Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

COMPTON CITY COUNCIL
AGENDA

03/24/2026

5:30 PM – PUBLIC MEETING

205 S. WILLOWBROOK AVE
COMPTON, CA 90220

OPENING

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed.

CITY MANAGER

1. A RESOLUTION APPROVING THE RIGHT OF ENTRY AND ACCESS AGREEMENT FOR PROPERTY LOCATED AT 2815-2875 AND 2901 WEST ALONDRA BOULEVARD

PLANNING AND ECONOMIC DEVELOPMENT

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2025-2026 COMMUNITY DEVELOPMENT DEPARTMENT BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS AND ESTABLISH PURCHASE ORDERS WITH INTERWEST CONSULTING GROUP, INC. AND 4LEAF, INC. FOR ON-CALL PLANNING SERVICES FOR A COMBINED TOTAL NOT TO EXCEED ONE HUNDRED TWO THOUSAND TWO HUNDRED FORTY FIVE DOLLARS ($102,245)

REGULAR AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES AND CITY COUNCIL

3. REMOVAL OF OFFICERS, COUNCIL MEMBERS, BOARDS/COMMISSIONS AND COMMITTEES

   RECEIVE AND FILE – DARRELL CARTER RESIGNATION LETTER

4. APPOINTMENT(S) OF OFFICERS, COUNCIL MEMBERS, BOARDS/COMMISSIONS AND COMMITTEES

   OLYMPICS/TOURISM COMMITTEE
   PERSONNEL BOARD

NEW BUSINESS

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING THE MEMORANDUMS OF AGREEMENT BETWEEN THE CITY OF COMPTON AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, MAINTENANCE & TRADES AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, PUBLIC SAFETY AUXILIARY FOR FISCAL YEARS 2025-2029

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE DONATIONS AND ENTER A DONATION AGREEMENT WITH COMPTON 125 HISTORICAL SOCIETY FOR THE DONATION OF VINTAGE FURNITURE TO FURNISH THE HERITAGE HOUSE

7. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AGILOFT, INC. FOR A CONTRACT LIFECYCLE MANAGEMENT PLATFORM IN AN AMOUNT NOT TO EXCEED $257,418 (IMPLEMENTATION COST OF $76,000 AND ANNUAL SUBSCRIPTION OF $55,821), FOR AN INITIAL TERM BEGINNING APRIL 1, 2026, AND ENDING JUNE 30, 2029, RENEWABLE SUBJECT TO ANNUAL BUDGET APPROPRIATIONS

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 4/7/2026 5:30 PM

Visit our website at http://www.comptoncity.org
Visit our Youtube at https://www.youtube.com/@comptoncityhall

March 17, 2026

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: [JANENE MCINTYRE, ESQ.
LAW DIVISION]

SUBJECT: A RESOLUTION APPROVING THE RIGHT OF ENTRY AND ACCESS AGREEMENT FOR PROPERTY LOCATED AT 2815-2875 AND 2901 WEST ALONDRA BOULEVARD

SUMMARY

It is recommended that the City Council adopt the attached Resolution approving the Right of Entry and Access Agreement between the City of Compton and Connecting Compton, a California nonprofit public benefit corporation.

BACKGROUND

Connecting Compton is a nonprofit entity that seeks to conduct due diligence on the property owned by the City and located at 2815–2875 and 2901 West Alondra Boulevard ("Property") to explore a multi-purpose equestrian center dedicated to educating and housing the community. In order to conduct those activities, a right of entry and access agreement is required to permit Connecting Compton onto the site to such conduct such work.

STATEMENT OF THE ISSUE

The proposed Resolution approves the Right of Entry and Access Agreement ("Agreement") between the City of Compton and Connecting Compton, a California nonprofit public benefit corporation ("Developer").

The Developer desires to conduct certain due diligence activities to determine whether development of the site is feasible. The Agreement provides the Developer with the right to enter the Property for this purpose. The activities include, but are not limited to:

- Environmental assessments and sampling, including a Phase I investigation
- Preparation of an ALTA Survey
- Site visits
- Biological assessment, including ecological screening
- And other similar investigative or assessment activities related to property conditions and site evaluation

The Developer, however, cannot conduct any "Invasive Due Diligence Activities" at the Property without the City's prior written approval of a work plan. Invasive activities include

any activities beyond the scope of a standard “Phase I” investigation and include any chipping, cutting, drilling, boring, removing, or other physical penetration or disturbance of the Property, including a Phase II Environmental Site Assessment. The City will have 10 days to approve or reject any work plan.

The Agreement also requires the Developer and any third-party contractors it retains to provide insurance and to indemnify the City for their activities.

The term of the Agreement shall end on January 31, 2027, but may be extended for three additional months at the City’s discretion. The City has the right to terminate the Agreement with five calendar days’ written notice.

FISCAL IMPACT

The Agreement is provided without any cost to the Developer. This type of Agreement is customary for determining the development potential and feasibility of a project on the Property. The activities conducted by the Developer will be at no cost to the City.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution approving the Right of Entry and Access Agreement with Connecting Compton.

JANENE MCINTYRE
LAW DIVISION

APPROVED FOR FORWARDING

WILLIE A. HOPKINS, JR., CITY MANAGER

ATTACHMENTS

Resolution No. [____]
Right of Entry and Access Agreement

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON, CALIFORNIA, APPROVING A RIGHT OF ENTRY AND ACCESS AGREEMENT WITH CONNECTING COMPTON FOR THE PROPERTY LOCATED AT 2815-2875 AND 2901 WEST ALONDRA BOULEVARD

WHEREAS, the City Council desires to revitalize properties that are vacant and underutilized;

WHEREAS, Connecting Compton, a California nonprofit public benefit corporation ("Developer") desires to undertake due diligence activities at the property located at 2815-1875 and 2901 West Alondra Boulevard in the City of Compton ("Property") to determine the conditions of the Property and its evaluation for a development project;

WHEREAS, the City requires the approval of a Right of Entry and Access Agreement to grant Developer access to the site for the purpose of conducting its due diligence activities for its evaluation of the Property.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY FIND, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The City Council hereby approves the Right of Entry and Access Agreement dated March 17, 2026 between the City of Compton and Connecting Compton, which is on file in the office of the City Clerk.

Section 2. This Resolution shall be effective immediately upon adoption.

Section 3. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Controller, and Law Division/City Attorney.

Section 4. Certification. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED this 17th day of March, 2026.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Satra D. Zurita, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the 17th day of March, 2026.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

RIGHT OF ENTRY AND ACCESS AGREEMENT

THIS RIGHT OF ENTRY AND ACCESS AGREEMENT (herein called this "Agreement") is made and entered into as of March 17, 2026 ("Effective Date") by the City of Compton (herein called "Grantor" or "Owner"), and Connecting Compton, a California nonprofit public benefit corporation (herein called "Grantee").

WHEREAS, Grantor is the owner of certain real property located at 2815 – 2875 and 2901 West Alondra Boulevard, Compton, California, and is more particularly described in Exhibit A ("Property"); and

WHEREAS, Grantee is coordinating environmental and related site assessment activities in connection with grant funding and other planning and due diligence efforts for a certain project to establish a multi-purpose equestrian center dedicated to educating, housing, and unifying the community in Compton, California ("Project"); and

WHEREAS, Grantee has requested the right of entry upon and access to the Property for the purpose of undertaking tests, inspections and other due diligence activities including but not limited to environmental assessments and sampling, preparation of an ALTA Survey, site visits, a biological assessment, including ecological screening, and other similar investigative or assessment activities related to property conditions and site evaluation and due diligence ("Due Diligence Activities") in connection with the Project to be performed by third party consultants, contractors, surveyors, including but not limited to GSI Environmental Inc., (collectively, "Grantee's Designees"); and

WHEREAS, Owner has agreed to grant Grantee, and Grantee has agreed to accept from Grantor, this non-exclusive, revocable, temporary license to enter upon the Property to perform the Due Diligence Activities in accordance with the terms and provisions of this Agreement; and

WHEREAS, Grantor and Grantee desire to execute and enter into this Agreement for the purpose of setting forth their agreement with respect to the Due Diligence Activities and Grantee's entry upon the Property.

NOW, THEREFORE, for good and valuable consideration, the mutual covenants and agreements contained herein, the receipt of which is hereby acknowledged, Grantor and Grantee agree as follows:

1. Grant of Access

A. Subject to Grantee's compliance with the terms and provisions of this Agreement, Grantee and Grantee's Designees shall have the right to enter upon the Property for the purpose of conducting the Due Diligence Activities related to the Project pursuant to the provisions of this Agreement.

B. Grantee expressly agrees as follows:

(i) any activities by or on behalf of Grantee, including, without limitation, the entry by Grantee or Grantee's Designees onto the Property in connection with the Due Diligence Activities, shall not materially damage the Property in any manner whatsoever,

(ii) in the event the Property is materially altered or disturbed in any manner in connection with the Due Diligence Activities, Grantee shall immediately return the Property to substantially the same condition existing immediately prior to the Due Diligence Activities, and

(iii) Grantee and Grantee's Designees shall indemnify, defend and hold Grantor harmless from and against any and all claims, liabilities, damages, losses, costs and expenses of any kind or nature whatsoever (including, without limitation, reasonable attorneys' fees and expenses and court costs) suffered, incurred or sustained by Grantor as a result of, by reason of, or in connection with the Due Diligence Activities and/or the entry by Grantee or Grantee's Designees onto the Property; provided, however, that in no event shall Grantee be liable for any liabilities, damages, losses, costs or expenses of any kind or nature that relate, directly or indirectly, to (y) consequential or punitive damages or (z) matters that are merely discovered, but not exacerbated, by Grantee or Grantee's Designees. Nothing in this Agreement shall be construed to require Grantee to assume responsibility for, or liability arising from, the negligence, gross negligence, or willful misconduct of any other person or entity. This indemnification provision shall be made part of each agreement Grantee has with its Grantee Designees. A copy of said agreements shall be provided to the City.

Notwithstanding any provision of this Agreement to the contrary, neither Grantee nor its representatives may conduct "Invasive Due Diligence Activities" at the Property without Grantor's prior written approval of a work plan."Invasive Due Diligence Activities" means any activities beyond the scope of a standard "Phase I" investigation compliant with ASTM E1527-21, including chipping, cutting, drilling, boring, removing, or other physical penetration or disturbance of the Property or the improvements thereon, including, without limitation, any Phase II Environmental Site Assessment. If Grantor does not respond or reject any workplan within ten (10) business days of Grantee's delivery of the written workplan proposal to Grantor pursuant to the notice provisions of this Agreement, then Grantor shall be deemed to have approved the submitted workplan, and Grantee may proceed with such testing. If Grantor rejects such proposed work plan in whole or in part, then Grantee shall have the option to amend the work plan or, at the Grantee's sole option, this Agreement shall become null and void.

C. Grantee or Grantee's Designees shall provide Owner with no less than two (2) business days' prior written notice before commencing any field activities on the Property.

2. Lien Waivers

Upon receipt of a written request from Grantor, Grantee will provide Grantor with lien waivers following completion of the Due Diligence Activities from each and every contractor, materialman, engineer, architect, and surveyor who might have lien rights, in form and substance reasonably satisfactory to Grantor and its counsel. Grantee hereby indemnifies Grantor from and against any claims or demands for payment, or any liens or lien claims made against Grantor or the Property by contractors, materialmen, engineers, architects, or surveyors retained by the Grantee as a result of the Due Diligence Activities.

3. Insurance

Grantee shall for itself, and shall cause all of Grantee's Designees performing the Due Diligence Activities to, procure or maintain a policy of commercial general liability insurance

issued by an insurer reasonably satisfactory to Grantor covering each of the Due Diligence Activities with a single limit of liability (per occurrence and aggregate) of not less than Two Million Dollars ($2,000,000.00), and to deliver to Grantor a certificate of insurance evidencing that such insurance is in force and effect, and evidencing that Grantor has been named as an additional insured thereunder with respect to the Due Diligence Activities prior their entry on the Property to commence any Due Diligence Activities. Such insurance shall be maintained in force throughout the term of this Agreement.

In addition, Grantee shall for itself, and shall cause all of Grantee's Designees performing the Due Diligence Activities to, procure or maintain: (i) a policy of Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease which specifically covers all persons providing services and all risks to such persons under this Agreement; and (ii) a policy of automobile insurance covering bodily injury and property damage for all activities arising out of or in connection with the Due Diligence Activities in an amount not less than One Million Dollars ($1,000,000.00) combined single limit for each accident and such insurance shall include coverage for all "owned", "hired" and "non-owned" or "rented" vehicles, or coverage for "any auto". The insurance under this paragraph shall be issued by an insurer reasonably satisfactory to Grantor and Grantee shall deliver to Grantor a certificate of insurance evidencing that such insurance is in force and effect prior to entry on the Property to commence any Due Diligence Activities. Such insurance shall be maintained in force throughout the term of this Agreement.

4. Limitations

Grantor does not hereby convey to Grantee any right, title, or interest in the Property, but merely grants the specific rights and privileges hereinabove set forth.

5. Survival of Indemnification

The indemnification obligations of Grantee contained in Sections 1(iii) and 2 hereof shall survive the expiration or earlier termination of this Agreement for a period of one (1) year following such expiration or termination.

6. Term of Agreement; Termination

The term of this Agreement shall commence on the Effective Date and shall continue through January 31, 2027 ("Term"). The Term may be extended for three additional months at the Owner's discretion upon written notice from Grantee to Owner received prior to expiration of the Term. Grantor shall have the right to terminate this Agreement for any reason or for no reason upon five (5) calendar days' written notice to Grantee. Grantee agrees to cease all activities, including that of Grantee Designees, under this Agreement on or before the effective date of such notice.

7. Grantee and Grantor Contact Information and Notices

Any notices required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or email before or during the receiving party's regular business hours or by Federal Express or other similar delivery service; or (b) on the second business day following deposit in the United States mail,

postage prepaid to the addresses set forth herein, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

If to Grantee:
Connecting Compton
Name: Hector Gomez (Executive Director)
627 W. Bennett Street
Compton, CA 90220
Telephone: 562-565-3339
E-mail: hgomez@officialconnectingcompton.org

Name: Daniel Zepeda (Executive Director)
627 W. Bennett Street
Compton, CA 90220
Telephone: 310-972-9189
E-mail: dzepeda@officialconnectingcompton.org

If to Grantor :
City of Compton
Attn: Willie A. Hopkins, Jr
Telephone No.: 310-605-5500
E-mail: cwdcd@comptoncity.org
Mailing Address 205 S Willowbrook Ave, Compton, CA 90220

All notices, coordination, and communications related to access and field activities shall be directed to the Grantee and Grantor contacts listed herein.

8. No Property Interest

Nothing in this Agreement shall be construed to grant Grantee or Grantee's Designees any ownership, leasehold, or other interest in the Property, but merely grants the specific rights and privileges set forth herein.

9. Assignment

Grantee shall not assign any of its rights and interests hereunder, in whole or in part, without the prior written consent of the Grantor. Any attempt by Grantee to so assign this Agreement without prior written consent shall be void and of no effect.

10. Severability

If any provision of this Agreement or the application of such provision to any circumstance is declared unconstitutional or otherwise invalid by the lawful judgment of any court of competent jurisdiction, the remainder of this Agreement or the application of the provision to other circumstances shall not be affected thereby.

11. Choice of Law

This Agreement shall be governed by, enforced, and interpreted under the laws of the State of California. Venue shall be in Los Angeles County.

12. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

13. No Recording of Agreement or Memorandum of Agreement

In no event shall this Agreement or any memorandum hereof be recorded in the Official Records of Los Angeles County, California, and any such recordation or attempted recordation shall constitute a breach of this Agreement by the party responsible for such recordation or attempted recordation.

14. Conflict of Interest

A. Grantee represents and warrants that it has no known relationships with third parties, City Council members, or employees of City which would present a conflict of interest with the performance of its Due Diligence Activities under this Agreement under Government Code Section 1090 or the Political Reform Act (Government Code Section 81000 *et seq.*).

B. Grantee represents and warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would present a conflict of interest with the performance of its Due Diligence Activities under this Agreement under Government Code Section 1090 or the Political Reform Act (Government Code Section 81000 *et seq.*).

C. Grantee represents and warrants that it has no knowledge that any officer or employee of City has any interest, whether contractual, non-contractual, financial, proprietary, or otherwise, in this transaction (i.e. the Project) or in the business of Grantee, and that if any such interest comes to the knowledge of Grantee at any time during the term of this Agreement, Grantee shall immediately make a complete, written disclosure of such interest to the City Manager, City Attorney and Municipal Law Division Chief, even if such interest would not be deemed a prohibited "conflict of interest" under Government Code Section 1090 or the Political Reform Act (Government Code Section 81000 *et seq.*).

15. Complete Agreement

Grantor and Grantee acknowledge that the foregoing provisions constitute the entire Agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this Right of Entry and Access Agreement as of the Effective Date listed above.

GRANTOR
CITY OF COMPTON

_____
Willie A. Hopkins, Jr., City Manager

APPROVED AS TO FORM:

_____
Law Division

ATTEST:

_____
Satra Zurita, City Clerk

GRANTEE
CONNECTING COMPTON

_____
Name:
Title:

_____
Name:
Title:

EXHIBIT A

PROPERTY DESCRIPTION

2815 – 2875 and 2901 West Alondra Boulevard, Compton, California,

[6139-028-900, 6139-024-900

MARCH 24, 2026

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2025-2026 COMMUNITY DEVELOPMENT DEPARTMENT BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS AND ESTABLISH PURCHASE ORDERS WITH INTERWEST CONSULTING GROUP, INC. AND 4LEAF, INC. FOR ON-CALL PLANNING SERVICES FOR A COMBINED TOTAL NOT TO EXCEED NOT TO EXCEED ONE HUNDRED TWO THOUSAND TWO HUNDRED FORTY-FIVE DOLLARS ($102,245)

SUMMARY

The Community Development Department is requesting City Council authorization to enter into a Professional Services Agreement with Interwest Consulting Group, Inc. and 4Leaf, Inc. to provide on-call planning services. Due to increased development activity, these services will supplement City Staff capacity in the management and processing of current and advanced planning projects, CEQA/NEPA compliance, and implementation of State-mandated housing and zoning requirements.

A budget amendment is also required to fully fund these agreements. The Department will utilize salary savings from vacant positions to support these expenditures without impact to the General Fund.

BACKGROUND

The City of Compton continues to experience significant planning activity related to development review, zoning updates, and compliance with State housing laws. To maintain timely processing and operational efficiency, the Department requires professional consultant support on an as-needed basis.

On August 20, 2025, staff issued a Request for Proposals (“RFP”) for On-call Planning Services. The RFP was published in the *Compton Bulletin*, distributed via email to qualified vendors, and posted on PlanetBids, the City of Compton website, and several other websites. The following eight (8) proposals were received and evaluated based on qualifications, experience, capacity, and cost.

Contractor	Vendor Flat Rate Fee
Interwest Consulting Group, Inc.	Senior Planner - $180 hr
4Leaf, Inc	Senior Planner - $160 hr
MNS	Senior Planner - $185 hr
CSG	Senior Planner - $200 hr
Civic Solutions	Senior Planner - $165 hr
Michael Baker International	Senior Planner - $190 hr

Staff determined that Interwest Consulting Group, Inc. and 4Leaf, Inc. ranked the highest and are the most responsive submitters based on the evaluation criterion outlined in the RFP.

Engaging two qualified submitters ensures that the Department can distribute workload, expedite time-sensitive reviews, and meet State-mandated processing timelines.

FISCAL IMPACT

Salary savings within the Community Development Department will support funding for these agreements. Due to vacant planning positions, the Department has accumulated unspent personnel appropriations that may be allocated to contract services.

A budget amendment is required to transfer these salary savings into the appropriate Contract Services account as follows:

From Account	Description	Amount
1001-78-ECO-4101	Salaries-Vacant Positions	$102,245

To Account	Description	Amount
1001-780-000-4266	Contract Services	$102,245

This transfer will provide sufficient funding to issue separate purchase orders for both Interwest and 4Leaf for the duration of the fiscal year, with total expenditures across both agreements not to exceed $102,245.

There is no additional impact to the General Fund beyond the reallocation of existing salary appropriations.

RECOMMENDATION

Staff recommends the City Council adopt the attached Resolution which:

1. Authorizes the City Manager to enter into a Professional Services Agreement with Interwest Consulting Group, Inc. and 4Leaf, Inc. for on-call Planning Services; and
2. Establishes separate purchase orders for Interwest Consulting Group, Inc. and 4Leaf, Inc. that remain open until completion of the contract services, notwithstanding the fiscal year-end, with total expenditures across both purchase orders not to exceed $102,245; and
3. Amends the Fiscal Year 2025- 2026 Budget to transfer salary savings into the Contract Services account to fully fund the agreements.

CECIL FLOURNOY, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

APPROVED FOR FORWARDING:

WILLIE A. HOPKINS, JR.
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2025-2026 COMMUNITY DEVELOPMENT DEPARTMENT BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS AND ESTABLISH PURCHASE ORDERS WITH INTERWEST CONSULTING GROUP, INC. AND 4LEAF, INC. FOR ON-CALL PLANNING SERVICES FOR A COMBINED TOTAL NOT TO EXCEED ONE HUNDED TWO THOUSAND TWO HUNDRED FORTY FIVE DOLLARS ($102,245)

WHEREAS, the Community Development Department requires professional planning services to support the management and processing of current and advanced planning projects, CEQA/NEPA compliance, and implementation of State-mandated housing and zoning requirements; and

WHEREAS, on August 20, 2025, the Community Development Department issued a Request for Proposal ("RFP") for On-Call Planning Services, which was duly published in the Compton Bulletin, posted on PlanetBids, the City of Compton website, and distributed to qualified companies. Eight (8) proposals were received as follows:

Contractor	**Vendor Flat Rate Fee**
Interwest Consulting Group, Inc.	Senior Planner - $180 hr
4Leaf, Inc	Senior Planner - $160 hr
MNS	Senior Planner - $185 hr
CSG	Senior Planner - $200 hr
Civic Solutions	Senior Planner - $165 hr
Michael Baker International	Senior Planner - $190 hr

WHEREAS, the Evaluation Committee determined that the proposals submitted by Interwest Consulting Group Inc and 4Leaf, Inc. were the highest-rated and most responsive based on the evaluation criteria outlined in the RFP. Accordingly, the Committee recommends awarding a contract to Interwest Consulting Group Inc and 4Leaf, Inc for On-Call Planning Services; and

WHEREAS, engaging two qualified firms allows the Department to distribute workload, maintain operational efficiency, and meet State-mandated project review timelines; and

WHEREAS, the Community Development Department has identified salary savings from vacant positions within the Fiscal Year 2025- 2026 Budget that may be reallocated to contract services without creating an additional impact to the General Fund; and

WHEREAS, a budget amendment is necessary to transfer salary savings into the appropriate Contract Services account to fully fund the Professional Services Agreement with Interwest Consulting Group, Inc., and 4Leaf, Inc.

From Account	**Description**	**Amount**
1001-780-ECO-4101	Salaries-Vacant Positions	$102,245

To Account	**Description**	**Amount**
1001-780-000-4266	Contract Services	$102,245

WHEREAS, it is the desire of the City Council of the City of Compton to authorize the City Manager to enter into separate Professional Services Agreements with Interwest Consulting Group, Inc., and 4Leaf, Inc., and to establish separate purchase orders for each vendor, said purchase orders to remain open until completion of the contract services, notwithstanding the fiscal year end; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE:

SECTION 1. That the City Manager is hereby authorized to execute separate Professional Services Agreements with Interwest Consulting Group, Inc. and 4Leaf, Inc. for On-Call Planning Services on an as-needed basis.

SECTION 2. That the City Manager is hereby authorized to establish purchase orders for Interwest Consulting Group, Inc. and 4Leaf, Inc., which shall remain open until completion of the contract services, notwithstanding the fiscal year-end, with total expenditures across both purchase orders not to exceed $102,245.

SECTION 3. That the Fiscal Year 2025-2026 Budget is amended to transfer salary savings from vacant positions into the Contract Services account as follows:

From Account	Description	Amount
1001-780-ECO-4101	Salaries-Vacant Positions	$102,245

To Account	Description	Amount
1001-780-000-4266	Contract Services	$102,245

SECTION 4. That certified copies of this resolution shall be filed in the offices of the City Controller, City Clerk, City Manager, Law Division/City Attorney, and Community Development Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2025.

