbara – Highway 246 Cannabis Permitting Cultural Resources Study, Santa Barbara County

Mr. Duran served as the Principal Investigator for a cannabis farm study under the County's jurisdiction. Mr. Duran oversaw the survey, Native American outreach, background research, and reporting. The project resulted in no significant impact to cultural resources.

Principal Investigator, County of Santa Barbara – Drum Canyon Cannabis Permitting Cultural Resources Study, Santa Barbara County

Mr. Duran served as the Principal Investigator for a cannabis farm study under the County's jurisdiction. Mr. Duran oversaw the survey, Native American outreach, background research, and reporting. The project resulted in no significant impact to cultural resources.

Principal Investigator, County of Santa Barbara – Hope Ranch Cultural Resources Monitoring and Human Remains Treatment Project, Santa Barbara County

Mr. Duran oversaw the recovery and review of human remains found during a utility project upgrade within Santa Barbara County. Mr. Duran coordinated with the Most Likely Descendent for the proper treatment and reburial of the recovered remains.





Karolina Maria Gorska, PhD, AICP

Contract Planner

Karolina Maria Gorska is a detail-oriented professional with supervisory and training experience in private and public-sector planning, as well as academia. Ms. Gorska has six years of research experience in the field of city planning and more than six years of work experience in current and long-range planning. She has exceptional communication, decision-making, and problem-solving skills, and strong analytical, fact-finding, and qualitative skills to develop reports, presentations, and uncover useful information for policy recommendations. Ms. Gorska is adept at meeting deadlines and managing multiple projects simultaneously from inception to completion.

EDUCATION

PhD, Urban Planning,
University of California,
Los Angeles (UCLA)

MUP, Urban Planning, Harvard
University, Cambridge,
Massachusetts

BA, Architecture, Wellesley
College, Wellesley,
Massachusetts

CERTIFICATIONS/ REGISTRATIONS

American Planning Association
(AICP certified planner), 2017

Project Management: The
Basics for Success (Coursera
Verified Certificate), 2015

SELECT PROJECT EXPERIENCE

Contract Planner, City of Santa Monica – Various Projects, Santa Monica

Karolina works as a Contract Planner for the Planning Department of Santa Monica. She is responsible for online plan check reviews for a variety of projects (ADUs, single-family residential projects, wireless telecommunication projects) conducted via ProjectDox (online plan review program), as well as review and processing of administrative permits. Additional tasks include review and processing of business license applications and responding to email inquiries as needed and other similar activities.

Contract Planner and Senior Level Planner, Planning Department, City of South Pasadena – Various Projects, South Pasadena

Ms. Gorska works as a Contract Planner and Senior Level Planner at the Planning Department of South Pasadena. She has been the lead planner on multiple entitlement review projects that went before the Design Review Board, Planning Commission, and Cultural Heritage Commission. She has worked directly with the Planning Manager on various projects, such as Zoning Code Interpretations related to the City's Zoning Code Streamlining Process. Ms. Gorska assists with design reviews, DRB Chair reviews, and numerous plan check projects.

Contract Planner, City of Malibu – Various Projects, Malibu

Ms. Gorska worked as a contract planner for the City of Malibu as a ghost writer on Coastal Development City Planning Commission staff reports and revised Planning Commission reports and resolutions based on staff comments. These projects were administrative coastal development permits (ACDP) for the construction of new single-story single-family residences.

City Planning Assistant & Associate, Department of City Planning, Los Angeles – Various Projects, Los Angeles

Ms. Gorska worked as a planner for the City of Los Angeles within the Urban Design Studio and the Expedited Processing Services section. She was responsible for CEQA analysis and case processing on a wide range of entitlement requests. As a planner in the Urban Design Studio also coordinated and conducted design reviews for major development projects. She managed and lead design discussions in coordination with the American Institute of Architects. She was the Urban Design Studio lead on the Small Lot Design Standards and Small Lot Subdivision Ordinance. Ms. Gorska prepared the staff report and City Planning Commission presentation for Small Lot



Design Standards. She conducted Small Lot Update training and outreach for staff and members of the public. Ms. Gorska also developed and conducted Urban Design training sessions for planners in the Department. She acted as an Urban Design Studio representative in meetings on several projects - LAWA Design Guide, Re:Code LA, and the Civic Center Master Plan, among others.

