REPORT TO CITY COUNCIL

DATE: AUGUST 26, 2015

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER LA FOR G.F.

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER 14

DOUG HOOPER, PLANNING DIRECTOR DAY

SUBJECT: APPROVAL OF CONSULTANT SERVICES AGREEMENT WITH

SITESPACIFIC, INC., FOR PLANNING CONSULTANT SERVICES IN

FY 2015-2016

The purpose of this item is to seek City Council approval for the City to enter into a consultant services agreement with SitesPacific, Inc. ("SitesPacific"), for planning consultant services in FY 2015-2016.

The Planning Department's approved budget for this current fiscal year includes \$60,000 for contract planning consultant services, for the purpose of assisting staff in expediting current and long range planning projects and environmental review. Staff is requesting the City enter into an agreement with SitesPacific for FY 2015-16 for an amount not to exceed \$60,000. SitesPacific, which is located in Ventura, has municipal consulting experience with several cities and public agencies located in Los Angeles and Ventura counties, including the City of Agoura Hills. SitesPacific's hourly rates range from \$70.00 to \$140.00 per hour. A copy of draft agreement and SitesPacific's service proposal are attached.

Staff finds SitesPacific's municipal service experience will meet the needs of the Planning Department and supports approval of the agreement for FY 2015-2016.

The proposed Agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends the City Council approve the consultant services agreement with SitesPacific, Inc., in the amount not-to-exceed \$60,000, for FY 2015-2016.

Attachments: Agreement

Service Proposal

AGREEMENT FOR CONSULTANT SERVICES WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:

SitesPacific, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT:

Attn: Hollee L. King

CONSULTANT'S ADDRESS:

1617 Carnation Avenue Ventura, CA 93004

CITY'S ADDRESS:

City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301

Attn: City Manager

PREPARED BY:

Doug Hooper

COMMENCEMENT DATE:

September 1, 2015

TERMINATION DATE:

June 30, 2016

CONSIDERATION:

Contract Price

Not to Exceed: \$60,000/yr

AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY OF AGOURA HILLS AND SITESPACIFIC, INC.

THIS AGREEMENT is made and effective as of , 2015, between the City of Agoura Hills, a municipal corporation ("City") and SitesPacific, Inc. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on September 1, 2015, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2016, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. **PERFORMANCE**

In meeting its obligations under this Agreement, Consultant shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

4. **PAYMENT**

- The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Sixty Thousand Dollars and Zero Cents (\$60,000.00) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.
- Consultant shall not be compensated for any services rendered in B. connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.
- Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within

thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section entitled "PAYMENT" herein.

6. <u>DEFAULT OF CONSULTANT</u>

- A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.
- B. If the City Manager or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

7. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an

evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION

Consultant shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent Consultants serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Consultant, its officials, officers, employees, agents or sub-consultants in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Consultant shall defend Indemnitees at Consultant's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Consultant shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant or Indemnitees. All duties of Consultant under this Section shall survive termination of this Agreement.

9. <u>INSURANCE REQUIREMENTS</u>

Prior to commencement of work, Consultant shall procure, provide, and maintain, at Consultant's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

- A. <u>Minimum Scope of Insurance</u>. Coverage shall be at least as broad as:
- 1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.
- 2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- 3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.
- 4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Consultant's profession.
- B. <u>Minimum Limits of Insurance</u>. Consultant shall maintain limits no less than:
- 1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles. Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.
- 3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.
- 4) Professional Liability coverage: One million (\$1,000,000) per claim and in aggregate.
- C. <u>Deductibles and Self-Insured Retentions</u>. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- D. <u>Other Insurance Provisions</u>. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
- 1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
- 2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- 3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- 4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Consultant agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- E. <u>Acceptability of Insurers</u>. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.
- F. <u>Verification of Coverage</u>. Consultant shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. <u>Mailing Instructions</u>. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

9. <u>INDEPENDENT CONSULTANT</u>

- A. Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.
- B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. <u>LEGAL RESPONSIBILITIES</u>

The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

11. RELEASE OF INFORMATION

- A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents or sub-consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.
- B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or sub-consultants be served with any summons, complaint,

subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

12. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City:

City of Agoura Hills

30001 Ladyface Court Agoura Hills, California 91301

Attention: City Manager

To Consultant:

SitesPacific, Inc.