_____
EMMA SHARIF
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: SS

I, Satra D. Zurita, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the Council signed by the Mayor, and attested by the City Clerk to the Council at the regular meeting thereof held on the _____ day of _____, 2026.

That said resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CITY OF COMPTON
AND
INTERWEST CONSULTING GROUP, INC.

This **AGREEMENT** is entered by and between the **CITY OF COMPTON**, a municipal corporation of the State of California (hereinafter referred to as **"City"**) located at 205 South Willowbrook Avenue, Compton, California 90220, and **INTERWEST CONSULTING GROUP, INC..** (hereinafter referred to as **"Consultant"**), located at 1171 West Shaw Avenue, Suite 102, Fresno, CA 93711.

RECITALS:

WHEREAS, the City has determined that it will be prudent to engage the services of a professional and experienced Consultant to provide services described on **Exhibit A**; and

WHEREAS, Consultant warrants that it is specifically trained, experienced, competent, and has the resources to provide such services which will be required by this Agreement; and

WHEREAS, Consultant is willing to render such professional services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, Consultant and City**,** for the consideration, terms and conditions herein described, mutually agree as follows:

AGREEMENT:

1. SCOPE OF SERVICES TO BE RENDERED BY CONSULTANT

It is the mutual understanding of the parties that the Consultant shall perform and be responsible for rendering consulting services described on **Exhibit A**.

Consultant acknowledges that in entering into this Agreement, the City is relying on the Consultant's special skills and experience to do and perform the services in accordance with best standards of professional practice. While performing the services, Consultant agrees to perform all the said work and furnish all the necessary materials at its own cost and expense necessary to complete said services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession which are currently practicing under similar circumstances, and to the reasonable satisfaction of the City**.**

Consultant services hereunder shall be performed in good, workmanlike and professional manner. Consultant shall be responsible for correcting and completing all errors and omissions related to the services provided by the Consultant for this Agreement at no additional cost to the City**.** "Errors" and "Omissions" for purposes of this paragraph are defined to mean a failure by the Consultant to meet the standards of its profession as set forth in the preceding paragraph. The acceptance of the services by City does not release Consultant from these obligations.

Consultant will be responsible for employing or engaging all persons necessary to perform the services. All of Consultant's staff will be qualified by training and experience to perform their assigned tasks. Consultant will give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and will keep the services under its control. On demand of the City, if any employee or subcontractor of Consultant fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, he or she will be discharged immediately from the services.

Chantal Power will serve as the **Project Manager** and shall be primarily responsible for representing the Consultant in the performance of this Agreement.

2. Duration of Contract. Consultant agrees to commence the services provided for herein upon written Notification to Proceed from the City and to continue in a diligent and professional manner until the project is complete, or upon exhaustion of authorized funding, whichever occurs first, unless this Agreement is terminated as provided herein. The parties agree to a one-year contract starting on **xx, x,** 2026 and concluding on **xx x,** 2027, with a one-year mutually agreed upon extension**.**

Consultant will generally adhere to the schedule set forth within Consultant's Proposal provided that City will grant reasonable extensions of time for the performance of the services occasioned by unusually lengthy governmental reviews of Consultant's work product or other unavoidable delays occasioned by unforeseen circumstances; provided, further, that such unavoidable delay will not include strikes, lockouts, work stoppages, or other labor disturbances conducted by, or on behalf of, Consultant's officers or employees.

Consultant acknowledges the importance of the City's project schedule and agrees to put forth its best professional efforts to perform the services in a manner consistent with that schedule. City understands, however, that Consultant's performance must be governed by sound practices. Consultant will work such overtime or engage such personnel and equipment as necessary to maintain the schedule, without additional compensation.

3. Compensation. The method of payment for these services will be billed on a time and out-of-pocket expenses basis, as identified in the Consultant's attached/incorporated **Proposal (See Exhibit A)**. The total price paid to the Consultant will include compensation for all work, including travel, materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid to the Consultant, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Consultant and the City. Adjustment in the total compensation will not be effective until authorized and approved in writing by the City**.**

Progress payments may be made in arrears based on the percentage of work and deliverables completed by the Consultant. If Consultant fails to submit the required deliverable items according to schedule or as required by the Agreement, except for those amounts that are due and not reasonably in dispute, the City shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

Consultant shall be reimbursed within sixty (60) days, or as promptly as fiscal procedures may permit, upon receipt by the City of itemized invoices for services completed. Invoices shall be submitted no later than 45 calendar days after the performance of work for which the Consultant is billing. Invoices shall detail the work performed on each task as applicable. Invoices

shall be delivered or mailed to the City Controller's Department at the following address: **City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.**

The Consultant is required to comply with all federal, state and local laws and ordinances applicable to the services provided under this Agreement.

As full and complete compensation for performance of all the services performed by the Consultant as described in Section 1 of this Agreement, City shall pay, and Consultant agrees to accept, a not-to-exceed maximum sum of **Dollar Amount ($).**

In the event of termination, the Consultant shall be entitled to compensation for the undisputed reasonable value of services performed to the effective date of termination, including any non-cancellable obligations incurred prior to termination; provided, however, that the City may condition payment of such compensation upon the Consultant's delivery to the City of any and all City property, documents, records, materials and work product associated with the performance of this Agreement.

4. Ownership of Materials. All product produced by Consultant or its agents, employees, and subcontractors pursuant to this Agreement (the "Work Product") is the property of City. In the event this Agreement is terminated, all Work Product produced by the Consultant or its agents, employees, and subcontractors pursuant to this Agreement, will be delivered to City pursuant to the termination clause of this Agreement. Consultant will have the right to make one (1) copy of the Work Product for Consultant's records.

The Work Product may be used by City and its agents, employees, representatives, and assigns, in whole or in part, or in modified form, for all purposes the City may deem advisable, without further employment of or payment of any compensation to the Consultant; however, if this Agreement is terminated for any reason prior to the completion of the Project and if under such circumstances City uses, or engages the services of and directs another consultant to use, the Work Product, City agrees to hold the Consultant harmless from any and all liability, costs, and expenses relative to claims arising out of matters and/or events which occur subsequent to the termination of this Agreement as a result of causes other than the fault or negligence of the Consultant, or anyone for whose acts it is responsible, in preparation of the Work Product. Consultant will not be responsible for deficiencies solely attributable to modifications of the Work Product performed by others, or that arise from use of the Documents in connection with a project or site other than that shown in the Work Product.

5. Independent Contractor Status. Consultant, its officers, employees, subconsultants, subcontractors, agents and volunteers (collectively hereinafter the "Consultant"), will perform the services in Consultant's own way and pursuant to this Agreement as an independent contractor and in pursuit of the Consultant's independent calling, and not as an employee of City. The persons used by the Consultant to provide the services under this Agreement will not be considered employees of City for any purposes. Neither the City, nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the Consultant, except as expressly set forth in this Agreement. Consultant expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that Consultant shall not, at any time or in any manner, represent that Consultant is in any manner an officer, employee, agents or volunteer of the City. Consultant shall obtain no rights to retirement, health care or any other benefit that accrue to City officials, officers, or employees. Consultant expressly waives any claim to such rights.

The payment made to Consultant pursuant to the Agreement will be the full and complete compensation to which the Consultant is entitled. City will not make any federal or state tax withholdings on behalf of Consultant or its agents, employees or subcontractors. City will not pay any workers' compensation insurance, retirement contributions or unemployment contributions on behalf of Consultant or its employees or subcontractors. Consultant agrees to indemnify and pay City within thirty (30) days for any tax, retirement contribution, social security, overtime payment, unemployment payment or workers' compensation payment which City may be required to make on behalf of Consultant or any agent, employee, or contractor of Consultant for work done under this Agreement. At the City's election, City may deduct the amounts paid pursuant to this Section, from any balance owing to Consultant.

6. Successors, Assignment and Delegation. City and the Consultant each binds themselves, their partners, successors, assignees and legal representatives to the other hereto and to partners, successors, assignees and legal representatives of such other party in respect to all covenants, agreements and obligations contained in this Agreement.

The expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign or transfer any interest in this Agreement or the performance of any of Consultant's obligations under this Agreement without the prior written consent of the City. Any attempted assignment or transfer of any of Consultant's rights, duties or obligations arising under this Agreement shall be null and void.

7. Nondiscriminatory Employment Practices. During the performance of this Agreement, the Consultant agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees, applicants and subcontractors for employment, notices setting forth the provisions of this non-discrimination clause.

In the event of the Consultant's non-compliance with the non-discrimination clause of this Agreement, this Agreement may be immediately canceled, terminated or suspended in whole or in part.

8. Subcontracting. Consultant's services are unique and personal. Except as may be specified in Consultant's Proposal and agreed to by the City, Consultant will not subcontract any portion of the services without prior written approval of City Manager or his/her designee. If Consultant subcontracts any of the services, Consultant will be fully responsible to City for the acts, errors and omissions of Consultant's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Consultant is for the acts and omissions of persons directly employed by Consultant. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Consultant and City. Consultant will be responsible for payment of subcontractors. Consultant will bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to Consultant's work unless specifically noted to the contrary in the subcontract and approved in writing by City.

9. Other Consultants. The City reserves the right to employ other consultants in connection with the services.

10. Indemnification. Consultant shall indemnify and save harmless the City, its officials, officers, employees, agents and volunteers (collectively hereinafter the "City"), against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and shall indemnify and save the City from any and all liability and expense including reimbursement of reasonable defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Workers' Compensation claims, of or by anyone whomsoever to the extent resulting from or arising out of the negligent, reckless or willful misconduct for the Consultant, its officers, employees, subconsultants, subcontractors or agents in the performance of the duties undertaken by Consultant pursuant to this Agreement.

This indemnification and hold harmless obligation does not extend to claims arising out of the negligence or willful misconduct of the City.

11. Insurance. Without limiting the Consultant's indemnification of the City, Consultant shall obtain and maintain, at its cost and expense, for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services by Consultant or Consultant's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. Such evidence shall specifically identify this Agreement and shall contain express conditions that the City is to be given written notice at least thirty (30) days in advance of any termination or implementation of a reduction of limits or material change of insurance coverage as specified herein. Failure on the part of the Consultant to procure or maintain insurance shall constitute a material breach upon which the City may immediately terminate this Agreement. All insurance required hereunder shall be primary with respect to any insurance maintained by the City.

Coverages and Limits. Consultant will maintain the types of coverages and minimum limits indicated below, unless the Risk Manager or City Manager, in consultation with the City Attorney approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Consultant's indemnification obligations under this Agreement. City, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. The coverage will contain no special limitations on the scope of its protection to the above-designated insureds except for Workers Compensation and Professional Liability (i.e. errors and omissions insurance). Consultant will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage, as Consultant deems adequate, at Consultant's sole expense.

11.1 Commercial General Liability Insurance. $1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

11.2 Automobile Liability. $1,000,000 combined single-limit per accident for bodily injury and property damage.

11.3 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of $1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability insurance will not be required if Consultant has no employees and provides, to City's satisfaction, a declaration stating this.

11.4 Professional Liability. Errors and omissions liability appropriate to Consultant's profession with limits of not less than $1,000,000 per claim. The coverage shall also provide an extended two (2) year period commencing upon termination or cancellation of this Agreement.

Endorsements. For Commercial General Liability Insurance and Automobile Liability Insurance, Consultant will ensure that the policies are endorsed to name the City of Compton and its respective elected and appointed officers, officials, employees, agents and volunteers as **"additional insureds"** with respect to liability arising out of the activities of the Consultant. Any failure to comply with provisions of the policies shall not affect coverage provided to the City. ***Prior to City's execution of this Agreement, Consultant shall furnish certificates of insurance and endorsements to City.***

Waiver of Subrogation. The policies shall contain a waiver of subrogation for the benefit of City.

12. Permits and Licenses. Consultant, at its own expense, during the term of this Agreement, shall obtain and maintain all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by the Consultant. Upon execution of this Agreement, the Consultant shall show evidence of a business license permit in conformance with *Section 9-1.2* of the *Compton Municipal Code*.

13. Maintenance of Records. Consultant will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Consultant will allow a representative of the City, during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Consultant will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years, or longer if required by law, from the date of final payment under this Agreement.

14. Warranties. Consultant represents and warrants (i) that Consultant has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Consultant's undertaking this relationship with City, (ii) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that Consultant will not use in the performance of his responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that Consultant has not knowingly entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.

15. Federal and State Withholding Taxes. Consultant shall be responsible for paying when due all federal and state income withholding taxes for all earning under this Agreement. Consultant agrees to indemnify City for any claims, costs, losses, fees, penalties, interest, or damages suffered by City resulting from Consultant's failure to comply with this provision.

16. General Compliance with Laws. Consultant will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of the services by Consultant. Consultant will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of the services with all applicable laws, ordinances and regulations.

17. Termination. In the event of the Consultant's failure to prosecute, deliver, or perform the services, after giving written notice of default and two (2) days to correct the same, then, in addition to any other remedies, City may terminate this Agreement for nonperformance by notifying Consultant in writing. Consultant has five (5) business days to deliver any documents owned by City and all work in progress to City address contained in this Agreement. City will make a determination of fact based upon the work product delivered to City and of the percentage of work that Consultant has performed. Based upon that finding City will determine the final payment of the Agreement. In the event City elects to terminate, City will have the right to immediate possession of all Work Product and work in progress prepared by Consultant, whether located at the project site, at Consultant's place of business, or at the offices of a subconsultant.

The City's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to the City's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the City Council does not allocate sufficient funds for the next succeeding fiscal year payments, this Agreement shall terminate immediately upon written notice from the City.

Either Party, upon tendering thirty (30) calendar days written notice to the other Party, may terminate this Agreement for convenience. In this event and upon request of City, Consultant will assemble the work product without charge and put it in order for proper filing and closing and deliver it to City. Consultant will be paid for work performed to the termination date; however, the total will not exceed the lump sum fee payable under this Agreement. City will make the final determination as to the portions of tasks completed and the compensation to be made.

18. Covenants Against Contingent Fees. Consultant warrants that Consultant has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City will have the right to terminate this Agreement for nonperformance, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee.

19. Claims And Lawsuits. By signing this Agreement, Consultant agrees that any Agreement claim submitted to City must be asserted as part of the Agreement process as set forth in this Agreement and not in anticipation of litigation or in conjunction with litigation. Consultant acknowledges that if a false claim is submitted to City by Consultant, it may be considered fraud and Consultant may be subject to criminal prosecution. Consultant acknowledges that California Government Code sections 12650 *et seq.*, the False Claims Act, applies to this Agreement and, provides for civil penalties where a person knowingly submits a false claim to a public entity. These provisions include false claims made with deliberate ignorance of the false information or in reckless disregard of the truth or falsity of information. If

City seeks to recover penalties pursuant to the False Claims Act, it is entitled to recover its litigation costs, including attorney's fees. Consultant acknowledges that the filing of a false claim may subject Consultant to an administrative proceeding as the result of which Consultant may be prevented to act as a Consultant on any public work or improvement for a period of up to five (5) years. Consultant acknowledges debarment by another jurisdiction is grounds for City to terminate this Agreement.

20. Certifications. The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, voluntary exclusion, or determination of ineligibility by any Federal, State or local agency;
- has not been suspended, voluntarily excluded or determined ineligible by any Federal, State or local agency within the past 3 years;
- has not been indicted, convicted, or had a civil judgment rendered against he/she/it by a court of competent jurisdiction in any matter involving fraud or official misconduct in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property within the past 3 years; and
- are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the preceding paragraph; and
- have not had one or more public transactions (Federal, State or local) terminated for cause or default within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

[Supply exceptions on separate page]

For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

[Attach separate page]

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction. The above certifications are part of this contract. Signing this agreement on the signature portion thereof shall also constitute signature of the above Certifications.

Eric Pendley, VP of Operations **(Date)**

21. Jurisdiction, Venue and Governing Law. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of Los Angeles, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any

other county. This agreement will be governed by the laws of the State of California.

22. Testimony. Consultant will testify at City's request if litigation is brought against City in connection with Consultant's services under this agreement. Unless the action is brought by Consultant, or is based upon Consultant's actual or alleged negligence or other wrongdoing, City, upon prior written agreement with Consultant will compensate Consultant for time spent in preparation for testimony, testimony, and travel at Consultant's standard hourly rates at the time of actual testimony.

23. Waivers. The waiver by either Party of any breach or violation of any term, covenant, or condition of this Agreement or of any applicable law will not be deemed to be a waiver of such term, covenant, condition or law or of any subsequent breach or violation of same or of any other term, covenant, condition or law. The acceptance by either Party of any fee or other payment which may become due under this Agreement will not be deemed to be a waiver of any preceding breach or violation by the other Party of any term, covenant, or condition of this Agreement or any applicable law.

24. Authority. The individuals executing this Agreement and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Agreement.

25. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstances shall be held, to any extent, invalid or unenforceable, the remainder of this Agreement, or the application of the term, provision, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected, and shall be valid and enforceable to the fullest extent permitted by law.

26. Amendments. This Agreement may be modified or amended only be written document executed by both Consultant and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

27. Confidentiality. All documents, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of the Services pursuant to the Agreement are confidential until released by the City to the public, and the Consultant will not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before any such release.

28. Entire Agreement. This Agreement, together with any other written document referred to or contemplated by it embody the entire Agreement and understanding between the parties relating to the subject matter of it. The City Manager is authorized, in consultation with the City Attorney, to agree to non-material amendments to this Agreement. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

29. Notices. Any notices required or permitted under this Agreement shall be effective when delivered in person; and effective one (1) business day after delivery by facsimile transmission; and effective five (5) days after mailing by U.S. Mail, postage prepaid and properly addressed as follows:

TO CONSULTANT: **INTERWEST CONSULTING GROUP, INC.**
1171 West Shaw Avenue, Suite 102
Fresno, CA 93711
ATTN: Shelby Cook, Director of Sales
scook@safebuilt.com
(626) 224-2055

TO CITY: **CITY OF COMPTON**
205 South Willowbrook Avenue
Compton, California 90220
Attn: Sharon Rahban Navizadeh, City Controller
City Controller Department
(310) 605-5678

Note: A copy of any notice provided to the Director shall also be provided to: City Manager, 205 South Willowbrook Avenue, Compton, California 90220.

30. Miscellaneous. No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

Should either party hereto, or any representative, successor or assignee of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, Consultant has executed this Agreement, and the City, by its City Manager, who is authorized to do so, has executed this Agreement.

INTERWEST CONSULTING GROUP, INC.

By: _____
Name: Eric Pendley
Title: Vice President of Operations
Date: _____

CITY OF COMPTON

By: _____
Name: Willie A. Hopkins
Title: Executive Director
Date: _____

Approved as to form:

By: _____
Name: Janene McIntyre
Title: General Counsel
Date: _____

ATTEST:

By: _____
Name: Satra D. Zurita
Title: Secretary
Date: _____

EXHIBIT A

Scope of Services

Services that the Interwest Planning Team will provide on-call planning services for all types of planning projects. Interwest will perform the following tasks:

- When required, be present at City Hall and hold regular office hours as agreed upon with City staff.
- Develop and maintain a good working relationship with city departments, other jurisdictions, and the public.
- Analyze projects for compliance with the City's General Plan, Zoning Ordinance, Subdivision Map Act, Design Guidelines, applicable specific plans and other policies.
- Review, process, and manage ministerial applications and discretionary entitlements, such as, but not limited to the following: Plan Checks, Zoning Clearances, Sign Permits Conditional Use Permits, Variances, Design Review, Tentative Maps, and General Plan and Zoning amendments, Density Bonus/Housing projects.
- Compile and analyze data on economic, social, environmental, and physical factors affecting land use.
- Meet with developers, engineers, property owners, contractors and other individuals to discuss, advice, explain processes and suggest improvements for potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretations.
- Manage tribal consultation when requested by a tribe in conformity with applicable State and Federal laws; including documentation, consultation, mitigation measures, or other issues.
- Produce staff reports, resolutions, ordinances, conditions of approval, and presentation materials for administrative hearings, Planning Commission and City Council meetings.
- Attend and present projects at public hearings and community meetings as necessary.
- Conduct peer review of applicant prepared technical reports submitted as part of a development application including biological resources, historic resources, geotechnical reports, Phase I/II reports, transportation analysis, environmental site assessments and other technical studies.
- Analyze projects for compliance with CEQA/NEPA.
- Prepare CEQA/NEPA documents (Exemptions, Initial Studies, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports, and other environmental documents), as needed.
- Preparation and posting required environmental notices with local County Clerk Recorder and State Clearinghouse.
- Peer review of environmental documents and related technical reports/studies.
- Review and provide project comments within timelines specified by the Permit Streamlining Act and other applicable laws.
- Manage multiple projects and competing priorities meeting quality, deadline, and budget requirements.

- Respond to public inquiries by telephone, mail or in person at a public counter regarding property zoning and/or General Plan land uses, application submittal requirements, and other inquires.
- Facilitate special projects.
- Provide training and professional development services on topics including case law updates, legislative updates, professional coaching, project management, and other planning related topics.
- Other planning-related projects as assigned by the Community Development Director or their designee.

Work products will be submitted digitally to the City in a standard City format via email, Dropbox, or similar process. Interwest will provide draft documents to the City prior to finalizing them.

The City of Compton will be responsible for the costs of any printing, public notice expenses, or other physical materials that need to be produced that are required for the processing of the application or public meetings.

Billing Rates

Effective July 1, 2025

All billing rates listed herein are fully burdened rates and include all overhead, administrative, and general business expenses associated with the performance of services. Such costs include, but are not limited to, internal project management, billing and invoicing, accounting, reporting, and general administrative support.

No separate charges will be applied for overhead, billing, invoicing, or internal project management activities unless expressly stated in writing.

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

Classification	Hourly Billing Rate
Planning Services	
Community Development Director	$235
Planning Manager	215
Project Manager	215
Principal Planner	195
Senior Planner	180

Senior Transportation Planner.....180
Associate Planner 150
Associate Transportation Planner.....150
Assistant Planner 125
Planning Technician 100

Environmental Services

CEQA/NEPA Project Manager 230
CEQA/NEPA Principal Planner.....220
CEQA/NEPA Senior Planner 200
CEQA/NEPA Associate Planner 170
CEQA/NEPA Assistant Planner 145
CEQA/NEPA Planning Tech 120

Engineering

Senior Civil/Structural Engineer.....210
Senior Transportation/Traffic Engineer 210
Transportation/Traffic Engineering Project Manager.....220
Transportation/Traffic Engineer III 200
Transportation/Traffic Engineer II 190
Transportation/Traffic Engineer I 180
Transportation/Traffic Engineering Associate II 165
Transportation/Traffic Engineering Associate I 155
City Surveyor.....230
Licensed Land Surveyor 200
Survey Technician 135

Landscape Review Services

Landscape Reviewer 160

NOTES

Work Outside Standard Hours – Services provided in excess of 8 hours per day, outside regular business hours, nights, weekends and holidays will be invoiced at 150% of the above standard rates.

Prevailing Wages – Where work is required under the CA Labor Code for prevailing wages per jurisdiction, there will be a supplemental charge per hour to the above rates per applicable job classification, established at the time of commencement of work and adjusted from time to time in accordance with future wage determinations pursuant to the labor rates as determined by the CA Department of Industrial Relations.

Mileage & Tolls – For inspection staff reporting to the job site from out of town, mileage will be reimbursed to and from the employee's reporting location, including their home location if not reporting to a company office, at the effective standard federal rate established at time of service. Tolls will be billed with no markup.

INTERWEST

A SAFEbuilt® COMPANY

www.interwestgrp.com

Proposal for

Professional On-Call Planning Services

City of Compton, CA
September 11, 2025

Victor Aguilar

Business Development Representative
vaguilar@interwestgrp.com
510.996.6351

Chantal Power, AICP

Project Manager
cpower@interwestgrp.com
909.754.1653

BRINGING YOUR COMMUNITY'S VISION TO LIFE

INTERWEST
A SAFEbuilt COMPANY

HEADQUARTERS
444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111
www.interwestgrp.com

OFFICE LOCATIONS
Elk Grove
Fremont
Fresno
Irvine
Roseville
San Diego
San Jacinto

BUILDING CODE SERVICES
Building Official
Plan Review
Inspection
Code Enforcement
Fire Prevention
Permit Technician
Permitting Software

PROFESSIONAL SERVICES
Planning & Zoning
Grant Writing & Management
Engineering
Parks/O&M/On-Site Services
Construction Services
Landscape Architecture & Urbanism
Construction Engineering Inspection
IT, Data, & Technology Services
Real Estate/Right-of-Way
Transportation & Mobility
Surveying & Mapping
Disaster & Recovery

POINT OF CONTACT
Victor Aguilar
Business Development Representative
510.996.6351
vaguilar@interwestgrp.com

PROJECT OFFICE
1Jenner, Suite 160
Irvine, CA 92618
iw-bids@interwestgrp.com

September 9, 2025

City of Compton
Office of the City Clerk
Attn: Narek Mkrtoumian, Community Development Department
205 South Willowbrook Avenue
Compton, CA 90220

Re: Proposal for On-Call City Planning Services

Dear Esteemed RFP Review Committee:

Interwest Consulting Group, Inc. (Interwest) is pleased to submit this proposal in response to the City of Compton's Request for Proposals (RFP) for Professional On-Call Planning Services. Interwest is committed to augmenting the City's Community Development Department by providing expert support for the review and management of current and advance planning projects, CEQA/NEPA compliance, and a full spectrum of planning services as outlined in the RFP.