Regional Planning Assistant II, Dep. of Regional Planning, Los Angeles – Various Projects, Los Angeles

Ms. Gorska worked at the public counter and responded to inquiries from the public on relevant planning policies, subdivision and zoning regulations. She reviewed and processed by-right projects for consistency with the zoning code. Ms. Gorska also worked in the Community Studies East Area Section within the Advance Planning Division. Managed various projects: East L.A. Zoning Consistency Project; Hacienda Heights Community Plan Implementation Guide; and the La Crescenta-Montrose Community Standards District update. She performed research; prepared tables, reports, and other documents; and interacted on a regular basis with stakeholders such as County staff, Town Council and community members, and DRP management.

Planning Analyst, UCLA Lewis Center for Regional Policy Studies, Los Angeles – Various Projects, Los Angeles

Ms. Gorska was a planning analyst on a Performance Monitoring Tool for SCAG’s Sustainable Communities Strategy. She played a critical role in advising how regional-level data could be utilized to study neighborhood-level change. She delivered a narrative for how data should be interpreted and assisted in final data selection decision-making. She provided statistical, demographic, and economic data in graphic form for brochures to provide comprehensible information to planners and members of the public. Ms. Gorska wrote reports and white papers based on research, which included descriptions of the physical site, description of adjacent land uses and structures, detail of proposed uses, descriptions of socio-economic conditions and surrounding area, population, traffic, transportation, and future trends to provide information to the local educators, private and public sector planners, and SCAG.

Planning Consultant, Asakura Robinson – Various Projects, Various Locations

Ms. Gorska participated in RFP responses. She worked collaboratively on housing development proposals. She attended meetings with stakeholders including city planners and managers and presented the firm’s research capabilities.

Project Manager, UCLA Department of Urban Planning, Los Angeles – Various Projects, Los Angeles

Ms. Gorska managed a California Air Resources Board research project by acquiring and assembling data from government institutions, managed individual tasks, coordinated team meetings, and ensured project work was completed on time. She co-authored report that is a Federal Reserve working paper.





Ryan F. Luckert

Supervising Planner

Mr. Luckert has over twenty years of experience in the field of environmental planning management, agency coordination, and entitlement processing. He holds ongoing responsibility for the preparation and management of environmental documentation pursuant to CEQA and NEPA for a variety of project types, including large-scale residential developments, commercial developments, high-rise mixed-use projects, General and Specific Plan Amendments, and multi-phase regional development projects. Mr. Luckert supports on-call planning and environmental service contracts throughout the Southern California region, including areas within Los Angeles County, Riverside County, and San Bernardino County, with consistent application of CEQA on a variety of environmental reports in order to successfully certify documentation. He is intimately familiar with all issues addressed under CEQA, as well as other regulatory requirements, including, but not limited to, sustainability issues, water supply and infrastructure, environmental justice, and community impacts.

EDUCATION

BS, City and Regional Planning,
California Polytechnic State
University, San Luis Obispo

CERTIFICATIONS/ REGISTRATIONS

Association of Environmental
Professionals

American Planning Association

California Water Environmental
Association

Professional Environmental
Management Association

SELECT PROJECT EXPERIENCE

Environmental Planner, City of Malibu – Wireless Ordinance Coastal Commission Comments Response, Malibu

Mr. Luckert assisted the City of Malibu in preparing responses to Commission staff comments received regarding updates to the City's Wireless Facilities Ordinance. The majority of the work was clarifying the scope of the LCP amendment, revising the Local Coastal Program Consistency Analysis, and preparing CEQA Impact Analysis pursuant to Sections 13552(d) and 13511(a) of the Coastal Commission's Administrative Regulations.

Project Manager, Malibu Racquet Club – Malibu Racquet Club Expansion Project, Malibu

Mr. Luckert supervised the expansion of the Malibu Racquet Club, which included the addition of tennis courts, parking, and various structural clubhouse improvements. The development required the preparation and approval of a Mitigated Negative Declaration.

Project Manager, Millennium Partners – Millennium Hollywood Project, Los Angeles

Mr. Luckert supervised the Millennium Hollywood EIR, which included the construction and operation of a new mixed-use and transit-oriented development anchored by the historic Capitol Records Tower building in the Hollywood area of the City of Los Angeles. The EIR would transform a series of under-utilized parcels into a pedestrian-friendly development serving the needs of the surrounding community. Throughout the process, Mr. Luckert assisted the County and City of Los Angeles through the historic preservation of the Capital Records Tower building and Gogerty building, both of which are historically protected structures. These historic structures would be preserved and maintained and were to be operated as office and music recording facilities under a long term lease. The EIR for the Project was prepared to be consistent with the Hollywood Community Plan and related transit oriented districts.