1617 Carnation Avenue Ventura, CA 93004 Attention: Hollee L. King

13. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

14. <u>LICENSES</u>

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

15. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this

Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

16. PROHIBITED INTEREST

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-consultants for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-consultants on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. <u>AUTHORITY TO EXECUTE THIS AGREEMENT</u>

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Illece Buckley Weber, Mayor

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Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council:
APPROVED AS TO FORM:
Candice K. Lee, City Attorney
CONSULTANT
SitesPacific, Inc.
1617 Carnation Avenue
Ventura, CA 93004
Contact: Hollee L. King
Telephone: (805) 901-2261
Fax: (800) 660-8160
Mall
By: VWU
Name:
Title:
By: Jolde Sour,
Name: Was Basida + Ta
Title: V (ce l'esident, Treasurer

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

The specific elements (scope of work) of this service include:

Provide on-call, as-needed contract planning services for the City of Agoura Hills, including, but not limited to:

- 1. Conduct peer review of California Environmental Quality Act (CEQA) of Environmental Impact Reports and Mitigated Negative Declarations;
- 2. Prepare CEQA documents for Mitigated Negative Declarations and Negative Declarations;
- 3. Serve as case planner for current and long-range planning projects, including conducting required research and report preparation, and representing the Planning Department at committee meetings, Planning Commission meetings and City Council meetings;
- 4. Provide assistance to Planning Department staff as directed.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

CONSULTANT shall submit a monthly invoice to CITY with detailed accounting by task and amount expended per task and amount remaining of each task. All reimbursable expenses shall be itemized and submitted to CITY for approval. Upon approval, CITY shall make payment to CONSULTANT within 30 days. The CITY shall pay CONSULTANT said consideration in accordance with the schedule of payment incorporated herein:

FEES FOR SERVICE

The CONSULTANT shall bill for each hour, or portion thereof, expended on any project on behalf of the CITY at the following rates:

Project Manager: \$140.00 per hour Senior Planner: \$110.00 per hour Associate Planner: \$90.00 per hour Assistant Planner: \$70.00 per hour

Portions less than a full hour shall be billed and compensated in 1/4 hour increments, rounded to the nearest increment. CONSULTANT's total billings to CITY for hourly fees and expenses shall not exceed the total sum of \$60,000 for the entire term of this contract, unless an amendment to this contract is approved by the City Council and executed by both parties before any such fee or expense is incurred.



July 20, 2015

Mr. Doug Hooper Planning Director City of Agoura Hills 30001 Ladyface Court Agoura Hills 91301

via email

Subject:

Proposal for On-Call, As-Needed, Contract Planning Services

Dear Doug:

Thank you for choosing SitesPacific, Inc. for your planning consulting and planning contracting needs. We are pleased to submit this letter proposal, scope of services, fee schedule, and resumes for contract planning services for the City of Agoura Hills.

SitesPacific, Inc. has worked for many jurisdictions specializing in providing excellent contract planning services for jurisdictions within the Santa Barbara, Ventura, and Los Angeles counties. Past contracts for contract planning for SitesPacific have included the City of Ventura (Planning and City Manager's Divisions), City of Oxnard (Planning and Public Works), the City of Camarillo, and the City of Moorpark, and Oxnard Union High School District. Past contract cities that the employees of SitesPacific have worked for include City of Agoura Hills, City of Calabasas, City of Beverly Hills, City of La Habra Heights, City of Diamond Bar, and City of Claremont, to name a few.

As a professional land use planner, I started SitesPacific, Inc. in 2008 and have been providing contract planning services and land use planning consulting for the past seven years. Since then, SitesPacific, Inc. has hired many talented project manager and planners to assist in the staffing needs of government agencies. High level customer service when assisting jurisdictions with their planning needs is our number one priority. We are proposing to assist your City with your planning department with CEQA Peer Review, case load project management, ordinance amendments, and any special planning projects that you may need assistance with.