Since our founding in 2002, Interwest has focused on seamlessly integrating top-tier municipal service professionals into public agency teams throughout California. We bring advanced expertise in land use planning, project management, plan checking, map reviews, and public counter services. Our planners are senior professionals with demonstrated experience in California planning law, including the General Plan, Zoning Ordinance, Subdivision Map Act, State Density Bonus Law, and Housing legislation, ensuring regulatory compliance and best practices on all assignments.

We are proud of our previous successful collaborations with the City of Compton, including plan review, building inspection, civil engineering, and traffic engineering services. This history affords Interwest the unique perspective and understanding required to deliver results that reflect Compton's community standards and planning goals.

Our proposal demonstrates a clear and comprehensive understanding of the scope of work. We fully recognize that the City seeks senior-level planning professionals to deliver a wide array of essential services that support its ongoing development, regulatory compliance, and community engagement needs. The senior level professionals proposed to serve the City excel in all areas outlined in the RFP.

Interwest - California's Choice for Planning Services

Interwest's professionals bring comprehensive experience to each project, with strong local knowledge and a deep understanding of municipal processes. ***We are the consultant of choice for more than 60 municipalities across California for planning services.*** As part of the SAFEbuilt family of companies, Interwest has access to expansive resources, greater financial stability, and the collective expertise of 1,700 staff across the country. This expanded capability ensures that the City of Compton benefits from the latest planning methodologies, legislative updates, and innovative solutions.

We understand the importance of flexibility and responsiveness in on-call services. Our team's dedication to public agency clients eliminates conflicts of interest, allowing us to act solely in the City's best interest. Our collaborative, multi-disciplinary approach enables Interwest to provide on-site support, effective project management, public outreach, technical plan review, staff presentations, and preparation of technical reports and CEQA/NEPA documents as required by the City.

Many of Interwest's municipal clients operate under an on-call or as-needed service structure, and we are well-versed in delivering dynamic, responsive planning support within this framework. We understand the City's need for flexible, on-site assistance across both current and advanced planning initiatives. Our team is highly adept at managing multiple concurrent assignments under task-order contracts, ensuring that each project receives focused attention and timely execution.

Interwest's planners excel in fostering collaborative relationships with internal departments, regional agencies, and community stakeholders–an essential component for advancing complex planning efforts and special initiatives. Our organizational structure and project management approach allow us to effectively balance competing priorities, consistently meeting deadlines and budget parameters while maintaining the highest standards of quality and professionalism.

Our planning team is led by **Richard (Rick) Smeaton, AICP, Director of Planning Services.** As Principal-in-Charge, Rick will provide oversight and leadership for this contract. With 26 years of experience in professional planning services, Rick offers comprehensive expertise in project management, entitlements, urban planning, zoning, architecture, and community development. He will be supported by a team of skilled planners, ensuring consistent and knowledgeable assistance to the City throughout the contract term. **Chantal Power, AICP,** will be the **Project Manager** for the City and will provide the day-to-day management of any projects or task orders assigned. Chantal Power is a certified planner with over 13 years of experience in municipal and consulting planning.

Our proposal addresses all submittal requirements as detailed in the RFP, including our firm's profile, organization and staffing, detailed approach, cost proposal, and references. Our experience in providing on-call services ensures that the City will receive timely, high-quality, and cost-effective professional planning support. We are committed to meeting and exceeding the City's expectations for technical expertise, client satisfaction, and community engagement.

Interwest is enthusiastic about the opportunity to collaborate with the City of Compton for its on-call planning services needs. We welcome the chance to further discuss our ideas and approach. Our proposal and budget are tailored to meet the City's specific goals and priorities. Should Interwest be selected for contract award, we respectfully request the opportunity to engage in good faith negotiations in the terms of the proposed agreement.

I am fully authorized to execute agreements on behalf of Interwest and the SAFEbuilt family and will serve as the contract's principal. We appreciate your consideration of our proposal, and we look forward to the opportunity to support the City of Compton's planning and development goals.

Best Regards,

Matthew Causley
Chief Operations Officer
Interwest Consulting Group, Inc., a SAFEbuilt Company

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Tab B

Brief Company Profile

Company Profile

About Interwest

Founded in 2002, Interwest is a privately held professional services firm specializing in planning, engineering, building and safety, and community development support for public agencies. Headquartered in San Diego, Interwest is a premier provider of professional services to public agencies across California and Nevada. Interwest has grown to become a trusted partner to over 330 public agencies.

In 2018, Interwest joined the SAFEbuilt family of companies, a national leader in community development services. This strategic partnership has enabled Interwest to expand its capabilities, enhance operational efficiency, and leverage advanced technologies–while maintaining its local expertise and client-focused approach. As a unified entity under the SAFEbuilt brand in California, Interwest continues to deliver high-quality, scalable solutions that help public agencies build better, safer, and more resilient communities. Interwest is a trusted advisor and service provider to municipalities and counties seeking responsive, high-quality support. Interwest has built a reputation for excellence in:

- Urban and Regional Planning
- Engineering
- Construction Management and Inspection
- Building and Safety Services
- Community Development Solutions

Core Planning Services

Planning is the cornerstone of Interwest's operations. The firm offers a full spectrum of planning services, including:

- Entitlement and Environmental Reviews
- Zoning and Development Regulation Analysis
- Long-Range and Strategic Planning
- Urban Design and Downtown Revitalization
- Transit-Oriented Development Plans
- General and Specific Plans
- Specialized Studies and Policy Development

Interwest's planning professionals are deeply versed in California's regulatory landscape, including CEQA/NEPA, SB 9, SB 35, SB 330, and the Subdivision Map Act.

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LEGAL NAME

Interwest Consulting Group, Inc.

BUSINESS STRUCTURE

Colorado Corporation

OWNERSHIP

Interwest is a wholly owned subsidiary of SAFEbuilt, LLC

YEAR FOUNDED

2002

NUMBER OF EMPLOYEES

More than 400 CA Employees

OFFICE LOCATIONS:

Irvine | San Diego | San Jacinto
Fresno | Fremont | Roseville
Elk Grove | Las Vegas, NV

PROJECT OFFICE:

1 Jenner., Suite 160
Irvine, CA 92618

SERVICES OFFERED:

Planning & Urban Design
Building Safety
Capital Project Administration
City Engineering
Construction Management
Development Services
Grant Writing & Administration
Land Development Design
Right of Way & Real Estate
Traffic Engineering
Transportation Planning
Transportation Programming

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Multidisciplinary Expertise

Interwest's team of over 350 professionals includes:

- **Certified Planners and Urban Designers**
- **Licensed Architects and Engineers**
- **Building Inspectors and Plan Examiners**
- **Grant Writers and Environmental Specialists**

This diverse expertise enables Interwest to deliver integrated, scalable solutions that align with each client's goals and regulatory requirements.

Client-Centered Approach

Interwest's success is rooted in its longstanding client relationships. The firm's ability to consistently deliver high-quality work has resulted in a high rate of returning clients, a key indicator of trust and satisfaction. Clients return to Interwest because of:

- **Responsiveness and Reliability**
- **Technical Proficiency**
- **Collaborative and Seamless Integration**
- **Tailored, Flexible Service Models**

Interwest's professionals often serve as an extension of city staff, ensuring continuity, institutional knowledge, and operational efficiency.

Leadership and Institutional Insight

Many Interwest team members have held senior leadership roles in public agencies, including:

- **Community Development Director**
- **Planning Manager**
- **City Engineer**
- **Public Works Director**
- **Building Official**
- **Construction Manager**

This insider perspective enhances the firm's ability to navigate complex municipal environments and engage effectively with stakeholders.

Firm's Unique Qualifications

We bring a responsive, collaborative approach built on clear communication and a "no surprises" philosophy. Our team works closely with the City to present ideas, resolve issues early, and implement practical solutions that reflect community values.

Planning Expertise: Our team of more than 25 planners with a combined experience of more than 100 years is led by Rick Smeaton, AICP, with over 25 years of experience in zoning, specific plans, and general plans across California.

CEQA Proficiency: Richard Walker, our CEQA specialist, offers 20+ years of CEQA experience, streamlining environmental review with a focus on community priorities.

Multidisciplinary Team: Our staff covers zoning, transportation, urban design, and public facilitation–delivering real-world, actionable planning solutions.

Urban Design & Place-Making: We help communities navigate complex design and development challenges, ensuring compliance with CEQA, the Subdivision Map Act, and local codes.

Housing Law Expertise: We stay current on California's evolving housing legislation, helping cities comply while honoring local character.

Integrated Planning & Development: With deep municipal experience, we offer practical solutions that bridge long-range planning and day-to-day development.

Innovative Public Engagement: We lead inclusive, tech-enabled public participation efforts using tools like ESRI Story Maps and Open Town Hall.

Tailored Solutions: Every community is unique. We build custom teams with proven experts to meet your specific needs and goals.

Interwest offers a highly experienced, multidisciplinary team committed to delivering responsive, practical, and community-focused planning services. With deep expertise in zoning, CEQA, housing law, and public engagement, we are well-equipped to support the City of Compton in achieving its planning goals while preserving its unique character and quality of life.

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Organizational Values and Culture

At Interwest, our culture is the foundation of our success and the driving force behind our long-term client relationships. We are guided by five core values that shape our behavior, inform our decisions, and define our identity:

Core Values

Service - We are committed to delivering exceptional service that meets the evolving needs of our clients and communities. Every engagement is approached with a focus on responsiveness, reliability, and measurable impact.

Improvement - Continuous improvement is embedded in our operations. We invest in professional development, embrace innovation, and refine our processes to ensure we remain at the forefront of industry standards.

Integrity - We uphold the highest ethical standards in all our interactions. Transparency, honesty, and accountability are non-negotiable principles that foster trust with our clients and partners.

Teamwork - Collaboration is central to our success. We work cohesively across disciplines and with our clients to achieve shared goals, leveraging diverse perspectives to deliver well-rounded solutions.

Respect - We value the communities we serve and the individuals within them. Our approach is inclusive, empathetic, and grounded in mutual respect for all stakeholders.

Cultural Strengths

- A collaborative, mission-driven environment
- Strong internal mentorship and leadership development
- A commitment to public service and community impact
- A culture of excellence that attracts and retains top talent

SERVICE

Service is at the heart of our culture. It is more than just a word to us; it's a commitment. We are committed to going above and beyond to meet the needs of our clients and colleagues. Whether it's providing exceptional customer support or lending a helping hand to a team member in need, we prioritize service in everything we do.

INTEGRITY

Integrity is non-negotiable. We hold ourselves to the highest ethical standards, conducting business with honesty, transparency, and accountability. Trust is paramount in all our relationships, and we uphold our commitments with unwavering integrity, earning the respect and confidence of those we serve.

TEAMWORK

Teamwork is the driving force behind our success. We recognize that collaboration and cooperation are essential to achieving our goals. We celebrate diversity of thought and background, recognizing that each team member brings unique strengths and perspectives to the table. By working together we accomplish more than any one of us could alone.

IMPROVEMENT

Improvement is ingrained in our DNA. We believe in continuously striving for excellence and pushing the boundaries of what's possible. We foster an environment that encourages innovation, learning, and growth, both personally and professionally. We embrace change as an opportunity for improvement and welcome feedback as a means to evolve and adapt.

RESPECT

Respect is the foundation of our culture. We treat everyone with dignity, kindness, and empathy, fostering a supportive and inclusive environment where everyone feels valued and empowered to contribute their best. We listen actively, communicate openly, and celebrate the contributions of each individual, recognizing that respect is the bedrock of strong relationships.

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Mission and Commitment

Interwest's mission is to support thriving communities through thoughtful planning, technical excellence, and environmental stewardship. We are dedicated to helping public agencies deliver high-quality services that enhance livability, sustainability, and resilience. Our Commitment Includes:

Seamless Integration - Acting as an extension of city and county staff, we provide continuity, institutional knowledge, and operational support that aligns with each agency's goals.

Scalable Expertise - With a team of over 350 professionals, we offer flexible staffing models that adapt to short-term needs and long-term strategic initiatives.

Regulatory Navigation - Our deep understanding of California land use laws and planning regulations enables us to guide clients through complex processes with confidence and efficiency.

Client Loyalty and Retention - Our success is measured by the number of clients who return to Interwest time and again. This loyalty reflects our commitment to quality, responsiveness, and partnership.

> "I have appreciated the professional manner in which they [Interwest team] represent themselves to all members of my staff, always with a desire to be complete in their communications, working as a member of our department team and not separate from it. I look forward to our continuing working relationship and would highly recommend their services to any interested party."
>
> – John R. Della Monica, Jr., Community Development Director, City of Lodi, CA

Strategic Partnership with SAFEbuilt

Interwest is proud to be part of the SAFEbuilt family of companies, a national leader in community development services. This partnership enhances our capabilities and expands our reach, allowing us to deliver even greater value to our clients. Benefits of the SAFEbuilt partnership include, but are not limited to:

National Resources, Local Expertise - SAFEbuilt's infrastructure supports nearly 2,000 communities nationwide, giving Interwest access to cutting-edge technology, scalable systems, and best practices.

Unified Brand and Operational Efficiency - Integration under the SAFEbuilt brand in California has streamlined operations and improved service delivery across all disciplines.

Shared Vision for Community Impact - Together, Interwest and SAFEbuilt are committed to building better, safer communities through expert support, innovative solutions, and a client-first approach. As a team, Interwest and SAFEbuilt deliver flexible, expert, and reliable support to public agencies, combining local expertise with national resources.

Interwest Consulting Group stands as a trusted and proven partner to public agencies seeking expert guidance in planning, engineering, building safety, and community development. Interwest is more than a service provider–we are a strategic partner committed to helping public agencies build vibrant, resilient, and well-planned communities. With over 20 years of experience, a multidisciplinary team of professionals, and a strong foundation of client trust, Interwest delivers solutions that are responsive, scalable, and rooted in deep regulatory expertise.

Our integration with the SAFEbuilt family of companies has further elevated our capabilities, allowing us to combine national resources with local insight. This partnership enhances our ability to serve agencies with advanced technology, streamlined operations, and a shared mission to improve the quality of life in the communities we support.

We take pride in the number of clients who return to us time and again–a reflection of our commitment to excellence, integrity, and long-term collaboration. Whether your agency needs short-term staffing, long-range planning, or comprehensive development support, Interwest is ready to serve as a seamless extension of your team.

Awards and Accomplishments

While Interwest believes that the quality of our work, the experience of our staff, and the breadth and depth of our understanding differentiate us from other firms, the level of recognition we received across the municipal services sector is a true indicator. Awards from various renowned organizations in California have been bestowed on Interwest as a firm, as specific projects we have led, and many staff members.

Interwest was recently awarded an Award of Merit for our work in the San Dimas Downtown Specific Plan. In 2023 we received the Best Practices Award of Excellence from the APA California Central Section Awards Program for our Planning Services work for Stanislaus County. We present some additional highlighted awards and recognitions below.

Neighborhood Planning, Award of Merit, 2025

San Dimas Downtown Specific Plan | APA Los Angeles Section

The APA Los Angeles Section honored Interwest with the 'Award of Merit' for our work on the San Dimas Downtown Specific Plan. This document will be used to guide the development of downtown San Dimas as when the new train station opens.

Excellence and Achievement in Planning and Best Practices, Award of Excellence, 2023

Stanislaus County, Urban Pockets Project | APA California Central Section

Adding to the list, the APA Central Section 2023 also honored us with the 'Best Practices Award of Excellence.' This was for our outstanding work on the Stanislaus County Urban Pockets Project. This award reflects our unwavering dedication to adopting best practices and enhancing the Stanislaus County community's quality of life and environment.

Urban Design, Award of Merit, 2023

County of San Benito Zoning Code Update | American Planning Association, NORCAL

The APA Northern California Section Urban Design acknowledged our group with the 'Award of Merit.' This was for our work on the San Benito County Zoning Code Update, ADU Design Handbook and Construction Drawing Templates project – a testament to our team's commitment to strategic urban design and innovative zoning solutions.

Leadership and Service–Emerging Planning and Design Firm, Award of Excellence, 2023

APA California Central Section and APA California Inland Empire Section

Interwest received the 'Emerging Planning and Design Firm Award of Excellence' from the APA Inland Empire Section 2023 Leadership and Service. This award reaffirms our position as an emerging urban planning and design leader and is a testament to our mission of delivering exemplary services to our communities.

Best Park Award, 2022

Enchanted Hills Park, City of Perris | APWA, Southern California Chapter

The Interwest Team has been working with the City of Perris, California on a new community park utilizing a $8.5M grant from California's Prop 68. The city broke ground on the Enchanted Hills Park in 2021 and celebrated its grand opening in August of 2022. The park was selected as the APWA, Southern California Chapter's Best Park Award in 2022.

Tab C

Organization and Staffing

Organization and Staffing

Project Leadership

Interwest is committed to proactive, transparent communication with the City. Regular check-ins between account management, operations, and City staff will be established to identify risks early and ensure smooth contract execution. The account team will work with the City to determine the most effective meeting cadence.

Victor Aguilar | Business Development Representative

Victor Aguilar will serve as the City's primary contact during the contract process, ensuring responsiveness and continuity. A former Vice Mayor and current Council Member for the City of San Leandro, Victor brings firsthand knowledge of municipal priorities and public service. His experience on regional boards and in executive roles across industries allows him to navigate challenges and identify tailored solutions. Victor's civic insight and collaborative approach make him a valuable liaison for Compton's evolving service needs.

Richard "Rick" Smeaton, AICP | Principal-in-Charge / Project Director

Rick Smeaton oversees Interwest's Planning Team and will act as the Project Director for this contract. With decades of experience in director-level roles within municipal government, Rick brings strategic oversight, quality assurance, and a deep understanding of city operations. His leadership ensures that planning services are delivered efficiently, responsively, and in alignment with the City's goals. Rick's ability to guide complex projects and mentor interdisciplinary teams makes him a steady and trusted resource for Compton.

Chantal Power, AICP, Principal Planner | Program Manager

Chantal Power, AICP will serve as the Project Manager and will provide day-to-day management of the contract. Supported by Rick Smeaton and a robust team of planners and technical staff, Chantal has the flexibility to adjust her workload and increase her involvement as needed to meet the City's evolving needs. This adaptable, team-based approach ensures continuity, responsiveness, and consistent delivery of high-quality work. Her deep understanding of municipal processes and commercial development makes her a steady and responsive leader, well-equipped to guide the City's planning initiatives with clarity and consistency. Chantal is committed to serving as program Manager for the duration of this contract.

Richard Walker, Principal Planner | CEQA Project Manager

Richard Walker is a seasoned CEQA specialist with over 24 years of experience in environmental planning and project management. He leads environmental review efforts for cities such as Del Mar, Palmdale, and Lodi, and has overseen documentation for large-scale developments including the 36,000-acre Yokohl Ranch. Richard's ability to manage complex entitlement processes and deliver clear, defensible CEQA documents ensures that the City's projects remain compliant, timely, and community focused.

Other Project Key Staff

Jonathan Jones, Project Manager / Landscape Plan Reviewer

Jonathan Jones brings over 30 years of experience in park planning, landscape architecture, and municipal design standards. He has led the planning and construction of major parks in Corona, CA, and authored several city-adopted design guidelines. Jonathan's expertise in site plan review, irrigation design, and ordinance compliance ensures that the City's public spaces and development projects reflect both technical excellence and community character.

Herby Lissade, PE | Traffic Engineering Manager

Herby Lissade is a licensed Civil Engineer with more than 35 years of experience in traffic engineering and transportation systems. He leads traffic services for cities including Hanford, Eastvale, Antioch, and El Monte, delivering traffic studies, signal design, and safety improvements. Herby's background in state-level infrastructure leadership and his hands-on approach to local traffic solutions position him to support the City's mobility, safety, and infrastructure goals with precision and care.

Michael Long, PLS, CFedS | City Surveyor Consultant

Michael Long is a Professional Land Surveyor licensed in six states and a Certified Federal Surveyor with over 47 years of experience. He has prepared more than 800 ALTA/NSPS surveys and currently serves as City Surveyor for multiple California jurisdictions. Michael's deep knowledge of subdivision law, mapping standards, and property rights ensures that the City's development reviews are accurate, compliant, and efficiently processed.

Matt Simonetti, PE | Senior Civil Engineer

Matt Simonetti is a California-licensed Civil Engineer with over 23 years of experience in municipal engineering and land development. He supports jurisdictions including Orange County, Encinitas, and Moreno Valley with grading plans, hydrology reports, and utility coordination. Matt's ability to manage complex CIP projects and represent engineering teams in public forums ensures that the City's infrastructure initiatives are technically sound and publicly supported. Matt is supported by a team of engineers with a variety of expertise that can be called upon as needed.

"Interwest Consulting Group is a great partner to the City of Perris. They were instrumental in the vision, financing, and now construction of the 22-acre Enchanted Hills Park. Their passion, professionalism, and commitment were instrumental in bringing the project to fruition."

Richard Belmudez, Former City Manager, City of Perris, CA

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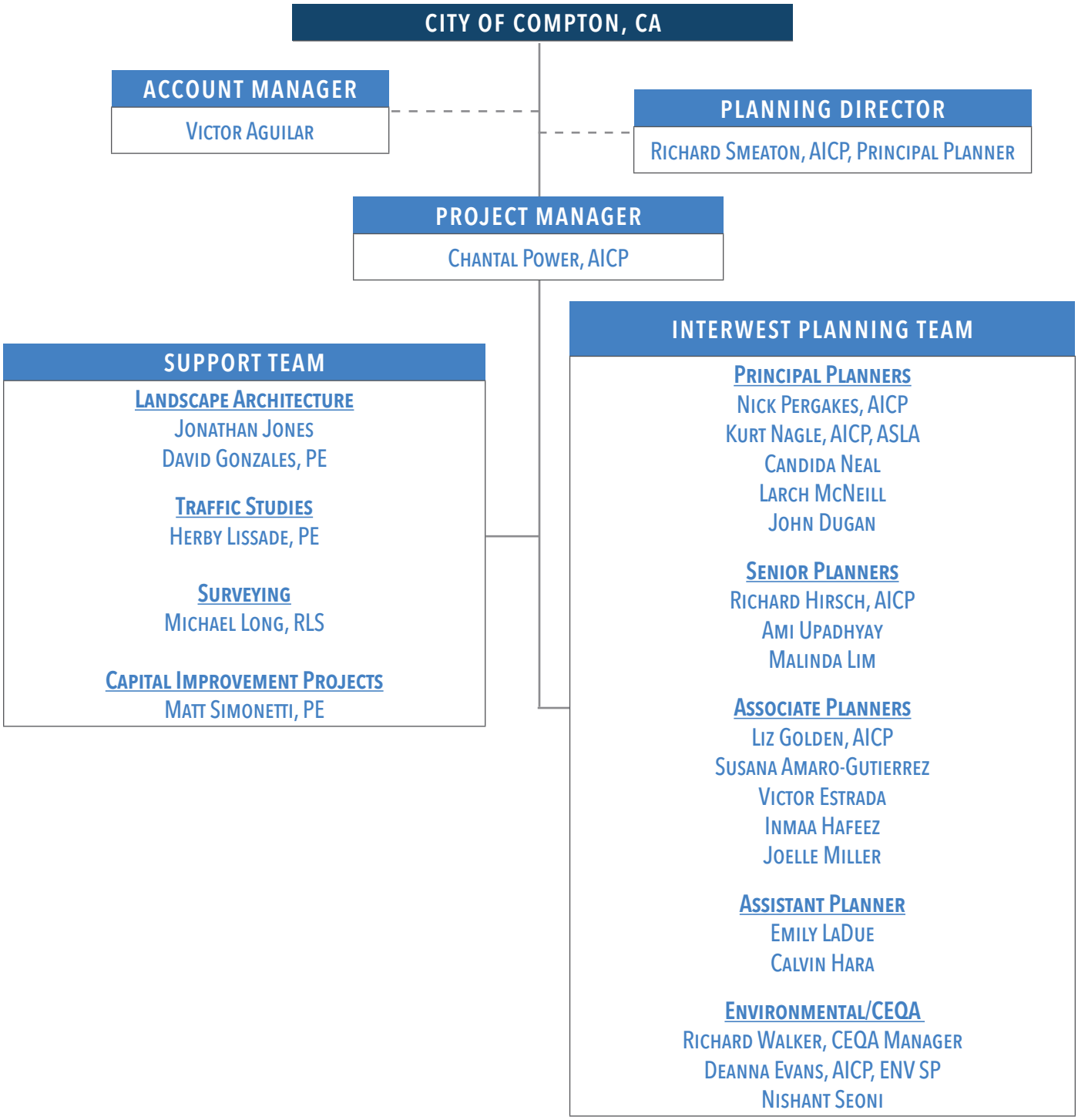
Organizational Chart

The organizational chart below outlines our team, including the structure and roles of our sub consultants and the expected time spent on this project for key personnel. Please refer to the following pages for brief team résumés, highlighting the qualifications and relevant experience of our proposed staff for this opportunity.