Project Manager, Snowball West – Verdugo EIR Project (6433 La Tuna Canyon Rd.), Los Angeles

Mr. Luckert managed the 6433 La Tuna Canyon Road EIR that sought to remove the existing golf course and subdivide and subsequently develop 229 homes on the 57.45-acre project site in a Master Plan setting. The development will be a private community with gated access and private roads. Other than the development of homes on the project site, a goal of the project was to preserve and memorialize portions of the site with its past use as a Japanese Internment camp during World War II. Analyzing the overall historic integrity of the site, coupled with watershed and federal wetland areas, proved to be a focus of the EIR and subsequent reports. Throughout the process, Mr. Luckert assisted the City with implementing strategy behind impact findings and responses to comments while providing support at the City Council hearings for adoption and proposed certification of the Final EIR.

Project Manager, Dart Mateo – 1024 Mateo Street Project, Los Angeles

Mr. Luckert successfully managed and prepared one of the first Sustainable Communities Environmental Assessments (SCEA) in the City of Los Angeles for the construction, use, and maintenance of a single mixed-use building containing a total of 106 live/work condominium units in Downtown Los Angeles. Mr. Luckert oversaw preparation of all technical studies for the development, such as traffic/VMT, air quality, noise, and hazardous materials reports. A focus of the developer was to create a development that utilizes the existing transit system in and around the project site consistent with SCAG growth projections and policies, while constructing live/work units to minimize vehicle transit use in the downtown area.

Senior Environmental Planner, Ratkovich Company – The Villages at The Alhambra Project, Alhambra

Mr. Luckert supported the preparation and management of the Villages at The Alhambra EIR for the neighboring community of Alhambra. The project is a redevelopment of a portion of the Alhambra center with newly designed and newly built residential uses and related parking structures. The project would retain existing office spaces, demolish offices, industrial and storage buildings, and construct new for-sale dwelling units in stacked flat and townhome configurations with rental apartments in 5-story stacked flat configurations. Mr. Luckert reviewed and incorporated various technical studies, such as water quality and hydrology reports into a complex EIR document for the City of Alhambra. He also oversaw the peer review process and provided feedback and management of responses to comments during the Final EIR process.

ADDITIONAL PROJECT EXPERIENCE

- Project Manager, Grand Avenue Partners – The Grand Avenue Project EIR, Los Angeles
- Project Manager, LMS Transport – 8631 Lime Avenue Project, San Bernardino County
- Senior Environmental Planner, FF Realty III – Fairfield 702 Town & Country, Orange
- Project Manager, Bel-Air County Club – Bel-Air Country Club Golf Course Expansion Project, Los Angeles
- Project Manager, 4th Street Ventures – 963 East 4th Street Project (Coca Cola Building), Los Angeles
- Project Manager, Elm Tree Investments – 1800 East 7th Street Project, Los Angeles
- Senior Environmental Planner, BDC Ponte Vista Partners – Ponte Vista Project EIR, Los Angeles
- Senior Environmental Planner, Playa Vista Corporation – Play Vista Phase I & II EIR, Los Angeles
- Senior Environmental Planner, City of Los Angeles – Cornfield Arroyo Seco Specific Plan Updates, Los Angeles
- Project Manager, Los Angeles Community Colleges District – Los Angeles Trade Tech College, Los Angeles
- Project Manager, Occidental College – Occidental College Master Plan Update and EIR, Los Angeles





Susan Hernandez

Planner

Ms. Hernandez has a foundation in local government as a former planner for the City of Pico Rivera. She is a skilled Planner experienced in site plan review, entitlement processing, and environmental planning. While employed as a Planner with the City of Pico Rivera, she assisted various city stakeholders such as developers, residents, and business owners navigate the city's zoning ordinances, General Plan, and city processes. She provided counter assistance to residents and developers in both English and Spanish. She processed, managed, and reviewed entitlements including commercial and multifamily residential projects. While managing the entitlements she held community outreach meetings, prepared the staff reports and resolutions, and presented the projects to the Planning Commission. With Rincon she has assisted with a variety of long range and environmental projects such as General Plan updates, zoning ordinance updates, Initial Study Mitigated Negative Declarations, and Environmental Impact Reports.