We have provided you with a scope of services, a fee schedule, and resumes.

We look forward to your review of the proposal and working together in the future. Please contact me at any time.

Sincerely,

Hollee L. King, MPA, AICP Principal/Project Manager

1617 Carnation Avenue Ventura, CA 93004

805-901-2261 (phn) 800-660-8106 (fax)

SCOPE OF SERVICES

- To provide on-call, as-needed contract planning services for the City of Agoura Hills Planning Department including but not limited to:
 - a. CEQA Peer Review of Project and Program EIRs and Mitigated Negative Declarations (MNDs)
 - b. Special Planning Projects such as long-range planning projects and ordinance amendments
 - c. Planning Case Management; complete processing of projects within the City including the staff report, representation of the planning department at any commission or committee meetings, and representation at the Planning Commission and/or City Council.
 - d. Providing assistance to the planning staff as directed.

FEE SCHEDULE

All fees will be billed on an hourly basis, as recorded by the contract planner. All work will be pre-authorized by the jurisdiction prior to work performed. Reimbursable expenses, such as postage and copies of maps/plans will be billed at cost.

Project Manager: \$140.00

Senior Planner: \$110.00

Associate Planner: \$90.00

Assistant Planner: \$ 70.00

Invoices are sent monthly and payment is due within 30 days of receipt. The client shall be entitled to all documents, reports, maps, etc., prepared by the contract planner.

Insurance will be provided upon request.

RESUMES





HOLLEE L. KING, MPA, AICP Project Manager

LICENSING

 American Institute of Certified Planners, #018076 (2002)

EDUCATION

- Masters of Public Administration;
 Organizational Management -California State University, Northridge
- Bachelor of Science Environmental Management;
 Emphasis in Public Policy, University of California, Davis

PROFESSIONAL AFFILIATIONS

- American Planning Association, Central Coast Section Board Member
- APACA Awards/ Events Officer (2005 to Present)
- American Institute of Certified Planners
- American Public Works Association, Member

BACKGROUND

Ms. King has over 23 years of planning and project management experience. As a project consultant for many organizations, Ms. King has been responsible for planning and project coordination and permitting for a wide variety of projects in the Santa Barbara, Ventura, and Los Angeles County areas. Projects include residential and commercial projects, larger public agency development projects, CEQA review and subdivision projects.

Ms. King has extensive experience in Land Use Planning, Contract Planning, Ordinance Amendments, Environmental Review, Annexation Planning, Long Range/Policy Analysis, Administrative Analysis/Budgets, Public Works Planning, Training and Education, Project Management, Permit Processing/Land Use Entitlements, Grant Preparation/Implementation, Transportation Planning, Due Diligence, Redevelopment Planning, Site Planning/Site Acquisition, Regulatory Permitting, Water and Sewer management projects, School Facilities Planning, and Institutional Facilities Planning. Her highlighted experience is below:

 Project manager and supporting roles for projects through a number of public agencies including:

County of Santa Barbara
County of Ventura
County of Los Angeles
City of Ventura
City of Oxnard
City of Camarillo
City of Agoura Hills
Ventura County Harbor Authority
Gold Coast Transit

City of Calabasas
City of Carpinteria
City of Santa Barbara
City of Thousand Oaks
City of Moorpark
California Department of Fish & Game
Oxnard Union High School District
Somis School District
California Coastal Commission

- Project management and permit processing experience for projects of all sizes through local, state and federal permit processes, including planning department negotiations, facilitating public workshops, and providing support for hearings such as for Planning Commission, City Council, or Board of Supervisors.
- Land use planning consultant for private, large scale, development commercial and residential projects. Projects include general plan amendments, rezones, residential planned development, annexation, conditional use permits and subdivisions.
- Provide planning services support to engineer consultant companies and engineering projects. Projects have included hospitals, schools, and large scale subdivisions.
- Coordination of sub-consultants for specific issue areas including geologists and geotechnical engineers, biologists, archeologists, botanists, arborists, and architectural historians.
- Provide contract planning services for cities, counties, and special agencies.
- Provide environmental review (MNDs) and environmental peer review (EIRs and MNDs) for cities, counties, and special agencies. Provide planning manager services for Master Service Agreements (MSA) for environmental review projects.
- Current contracts with City of Oxnard Public Works Department, City of Camarillo Public Works Department for environmental review and water/sewer management.
- Currently, providing staff support as the Principal Planner for the Oxnard Union High School District and successfully processed a new comprehensive high school for the District in the City of Camarillo, and is currently the land use consultant working on another high school project in the City of Oxnard for the District.