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Team Skills Matrix

The following matrix summarizes the areas of expertise and years of experience of our planning team. Full resumes are provided in Section F starting on page 30, per the RFP.

	Rick Smeaton, AICP	Nick Pergakes, AICP	Kurt Nagle, AICP, ASLA	Richard Walker	John Dugan	Candida Neal	Chantal Power, AICP	Larch McNeil	Ami Upadhyay	Rick Hirsch, AICP	Malinda Lim	Deanna Evans, AICP, ENV SP	Nishant Seoni	Liz Golden, AICP	Susanna Amaro-Gutierrez	Victor Estrada	Emily La Due	Calvin Hara	Inmaa Hafeez	Joelle Miller
YEARS OF EXPERIENCE	**26**	**25**	**32**	**18**	**55**	**30**	**12**	**37**	**19**	**26**	**10**	**20**	**13**	**10**	**4**	**3**	**4**	**3**	**2**	**4**
AREAS OF EXPERTISE																				
PLANNING																				
Entitlements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Re-zoning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Tentative Maps	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
Hillside Development	✓			✓		✓	✓		✓		✓			✓						
SB 35/SB330/Density Bonus Projects	✓			✓					✓		✓		✓							
General/Specific Plan Amendments	✓	✓	✓		✓	✓	✓	✓	✓		✓			✓	✓		✓			
Zoning/Subdivision Code Updates	✓	✓	✓		✓	✓	✓		✓		✓			✓	✓	✓	✓			
CEQA																				
Basic Knowledge of CEQA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Advanced Knowledge of CEQA				✓						✓		✓	✓							

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	Rick Smeaton, AICP	Nick Pergakes, AICP	Kurt Nagle, AICP, ASLA	Richard Walker	John Dugan	Candida Neal	Chantal Power, AICP	Larch McNeil	Ami Upadhyay	Rick Hirsch, AICP	Malinda Lim	Deanna Evans, AICP, ENV SP	Nishant Seoni	Liz Golden, AICP	Susanna Amaro-Gutierrez	Victor Estrada	Emily La Due	Calvin Hara	Inmaa Hafeez	Joelle Miller
URBAN DESIGN PRINCIPLES																				
Basic	✓	✓	✓				✓		✓		✓				✓	✓	✓	✓	✓	✓
Advanced		✓	✓		✓	✓		✓	✓	✓		✓	✓	✓						
HOUSING																				
Affordable Housing Programs					✓	✓		✓		✓										
Affordable Housing Programs/Site Selection								✓												
Housing Elements/Implementation	✓	✓					✓	✓	✓											
HISTORIC PRESERVATION																				
General Historic Preservation					✓	✓			✓		✓					✓				
DISASTER PLANNING																				
Local Hazard Mitigation Plans					✓		✓							✓						
TELECOMMUNICATIONS																				
General	✓			✓		✓	✓		✓	✓			✓	✓	✓	✓				
Advanced										✓										
GENERAL PLANNING SKILLS																				
Brown Act	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Planning Law	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Notice Requirements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Presentation/Speaking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Staff Report/COAs/Ordinance/Resolution Prep	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Tab D

Description and Approach

Description and Approach

Understanding of Scope

The City of Compton, located in the heart of Los Angeles County, is a dynamic urban community with a rich cultural heritage and strategic regional position. Long recognized as a hub of economic, residential, and industrial activity, Compton is experiencing continued growth pressures and heightened development interest across its residential, commercial, and industrial sectors. The City has prioritized strengthening its planning capacity to ensure new development aligns with community expectations, regulatory requirements, and long-term sustainability goals.

To meet these objectives, Compton seeks to supplement its Community Development Department with experienced planning professionals who can provide expert, on-call services. These services are critical for ensuring timely and thorough review of applications, consistent compliance with local, state, and federal regulations, and the delivery of high-quality customer service at the public counter. Senior-level expertise in project management, CEQA/NEPA compliance, housing law, density bonus provisions, and complex entitlement processing is essential to meet the City's immediate and evolving needs.

The City's operational priorities include efficient entitlement processing, comprehensive technical reviews, and professional collaboration with developers, community members, and other agencies. Anticipated needs encompass plan checks, zoning clearances, discretionary entitlements, subdivision map reviews, housing projects, environmental analyses, and preparation of staff reports and ordinances for Planning Commission and City Council consideration. In addition, Compton requires strong capacity for environmental compliance–ranging from CEQA/NEPA documentation to peer review of specialized technical studies (e.g., air quality, biological resources, transportation analysis, historic resources). The City has also emphasized the importance of tribal consultation, public counter responsiveness, and community meeting participation as integral components of service delivery. Looking ahead, Compton is preparing for a sustained volume of development projects requiring both routine and specialized planning support. Effective management of this workload will ensure that growth is consistent with the City's General Plan, Zoning Ordinance, and adopted policies, while maintaining a balance between environmental stewardship, economic vitality, and community quality of life. The City's operational model–task-order based, with flexibility for short-term or project-specific assignments–reflects a proactive approach to resource management.

Ultimately, Compton seeks a trusted partner who brings not only technical expertise but also the ability to build collaborative relationships with City staff, elected officials, applicants, and the broader community. By aligning planning operations with the City's goals for responsiveness, sustainability, and resilience, Compton aims to foster orderly development and provide residents with a safe, vibrant, and thriving community.

Interwest is committed to providing senior-level planners who can work on-site at Compton City Hall, maintain agreed upon office hours, and collaborate closely with City staff, developers, and the public. Our team is experienced in managing multiple projects simultaneously, preparing staff reports and presentations for Planning Commission and City Council, and facilitating public hearings and community meetings. We also offer specialized capabilities in tribal consultation, housing law compliance, and innovative public engagement strategies.

In summary, Interwest brings a deep understanding of the City's planning needs, a proven track record of municipal collaboration, and a multidisciplinary team capable of delivering responsive, high-quality planning services that support Compton's development goals and community vision.

Approach to Comprehensive On-Call Planning Services

Interwest staff, acting as an extension of City staff, can review, process, and prepare staff reports for consideration by the appropriate approval body. As such, they know that coordination among departments is critical to successful project reviews. Our planners understand that land-use regulations, transportation planning, adequate infrastructure, appropriate financing mechanisms, and other technical aspects of development all contribute to successful projects.

Interwest has a strong track record of providing personalized service to clients, meeting project schedules, managing tight budgets, and coordinating closely with staff. Interwest will confirm communications protocols at the project kick-off meeting, including key points of contact and which meetings will be held in person or by conference call. All of our planners have experience and education that enables them to understand design concepts, standards, zones, planning, uses, and construction materials; the ability to read architectural plans; and a number of them have degrees in architecture and urban planning.

Not only does every member of our team, at a minimum, have experience with the MS Office Suite, BlueBeam, and Accela, as well as several other municipal permit/project management software, but they have all worked the planning counter across various California municipalities. They are highly adept at discussing project details with applicants and the public. Further, Interwest's planners can provide all required planning services remotely via Zoom, MS Teams, WebEx, or other similar video conferencing platforms if the City desires.

Being able to effectively communicate with the public is paramount to achieving the goals of planning. Interwest has a diverse group of planners with a variety of backgrounds. This allows us to provide planners who are proficient or native speakers of languages other than English.

While all development codes are similar, every city has its specific priorities and goals as outlined in its municipal code. Before starting a project with the City, Interwest staff will familiarize themselves with the specifics of the City codes.

Interwest's planners have worked in municipalities throughout California and are highly aware of the similarities and differences of each client agency. We understand the pressures that applicants and project reviews can place upon agency staff, and we tailor our approach to the values and priorities of each of our clients.

For most of our client agencies there is general support for new development, if such development protects and enhances the character of the community. The goals and expectations of each agency vary, and we adjust our practices to meet both the explicit standards adopted by the cities we serve, as well as the expectations established by the decision makers and the practices regularly employed by staff.

Project Management Framework

We apply our proprietary Plan, Execute, Control, and Optimize (PECO) methodology. This framework ensures structured execution and continuous improvement across all planning tasks. Key elements of the PECO framework include:

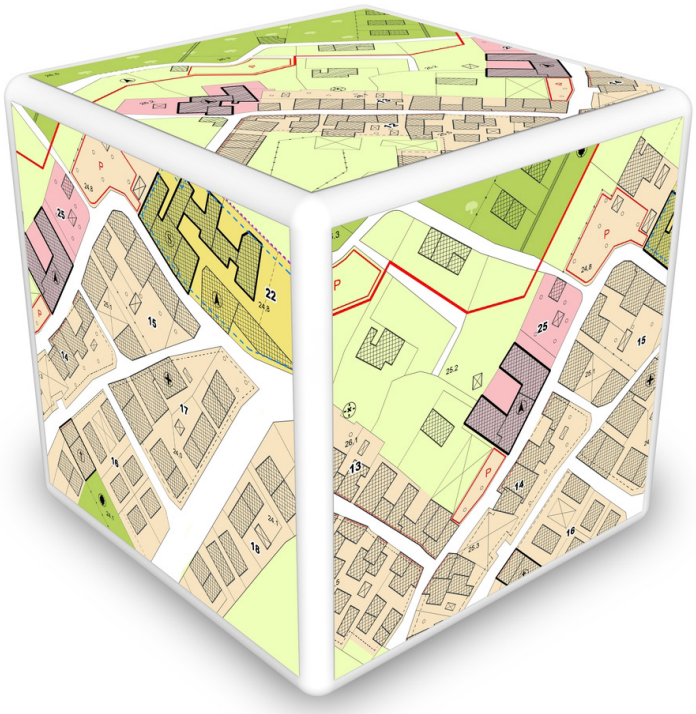
Planning: Define scope, schedule, and resource needs

Execution: Deploy qualified staff and tools to meet deliverables

Control: Monitor progress, manage risks, and ensure quality

Optimization: Refine processes for efficiency and effectiveness

The PECO model ensures that every planning engagement is executed with precision and accountability. We begin by defining the scope and aligning resources, then deploying the appropriate personnel and tools to meet deliverables. Throughout the project lifecycle, we monitor progress, manage risks, and optimize workflows to ensure efficiency. This disciplined approach allows us to maintain high performance across multiple concurrent tasks and adapt quickly to changing priorities.



Communication and Coordination

Our team's approach to communication and coordination is rooted in a hands-on, proactive approach to task execution, managing each assignment from initiation through completion with clear accountability and attention to detail. Whether processing development applications, managing complex entitlement efforts, or leading environmental review efforts, we ensure that deliverables are accurate and legally sound and well-documented.

Coordination with City staff is integral to every project we manage. We work collaboratively across departments to resolve technical issues early, anticipate policy considerations, and avoid delays. Our planners maintain open communication with City leadership and staff, participating in regular internal meetings, case review sessions, and project milestone check-ins to ensure alignment on goals and requirements.

When working with applicants and development teams, we serve as the City's primary point of contact, helping navigate the entitlement process and interpret code requirements. We strive to create a clear, consistent, and predictable experience for applicants by providing timely feedback, managing submittal schedules, coordinating comments from multiple departments, and issuing completeness letters and conditions of approval with precision.

We excel in inter-agency coordination, regularly engaging with outside stakeholders such as Caltrans District 7, the Los Angeles County Department of Public Works (Water Resources, Flood Control, and Transportation Divisions), the Los Angeles County Metropolitan Transportation Authority (Metro), and the South Coast Air Quality Management District (SCAQMD). For environmental and infrastructure compliance, we coordinate with the Los Angeles Regional Water Quality Control Board, the Sanitation Districts of Los Angeles County, the California Department of Fish and Wildlife (CDFW), and the U.S. Army Corps of Engineers (USACE). Our experience working with these and other agencies enables us to streamline permit approvals, facilitate technical review, and identify compliance pathways across jurisdictions. We also manage subconsultants–such as traffic engineers, civil engineers, and environmental specialists–ensuring their work is fully integrated into project timelines and deliverables.

Ultimately, our approach to coordination and execution is defined by responsiveness, rigor, and reliability. We act as a true extension of City staff, committed to advancing projects that meet community goals while upholding the City's high standards for quality, compliance, and service.

Environmental Review (CEQA/ NEPA)

Environmental documentation is a critical component of responsible planning. Interwest provides comprehensive CEQA and NEPA services tailored to each project's scope and complexity. We understand the value and importance of environmental documentation allowing informed decisions that will meet regulatory requirements and stand up should a project be legally challenged. We also approach environmental clearances with an eye for the lowest appropriate level of analysis. Our process is to first consider CEQA exemptions and whether a previous environmental document might provide adequate CEQA coverage. If additional environmental analysis is required, we immediately inform our client, offer options, and seek direction on how to proceed.

We begin by evaluating whether exemptions or existing documents can provide adequate coverage. If additional analysis is required, we promptly inform the client and offer strategic options. Our team prepares Initial Studies and Mitigated Negative Declarations in alignment with CEQA Guidelines and municipal policies. We also offer third-party peer review of environmental documents and can manage external consultants when needed, ensuring that environmental issues are identified and addressed early in the project lifecycle. Our team can undertake both the application review and the environmental documentation of a given project. This approach can benefit a project review by daylighting and resolving environmental issues early in the project review thereby resulting in an environmentally superior project.

Our services can be provided as technical support to City or municipal staff, as a project manager independently managing third-party environmental consultants, or as authors of environmental documents. Our staff has conducted CEQA reviews for a wide variety of projects including large and small development applications, updates, and amendments to General and Specific Plans, and updates to zoning ordinances. If so directed, our staff can prepare Initial Studies and Mitigated Negative Declarations/Negative Declarations consistent with municipal policies and practices, CEQA Guidelines, and planning and zoning law requirements.

Capabilities:

- CEQA exemptions and tiering from existing documents
- Initial Studies and Mitigated Negative Declarations
- Third-party peer review of environmental documents
- Coordination with legal counsel and regulatory agencies

Advanced Planning and Special Projects

As the City continues to build a community that is sustainable across all dimensions, more nuance and forethought are required in ordinances, laws, amendments, and variances to the Planning and Zoning sections of the City of Compton Municipal Code.

Interwest offers Advance Planning services, which typically involve the preparation of policy documents and development standards that will guide future development.

This is an area where the Interwest Planning team excels. Unlike many consulting firms, our senior staff has the dual experience of writing policy documents, including general plans, zoning codes, design guidelines, and development standards, as well as implementing such documents through the project review process.

In addition to more typical advanced planning projects, our staff is prepared to assist the City with those unusual and unique projects that arise. In the past, our staff has assisted with corridor planning, municipal facilities, coordination with

affiliated agencies, and many more capacities. We are creative problem solvers and are always excited to take on a new challenge.

Interwest and its proposed staff have experience managing city-initiated advanced planning projects, special projects within specific sites, and focused studies. The extent of this support within the City's planning context includes:

- General Plan Amendments
- Comprehensive Zoning Code and Subdivision Code updates
- Local Hazard Mitigation Plan Updates
- Specific Plans and Specific Plan Amendments
- Zoning Map Amendments
- Zoning Text Amendments Associated With Specific Topics (e.g. ADU Regulations)
- Focused Land Use Studies
- Objective Design Standards
- Assessment of Legislative Requirements

- Policy/Procedure Memorandum Creation
- Boards, Committees, Commission, and City Council Presentations
- Forms and Documents Creation

Interwest Team Differentiators

What sets Interwest apart is our long-standing commitment to public agency success. We offer flexible staffing, rapid deployment, and strong quality control, supported by proactive communication and detailed documentation. With a proven track record serving over 330 agencies across California, Interwest brings the scale, expertise, and responsiveness needed to successfully deliver both day-to-day and complex, high-impact projects tailored to each agency's unique goals.

In addition to our technical capabilities, Interwest is distinguished by our client-focused approach. We prioritize long-term relationships, serving as trusted partners who integrate seamlessly with the City to support consistent, efficient, and mission-driven service delivery. Our team is made up of professionals who specialize in public sector work and understand the importance of transparency, accountability, and public trust. This allows us to anticipate challenges, navigate evolving regulatory environments, and consistently deliver solutions that are practical, defensible, and aligned with community values. Communication is of utmost importance in planning projects. Many of Interwest's planners are bilingual and would be able to assist clients in their native language. We have planners that are native speakers or proficient in Spanish, Laotian, Urdu, Hindi, Tagalog, and Arabic.

> "Interwest is very responsive to our needs and check in with us regularly on performance of their staff. We see immediate response and proactive leadership on many fronts from top to bottom. We have skilled expertise and experience from Interwest that aligns with our community and organizational values and needs."
>
> Bryan Jones, City Manager (Former), City of Eastvale, CA

TRAFFIC ENGINEERING AND ANALYSIS INCLUDING TRAFFIC STUDIES

Interwest has a collective, diverse team of people and experience to perform the full range of Traffic and Engineering Plan Check services. More importantly, we possess the knowledge and skills necessary to effectively integrate the necessary engineering services with the City's staff to create processes that are coordinated, consistent, and predictable.

When creating or reviewing traffic plans, traffic signal plans, and traffic studies/reports our team will review plans for compliance with the projects Conditions of Approval, as well as with the following: City Standards and Design Manual, Caltrans Highway Design Manual, Caltrans Traffic Manual, Caltrans Standard Plans and Specifications, County Hydrology Manuals, Local Drainage Manuals, the Americans with Disabilities Act, and California Title 24 requirements.

Examples of traffic engineering services our team commonly provides include:

Public involvement and community outreach for traffic and transportation projects that impact the public

Preparation of engineering studies in response to citizen requests for traffic control device installations and modifications

Addressing school-related traffic concerns

Preparation of traffic impact analysis reports

Review of traffic impact studies

Preparation of signing and striping plans, traffic signal plans, traffic control plans and traffic calming plans

Private and public development plan review for traffic-related plans

Review of traffic signal timing plans and collision data for intersections, with recommended adjustments

Specialized Services

Interwest offers a broad array of specialized services to support comprehensive planning efforts.

Stormwater Compliance: Our team supports MS4 permit implementation, drainage reviews, and public outreach on water quality issues.

Landscape Architecture: We manage park design, irrigation plans, and WELO compliance, integrating stormwater requirements into landscape design. Examples includes:

Lake Dalwigk Park – Vallejo, CA

Antelope Creek Park – Woodlake, CA

North Palm Desert Community Park – Palm Desert, CA

Enchanted Hills Park – Perris, CA

Foss Field Park – Perris, CA

Holbrook Palmer Park – Atherton, CA

Land Surveying and Mapping: We review tract and parcel maps, legal descriptions, and title documents, ensuring accuracy and regulatory compliance.

Housing Implementation: We assist cities in updating zoning and general plans to meet Housing Element requirements and support affordable housing projects under SB 330, SB 35, and SB 9.

Grant Writing: We secure competitive funding for infrastructure, parks, housing, and community programs, leveraging our expertise across multiple grant categories.

Environmental Biology: When needed, our trusted subconsultants provide habitat assessments, wetland delineations, and permitting support for sensitive ecological areas.

Technology and Tools

Our planners are equipped with the latest tools and platforms to support efficient service delivery. We are proficient in MS Office Suite, BlueBeam, Accela, and other municipal project management systems. Our team is also capable of providing remote services via Zoom, MS Teams, and WebEx, ensuring flexibility and accessibility. Many of our planners hold degrees in architecture and urban planning and are skilled in using Adobe InDesign, AutoCAD, Sketch Up and other design programs.

PROJECT CONTROLS

The **Project Manager** will provide strategic oversight of the planning team, managing daily operations and ensuring optimal resource allocation across all planning assignments. She will designate planners based on project typology–such as site plan reviews, zoning map amendments, or comprehensive plan updates–and ensure alignment with the City's regulatory framework and procedural standards. Quality assurance and control (QA/QC) of all planning deliverables will be conducted by the Project Manager to maintain consistency with municipal codes, land use policies, and best practices in urban development.

To promote continuity and institutional knowledge, the Project Manager will assign one or two planners to handle recurring planning functions, such as **development review, entitlement processing, and code compliance evaluations**. This approach fosters familiarity with the City's Unified Development Ordinance (UDO), zoning regulations, and subdivision standards, while also supporting professional development through exposure to local planning protocols.

For projects involving **complex land use scenarios, form-based code implementation, or urban design analysis, the Project Manager may engage subject matter experts (SMEs)** in areas such as transportation planning, environmental review, or historic preservation. When a project exceeds routine scope–such as a corridor study, small area plan, or transit-oriented development (TOD) initiative–**a dedicated Scope of Work (SOW)** will be developed. This document will define project objectives, staffing requirements, deliverables, and roles and responsibilities in accordance with industry-standard project management methodologies.

Interwest fosters a collaborative, interdisciplinary work culture, reinforced by the organizational infrastructure of our parent company, SAFEbuilt. Our planning teams operate within a matrix environment, allowing for agile role assignments based on project scale and complexity. **This flexibility supports integrated planning outcomes and enhances coordination across disciplines such as GIS analysis, urban design, and public engagement.**

Each project will be initiated with a **detailed project schedule and budget**, prepared by the Project Manager in alignment with the City's fiscal and operational expectations. Progress will be tracked through monthly performance reports that compare actual deliverables against scheduled milestones and budget allocations. This ensures transparency, accountability, and proactive risk mitigation throughout the project lifecycle.

A critical component of project controls includes the generation of itemized invoices tailored to the City's financial reporting structure. We utilize a customized **project management database** to monitor time tracking, invoicing, and plan review workflows. Routine audits by the assigned manager ensure compliance with budgetary constraints, inform staffing adjustments, and maintain timely turnaround for all planning applications and deliverables.

Quality Control/Quality Assurance

Interwest utilizes sophisticated project management tools to maintain up-to-date schedules, coordinate staff time, and track the project budget. We hold weekly internal planning staff meetings to determine project priorities, deliverables, and staffing needs to ensure that our projects are completed on time and within budget. Interwest performs internal reviews of all work before submitting it to the City to ensure high-quality work products. Our highly iterative process and coordination ensure product deliverables meet and exceed expectations. To achieve these goals, we employ the following practices:

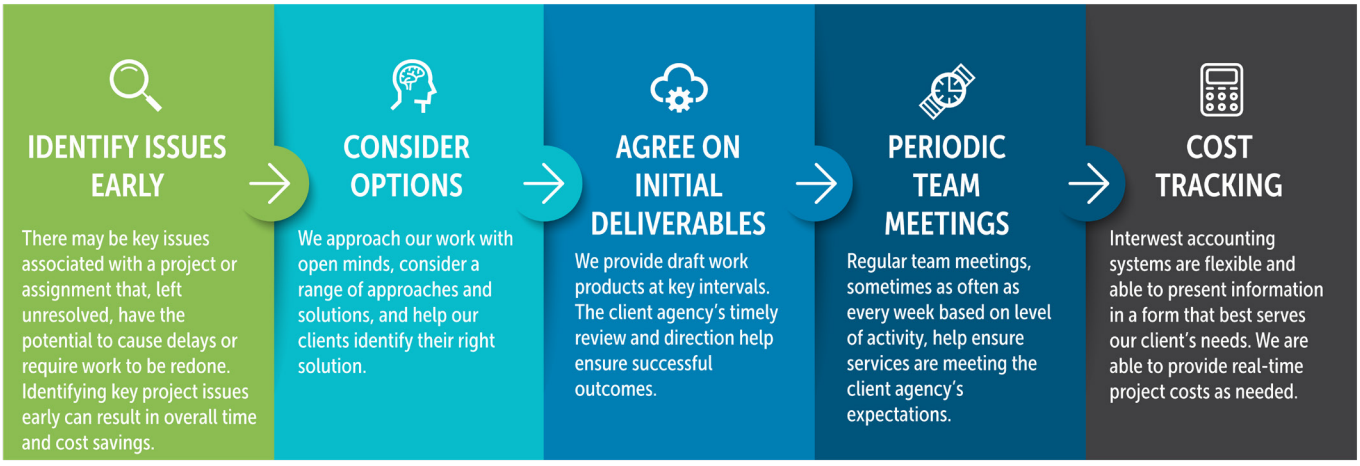
Identify Issues Early. There may be key issues associated with a project or assignment that, left unresolved, have the potential to cause delays or require work to be redone. Identifying key project issues early can result in overall time and cost savings.