EDUCATION

MA, Urban and Regional Planning, University of California, Los Angeles

BA, International Development Studies, Minor, Urban and Regional Studies, University of California, Los Angeles

CERTIFICATIONS/ REGISTRATIONS

CEQA Certificate – May 2020

SELECT PROJECT EXPERIENCE

Planner, City of Oxnard – Contract Planning, Oxnard

Ms. Hernandez provides assistance to the City of Oxnard by reviewing planning applications for residential and commercial developments throughout the city including coastal neighborhoods. She reviews site plans for consistency with applicable planning documents and provides correction, completion, and notification letters to applicants. She also organizes required community workshop meetings, prepares staff reports, and presents projects to Planning Commission.

Planner, City of Pico Rivera – Contract Planning, Pico Rivera

Ms. Hernandez provided a broad range of planning services to assist the City with daily planning activities and entitlement processing. She managed the public counter and helped residents, business owners, and developers. She facilitated entitlements including subdivision, variances, and Conditional Use Permits. She also processed minor planning applications and reviewed residential, commercial and industrial projects in Plan Check.

Planner, City of Carlsbad – Zoning Ordinance Update, Carlsbad

The Carlsbad Zoning Ordinance Amendment consists of the review of all City documents related to the Zoning Ordinance, including the General Plan, adopted 2021-2029 Housing Element, existing Zoning and Subdivision Ordinance, Local Coastal plan and Objective Design standards. Ms. Hernandez prepared an update to the Zoning Ordinance Amendment and researched best practices for affordability by design and zoning for healthier food access.

Planner, City of Selma – Zoning Ordinance Update, Selma

Ms. Hernandez assisted in drafting a new Zoning Ordinance by clearly defining issues to be addressed and finding opportunities for improvement. She worked with others in updating the zoning ordinance to comply with state and federal legislation such as density bonus regulations, objective development standards, and accessory dwelling unit requirements. She also assisted in standardizing and simplifying the development review to be transparent and consistent.



Planner, County of Fresno – General Plan Review and Zoning Ordinance Update, Fresno County

Rincon is completing the preparation of the Fresno County General Plan and Zoning Code update and associated Program EIR. As part of the preparation, the team has updated the County’s General Plan Background Report and prepared a draft General Plan, Zoning Ordinance, and Program EIR for public review. Ms. Hernandez assisted in researching and drafting a legislative review memorandum for Fresno County’s General Plan Review and Zoning Ordinance Update. She reviewed and analyzed the Draft General Plan and Zoning Ordinance for consistency with recent legislation that came into effect and/or passed in 2020 and 2021.





Office Locations

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- Oakland**
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- San José**
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San José, California 95113
408-577-3008
- Fresno**
7080 North Whitney Avenue
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Fresno, California 93720
559-228-9925
- Redlands**
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Suite 1400
Los Angeles, California 90012
213-788-4842
- Sacramento**
4825 J Street
Suite 200
Sacramento, California 95819
916-706-1374
- Santa Barbara**
209 East Victoria Street
Santa Barbara, California 93101
805-319-4092
- Monterey**
2511 Garden Road
Suite C-250
Monterey, California 93940
831-333-0310
- San Diego**
8825 Aero Drive
Suite 120
San Diego, California 92123
760-918-9444
- Ventura (headquarters)**
180 North Ashwood Avenue
Ventura, California 93003
805-644-4455

City of Malibu

Contract Planning Services





Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$295
Director II	\$295
Principal I	\$285
Director I	\$285
Senior Supervisor II	\$258
Supervisor I	\$240
Senior Professional II	\$224
Senior Professional I	\$208
Professional IV	\$184
Professional III	\$170
Professional II	\$153
Professional I	\$136
Associate III	\$117
Associate II	\$102
Associate I	\$95
Field Technician	\$82
Data Solutions Architect	\$175
Senior GIS Specialist	\$164
GIS/CADD Specialist II	\$146
GIS/CADD Specialist I	\$131
Technical Editor	\$130
Project Accountant	\$110
Billing Specialist	\$95
Publishing Specialist	\$105
Clerical	\$95

* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$375.

Reimbursable Expenses*

Direct Cost	Rates
Photocopies – Black and White	\$0.20 (single-sided), \$0.40 (double-sided)
Photocopies – Color	\$1.50 (single-sided), \$3.00 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W), \$3.30 (color)
Oversized Maps	\$8.00/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$88/day
4WD and Off-road Vehicles*	\$140/day

* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation.