WORK EXPERIENCE

Project Manager/Principal Planner SitesPacific, Inc. January 2010 to Present

Provide planning and project management for public agencies, non-profit organizations, and private consulting firms. Expertise includes project management of discretionary projects, ordinance amendments, general plan projects, policy analysis, annexation proposals, preparing environmental review documents, including mitigated negative declarations and environmental impact reports, regulatory permitting, preparing grant proposals, and facilitation/public outreach. Project management has also been provided in transportation, redevelopment, and city administration. Supervise and train planning staff that were contracted to different cities and trained/supervised agency planning staff at contract cities. Current and past contracts with: City of Ventura Planning, City of Ventura City Manager's Office, City of Oxnard Planning, County of Ventura Planning, Gold Coast Transit, City of Oxnard Public Works Dept., and City of Oxnard Redevelopment, Oxnard High School District, Penfield and Smith Engineering and Carollo Engineering. Consulting services also included land use entitlement and permit processing for individual property owners and developers for projects in Los Angeles, Ventura, and Santa Barbara counties.

Regional Planning Services Manager Civic Solutions, Inc. October 2004 to February 2008

Served as a project manager for complex discretionary planning applications, ordinance amendments, CEQA review and analysis, and long range planning analysis for cities under contracts for planning services. Reviewed construction drawings for compliance with ordinances and departmental conditions of approval. Broad experience in professional urban planning with excellent knowledge of planning and community development. Supervised and trained planning staff that were contracted to different cities trained/supervised agency planning staff at contract cities. Secured, coordinated and managed contracts for planning staff services at public agencies. Previous contracts with: County of Ventura Planning, City of Agoura Hills Planning, City of Calabasas Planning, City of Moorpark Planning, City of Beverly Hills Planning, City of West Hollywood Planning and City of Whittier Planning.

Senior Management Analyst Ventura Local Agency Formation Commission (LAFCO) October 2000 to October 2004

As a Senior Management Analyst, managed proposals for local agency boundary changes, prepared written staff reports and conducted oral presentations to the Ventura Local Agency Formation Commission. Functioned as Program Coordinator for studies relating to governmental services such as municipal service reviews for municipal service providers. Coordinated and developed policies and procedures for LAFCO. Presented and managed public participation workshops and prepared CEQA-related documents for LAFCO programs, policies and proposals. Assisted in development of administrative programs such as budget, fee schedules and web site development. Supervised subordinate staff and assisted in the administration of consultant contracts. Provided information and assistance to the public and governmental agencies and support to Ventura LAFCO Executive Officer and Commission members.

Senior Management Analyst Ventura Council of Governments (VCOG) April 2000 to October 2000

Prepared and administered grant program for census activities in the County of Ventura. Served as Management Analyst for countywide census program for Census 2000. Developed various publications such as posters, flyers and mailers for countywide and city distributions. Coordinated Census promotions and prepared and presented Census 2000 progress reports for Ventura Council of Governments. Served as VCOG liaison to the Southern California Associated Governments (SCAG) and the Regional Transportation Plan (RTP) coordination committee. Served as the Regional Planner for SCAG environmental justice workshops and events.

Senior Planner County of Ventura October 1999 to April 2000

Served as Senior Planner for discretionary permit applications, subdivision projects, Conditional Use Permits and Coastal Development Permit applications. Prepared written staff reports and related CEQA documents, including Mitigated Negative Declarations. Conducted oral presentations to the public and the decision-makers, including Planning Commission and the Board of Supervisors. Coordinated and with applicants, agents, attorneys and various groups for County, State and Federal agencies for the implementation of projects and land use policies. Served as project manager for ordinance amendments and served as Program Manager for the 2000 County-Wide Census program.