Consider Options. Often, the right approach to a challenge is influenced by the specific agency and its past decisions and priorities. We approach our work with open minds and consider a range of approaches to help our clients identify the solution that best suits their needs.

Get Concurrence on Initial Work Products. City staff review preliminary work products to ensure they meet City expectations. We will provide draft work products at key intervals, and the City's timely review and direction will help to ensure successful outcomes.

Periodic Team Meetings. We have found that regular team meetings, sometimes as often as every week based on the level of activity, can help ensure services meet the client agency's expectations. In a world of priorities, it is advantageous to ensure that all team members are on track and informed.

Cost Tracking. Whether working on City/State-funded projects or developer/cost recovery assignments, we are committed to working within assigned budgets. Our accounting systems are flexible and able to present information in a form that best serves our client's needs, and we can provide real-time project costs as needed.



Data Collection And Analysis

Interwest will partner with the City to drive efficiencies, innovations, and leverage new technologies to serve the community better. We are confident we can reduce the City's costs and improve service through our many proprietary and third-party technologies. Using this experience, we have developed an operations playbook with best practices, tools, and techniques for delivering community development services – that will be applied to our contract with the City.

Data Collection

Data is an essential component of the continuous improvement process. Tracking, measuring, and reporting department-specific metrics will tell a story of the current operations state and identify improvement areas. We will establish a reporting schedule tailored to your needs. Reporting can be given with any periodicity - summarizing activity levels, adherence to contract, staffing and performance metrics, and other items of particular interest to the City. We measure performance standards related to responsiveness, timeliness, and quality of work. In response to requests for greater accountability and transparency, we have created new tools for our managers. An innovative feature of our solution is to utilize our Click system for tracking daily activity and reporting on overall operational performance. Click is our software that exports raw data into a data warehouse, providing a leadership dashboard that reports on performance activity.

Tracking and Controlling Costs

At Interwest, we use various tracking systems for different cost categories to ensure that your City has instant access to the data necessary for controlling your budget.

Technology To Improve Services

Interwest uses technology to improve customer service, increase efficiency, provide consistency, track costs, and ease the user experience. The SAFEbuilt family of companies, utilizes SAFEbuilt's proprietary time-tracking and project management systems –SAFEtime and SAFEbill, which allow real-time tracking of staff workload, assignments, project progress, and project budgets. These innovative, state-of-the-art systems allow us to track current and projected resource requirements and help ensure that projects are completed on time and within budget. The following is an overview of our technologies.

SAFEsuite is a comprehensive suite of in-house-developed applications designed to seamlessly manage both administrative functions and service technologies. This integrated system streamlines operations, enhances efficiency, and ensures cohesive management across various processes. The SAFEsuite toolkit currently includes:

SAFEtime – A time-tracking system tailored specifically for Operations employees. It facilitates accurate tracking of various work activities. SAFEtime distinguishes between billable and non-billable activities. By integrating seamlessly with systems like UltiPro and SAFEbill, it ensures more accurate time tracking and billing while providing valuable insights into resource allocation and management, supporting more informed decision-making across operations.

SAFEbill – A billing software that seamlessly integrates with both front- and back-office applications, automating customer invoice generation. This software helps in closely monitoring all operations at each location, including project time sheets, invoices, and project plans, through a customized database with regular oversight by the assigned manager.

Robust Back Office Systems

At Interwest, our back-office systems serve as the operational backbone of the organization, enabling seamless support for client-facing functions and ensuring the integrity, efficiency, and scalability of internal processes. These systems encompass a wide range of administrative and support functions–including finance, human resources, IT, legal compliance, and data management–that work behind the scenes to keep the business running smoothly.

Modern back-office platforms like Interwest's are designed to unify disparate workflows into a single, integrated environment. This allows departments to collaborate more effectively, automate routine tasks, and maintain real-time visibility into operations. Whether it is processing payroll, managing inventory, handling procurement, or ensuring regulatory compliance, our back-office systems are built to optimize performance and reduce operational costs.

By leveraging cloud-based technologies and advanced analytics, our back-office infrastructure transforms traditional support roles into strategic assets. These systems not only streamline day-to-day operations but also empower teams with data-driven insights for better decision-making, risk management, and long-term planning.

In other words, Interwest's back-office systems are the engine that powers the organization–quietly but critically–ensuring that every front-office interaction is backed by robust, reliable, and responsive internal processes.

Reporting and Performance Transparency

Interwest is committed to providing the City with clear, consistent, and actionable reporting that supports informed decision-making and promotes transparency in service delivery. We understand that each jurisdiction has unique preferences and operational requirements, and we will tailor both the reporting schedule and format to align with the City's expectations.

At the City's request, we will provide quarterly activity reports that detail key performance metrics, including:

- Volume and types of permits reviewed conducted
- Average turnaround times for plan reviews
- Compliance rates and code-related findings
- Staffing levels and resource allocation
- Customer service feedback and resolution summaries

In addition to quarterly reports, we can deliver a comprehensive year-end summary report that includes trend analysis, performance benchmarking, and recommendations for process improvements. This report will serve as a strategic tool for evaluating service outcomes, identifying areas for enhancement, and planning for future growth.

Reports can be customized to include GIS mapping, visual dashboards, and narrative insights, and can be delivered in digital or print formats.

Our goal is to ensure that the City has full visibility into our operations and the confidence that services are being delivered efficiently, compliantly, and with the highest level of professionalism.

Tab E

Cost Proposal

INTERWEST
A SAFEbuilt® COMPANY

Cost Proposal

Hourly Rate Schedule - Effective July 1, 2025

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

CLASSIFICATION	HOURLY BILLING RATE
Planning Services	
Community Development Director	$235
Project Manager	$215
Planning Manager	$215
Principal Planner	$195
Senior Planner	$180
Senior Transportation Planner	$180
Associate Planner	$150
Associate Transportation Planner	$150
Assistant Planner	$125
Planning Technician	$100
Environmental Services	
CEQA/NEPA Project Manager	$230
CEQA/NEPA Principal Planner	$220
CEQA/NEPA Senior Planner	$200
CEQA/NEPA Associate Planner	$170
CEQA/NEPA Assistant Planner	$145
CEQA/NEPA Planning Tech	$120
Engineering	
Senior Civil/Structural Engineer	$210
Senior Transportation/Traffic Engineer	$210
Transportation/Traffic Engineering Project Manager	$220
Transportation/Traffic Engineer III	$200
Transportation/Traffic Engineer II	$190
Transportation/Traffic Engineer I	$180
Transportation/Traffic Engineering Associate II	$165
Transportation/Traffic Engineering Associate I	$155
City Surveyor	$230
Licensed Land Surveyor	$200
Survey Technician	$135
Landscape Review Services	
Landscape Reviewer	$160

NOTES

Work Outside Standard Hours – Services provided in excess of 8 hours per day, outside regular business hours, nights, weekends and holidays will be invoiced at 150% of the above standard rates.

Prevailing Wages – Where work is required under the CA Labor Code for prevailing wages per jurisdiction, there will be a supplemental charge per hour to the above rates per applicable job classification, established at the time of commencement of work and adjusted from time to time in accordance with future wage determinations pursuant to the labor rates as determined by the CA Department of Industrial Relations.

Mileage & Tolls – For inspection staff reporting to the job site from out of town, mileage will be reimbursed to and from the employee's reporting location, including their home location if not reporting to a company office, at the effective standard federal rate established at time of service. Tolls will be billed with no markup.

Tab F

Resumes, Relevant Projects/Services with References

Richard "Rick" Smeaton, AICP

Director of Planning Services / Principal Planner

INTERWEST
A SAFEbuilt COMPANY

26 Years of Experience | 4 Years with the Firm

Education

MPA, City Management
Northern Illinois University

BA, Urban Planning
University of Illinois Urbana-Champaign

Certificate in Real Estate Development
San Jose State University

Licenses & Certifications

American Institute of Certified Planners
Certified Planner

Work History

- **Director of Planning Services**
  Interwest Consulting Group, Inc., a SAFEbuilt Company
  2021 – Present
- **Planning Department Manager**
  Michael Baker International
  2014 – 2021
- **Contract Planner and Housing Program Coordinator**
  City of Patterson, CA
  2013
- **Contract Planner**
  Baird + Driskell Community Planning
  2013
- **Independent Contractor**
  Conducting real estate marketing, leasing and property management for rental properties
  2002 – 2013
- **Director of Community Development**
  Village of Matteson, IL
  2007 – 2009
- **Contract Village Planner**
  Village of Glen Ellyn, IL
  2006 – 2007
- **Planner & Zoning Officer**
  City of Batavia, IL
  1999 – 2004

Project Experience

- **Contract City Planner**
  Interwest On-Call Planning Contract with the City of Rio Vista, CA
  2024 – Ongoing
  Interwest functions as the City's planning staff, providing as-needed development review and long-term planning services. Current planning involves reviewing development projects, such as residential and commercial additions, site changes, new subdivisions, and commercial centers, for compliance with the City's General Plan, Zoning Code, and other regulations. Long-range planning projects include updating the Rio Vista Waterfront Specific Plan.
- **Principal Planner**
  Interwest On-Call Planning Contract with the City of Claremont, CA
  The City of Claremont required assistance with processing a very complex and controversial proposed housing development located in a very-high fire zone with numerous potential environmental impacts. Specific tasks include acting as the City's project planner, creating a specific plan for the project, managing consultants for the Environmental Impact Report, coordinating all project entitlements, leading weekly project meetings with the applicant, answering questions from the public, and presenting the project to the Planning Commission and City Council.
- **Principal Planner**
  Interwest On-Call Planning Contract with the City of Orinda, CA
  Interwest provided on-call planning services to the City of Orinda, handling design reviews, hillside grading permits, exceptions, tree removal permits, and tracking. Responsibilities include managing projects from consultation to final inspections.
- **Interim Planning Director**
  Interwest On-Call Planning Contract with the Town of San Anselmo, CA
  Acted as the Planning Director while the Town recruited for a full-time replacement. Responsibilities included overseeing all functions of the Planning Department, managing staff and contractors, answering questions from the public, and processing development entitlements. Additional tasks included advising officials on selecting consultants for the 6th Cycle Housing Element Update.
- **Principal Planner**
  Interwest On-Call Planning Services Contract for the City of Benicia, CA
  2023 – Ongoing
  Interwest provides on-call planning services for the City, handling development application reviews, permit coordination, and housing program administration. Interwest expedited the review of an affordable housing project under SB 35 and supported zoning code updates for the approved housing element.

Memberships & Affiliations

Member
American Planning Association

Member
American Institute of Certified Planners

Chantal Power, AICP

Principal Planner

INTERWEST
A SAFEbuilt COMPANY

12 Years of Experience | 5 Years with the Firm

Education

BS, Social Science, Concentration in Geography, Political Science and Economics
California State University, San Bernardino, CA

AA, Social Science
Crafton Hills College, Yucaipa, CA

CEQA, Practice Certificate
University of California, San Diego, CA
Online Extension Certifications

Licenses & Certifications

American Institute of Certified Planners
Certification #32140

Work History

- **Principal Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2024 – Present
- **Senior Planner**
  Interwest Consulting Group
  2019 – 2024
- **Associate Planner**
  City of San Bernardino
  2016 – 2019
- **Assistant Planner**
  City of San Bernardino
  2015 – 2016
- **Planning Technician**
  City of San Bernardino
  2013 – 2015
- **Planning Intern**
  City of San Bernardino
  2012 – 2013

Project Experience

- **Principal Planner**
  Mendocino County Zoning Code
  County of Mendocino, CA, 2023
  An update to the Mendocino County Zoning Code was needed to address compliance with state law, a streamlined development process, implementation of the County's 2035 General Plan, new graphics to create a better understanding of the code, and overall continuity with existing regulations. Chantal was a co-author of the updated Code.

- **Principal Planner**
  Chico Subdivision Code
  Chico, CA, 2023
  Update of the City of Chico Subdivision Code to reflect current regulations contained in the Subdivision Map Act, SB9, SB35 and SB330. Additionally, refinements were need to streamline the review process for land use proposals to create certainty about future options for utilizing properties, and to simplify use and understanding by the public, decision-makers, and development professionals. Chantal was a coauthor of the updated Code.

- **Principal Planner**
  Angels Camp All Hazards Municipal Code Update
  Angels Camp, CA, 2023
  Update to the existing Angels Camp Municipal Code to address already-identified City hazards including wildfire, flooding, erosion and grading, and stormwater runoff, by preparing applicable implementation guidelines, standards, and best management practices. Angels Camp is a Local Responsibility Area (LRA). surrounded by wild-lands under County jurisdiction and federal ownership on lands generally classified as High Fire Hazard Severity Zones with sections of Very High Fire Hazard Severity Zones within the State Responsibility Areas and Federal Responsibility Areas. Chantal was the project lead for this Municipal Code Update.

- **Senior Planner**
  San Benito County Zoning Code
  San Benito, CA, 2023
  This revision of the County of San Benito Zoning Code represents a top-to-bottom rewrite and rethinking of the Zoning Code. Interwest's work has included a complete reorganization of the Code, the rewriting of most of the existing document, and the creation of dozens of new illustrations to explain the concepts and regulations in the Code. Chantal was a co-author of the updated Code.

- **Senior Planner**
  Pomona Hazard Mitigation Plan Update
  Pomona, CA, 2023
  The update of the Pomona Local Hazard Mitigation Plan ensured Pomona remained eligible for project grants under FEMA's mitigation assistance programs, including the Hazard Mitigation Grant Program, Pre-Disaster Mitigation and Flood Mitigation Assistance grant programs. Chantal lead the effort and was co-author of the LHMP update.

- **Senior Planner**
  Palmdale Hazard Mitigation Plan Update
  Palmdale, CA, 2022
  This regular five-year update to the Palmdale Local Hazard Mitigation Plan required by the Disaster Mitigation Act 2000 was completed for the City and synchronized with the 2019 County of Los Angeles All-Hazards Mitigation Plan. It was designed to be easily operationalized so that community risks are mitigated, and vulnerabilities are reduced. Chantal was the Planning Lead and co-author of this LHMP update.

- **Senior Planner**
  Santa Clarita Hazard Mitigation Plan Update
  Santa Clarita, CA, 2021
  An update to the Santa Clarita Local Hazard Mitigation Plan was initiated by the City in 2015 but was not adopted. Santa Clarita contracted Interwest to complete this process. A complete re-organization and re-write of the LHMP was undertaken to address FEMA comments and ensure that all information in the document was current and relevant. Pandemic/Infectious Disease was added to the LHMP to address the COVID-19 pandemic, and the potential for other infectious disease outbreaks. Chantal was the planning lead and co-author of the LHMP update.

Nicholas "Nick" Pergakes, AICP

Assistant Planning Director / Principal Planner

INTERWEST
A SAFEbuilt COMPANY

25 Years of Experience | 6 Years with the Firm

Education

MS, Urban Planning
University of Washington

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

Licenses & Certifications

American Institute of Certified Planners
Certification #018792

University of Washington
Certificate of Urban Design -

Work History

- **Assistant Planning Director and Principal Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2019 – Present
- **Senior Associate**
  PlaceWorks
  2015 – 2019
- **Adjunct Professor - Department of Public Administration and Urban Planning**
  College of Charleston
  2014 – 2015
- **Senior Planner/Project Manager**
  Berkeley-Charleston-Dorchester Council of Governments
  2012 – 2015
- **Assistant Planning Director**
  Robert and Company
  2007 – 2011
- **Project Development Planner**
  Charlotte Area Transit System
  2004 – 2007
- **Urban Designer**
  LandDesign
  2003 – 2004
- **Urban Designer**
  RRM Design Group
  2002 – 2003
- **Project Planner/Designer**
  The Planning Center
  1997– 2000

Project Experience

- **Project Manager**
  Rio Vista General Plan Update
  Rio Vista, CA
  2021 – Present
- **Project Manager**
  Pasadena General Plan Implementation Program
  Pasadena, CA
  2017 – 2019
- **Project Manager**
  Palm Desert University Neighborhood Specific Plan
  Palm Desert, CA
  2024 – Present
- **Project Manager**
  Corona Downtown Revitalization Specific Plan
  Corona, CA
  2024 – 2025
- **Project Manager**
  Future Land Use and Rezoning Analysis
  Lubbock, TX
  2024 – 2024
- **Project Manager**
  Medium Density Residential Site Planning and Design Concepts
  Rio Vista, CA
  2023 – 2024
- **Project Manager**
  Housing Implementation Zoning Code Amendments
  Laguna Beach, CA
  2022 – 2023
- **Project Manager**
  City of San Dimas Downtown Specific Plan
  San Dimas, CA
  2021 – 2024
- **Deputy Project Manager**
  Zoning Code Update
  Mendocino County, CA
  2021 – 2024
- **Deputy Project Manager**
  Zoning Code Update and Objective Design Standards
  San Benito County, CA
  2021 – 2023
- **Project Manager/Urban Designer**
  Multi-Family Zoning Code Update and Objective Design Standards
  Covina, CA
  2021– 2022
- **Project Manager**
  Zoning Code, Subdivision Regulations, and Design Guidelines
  Irwindale, CA
  2020 – Present
- **Project Manager**
  Zoning Code Update & Objective Design Standards
  Rancho Cordova, CA
  2020 – 2021
- **Project Manager**
  Temple City Zoning Code Update
  Temple City, CA
  2018 – 2019
- **Project Manager**
  Lincoln Avenue Specific Plan Update
  Pasadena, CA
  2017 – 2019
- **Project Manager**
  Connect Southwest LA: A TOD Specific Plan for West Athens-Westmont
  Los Angeles County, CA
  2016 – 2019
- **Project Manager**
  Palmdale to Burbank Station Area Planning, California High-Speed Rail
  Southern California
  2015 – 2019
- **Project Manager**
  City of Hope Campus Specific Plan
  Duarte, CA
  2015 – 2018

Memberships & Affiliations

Member
American Institute of Certified Planners
American Planning Association
Congress for the New Urbanism

Awards & Recognition

Certificate of Achievement in Urban Design
University of Washington

Kurt Nagle, AICP, ASLA

Principal Planner

32 Years of Experience | 1 Year with the Firm

Education

MLA, Landscape Architecture
University of Virginia

MCP, City Planning
University of California, Berkeley

BA, Geography/Urban Studies
University of California, Los Angeles

Licenses & Certifications

American Institute of Certified Planners
Certification #9593

Work History

- **Principal Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2024 – Present
- **Associate Vice President**
  Callison RTKL (formerly RTKL Associates)
  2006 – 2023
- **Associate**
  RTKL Associates, Inc.
  2004 – 2006
- **Designer**
  RTKL Associates, Inc.
  1999 – 2004

Project Experience

- **Principal Planner**
  Corona Downtown Revitalization Specific Plan
  Corona, CA
  2024 – Present
- **Principal Planner**
  Palm Desert University Neighborhood Specific Plan
  Palm Desert, CA
  2024 – Present
- **Principal Planner**
  City of San Dimas Downtown Specific Plan
  San Dimas, CA
  2021 – 2024
- **Principal Planner, Notable Public Sector Projects, Callison RTKL (formerly RTKL Associates)**
  Various Project Locations
  2017 – 2023
  - Phoenix Downtown Redevelopment Plan (Sub for land use planning to Plan-et.)
    Phoenix, AZ, 2023
  - Prescott North Area Land Use Plan (Sub for land use planning to Plan-et.)
    Presscott, AZ, 2022
  - Prescott Creek Corridor Master Plan (Sub for land use planning to Plan-et.)
    Prescott, AZ, 2022
  - Phoenix Sky Harbor Land Reuse Strategy
    Phoenix, AZ, 2020
  - Peachtree Corners Innovation Hub Master Plan
    Peachtree Corners, GA, 2018
  - Santa Clara Lawrence Station Area Plan
    Santa Clara, CA, 2017
- **Principal Planner, Notable Private Sector Projects, RTKL Associates**
  Various Project Locations
  2001-2016
  - CityPlace Master Community Plan (entitlement document for 8 million SF+/- mixed use development on 230 AC +/-)
    Santa Clara, CA, 2016
  - Otay Ranch Eastern Urban Center Sectional Planning Area (SPA) Plan (development standards & design guidelines for entitlement document for 225 AC +/- mixed-use development)
    Chula Vista, CA, 2009
  - Tustin Legacy Community Core Public Landscape (schematic landscape design for 100 AC +/- mixed-use development)
    Tustin, CA, 2008
  - Riverpark Specific Plan (commercial district development standards & design guidelines for entitlement document for 700 AC +/- new community)
    Oxnard, CA, 2001
  - Los Angeles Sports & Entertainment District Specific Plan (urban design standards & signage regulations for entitlement document for 4 million SF + on 30 AC +/-)
    Los Angeles, CA, 2001

Memberships & Affiliations

Member
American Planning Association
American Planning Association, Urban Design & Preservation Division
American Institute of Certified Planner (AICP)
American Society of Landscape Architects (ASLA)

Larch McNeill

Principal Planner

37 Years of Experience | 2 Years with the Firm

Education

MS, Human Resources and Organizational Development
University of San Francisco

BA, Economics
California State University, Fresno

Work History

- **Principal Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2023 – Present
- **Employment Program Representative**
  State of California Employment
  Development Department - Limited Term
  2020 – 2022
- **Loan Officer**
  State of California Housing and Community Development Department
  2010 – 2019
- **Housing Policy Developer**
  State of California Housing and Community Development Department
  2007 – 2010
- **Planner**
  McKay and Somps Engineering and Land Use Planning
  2004 – 2007
- **Associate Planner**
  City of Benicia Community Development Department
  Benicia, CA
  1994 – 2004
- **Senior Planner**
  City of Suisun City Redevelopment Agency
  Suisun, CA
  1988 – 1994

Project Experience

- **Principal Planner**
  Contract Planning Services
  City of Auburn, CA

  Assists with processing various entitlement applications, including both ministerial and discretionary reviews, while coordinating with other departments as needed. Key responsibilities include reviewing applications and proposed projects for compliance with the California Environmental Quality Act (CEQA) and preparing necessary documentation. Also supports members of the public with planning-related inquiries.

- **Principal Planner**
  Comprehensive Planning Services
  City of Oroville, CA

  Interwest provides on-call planning support to the City of Oroville, ensuring compliance with the General Plan, zoning ordinance, Subdivision Map Act, CEQA, and other regulations. Duties include processing applications such as plan checks, zoning clearances, use permits, variances, and General Plan amendments. The Interwest team staffs Planning Commission, Design Review, and Site Review Committee meetings, prepare reports, drafts ordinances, establish conditions of approval and represents the City at public hearings. Interwest also manages special projects like the General Plan Update, Housing Element Update, HCD reporting, and Development Code updates. Our services ensure regulatory compliance while advancing the City's planning objectives efficiently.

- **Principal Planner**
  Professional On-Call Planning & Environmental Review Services
  City of Rocklin, CA

  Interwest provides comprehensive planning and environmental review services, managing development entitlements such as Conditional Use Permits, Subdivision Maps, and Design Review. We coordinate with city staff, consultants, and agencies, conduct site visits, prepare staff reports and CEQA-compliant documents, and ensure compliance with zoning and approval conditions. Our team handles technical studies, peer reviews, NEPA documents, and Mitigation Monitoring and Reporting Programs (MMRPs), delivering presentations to boards and commissions while supporting project implementation and public inquiries.

- **Principal Planner**
  On-Call Planning & CEQA Services
  Town of Apple Valley, CA

  Interwest currently provides on-call planning services to the Town of Apple Valley. Interwest provides third-party review CEQA services for several one million square foot plus industrial/warehousing projects as part of these services. Our staff is currently processing CEQA reviews for additional entitlements as well.