Payment Terms. All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.



Equipment	Day Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$155
Four Gas Monitor	\$133
Flame Ionization Detector	\$107
Photo Ionization Detector	\$80
Hand Auger Sampler	\$60
Water Level Indicator, DC Purge Pump	\$45
Natural Resources Field Equipment	
UAS Drone	\$268
Spotting or Fiberoptic Scope	\$165
Pettersson Bat Ultrasound Detector/Recording Equipment	\$165
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$110
GPS (Sub-meter Accuracy)	\$65
Infrared Sensor Digital Camera or Computer Field Equipment	\$55
Scent Station	\$22
Laser Rangefinder/Altitude	\$11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.50/\$0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$600
Boat (20 ft. Boston Whaler or Similar)	\$335
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$165
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$60
Refractometer (Salinity) or Turbidity Meter	\$37
Large Block Nets	\$110
Minnow Trap	\$95
Net, Hand/Large Seine	\$55
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$110
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$140
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$165
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$55
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$55/diver
Marine Field Package (PFDs - Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$55
Insurance, Hazard and Fees	
Historic Research Fees	\$50
L&H Dive Insurance	\$55/diver
Level C Health and Safety	\$65/person



Office Locations

- Carlsbad**
2215 Faraday Avenue
Suite A
Carlsbad, California 92008
760-918-9444
- Oakland**
449 15th Street
Suite 303
Oakland, California 94612
510-834-4455
- San José**
99 South Almaden Boulevard
San José, California 95113
408-577-3008
- Fresno**
7080 North Whitney Avenue
Suite 101
Fresno, California 93720
559-228-9925
- Redlands**
1980 Orange Tree Lane
Suite 105
Redlands, California 92374
909-253-0705
- San Luis Obispo**
1530 Monterey Street
Suite D
San Luis Obispo, California 93401
805-547-0900
- Los Angeles**
250 East 1st Street
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Planning Consultant Budget					
Revised 11/9/2022					
Planning Profession Services - 101-2001-5100.00	Open Purchase Orders	Amendment	Total Budget for FY 22-23	# Contract Planners	
CDBG-R Multifamily Housing Program	\$ 75,000.00	\$ -	\$ 75,000.00		
Rincon - Contract Planners (WCF LCPA)	\$ 10,661.00	\$ -	\$ 10,661.00		
New - WCF Hearing Officer	\$ 9,248.00	\$ -	\$ 9,248.00		
WCF Mapping	\$ 19,731.00	\$ -	\$ 19,731.00		
New - CMS Wireless Ord Review	\$ 2,000.00	\$ -	\$ 2,000.00		
Misc Services (Cotton Shires)	\$ 25,000.00	\$ -	\$ 25,000.00		
City Arborist	\$ 14,000.00	\$ -	\$ 14,000.00		
Database Maintenance	\$ 27,400.00	\$ -	\$ 27,400.00		
City Biologist- Non-reimbursable reviews	\$ 5,000.00	\$ -	\$ 5,000.00		
Joyce Parker-Bozylinski	\$ 79,800.00	\$ -	\$ 79,800.00		1 part-time
Civic Solutions	\$ 100,000.00	\$ 210,000.00	\$ 310,000.00		4 part-time
Jlee Engineering	\$ 80,000.00	\$ 118,000.00	\$ 198,000.00		1 full-time
Rincon Contract Planning	\$ 24,999.00	\$ 112,000.00	\$ 136,999.00		2 part-time
CSG Consultants	\$ -	\$ 115,000.00	\$ 115,000.00		1 part-time
Capstone	\$ -	\$ 100,000.00	\$ 100,000.00		1 part-time
California Coastal Works	\$ 24,999.00	\$ 195,000.00	\$ 219,999.00		2 part-time
Contract Planner - Contingency Amount	\$ -	\$ 50,000.00	\$ 50,000.00		
Subtotal	\$ 497,838.00	\$ 900,000.00	\$ 1,397,838.00		
Adopted Budget	500,000.00				
Subtotal of Budget for Contract Planners	309,798.00	900,000.00	1,209,798.00		
Woolsey Fire Planning - 102-3002-5100.02	Open Purchase Orders	Amendment	Total Budget for FY 22-23	# Contract Planners	
4Leaf Contract Planner	\$250,000.00	\$50,000.00	\$300,000.00		1 full-time
Proposed Amendment		950,000.00	1,509,798.00		13 contract planners
Legend:					
Contract Planner Consultants					