Associate Planner City of Oxnard July 1999 to October 1999

Served as project manager for discretionary permit applications, subdivision projects, development plans, Conditional Use Permits and Coastal Development Permit applications. Prepared written staff reports and related CEQA documents. Conducted oral presentations to the public and the decision-makers. Coordinated and negotiated with applicants, agents, attorneys and various groups for County, State and Federal agencies for the implementation of projects and land use policies. Provided staff support to California Coastal Commission for local projects. Provided staff support to Planning Commission and City Council members and their staff. Served as Chair of Public Arts Committee for the City. Represented the City for committee and special events.

Environmental Planner County of Santa Barbara January 1994 to July 1999

Served as project manager for discretionary permit applications and subdivision projects. Prepared written staff reports and related CEQA documents. Coordinated and negotiated with applicants, agents, attorneys and various groups for permit applications and related projects. Coordinated planning with County, State and Federal agencies for the implementation of projects, regulatory permitting, and land use and resource management policies. Coordinated contracts between environmental specialists and the County for project analysis and compliance.

(Experience prior to 1994 provided upon request)



Ms. Leazer has almost 15 years' experience in the public and private sectors as a Land Use Planner. She manages Ms. Leazer has almost 15 years' experience in the public and private sectors as a Land Use Planner. She manages discretionary case projects for contract planning agencies from development application to public hearing at Planning Commission and City Council and other hearing boards such as Design Review. She has completed environmental review for projects, as well as managed larger CEQA documents prepared by consultants. Ms Leazer has prepared ordinance amendments and completed long range planning assignments as well. Ms. Leazer has assisted in the training of lower level staff planners.

PRIOR EXPERIENCE:

Dec 2012 - Dec 2014

Principal Planner - City of La Habra Heights

As the Principal Planner for the City of La Habra Heights she was the only planner on staff. All day to day, advance planning, administrative processing and development review is done by the Principal Planner.

Current Projects/Duties Include but are not limited to:

- Conditional Use Permit for a new 30 well Oil field for Matrix Oil
- Development of multiple single family homes including a 10,000 square foot custom home Management of the Planning Division budget
- Overseeing of Code Enforcement
- Review of all development applications
- Staffing of the Planning Commission
- Communication with City Council

Feb 2010-Dec 2012

KAL Planning Services/Independent Contractor

Provided Contract Planning Manager Services to the City of La Habra Heights. Duties included review of all deposit based projects, staffing the Planning Commission, answer all Planning related questions of the public, manage all deposit accounts and provide the administration duties needed for the Planning Division. Preparation of the Planning Division Budget, communication with the City Manager, and presentation to City Council.

Specific Projects:

Wireless Telecommunication Ordinance
Development Code Amendment

Feb. 2008 - Feb. 2010

Senior Planner, Lilley Planning Group, Inc.

As a senior planner I provide contract planning services to cities throughout Southern California. In addition to providing contract services to cities I assist in facilitation services provided by the Lilley Planning Group. One such project I assisted in was the facilitation of community outreach meetings for the City of Culver City for the PLACE grant program, working with the community to educate and involve them in the implementation of a new bike and pedestrian path plan. Below are the cities which I have provided services to:

Diamond Bar 6/2/08-2/1/10

As a contract senior planner at the City of Diamond Bar I review deposit based projects such as residential tract maps, hillside residential development and commercial development, and present the findings to the Planning Commission for decision making. Projects I am currently reviewing are as follows:

- Construction of an 11,000 square foot residence constructed on a hillside.
- Development of a 16 unit single family development
- Redevelopment of an existing Gas Station
- Review of proposed Tentative Tract Maps

Azusa -2/4/08-6/26/08

As a contract senior planner with the City of Azusa I reviewed development projects ranging from single-family home room additions to mixed-use commercial/residential developments and reviewed Conditional Use Permits for the sale of alcohol and the operation of 24-hour drive throughs. Additionally I assisted with building plan checks and CEQA document preparation and presentation of items to the Planning Commission. Large and/or controversial projects which I managed included:

- A proposal for a 19,000 square foot Dhamakaya Meditation Center
- The construction of three single family homes on substandard lots
- The construction of a new freestanding telecommunications facility.
- Conditional Use Permit to allow the sale of hard alcohol at a seafood restaurant adjacent residential development.