Candida Neal

Principal Planner

30+ Years of Experience | 5 Years with the Firm

Education

MS, Architecture
University of Illinois, Urbana-Champaign

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

Work History

- **Principal Planner**
  Interwest Consulting Group, Inc.
  2019 – Present
- **Private Consultant -**
  Candida Neal, AICP
  2003 - 2015

Project Experience

- **Principal Planner**
  City of Bradbury, CA
  General Plan Environmental Impact Report Addendum.
- **Principal Planner**
  City of Yucca Valley, CA
  Categorical Exemption for Installation of Manual Transfer Switches and Related Improvements, Bighorn-Desert View Water Agency.
  Mitigated Negative Declaration on the Water Infrastructure Restoration Program: Ames-Reche Groundwater Storage and Recovery Program; and Pipeline Installation/Replacement Project for Bighorn-Desert View Water Agency
- **Principal Planner**
  City of Orange, CA
  Categorical Exemption for JR Motel
- **Principal Planner**
  City of Blythe, CA
  Categorical Exemption for Holiday Inn Express
- **Principal Planner**
  City of Adelanto, CA
  Mitigated Negative Declaration GEO Group Correctional Facility
  Negative Declaration Dynasty Energy BioDiesel Fuel Production Plant
  Negative Declaration Pearmain Road Sewer Relief Project
  Negative Declaration Eco-Energy BioDiesel Fuel Production Plant
  Mitigated Negative Declaration Adelanto Reservoir, Adelanto, CA
  Addendum No. 1 to Program EIR for Assessment District No. 1
  Addendum to the Mitigated Negative Declaration Water Treatment Facility
- **Principal Planner**
  City of Riverside, CA
  NEPA-Compliant Environmental Assessment Downtown Fire Station No. 1
  Mitigated Negative Declaration Downtown Fire Station No. 1 Relocation
- **Principal Planner**
  City of Bellflower, CA
  NEPA-Compliant Environmental Assessment Water System Improvement Program
  Mitigated Negative Declaration for the Water System Improvement Program
- **Principal Planner**
  City of Upland, CA
  Mitigated Negative Declaration for the Upland Basin Expansion Project
  City of Upland CEQA Implementing Procedures
  Upland Crossing Specific Plan and EIR for a 36-acre mixed use project
  College Park Specific Plan and EIR for a 42 acre mixed-use project
- **Principal Planner**
  City of Shafter, CA
  Enterprise Application Environmental Impact Report
  General Plan Environmental Impact Report
- **Principal Planner**
  City of Lancaster, CA
  General Plan Environmental Impact Report
- **Principal Planner**
  City of Chino, CA
  Falloncrest Master Plan and Overall Design Guidelines and Environmental Impact Report for a 125-acre, mixed use project
  Measure M Projects, voter-approved general plan amendments, zone changes for three separate residential projects covering approximately 50 acres and 500 units
  Specific Plan and EIR for Edgewater Communities, a 272-acre residential project
  Initial Study/Addendum to the Eucalyptus Business Park Specific Plan FEIR

Memberships & Affiliations

Member
American Planning Association
Association of Environmental Professionals, CA

JD

John Dugan

Principal Planner

55+Years of Experience | 1 Year with the Firm

Education

MS, Urban Planning
Harvard University

BA, Philosophy
Tulane University

Work History

- **Principal Planner**
  Interwest Consulting Group
  2024 – Present
- **Deputy Director of Community Development**
  City of Thousand Oaks
  2022 – 2023
- **Zoning Administrator/Chief of Planning Special Projects Manager**
  Monterey County Department of Housing and Community Development
  2017 – 2022
- **Director of Development Planning**
  Arlington, TX
  2016 – 2017
- **Director of Planning and Community Development**
  San Antonio, TX
  2012 – 2016
- **Development and Resources Management Director**
  City of Fresno
  2009 – 2012
- **Deputy Director of Planning**
  City of Los Angeles
  2008 – 2009
- **Director of Planning**
  City of Oklahoma City
  2001 – 2008
- **Director of Planning**
  Topeka/Shawnee County Metropolitan Planning Department
  1998 – 2001
- **Director of Long-Range Planning**
  National Capital Planning Commission
  1996 – 1998
- **Director of Planning and Codes Administration**
  City/County of Norfolk
  1991 – 1996
- **Director of Planning and Development**
  City of Aurora, CO
  1985 – 1991
- **Director of Planning**
  Sonoma County
  1983 – 1985
- **Director of Planning and Development**
  Loudoun County, VA
  1978 – 1983
- **Principal Planner, Chief of Current Planning**
  Memphis and Shelby County, TN
  1974 – 1978
- **Assistant Chief of Current Planning**
  St. Louis County, MO
  1973 – 1974
- **Planner**
  Nash-Vigier Consultants
  1970 – 1973

Project Experience

- **Deputy Director of Community Development**
  Various Projects
  City of Thousand Oaks
  2022 – 2023

  John led a team of 50 staff members responsible for the City's long-range and current planning, building permitting and inspections, code enforcement, General Plan updates, and CEQA-related projects. He also managed a $21 million budget, ensuring effective allocation of resources and operational efficiency.
- **Zoning Administrator/Chief of Planning Special Projects Manager**
  Various Projects
  County of Monterey, CA
  2017 – 2022

  John implemented a reorganization of the Resource Management Agency, while serving as interim Chief of Planning and Zoning Administrator. He managed a staff of 99 and a budget of $22 million.
- **Director of Development Planning**
  Various Projects
  Arlington, TX
  2016 – 2017

  John managed all City long-range and current planning, building permitting and inspection, federal housing programs, and public health inspections. He managed a staff of 130, with a budget of $6 million.
- **Director of Planning and Community Development**
  Various Projects
  San Antonio, TX
  2012 – 2016

  John managed all City long-range planning, redevelopment planning, community planning, 20 tax increment finance districts, affordable housing programs, and federal HUD grants. He oversaw a staff of 60 with a budget of $20 million.

Memberships & Affiliations

Member
American Planning Association

Fellow
American Institute of Certified Planners

Richard Hirsch, AICP

Senior Planner

INTERWEST
A SAFEbuilt COMPANY

26 Years of Experience | 3 Years with the Firm

Education

MS, City Planning
University of Wisconsin, Madison

MS, Urban Geography
University of Wisconsin, Madison

BA, Urban Studies
University of California, Berkeley

Licenses & Certifications

American Institute of Certified Planners
Certified Planner

Work History

- **Senior Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2022 – Present
- **Telecommunications Permitting Consultant**
  T-Mobile West, ExteNet Systems, AT&T Mobility, Verizon, Sprint, DISH Wireless, GulfSouth Towers, LLC
  2008 – 2022
- **Associate Planner**
  City of Millbrae, CA
  2007 – 2008
- **Senior Planner**
  Pacific Municipal Consultants
  2001 – 2007
- **Planner**
  Duncan Associates
  2000 – 2001
- **Planner**
  Pacific Municipal Consultants
  1999 – 2000

Project Experience

- **Senior Planner**
  On-Call Planning & CEQA Services
  Town of Apple Valley, CA

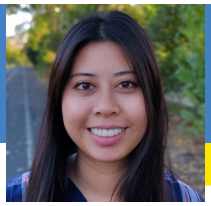
  Interwest currently provides on-call planning services to the Town of Apple Valley. Interwest provides third-party review CEQA services for several one million square foot plus industrial/warehousing projects as part of these services. Our staff is currently processing CEQA reviews for additional entitlements as well.

- **Senior Planner**
  Interwest Contract with the City of Rio Vista, CA

  Interwest currently provides both long-range planning support via management of the City's ongoing 2045 General Plan Updates process, as well as current planning support processing several development projects varying from large to small, including over-the-counter design review, mixed-use commercial and industrial developments and a 322-acre Planned Unit Development consisting of 1,100 housing units, a 60-unit multi-family block, a community park, elementary school and a 10-acre mixed-use and commercial area. Other long-range planning projects include updating the City's Waterfront Specific Plan. Work is provided on an as-needed basis.

Memberships & Affiliations

Member
American Planning Association



Malinda Lim

Senior Planner

10 Years of Experience | 5 Years with the Firm

Education

BS, Environmental Science
University of California, Riverside

Work History

- **Associate Planner**
  Interwest Consulting Group, Inc., a SAFEbuilt Company
  2020 – Present
- **Associate Planner**
  City of South Pasadena, CA
  2019 – 2020
- **Associate Planner**
  Michael Baker International
  2015 – 2019

Project Experience

- **Senior Planner**
  Planning & CEQA Services for the City of Oakland, CA
  2022 – Ongoing
  Interwest provides on-call planning services for the City of Oakland's Operations, Zoning, and Development Planning Divisions, including California Environmental Quality Act (CEQA) reviews. Their work spans projects ranging from single-family hillside homes to 20-story mixed-use developments in downtown Oakland. Interwest manages CEQA consultants and sub-consultants for large-scale land use projects requiring Environmental Impact Reports (EIRs) and Mitigated Negative Declarations (MNDs) while also completing CEQA reviews for additional entitlement applications.
- **Associate Planner**
  As-Needed Planning & Zoning Services for the City of Darien, IL
  2024 – Ongoing
  SAFEbuilt provides on-call planning and zoning consultation services for the City of Darien, offering expert support as needed. Services include reviewing building permits, zoning applications, and site plans for compliance with zoning codes, as well as preparing staff reports and recommendations for the Planning Commission and elected officials. SAFEbuilt also delivers training for the Planning Commission and Appeals Board, drafts zoning code amendments, updates land development regulations, and prepares comprehensive master plans. Additionally, the team conducts special studies such as subarea or corridor plans to address specific planning needs efficiently and effectively.
- **Associate Planner**
  Planning & Zoning Services for the City of Vallejo, CA
  2023 – Ongoing
  Since 2023, Interwest has provided land development project management services for the City of Vallejo, assisting with four major projects. These include the Elite Charter School, a 400-student private high school requiring CEQA documentation and studies; Lincoln Square, a 98-unit live-work and commercial development currently undergoing a Mitigated Negative Declaration (MND) review; La Quinta Hotel, a 96-room project utilizing CEQA Tiering authority to assess additional impacts; and Solano Ranch, a 32.5-acre mixed-use development with 264 rental units and an Environmental Impact Report (EIR). Interwest also supports the 201 Rollingwood SB330 Small Lot Development, a 17.75-acre project requiring an MND.
- **Associate Planner**
  On-Call Planning Services for the City of San Fernando, CA
  2022 – Ongoing
  Since 2022, Interwest has provided on-call planning services for the City of San Fernando, assisting with tasks such as processing land use entitlement applications, conducting design reviews, and coordinating interdepartmental reviews. Interwest has prepared CEQA compliance documents, facilitated studies funded by SB 2 and LEAP grants, and managed General Plan and Zoning Code amendments. The team has attended meetings with City officials, prepared planning reviews for permits and tract maps, conducted inspections to ensure compliance with conditions of approval, and updated regulations like Accessory Dwelling Unit standards. Notable projects include renovations to the Target Center, multi-family re-zonings, and the installation of Tesla Superchargers. Interwest's work reflects local policies and standards while meeting deadlines efficiently.

Memberships & Affiliations

Member
American Planning Association

Ami Upadhyay

Senior Planner

19 Years of Experience | 3 Years with the Firm

Education

MS, Urban Planning
San Jose State University

BS, Architecture
University of Central Lancashire
Preston, England

Architecture Diploma
Government Polytechnic
Ahmedabad, India

Work History

- **Senior Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2022 – Present
- **Associate Planner**
  Michael Baker International
  2017 – 2021
- **GIS Fellow II**
  San Mateo County
  Redwood City, CA
  2016
- **GIS Intern**
  City of Saratoga, Public Works
  Saratoga, CA
  2016
- **Planning Intern**
  City of Saratoga, Planning Division
  Saratoga, CA
  2016
- **Architect**
  Euro Build
  2010 – 2012
- **Architect**
  KU-KE Associates
  2007 – 2010
- **Trainee Architect**
  Sachin Gandhi Associates
  2006

Project Experience

- **Senior Planner**
  Interwest Contract with the City of Oakland, CA
  2022 – Ongoing
  Interwest provides on-call planning and CEQA services to the City of Oakland Planning Bureau. Over the past two years, Interwest has supported 128 projects, ranging from hillside single-family homes to SB330 developments and 20+ story mixed-use buildings in the Central Business District. Services include managing CEQA consultants and producing in-house CEQA documentation as needed.
- **Senior Planner**
  Interwest Contract with the City of Orinda, CA
  2022 – Ongoing
  A client since 2021, Interwest provides on-call planning assistance on a project-by-project basis for the City of Orinda. Assigned projects include design reviews, hillside grading permits, exceptions, tree removal permits, and tracking.
- **Senior Planner**
  Interwest Contract with the City of Rio Vista, CA
  2023 – Ongoing
  Interwest leads the 2045 General Plan Update for Rio Vista, the first major revision since 2001. The update addresses land use trends, state laws, and simplifies policies for clarity and implementation. Shaped by community input through workshops, online tools, and 20 Working Group meetings, it aligns with Housing and Safety Element updates managed by Interwest.
- **Senior Planner**
  SAFEbuilt Contract with the City of Lubbock, TX
  2024 – Ongoing
  Citywide rezoning map update, utilizing GIS to identify parcels within the City that need to be rezoned to conform with the approved Comprehensive Plan.
- **Senior Planner**
  Interwest Contract with the City of San Jose, CA
  2022 – Ongoing
  As-needed development review and long-term planning services. Current planning involves reviewing development projects, such as residential and commercial additions, site changes, new subdivisions, and commercial centers, for compliance with the City Code and other regulations. Long-range planning projects include utilizing GIS to implement the Citywide Rezoning Initiative to bring the City into compliance with SB1333.

Memberships & Affiliations

Member
American Planning Association

Victor Estrada

Associate Planner

3 Years of Experience | 1 Year with the Firm | Bilingual - Spanish

Education

MPA, (Public Administration)
California State University Long Beach
Long Beach, California

BA, Urban and Regional Planning
California State Polytechnic University
Pomona, California

Work History

- **Associate Planner**
  Interwest Consulting Group
  2024 – Present
  Victor provides contract staffing services for a variety of municipalities. He provides information to the public regarding development regulations, reviews planning permit applications, processes development proposals, and prepares and presents staff reports on development proposals to Planning Commission.
- **Assistant Planner**
  City of Fullerton, CA
  2022– 2023
  Victor worked at the City of Fullerton processing planning applications and development plans, addressing city-related inquiries at the front desk, and presenting city zoning projects during City Hall meetings and at City Council Chambers. He executed planning projects as well as processed business licenses for the City of Fullerton.
- **Planning Technician**
  City of Buena Park, CA
  2019 – 2022
  Victor worked at the City of Buena Park responding to inquiries and questions concerning the city's general plan and upcoming projects as well as reviewing residential and commercial development projects for compliance with city zoning regulations. He organized and facilitated meetings with city departments and prepared government entitlement documents. Victor collected data and research for community projects as well as kept the city's website up to date.
- **Community Research Analyst**
  Cypress Park Neighborhood Council
  Los Angeles, CA
  2017 – 2017
  Victor conducted a case study for the Cypress Park Neighborhood with a focus on displacement and gentrification issues which were significantly affecting the community at the time. He then used this research to provide policy recommendations and presented the information to the community as well as the City Council.

Liz Golden, AICP

Associate Planner

10 Years of Experience | 4 Years with the Firm

INTERWEST
A SAFEbuilt COMPANY

Education

MS, City & Regional Planning
Cal Poly
San Luis Obispo, CA

BS, Urban Planning & Studies
California State University, Northridge

Licenses & Certifications

American Institute of Certified Planners
Certified Planner

Work History

- **Assistant Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2021 – Present
- **Long Range Planning Intern**
  San Luis Obispo County
  San Luis Obispo, CA
  2019 – 2020
- **Professional Project, Intern**
  City of San Miguel, CA
  2019 – 2020

  The project aimed to develop guidelines for including disadvantaged communities (DACs) in the County's Water Conservation Programs. San Miguel, identified as a DAC under SB 1000 by County staff, was the focus. The County Staff and Water Programs Supervisor oversaw the project.
- **General Plan Update, Intern**
  McFarland County, CA
  2019 – 2020

  As part of Cal Poly's Master's program, helped update McFarland's General Plan, enabling grant applications and community organization. She coordinated public meetings and contributed to Safety and Public Facilities updates.
- **Design and Survey Intern**
  Jensen
  Ventura County, CA
  2016
- **Transportation Research Assistant**
  Northridge - Student Research
  2015

Project Experience

- **Associate Planner**
  All Hazard Planning Code Update Project
  Interwest Contract with the City of Angels Camp, CA

  Municipal Code was updated to address identified city hazards, including wildfire, flooding, erosion, grading, and stormwater runoff. This involved developing implementation guidelines, standards, and best management practices. As a Local Responsibility Area (LRA), Angels Camp is surrounded by wilderness in High and Very High Fire Hazard Severity Zones under county and federal jurisdiction.
- **Associate Planner**
  Zoning Code Update
  Interwest Contract with San Benito County, CA

  The County of San Benito Zoning Code underwent a complete overhaul, including reorganization, extensive rewriting, and the addition of numerous illustrations to clarify concepts and regulations. Interwest led this comprehensive update.
- **Associate Planner**
  Interwest Contract with the City of Rio Vista, CA

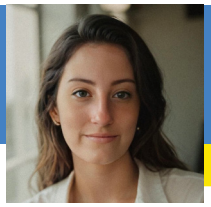
  Interwest currently provides both long-range planning support via management of the City's ongoing 2045 General Plan Updates process, as well as current planning support processing several development projects varying from large to small, including over-the-counter design review, mixed-use commercial and industrial developments and a 322-acre Planned Unit Development consisting of 1,100 housing units, a 60-unit multi-family block, a community park, elementary school and a 10-acre mixed-use and commercial area.
- **Associate Planner**
  Interwest Contract with the City of Irwindale, CA
- **Associate Planner**
  Interwest Contract with the City of Palmdale, CA

  This regular five-year update to the Palmdale Local Hazard Mitigation Plan required by the Disaster Mitigation Act 2000 was completed for the City and synchronized with the 2019 County of Los Angeles All-Hazards Mitigation Plan. It was designed to be easily operationalized so that community risks are mitigated and vulnerabilities are reduced.
- **Associate Planner**
  Interwest Contract with the City of Wheatland, CA

  In January 2024, Interwest began assisting Wheatland in updating its General Plan, last revised in 2006. This focused update addresses land use and circulation changes in three areas, includes public outreach with stakeholders and a General Plan Advisory Committee, adds an Agriculture and Agriculture Tourism Element, and updates the Safety Element to comply with state law. It also adjusts goals and policies to reflect more accurate growth projections. Final approval is expected in early 2025.
- **Associate Planner**
  Interwest Contract with Mendocino County, CA

  Assisted the County in updating its Zoning Code to align with the General Plan and state laws. The update simplifies processes, adds Objective Design Standards for multi-family housing, updates Inclusionary Housing provisions, and incorporates amendments to comply with SB-9, SB-35, SB-330, and the Housing Affordability Act.
- **Associate Planner**
  SAFEbuilt Contract with the Village of Orland Park, IL

  As-needed development review and long-term planning services. Current planning involves reviewing development projects, such as residential and commercial additions, site changes, new subdivisions, and commercial centers, for compliance with the Village Land Development Code and other regulations. Long-range planning establishes a framework for land use based on policies approved by the Village Board, including sub-area plans, comprehensive plan updates, and recommendations for future development.



Susanna Amaro-Gutierrez

Associate Planner

4 Years of Experience | 1 Years with the Firm | English–Spanish Bilingual

Education

BA, Urban Studies
University of California, Berkley

Work History

- **Associate Planner**
  Interwest Consulting Group, Inc.
  2023 – Present
- **Assistant Planner**
  City of Avalon, CA
  2021 – 2023
- **Assistant Planner**
  City of Clearlake, CA
  2020 – 2021

Project Experience

- **Associate Planner**
  Interwest Contract
  City of Rio Vista, CA
  2023 – On-going

  Interwest currently provides both long-range planning support via management of the City's ongoing 2045 General Plan Updates process, as well as current planning support processing several development projects varying from large to small, including over-the-counter design review, mixed-use commercial and industrial developments and a 322-acre Planned Unit Development consisting of 1,100 housing units, a 60-unit multi-family block, a community park, elementary school and a 10-acre mixed-use and commercial area.
- **Associate Planner Services**
  Interwest Contract with the Town of Apple Valley, CA
  2023 – 2024

  Interwest provides on-call planning services to the Town of Apple Valley, including third-party CEQA reviews for several industrial and warehousing projects exceeding one million square feet. Our team is also handling CEQA reviews for additional entitlements.
- **Associate Planner**
  Interwest Contract
  City of Lawrence, IN
  2023 – 2024

  Interwest updated the City Code to regulate special events by creating a new section that addresses large gatherings on private residential, commercial, and industrial properties.
- **Associate Planner**
  Interwest Contract
  City of Antioch, CA
  2023 – 2024

  Interwest Contract with the City of Antioch, CA Interwest provides planning services to the City of Antioch, including responding to public inquiries on zoning, development projects, and planning issues. Interwest reviews and approves business licenses, administrative use permits, and building plans for projects like commercial signage, ADUs, home additions, and subdivisions.

  Our team processes development applications for General Plan amendments, rezonings, use permits, and design reviews, ensuring compliance with codes and policies. We collaborate with developers, engineers, property owners, and contractors, advising on project processes and code interpretation, and oversee construction to ensure compliance with conditions and mitigation measures.

Project Experience Prior to Interwest

- **Assistant Planner**
  Avalon 6th Cycle Housing Element Update
  Avalon, CA
  2022
- **Assistant Planner**
  Ordinance Amendment to Repeal and Replace Chapter 18 of the Clearlake Municipal Code

  Included related amendments to the Zoning Map, Design Review Procedures and Design Standards that implement the new Zoning

Inmaa Hafeez

Assistant Planner

INTERWEST
A SAFEbuilt COMPANY

3 Years of Experience | <1 Years with the Firm | English-Urdu-Hindi Multilingual

Education

BS, Urban and Regional Planning
California State Polytechnic University, Pomona

Work History

- **Assistant Planner**
  Interwest Consulting Group
  2025 – Present
- **Assistant Planner**
  MNS Engineers
  2024
- **Planning Intern**
  City of Wildomar
  2022
- **Planning Intern**
  City of Pomona
  2022

Project Experience

- **Assistant Planner**
  Various Locations
  2025 – Present

  Supports the development of urban design elements for long-range planning projects.

  Provides contract staffing to municipalities, assisting with planning counter services, public inquiries, entitlement processing, and reporting on development proposals to government agencies.
- **Assistant Planner**
  Various Locations
  2024

  Contributed to emergency response planning for the City of Garden Grove and provided project management support for the Santa Paula Specific Plan. Also assisted in preparing grant applications.
- **Planning Intern**
  City of Wildomar
  2022

  Led and supported planning projects by conducting plan checks for permits (e.g., CUPs, building, grading, and subdivision maps), preparing Planning Commission presentations, and temporarily assuming senior planner responsibilities during staff leave.

  Developed planning tools and resources, including an Airtable database to streamline plan checks, educational handouts for public inquiries, and the Housing Element Implementation Guide in alignment with HCD reporting requirements.

  Contributed to long-range and regulatory planning efforts, assisting with the General Plan update, amending the Zoning Code for regional consistency, and coordinating inspections, records management, and code enforcement resolutions.

Joelle Miller

Associate Planner

4 Years of Experience | <1 Years with the Firm | English-Spanish Bilingual

Education

Master of Urban Planning
New York University

BA, Environmental Studies
California State University, San Marcos

Work History

- **Associate Planner**
  Interwest Consulting Group
  2025 – Present
- **CDBG Analyst**
  Willdan Engineering Group
  2024
- **Planner II**
  City of Long Beach
  2024
- **Borough Planner**
  City of New York
  2022 – 2023
- **Project Consultant**
  Town of Rye
  2021 – 2022
- **Community Planning Fellow**
  Fund for the City of New York
  2021 – 2022
- **NYCHA PACT Program Intern**
  Urbane Development
  2021 – 2022
- **Compliance Evaluation Graduate Intern**
  New York City Housing Authority
  2020 – 2021
- **Constituent Services Representative**
  New York State Assembly
  2020

Project Experience

- **CDBG Analyst**
  2024

  Managed and monitored CDBG funded projects to ensure projects met federal and state regulations.

  Designed application packages for the Density Bonus Unit Sale Program to ensure compliance with State Density Bonus Law regulations.

- **Project Consultant**
  Town of Rye
  2021 – 2022

  Conducted project reviews and served as the primary liaison across departments to ensure consistency in review processes, including those related to the NFIP and Cannabis Equity Program.

- **Community Planning Fellow**
  City of New York
  2021 – 2022

  Collaborated on a five-member NYU graduate team to develop a comprehensive Crawford Park Equity Plan for the Town of Rye City Council in response to their request for equity-focused recommendations.

  Conducted data analysis with an equity lens, including demographic reviews to identify opportunities for improving access to park amenities.

  Led public outreach efforts, including resident interviews, to better understand community needs and inform inclusive park planning strategies.

- **NYCHA PACT Program Intern**
  2021 – 2022

  Engaged with former New York City Housing Authority (NYCHA) residents to ensure clear understanding of their building's participation in the PACT program, and provided guidance throughout their transition to the Housing Choice Voucher system.

- **Compliance Evaluation Graduate Intern**
  New York City
  2020 – 2021

  Analyzed tenant work order data from the New York City Housing Authority related to mold, pest, and elevator issues to identify unresolved requests.

- **Constituent Services Representative**
  2020

  Managed constituent service caseloads for New York State Assembly District 79, responding to inquiries via phone, email, mail, and in-person visits.

  Supported residents with subsidized housing concerns–such as maintenance issues involving mold, heating, and pests–by directly engaging with landlords to advocate on their behalf.

CH

Calvin Hara

Assistant Planner

3 Years of Experience >1 Years with the Firm

Education

BA, Environmental Studies
University of California, Santa Barbara

Work History

- **Assistant Planner**
  Interwest Consulting Group, Inc., a SAFEbuilt, LLC Company
  2025 – Present
- **Assistant Planning**
  NV5
  2024 – 2025
- **Planning Drafter**
  Hunsaker & Associates
  2023 – 2024
- **Technical Designer**
  Ocotillo Design Group
  2022 – 2023
- **GIS Engineer and Drafter**
  HP Communications
  2022 – 2023

Project Experience

Provides contract staffing to municipalities, assisting with planning counter services, public inquiries, entitlement processing, and reporting on development proposals to government agencies.
Advises the public on development regulations
Evaluates development proposals
Prepares and presents staff reports to the Planning Commission
Reviewed plans for various public jurisdictions and coordinated with applicants to ensure project compliance with respective municipal codes
Reviewed large scale mass grading plans as well as small scale residential plans
Inspected construction sites for compliance with BMPs
Assisted project managers with site design utilizing AutoCAD
Created site plans, preliminary grading plans, and tentative maps.
Conducted research utilizing GIS and other sources to find pertinent project information.
Ensured projects complied with biological constraints and zoning regulations.
Utilized AutoCAD to compile and rectify landscape architecture construction documents, encompassing planting, hardscape, drainage, irrigation, and lighting plans
Crafted and refined 3D renderings showcasing outdoor living spaces using Vip3D
Collaborated with clients and landscape architects on design changes
Created and corrected fiber optic cable designs using 3GIS and AutoCAD
Worked directly with project managers to ensure all site requirements were met
Analyzed as-built documents/improvement plans to locate existing utilities and infrastructure

Skills

AutoCAD
ArcGIS
Hand Drafting
MS Suite
Acrobat

Emily LaDue

Assistant Planner

4 Years of Experience | 2 Years with the Firm

Education

BS, City and Regional Planning
California Polytechnic State University

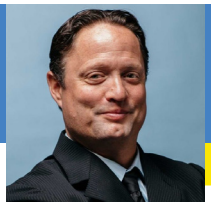
Work History

- **Planning Technician & Assistant Planner**
  Interwest Consulting Group, Inc. (Interwest), a SAFEbuilt Company
  2023 – Present
- **Planning Intern**
  City of Livermore, CA
  2021 – 2022

Project Experience

- **Assistant Planner**
  On-Call Planning Services
  Livermore, CA
  2023 – Ongoing

  Interwest currently provides on-call planning services to the City of Livermore under the direction of the Community Development Director. Since the beginning of the assignment, we have been assisting the City with a full-time Assistant Planner who works on-site and remotely 40 hours a week. They are assisting the City with the planning counter and administrative entitlements, and they have started to assist with discretionary entitlements.



Richard Walker

CEQA Lead / Principal Planner

INTERWEST
A SAFEbuilt COMPANY

18 Years of Experience | 4 Years with the Firm

Education

BA, Urban and Regional Planning
Ryerson Polytechnic University
Toronto, ON, Canada

Licenses & Certifications

Associate Environmental Professional (AEP) Certification
Advanced CEQA

UCLA
Subdivision Map Act

CEQA
Advanced CEQA

Work History

- **Principal Planner**
  Interwest Consulting Group (Interwest), a SAFEbuilt Company
  2021 – Present
- **Planning Manager**
  Tuolumne County Community Development Department
  2020 – 2021
- **Senior Associate Planner**
  Quad-Knopf Engineering
  2019 – 2020
- **Senior Planner**
  4Creeks Engineering
  2018 – 2019
- **Senior Planner**
  Robert Half Legal
  2016 – 2018
- **Project Manager**
  DSA
  2015 – 2016
- **Project Manager**
  DMA
  2012 – 2015
- **Land Use Planner**
  Latham & Watkins
  2007 – 2010

Project Experience

- **CEQA Specialist**
  Environmental Planning Services
  County of Sonoma, CA
  2024 – Ongoing

  Interwest is the on-call CEQA bench to provide CEQA compliance services to the County. Interwest is currently reviewing an EIR for a battery energy storage system (BESS) located near Petaluma
- **CEQA Specialist**
  Environmental Planning Services
  City of Del Mar, CA
  2023 – Ongoing

  Interwest is providing CEQA compliance services to the City. The most recent example is a CEQA Initial Study Questionnaire (ISQ) for a project that involves an update of the City's Short-Term Rental Ordinance. Collaboration with city staff was essential in completing the CEQA compliance services. Interwest has already completed an Initial Study/ Environmental Checklist for the city's proposed municipal code changes affecting short-term rentals and is looking forward to additional projects.
- **CEQA Specialist**
  On-Call Planning & CEQA Services
  City of Palmdale, CA
  2021 – Ongoing

  Interwest provides planning staff services to the City, assisting with the approval of current planning projects and conducting third-party CEQA reviews.
- **CEQA Project Manager**
  On-Call Planning & CEQA Services
  City of Lodi, CA
  2021– Ongoing

  Interwest provides on-call planning services to the City under the direction of the Community Development Director. Services include general planning functions, community assistance, processing planning applications, coordinating with City departments, conducting CEQA reviews, and attending Planning Commission and City Council meetings. Notable tasks include preparing a Mitigated Negative Declaration (MND) for the Lodi Residential Complex Project, processing development applications, assisting with environmental reviews, amending the City's zoning code and growth management program, and completing overdue SB 5 amendments to the general plan and zoning code.
- **Principal Planner**
  Planning & CEQA Services
  City of Oakland, CA
  2022– Ongoing

  Interwest provides on-call planning services to the City of Oakland's Operations, Zoning, and Development Planning Divisions, which include CEQA compliance support. The projects reviewed by Interwest range from single-family hillside homes to 20-story mixed-use developments in downtown Oakland. Interwest has managed CEQA consultants and sub-consultants for large-scale land use projects requiring Environmental Impact Reports (EIRs) and Mitigated Negative Declarations (MNDs). Additionally, the team has completed CEQA reviews for various entitlement applications.

Projects with Quad-Knopf Engineering (Previous Employer)

- CEQA-EIR for the City of Fresno Municipal Code Amendment relating to adult use and medicinal cannabis retail business and commercial cannabis business
- NEPA-PES, CEQA-MND, and technical studies for the Caltrans roundabout facility in Chowchilla, CA
- NEPA-PES, CEQA-MND, and technical studies for the Caltrans roundabout facility in Woodlake, CA
- NEPA-EA, and technical studies for two San Joaquin Valley Homes subdivisions in the City of Lemoore, CA. CEQA-MND, and technical studies for three Lennar Homes subdivisions in Tulare County, CA

Projects with 4Creeks Engineering (Previous Employer)

- Special Use Permit and CEQA-EIR to allow an asphalt batch plant, concrete batch plant, and recycling of asphalt and concrete
- Feasibility Study for the 3.5-mile Rocky Hill Drive improvement project, completed for TCAG and Tulare County
- General Plan Amendment, Zone Change, Tentative Parcel Map, and Site Plan for a 42-acre highway serving site

Projects with Robert Half Legal (Previous Employer)

- The Lake on Wilshire at 1930 W Wilshire Blvd, Los Angeles, CA
- Entitlements include a General Plan Amendment, Conditional Use Permit, Density Bonus, Site Plan Review, Development Agreement, and Vesting Tentative Tract Map.

Deanna Evans, AICP, ENV SP

Associate Planner

20 Years of Experience | 3 Years with the Firm

Education

MA, Urban and Regional Planning
California State Polytechnic University
Pomona, CA

BA, Environmental Analysis and Design
University of California, Irvine, CA

Licenses & Certifications

American Institute of Certified Planners
Certified Planner (AICP)

Institute for Sustainable Infrastructure
Envision Sustainability Professional (ENV SP)

Work History

- **Associate Planner**
  Interwest Consulting Group, a SAFEbuilt Company
  2022 – Present
- **Environmental Associate**
  MIG
  2018 – 2019
- **Project Manager**
  EW Consulting
  2017 – 2018
- **Environmental Manager & Senior Planner**
  Jones & Stokes
  1999 – 2005
- **Planning Specialist**
  Los Angeles Unified School District
  1988 – 1999

Project Experience

- **Associate Planner**
  Interwest Contract with the Orange County Council of Governments
  Irvine, CA
  2022 – Ongoing
  Interwest provides on-call planning services to the Orange County Council of Governments, supporting member agencies with tasks such as ADU permit reviews, zoning code updates, and housing policy research.

Project Experience Prior to Interwest

- **Planning Specialist**
  Los Angeles Unified School District CEQA Compliance
  Managed CEQA compliance for the Los Angeles Unified School District, overseeing environmental reviews for construction and renovation across 500+ schools. Evaluated environmental documents, CEQA legislation, and rulings, presented testimony on external projects affecting district facilities, determined required documentation, managed mitigated negative declarations and EIRs, conducted public meetings, and provided updates to the Board of Education.
- **Planner**
  Metropolitan Water District of Southern California's CEQA Guidelines and Manual
  Led the development of the Metropolitan Water District of Southern California's new CEQA guidelines and manual. Created formal guidelines for adoption and an electronic manual with policies, procedures, and interactive forms. Also assisted in training legal and environmental staff on the new materials.
- **Planner**
  City of Glendale, CA
  Managed the Revised Draft EIR for a 572-unit hillside subdivision in Glendale's Verdugo Hills, addressing slope stability, traffic, air quality, noise, visual impact, water resources, land use, schools, and biological resources. The court-mandated EIR analyzed seven project alternatives and received over 200 comments, with 3,000 responses prepared in three months. Oversaw subcontractors to deliver the 5,000-page final EIR on time and within budget.
- **Project Manager/Owner's Representative**
  Metro-MTA's Sustainability Planning
  Served as Project Manager for Metro-MTA's sustainability planning on design-build projects, reviewing CalGreen standards and local requirements, assisting with sustainability reporting, and coordinating contractor meetings on design and construction.

Memberships & Affiliations

Member
American Planning Association

Member
American Institute of Certified Planners

Member
Association of Environmental Planners

Nishant Seoni

Associate Planner

13 Years of Experience | 3 Years with the Firm

Education

BS, Environmental Policy Analysis and Planning
University of California, Davis

Work History

- **Associate Planner**
  Interwest Consulting Group, Inc. (Interwest) a SAFEbuilt Company
  2022 – Present
- **Assistant Planner**
  Sacramento County
  Sacramento, CA
  2015 – 2021
- **Environmental Analyst**
  Analytical Environmental Services
  2015
- **Research Aid**
  UC Davis Policy Institute
  2013 – 2014
- **Congressional Intern**
  Office of Representative Jerry McNerney
  2012

Project Experience

- **Associate Planner**
  On-Call Planning Services for the City of Campbell, CA
  2022 – Ongoing
  Interwest provides on-call planning services for the City, handling development application reviews, permit coordination.
- **Associate Planner**
  On-Call Planning Contract with the City of Orinda, CA
  2022
  From 2021 – 2023, Interwest provided on-call planning services to the City of Orinda, handling CEQA reviews, design reviews, hillside grading permits, exceptions, tree removal permits, and tracking. Responsibilities include managing projects from consultation to final inspections.
- **Associate Planner**
  Environmental Planning Services with the City of Del Mar, CA
  2023 – Ongoing
  Interwest is assisting the City with CEQA compliance, including completing an Initial Study/Environmental Checklist for updates to the Short-Term Rental Ordinance.
- **Associate Planner**
  On-Call Planning Services for Subregional Partnership Program for the Orange County Council of Governments
  Irvine, CA
  2022 – Ongoing
  Interwest Consulting Group provides on-call planning services to the Orange County Council of Governments, assisting member agencies with tasks such as ADU permit reviews, zoning code updates, and housing policy research.

DG

David Gonzalez, PE

Senior Civil Engineer

INTERWEST
A SAFEbuilt COMPANY

12 Years of Experience | >1 Years with the Firm | English-Spanish Bilingual

Education

BS, Civil Engineering
California Polytechnic State University, San Luis Obispo

Licenses & Certifications

State of California
Professional Civil Engineer, License No. 88914

Work History

- **Senior Civil Engineer**
  Interwest Consulting Group
  2025 – Present
- **Local Assistance Engineer**
  California Department of Transportation (Caltrans)
  2021 – 2025
- **Engineer**
  4leaf Inc.
  2023 – 2025
- **Civil Engineer/Assistant Engineer/Junior Engineer**
  City of Clovis
  2014 – 2021
- **Engineering Intern**
  City of Clovis
  2013 – 2014
- **Quality Control Assistant Intern**
  The Dutra Group
  2012

Project Experience

- **Project Engineer**
  Fire Station No. 6
  City of Clovis
  2021 – Present
  Serve as Project Engineer, collaborating with the Construction Management Consultant and Architect to oversee the design and construction of a new City fire station. Value: $5.3 Million.
- **Project Manager**
  Off-site Fire Station Improvements
  2020 – Present
  Manage the off-site construction of a new access road and utility infrastructure to support the development of a municipal fire station. Value: $1.2 Million.
- **Civil Engineer**
  Various Residential Development Projects
  City of Clovis
  2014 – Present
  Review and analyze City Council-approved conditions to ensure compliance with regulatory and engineering standards.
  Conduct comprehensive plan checks, applying a thorough understanding of approval conditions to verify alignment with municipal requirements.
  Prepare and finalize subdivision and parcel maps for City Council approval and recordation, ensuring accuracy and adherence to legal and engineering standards.
- **Civil Engineer**
  Various Non-residential Development Projects
  City of Clovis
  2013 – Present
  Review and analyze project conditions to ensure compliance with City of Clovis standards and design requirements.
  Conduct thorough plan reviews, verifying alignment with municipal regulations, zoning codes, and engineering best practices.
  Calculate and prepare project fees, ensuring accuracy and adherence to applicable development and permitting guidelines.

Memberships & Affiliations

Member
Society of Civil Engineers

Jonathan Jones

Project Manager & Landscape Plan Reviewer

40 Years of Experience | 5 Years with the Firm

Education

MPA, Public Administration
California State University, San Bernardino, CA

MLA, Landscape Architecture
California Polytechnic University, Pomona, CA

Environmental Planning and Management
University of California, Davis, CA

Licenses & Certifications

State of California
Retired Licensed Landscape Architect #3224

Work History

- **Project Manager/Landscape Plan Reviewer**
  Interwest Consulting Group, Inc., a SAFEbuilt Company
  2020 – Present
- **Assistant Planner**
  City of Corona, CA
  2005 - 2008
- **Park Development Manager**
  City of Corona, CA
  1988 - 2004
- **Adjunct Professor**
  California Baptist University
  2007 – 2019

Project Experience

- **Project Manager/Landscape Plan Reviewer and Inspector**
  Coordinates and reviews landscaping site plans and design to ensure compliance with City zoning ordinance, site regulations, design specifications and standards for various California municipalities.
  Representative projects include:
  Corona Fire Station #2
- **Target Distribution Center Warehouse**
  Riverside, CA
  142.5 Acre Site. 1,866,948 Square Foot Building
  8.6 Acres of Irrigated Landscape
- **Harrison Street Renovation**
  Corona, CA
  07/2024 – 11/2024
  Responsible for landscape and Irrigation plan check on the Fire Station landscape renovation.
- **Seefried Industrial (Four Warehouses)**
  06/2023 - 08/2024
  Riverside, CA
- **War Dog Memorial Dog Park**
  Riverside, CA
  06/2022 – 02/2023
  A 5-acre military war-dog-themed park, on former military lands, featuring separate areas for small dogs and larger dogs, features parking, a perimeter trail, pathways, a recycled irrigation system, and native plantings.
- **Assistant Planner**
  Previous Employer (City of Corona, CA)
  2005 - 2008
  Developed on-site landscape standards for commercial developments. Performed planning department landscape plan check and on-site landscape inspections. Also Jonathan presented planning cases to the Planning Commission for various municipal projects.
- **Park Development Manager**
  City of Corona, CA
  1988 - 2004
  Managed all aspects of public park design and development including consultant contracting and management, park master plan development and community meetings, drawing plan check and approval, park construction inspection and development of landscape maintenance district design guidelines.
- **Adjunct Professor**
  California Baptist University
  2007 – 2019
  Taught political science, leadership and management.

Herby Lissade, PE

Director of Transportation Engineering and Transportation Planning

INTERWEST
A SAFEbuilt COMPANY

36 Years of Experience | 1 Year with the Firm

Education

BE, Civil Engineering with an emphasis in Urban Systems and Infrastructure Design
Pratt Institute

New York State Regents Scholar

Licenses & Certifications

State of California
Professional Civil Engineer #56716

State of California Office of Emergency Services
Safety Assessment Program Certificate Trainer

Work History

- **Traffic Engineering Manager**
  Interwest Consulting Group
  2024
- **Acting Deputy Director**
  California State Department of General Services
  2023
- **Assistant Deputy Director**
  California State Department of General Services
  2021 – 2023
- **Executive Director**
  Tortuga Planning, Engineering, and Consulting
  2020 – 2021
- **Principal Transportation Engineer**
  Caltrans
  2017 – 2020
- **Chief / Supervising Transportation Engineer**
  Caltrans
  2002 – 2017
- **Senior Transportation Engineer**
  Caltrans
  1990 – 2001
- **Construction Inspector**
  New York State Department of Transportation
  1988 – 1990

Project Experience

- **Traffic Engineering Manager**
  Downtown Traffic and Pedestrian Improvements
  Hanford, CA
  2024 – Present

  The City of Hanford is embarking on a $4.4 million project to revitalize its downtown core, fostering a more vibrant and inclusive space for both motorists and pedestrians. Services include traffic signal optimization, road diet implementation, streetscape design integration, and roundabout design.
- **Traffic Engineering Manager**
  On-Site Development and Traffic Engineering, Map Check, and Land Surveying
  Antioch, CA
  2024 – Present

  Updates speed surveys, prepares transportation grant applications, conducts traffic counts and speed studies, and assists with Design and Construction Standards related to traffic, as well as other policy procedure updates. Prepares and reviews various traffic related studies and reports including traffic control plans, traffic signal plans, signing and striping plans, traffic impact studies, and traffic calming plans.
- **Traffic Engineering Manager**
  City Engineering Capital Program Management Traffic Services
  Eastvale, CA
  2024 – Present

  Interwest has created and implemented necessary systems and processes, including preparing traffic studies (traffic signal warrants and left turn warrants), designing a road diet for traffic calming, preparing Engineering & Traffic Surveys to update speed limits, preparing traffic impact analysis guidelines, reviewing trip generation, study scoping agreements and traffic impact analyses for proposed private developments, and reviewing traffic management plans for nearby freeway improvements.
- **Traffic Engineering Manager**
  Traffic Engineering Services
  El Monte, CA
  2024 – Present

  Includes preparing engineering traffic studies, reviewing traffic control plans, providing neighborhood traffic plans for calming projects/requests, performing warrant studies for stop signs and traffic signals, making recommendations on grant applications and opportunities, and addressing school-related traffic concerns.

Memberships & Affiliations

Member
National Cooperative Highway Research Program (Member and Chair of several Project Panels and Subcommittees)
American Society of Civil Engineers
Institute of Transportation Engineers
American Public Works Association (APWA)

Transportation/Traffic Engineering Experience

Local street, highway, expressway, freeway design
Geometric design of roadway and transportation facilities
Traffic index
Traffic control devices
Pavement markings/striping
Pavement design
Roadway signage
Parking lot design
Street/roadway lighting studies and design
Transportation-related grants coordination (HSIP, etc.)
Engineering and traffic surveys
Traffic crash analysis
Traffic safety systems
Traffic control plans
Operations/maintenance installation orders
Intelligent transportation systems
Traffic calming
Access management
Surface transit accommodations and coordination
Cost-benefit evaluation
Pedestrian facility design (ADA)
School zone design
AutoCAD/AutoDesk programs

Michael Long, PLS

Professional Land Surveyor

INTERWEST
A SAFEbuilt COMPANY

47 Years of Experience | 2 Year with the Firm | U.S. Army Veteran

Licenses & Certifications

Professional Land Surveyor
California #6815
Nevada #11186
Arizona #29880
Utah #351953-2201
Oregon #02884LS
Idaho #12639

Bureau of Land Management
Certified Federal Surveyor #1566

Federal Aviation Administration (FAA) – Unmanned Aerial System
Remote Pilot Certification #4357342

Work History

- **City Surveyor – Consultant**
  Interwest Consulting Group, Inc. A SAFEBuilt Company
  2023 – Present
- **Principal - Survey Director**
  Wood Rodgers, Inc.
  2000 – 2023
- **Survey Project Manager**
  Spink Corporation
  2000
- **Director of Survey Operations West Coast**
  CEI Engineering Associates, Inc.
  1992 – 1999
- **Survey Department Manager**
  McGlasson & Associates, Inc.
  1982 – 1992
- **Geodetic Surveyor**
  U.S. Army
  1978 – 1981

Project Experience

- **City Surveyor**
  City of Visalia
  12/2020 - Ongoing
  Provides City Surveyor services including the review and signing of all subdivision maps and other documents requiring review and approval by the City Surveyor. Mentor City staff on map and document review requirements.
- **City Surveyor**
  City of Galt
  9/2019 - Ongoing
  The responsibilities include ensuring that subdivision and annexation maps are accurate and comply with the City's subdivision ordinance, the Subdivision Map Act, and project conditions. Support is provided to the Planning Department in reviewing Lot Line Adjustments, Lot Mergers, and Certificates of Compliance. The role also involves processing abandonments of City right-of-way and easements according to the California Streets and Highways Code and Subdivision Map Act. Additionally, the position handles developer dedications, assists with acquiring City property rights, and provides City Surveyor services, including reviewing and signing subdivision maps, while mentoring City staff on review processes.
- **City Surveyor**
  City of Woodland
  4/2019 - Ongoing
  Providing City Surveyor services in a manner commensurate with industry, professional, and community standards in accordance with the Subdivision Map Act and local ordinances.
- **City Surveyor**
  City of Livermore
  2/2024- Ongoing
  Michael's role involves reviewing entitlements with a focus on infrastructure impacts, financing, and ensuring compliance with City requirements, in collaboration with project planners and other departments. He is responsible for reviewing maps for technical correctness and adherence to the City's subdivision ordinance, the Subdivision Map Act, and project conditions. Michael also provides technical support for Lot Line Adjustments, Lot Mergers, and Certificates of Compliance, processes abandonments of City right-of-way and easements, and handles developer dedications and property rights acquisitions. Additionally, as the City Surveyor, he reviews and signs subdivision maps and documents, while mentoring staff on review requirements.
- **City Surveyor**
  City of Mill Valley
  8/2019 - Ongoing
  Provide City Surveyor services including the review and signing of all subdivision maps and other documents requiring review and approval by the City Surveyor. Mentor City staff on map and document review requirements.