Jan. 2008 - Feb. 2008

Acting Senior Planner, City of Claremont, CA

As acting senior planner I was staff to the Architectural Commission, and continued the duties listed below.

Feb. 2005 - Dec. 2007

Associate Planner, City of Claremont, CA

As an Associate Planner with the City of Claremont, my duties included the processing and management of entitlement and development applications as submitted by the public. Processing and management of the applications includes preparation of CEQA documents, inter-departmental coordination, report preparation, and presentation to the Architectural Commission, Traffic and transportation Commission, Planning Commission, and City Council. Milestone projects which I managed include:

- 45 unit multi-family attached housing development
- 45 unit affordable housing project and coordination for the completion of an EIR (City sponsored) including presentation to City Council
- Master Plan for Foothill Country Day School expansion
- Master Plan for Pilgrim Place retirement community
- Pomona College student/staff facilities
- Claremont McKenna College faculty housing project

Additional responsibilities include:

- Preparation of annual state reports (Congestion Management Program, Motor Vehicle Fee Program - AB 2766, Department of Housing Reports)
- Coordination of Claremont's Architectural Design Excellence Program
- Supervision of Planning Technician and Interns
- Preparation of RFP's for environmental consultants
- Management/coordination of public counter schedule

Sep. 2004 - Feb. 2005

Planner, AEI-CASC Engineering

As a Project Manager for the preparation of the 350 acre Arantine Hills specific Plan in the City of Corona. My responsibilities included development of design guidelines, landscape plans, and review and analysis of environmental reports.

I also served as a contract planner for the City of Riverside where my responsibilities included the review of staff level projects such as minor variances, and design files for commercial and residential projects.

April 2004 - Sep. 2004

Assistant Project Manager, Hogle Ireland Inc.

Planning consultant for current planning projects for the City of Montebello and the County of Riverside. Projects I managed included:

- Tentative tract maps for 100 plus unit developments
- Review of Specific Plans
- Conditional Use Permits
- Variances
- Environmental Documents

Mar. 2003 - Apr 2004

Assistant Planner, City of Chino

- Preparation of Initial Studies for all projects in the City
 - Industrial Developments
 - Tract Maps
- Plan Check of all Building plan checks requiring Planning Division review
- Review of residential and commercial applications
 - Telecommunication facilities
 - Industrial Uses
 - Residential Development
- Presentation to Planning Commission

July 2002 - Mar. 2003 May 2002 - July 2002

Planner, AEI-CASC Engineering Assistant Planner

- Project Manager for Specific Plans
 - McSweeny Farms, 673 Acres, Hemet, CA
 - Peppertree, 84.79 Acres, Hemet, CA
 - Esplanade, 228 Acres, San Jacinto, CA
- Review of Tentative Tract Maps
- Preparation of Design Guidelines
- Coordination of environmental studies for CEQA
- Presentations to City Council and Commissions

Sept. 2000 - May 2002

Planning Technician, City of Claremont, California

Assisted senior planning staff with administration of current and advanced planning projects. Reviewed current planning files for compliance with zoning codes and prepared and presented minor applications to the Architectural and Planning Commissions.

Apr. 1998-Sept. 2000

Assistant Draftsperson, Brett Matthews and Assoc.

Designed and drafted single family custom homes in Apple Valley, Victorville, Hesperia and Oak Hills.

TRAINING:

- Completion of Emergency Operations Center course of the Standardized Management Systems
- UCLA Extension program, CEQA Documents for Plans, Policies, and Documents.

EDUCATION:

Sept. 1999- June 2002

California State Polytechnic University, Pomona

Bachelor of Science; Urban and Regional Planning 2002

Recipient of the California Planners Foundation Graduating Student Merit Award, 2002