Memberships & Affiliations

Member
California Land Surveyors Association

Member
Nevada Association of Land Surveyors

Matthew "Matt" Simonetti, PE

Project Manager/Senior Engineer

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24 Years of Experience | 4 Years with the Firm

Education

BS, Civil Engineering
University of California, Irvine

Licenses & Certifications

State of California
Professional Engineer, Civil #68340

Work History

- **CA Registered Professional Civil Engineer**
  Interwest Consulting Group, Inc. (Interwest), a SAFEbuilt Company
  2021 – Present
- **Senior Civil Engineer**
  County of Orange Land Development Engineering
  January 2022 – Ongoing
- **Senior Civil Engineer**
  City of Encinitas, CA
  2021 – Ongoing
- **Senior Civil Engineer**
  City of Moreno Valley, CA
  2021– Ongoing
- **Senior Civil Engineer**
  City of Yorba Linda, CA
  2013 – 2021
- **Associate Civil Engineer**
  City of Menifee, CA
  2009 – 2012
- **Project Manager**
  Hall & Foreman, Inc.
  2005 – 2009
- **Design Engineer**
  RBF Consulting
  2001 – 2005

Project Experience

- **Senior Civil Engineer/Orange County Land Development Engineering**
  Rancho Mission Viejo: TR 19188 Condominiums by Pulte 5.40 acres
  - *Entitlements*
  - *Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Reports*

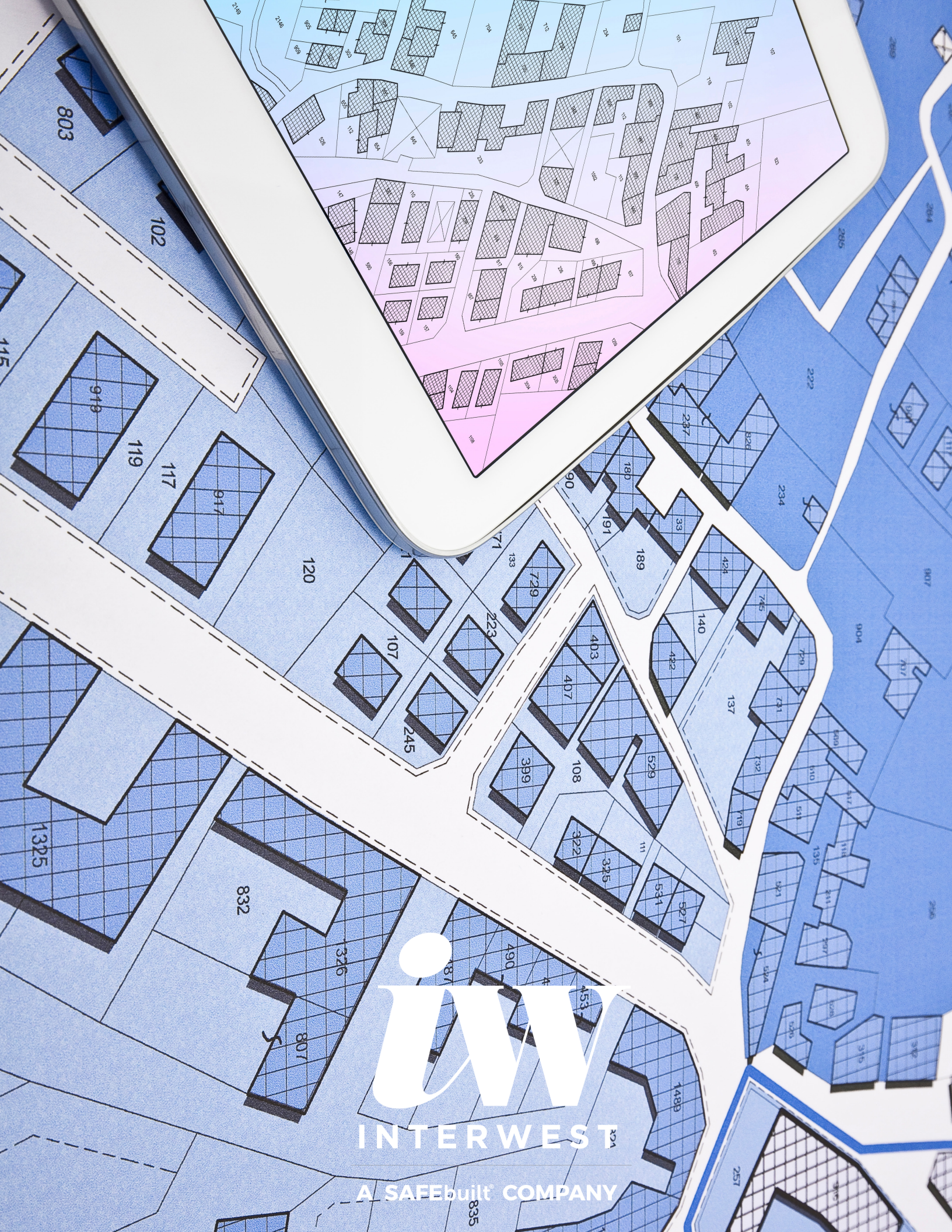
  Rancho Mission Viejo: TR 19189 Condominiums by Lennar 5.12 acres
  - *Entitlements*
  - *Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Reports*

  Rancho Mission Viejo: TR 19304 SFD by Trumark 6.29 acres
  - *Entitlements*
  - *Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Reports*

  Rancho Mission Viejo: TR 19308 SFD by Pulte 5.88 acres
  - *Entitlements*
  - *Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Reports*
- **Senior Civil Engineer/City of Encinitas, CA**
  Various projects including ADUs, Single Family Residence, Multi-unit Condominiums, Multi-unit Residential Tracts, and Commercial projects.
  - *Entitlements*
  - *Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Utility Plans, Hydrology and Hydraulic Reports*
- **Senior Civil Engineer/City of Moreno Valley, CA**
  TR38443 Sunset Crossings
  Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Reports
- **Senior Civil Engineer/City of Yorba Linda, CA**
  Arco AM/PM Service Station
  Final Engineering – Rough Grade Plans, Precise Grade Plans, Street Improvement Plans, Hydrology and Hydraulic Report

References and Service Descriptions

Municipality	Contact	Time of Service	Description of Services
City of Garden Grove	Lisa Kim, Community Development Director 714.741.5148 lisak@ci.garden-grove.ca.us	2022 - Current	Interwest provided landscape plan review services to the City of Garden Grove as part of a full project review for Garden Grove Resort Hotel. This multi-story hotel's state-of-the-art irrigation system required detailed design review services to ensure compliance with the city and the state's requirements on municipal water efficient landscape ordinance (MWELO).
City of Buena Park	Swati Meshram, Phd, AICP, Leed AP, Planning Manager 714.562.3614 smeshram@buenapark.com	2021 - Current	Interwest currently provides on-call planning services to the City of Buena Park. Current assignments include staffing positions at the Associate Planner level. Projects include review of complex development applications, updates to city codes and regulations, assistance to the public, and review of building permit applications.
Orange County Council of Governments	Marnie O. Primmer, Executive Director 949.698.2856 marnie@occog.com	2022 - Current	Interwest provides on-call services to support SCAG's subregional partnership program, a part of the regional early action planning (REAP) grant projects. Tasks include: planning counter staff to help expedite housing permits; support, including permitting, for ADUS and JADUS; feasibility or parking studies related to accelerating housing production; zoning-related activities; and other housing-related planning activities as-needed or directed.
City of San Dimas	Luis Torrico, Planning Manager 909.394.6208 ltorrico@sandimasca.gov	2021 - Current	Interwest consulting group supported the City of San Dimas by providing two on-site planners during a staffing transition. In addition to managing current planning activities—such as development review, permit processing, and public counter support. Interwest played a key role in the preparation of the city's first downtown specific plan, recently adopted by the city council. The specific plan establishes a comprehensive land use and zoning framework to promote transit-oriented development (TOD) while preserving the district's historic character. It envisions new housing, retail, employment, and hospitality uses integrated with the upcoming metro light rail station opening in 2025. The plan identifies several opportunity sites for infill development and adaptive reuse, enhancing walk-ability and urban vitality. A robust community engagement strategy supported the planning process, including meetings with a community advisory committee, five public workshops, and an interactive project website to gather public input and foster transparency.
City of Signal Hill	Carlos Luis, Planning Manager 562.989.7360 cluis@cityofsignalhill.org	2022 - Current	Interwest currently provides on-call municipal planning services to the City of Signal Hill under the direction of the Community Development Director. Since initiating this engagement in October 2023, our team has supported a range of current planning functions, including development application intake, zoning compliance review, and front counter customer service. To facilitate these efforts, Interwest assigned an Assistant Planner who has been actively involved in day-to-day operations, offering technical support on land use inquiries, processing entitlement applications, and assisting with the administration of the City's zoning ordinance and development standards.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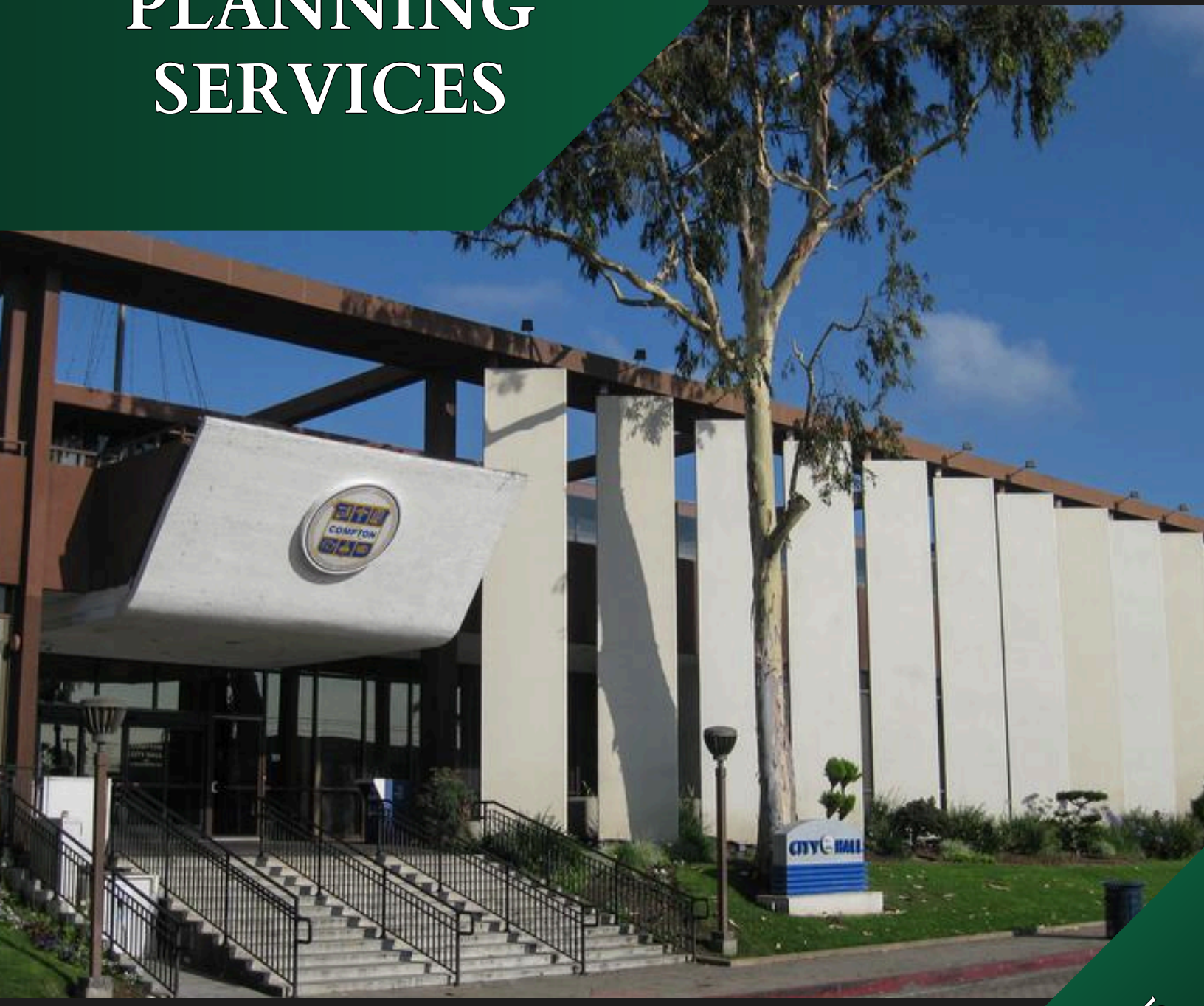
PROPOSAL TO PROVIDE

ON-CALL PLANNING SERVICES

TO THE

CITY OF COMPTON



4LEAF, INC.

4440 VON KARMAN AVE., STE. 300
NEWPORT BEACH, CA 92660
(949) 877-9432

SEPTEMBER 11, 2025

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SECTION A

COVER LETTER

4LEAF, INC.

City of Compton
Office of the City Clerk
Community Development Department
205 South Willowbrook Avenue
Compton, CA 90220
Attn: Narek Mkrtoumian

September 11, 2025

RE: Proposal to Provide Professional On-Call Planning Services to the City of Compton

Dear Mr. Mkrtoumian,

4LEAF, Inc. (4LEAF), a California "C" Corporation, is pleased to present our proposal to provide On-Call Planning Services to the City of Compton (City). 4LEAF is a full-service firm that has been providing professional consulting services to over 400 clients throughout California for more than 24 years. We have grown our services in direct response to evolving client needs and have built a diverse team of experienced planners, CEQA specialists, and entitlement professionals who are well-equipped to support the full range of local government planning functions. Our team offers a blend of regional expertise, on-call flexibility, and senior-level staffing, all of which position us to meet the City's needs with responsiveness, professionalism, and consistency. 4LEAF is the ideal firm of choice for the following reasons:

☑ Expert Regional and Local Consultants

4LEAF has extensive experience working with local agencies throughout Southern California, providing a full range of planning and environmental services from our regional offices in Newport Beach and San Bernardino. Our team is familiar with the local zoning codes, development standards, and entitlement processes that shape the South Los Angeles County region. We have qualified personnel available to meet the City's project and staffing needs, including senior-level planners with deep experience in entitlement processing, CEQA/NEPA administration, and public hearing support. 4LEAF is currently delivering similar services to clients across the region, including but not limited to:

- City of Glendale
- City of Long Beach
- City of Malibu
- City of Maywood
- City of Norwalk
- City of Hermosa Beach
- City of San Fernando
- City of Santa Clarita
- City of Ventura
- City of Imperial Beach
- County of Los Angeles
- County of San Bernardino

☑ Project Understanding

4LEAF Inc. understands that the City is seeking a responsive, knowledgeable planning partner to support its Planning Division with consistent, high-quality service. We offer regional expertise in permit and entitlement processing, Housing Element and General Plan implementation, zoning administration, urban design review, CEQA/NEPA coordination, and public hearing support—functions that align closely with Compton's priorities around infill development, environmental compliance, housing production, and community engagement.

Our team is equipped to handle the full range of planning responsibilities, from over-the-counter permit issuance to complex entitlements and planned developments requiring extensive environmental review and Development Agreements. We bring experience with both applicant-driven and City-initiated projects, including full staff report preparation, coordination with other departments and agencies, and presentation at public hearings.

With local planners familiar with Los Angeles County procedures and CEQA/NEPA processes, we offer flexible staffing that includes on-site presence at City Hall and remote weekday availability to ensure continuity, responsiveness, and seamless integration with City operations.

☑ Adaptable Services

4LEAF is recognized for our responsiveness, flexibility, and reliability in delivering on-call planning support to public agencies across California. Our highly adaptable professionals are consistently able to fulfill the unique, localized needs of our many municipal clients, including the City of Compton. We are committed to tackling staffing challenges head on, providing our clients with 24-hour turnaround staffing placement options and expedited off-site services. 4LEAF partners with clients to deliver staff whose qualifications and expertise are closely aligned with the scope and complexity of each assignment.

☑ Management and On-Call Personnel

The contract with the City will be managed by **Executive Project Manager, Tennis Wick, AICP** and the **Project Manager, Daniel J. Hortert, AICP**. Tennis will handle all contractual details, project discussions, and staffing requests. Tennis and Daniel have a proven track record of success managing projects for cities and counties throughout California and will be available to the City for any needs involving this contract. For a full list of planners who will be assisting with the City's project needs, please see **Section C: Organization and Staffing.**

☑ Contact

Director of Planning	Project Manager / Regional Director of Current Planning	4LEAF Headquarters
Tennis Wick, AICP Office: (949) 877-9432 Mobile: (707) 799-7726 Email: TWick@4leafinc.com	Daniel J. Hortert, AICP Office: (949) 877-9432 Mobile: (925) 999-6184 Email: DHortert@4leafinc.com	4440 Von Karman Ave., Ste. 300 Newport Beach, CA 92660 Office: (949) 877-9432 Website: 4LEAFINC.COM

As President of 4LEAF, I am authorized to bind the firm. We appreciate this opportunity to submit our qualifications. **4LEAF certifies that our proposal will remain valid for a minimum of 90 calendar days from the date of opening.** Should you have any questions, please do not hesitate to reach out using the contact information provided above.

Respectfully submitted,

Kevin J. Duggan
President

Tennis Wick, AICP
Director of Planning

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SECTION B

BRIEF COMPANY PROFILE

4LEAF, INC.

SECTION B: BRIEF COMPANY PROFILE

4LEAF, Inc. (4LEAF), is a California "C" Corporation that was established in 1999 and incorporated in 2001. Our extensive team of professionals are fully equipped with the training and experience required to provide complete Community Development Services including planning, plan check, permit application review, inspection, code enforcement, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service. Over the past 24 years, our firm has grown to over 400 personnel and twelve (12) office locations throughout California, Washington, Nevada, Hawaii, Arizona, and New England, and are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Office Locations

Newport Beach
4440 Von Karman Ave., Suite 300
Newport Beach, CA 92660

Santa Rosa
2235 Mercury Way, Suite 120
Santa Rosa, CA 95407

Bay Area (HQ)
2126 Rheem Drive
Pleasanton, CA 94588

Monterey Area
409 Washington St., Suite 100
Monterey, CA 93940

San Bernardino
424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

Sacramento
8896 N. Winding Way
Fair Oaks, CA 95628

Arizona
2 N. Central Ave., Suite 1800
Phoenix, AZ 85004

Las Vegas
157 E. Warm Springs Rd.
Las Vegas, NV 89119

New England
132 Central St., Suite 210
Foxboro, MA 02035

Mission

4LEAF strives to be the industry leader in delivering exceptional customer care and first-rate professional services to our clients. By building strong relationships and prioritizing client needs, we have established ourselves as a trusted partner to public and private agencies across a wide range of disciplines including Planning, Building & Fire Life Safety, Code Enforcement, and Environmental Compliance.

4LEAF's Planning Division is a trusted partner for community planning, providing a comprehensive suite of services, including Current and Long-Range Planning, General Plan and Zoning conformance reviews, environmental documentation under CEQA (California Environmental Quality Act), GIS Analysis, and fire resiliency and disaster recovery initiatives. Our experienced team of 50+ professionals is dedicated to supporting our clients through ministerial and discretionary case processing, hearing preparation, and responsive project management.

At 4LEAF, we approach every partnership with a commitment to community enhancement and operational excellence. From facilitating sustainable development through Planning to preserving quality of life through Code Enforcement, we deliver innovative solutions that empower our clients to succeed while making a positive impact on the communities they serve.

Professionals

Title	# of Staff	Title	# of Staff
Senior Planners	12	**Principal Planners**	4
Environmental Planners	5	**AICP Accredited Planners**	7
Planning Technicians	10+	**Associate Planners**	7
GIS Specialists	2	**Assistant Planners**	4

Offered Services

Development Review
Our development review team ensures that projects are consistent with your local land use plan, zoning, and applicable policies to meet approval requirements. We can handle your files from application through condition compliance review. 4LEAF will help you review projects in a timely manner, whether augmenting your staff on-site or remotely.

Long-Range Planning
4LEAF has expanded our Planning Division to equip us to best serve the long-range planning needs of communities, especially related to housing, equity, social justice, and fire resiliency. Many of our senior-level planners come from public agency service and joined 4LEAF to continue to provide services to communities statewide.

Staff Augmentation
Our team of experienced and highly qualified planners can serve on-site, hybrid, or remotely. With a wide range of experience, we provide high quality planning services to clients. We are available if you need assistance with development review and advance planning projects. From Assistant Planners to Community Development Directors, our experienced planning professionals can provide staffing and oversight when workloads increase beyond a department's capacity.

Housing Elements and Implementation
Our 4LEAF team will work to ensure your Housing Element is in order so you can receive that all-important HCD certification to avoid consequences and to qualify for state and federal funding. We will assist you in its implementation and we can also provide you with the tools to help track and report back to HCD. We have excellent working relationships with HCD and a 100% certification rate for our 6th cycle Housing Elements.

Project-Specific Services
4LEAF can assist your Planning Department with services, including but not limited to:

- Project Management
- Policy Review and Development
- GIS Services
- Grant Writing
- Cannabis Regulations
- Fire Recovery Permitting
- Sustainability Oversight
- Code Compliance
- Department Administration
- Department Administration
- Process Improvements
- Organizational Alignment

Community Outreach and Engagement
We provide meaningful and authentic community outreach and engagement. Our team can design public participation programs tailored to the needs of diverse communities. We are adept at facilitating community workshops and public meetings, administering community surveys, designing project websites and social media resources, and doing embedded engagement on the ground.

Entitlements
We provide permit processing services including ministerial and discretionary reviews. Our work entails timely and accurate zoning analysis and case processing to support agency clients. In addition to land use entitlements, we offer a range of current planning services that are tailored to client needs, such as expedited plan check, subdivision applications, and other planning approvals.

Environmental Review and CEQA
4LEAF's team has experience across the spectrum of environmental technical documents, including the California Environmental Quality Act (CEQA). Our team provides services from drafting project descriptions and noticing to preparing categorical and statutory exemptions, initial studies, and environmental impact reports (EIRs). 4LEAF also offers services in third-party environmental document review. In addition to environmental document services, our team has a wealth of experience in coastal management, historic resources, airport planning, and more.

Agency Liaison
Our team has seasoned planners skilled in public speaking, delivering presentations, and providing information and recommendations to governing bodies, including:

- City Council
- Board of Supervisors
- Planning Commission
- Board of Zoning Adjustments
- Design Review Board
- Citizen Committees
- Coastal Commission

GIS Analysis & Mapping
4LEAF offers Geographic Information Systems (GIS) capabilities to support development review and planning studies. This includes mapping of project sites, spatial analysis of constraints or resources, and visualizing data (e.g., zoning boundaries, environmental features) to assist the City in making well-informed, data-driven decisions.

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SECTION C

ORGANIZATION AND STAFFING

4LEAF, INC.

SECTION C: ORGANIZATION AND STAFFING

As your consultant, we understand that our role is to be an advocate on behalf of the City of Compton and represent the City's best interests. With regional offices in the Cities of Newport Beach and San Bernardino, 4LEAF's team will function as an extension of City staff, seamlessly integrating with City personnel and practices, adding perspective and expertise that only 4LEAF can offer. Our team members are results and detail-oriented and uphold the values of our company to the utmost extent—the success of which can be reviewed in the quality of past projects we have worked on. **Please see our staff resumes in Section F.**

Management Team

Tennis Wick, AICP – Director of Planning | Executive Project Manager

Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department, including development review, long-range planning, staff augmentation, housing elements and implementation, project-specific services, community outreach and engagement, entitlement, environmental review/CEQA, agency liaison services, GIS analysis & mapping, historical preservation, and more.

Office – (949) 877-9432 | Cell - (707) 799-7726 | Email – TWick@4leafinc.com

Daniel J. Hortert, AICP – Regional Director of Current Planning | Project Manager

Daniel has over 30 years of Planning and Development services experience including 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel's experience covers a range of municipal functions including Planning Director, Senior Planner, Planning Manager/Principal Planner, and Community Development Department Director for public and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities.

Office – (949) 877-9432 | Cell - (925) 999-6184 | Email - DHortert@4leafinc.com

Tonya Ward, AICP, MUP – Principal Planner

Tonya is a skilled professional land use planner with 25 years of municipal experience in current and long-range land use permits, environmental review, cannabis permitting, urban design, General Plan preparation and implementation, municipal code updates, economic development, coastal and shoreline permitting, historic preservation, and housing program implementation. Tonya's professional and academic industry experience contribute to her extensive knowledge of the planning field and her impressive presentation and public speaking skills. She is passionate about helping facilitate responsible initiatives that provide continuous opportunities for livable and equitable communities, and her ability to serve as a leader makes Tonya an asset to any team, project, and work environment she is assigned.

Office – (949) 877-9432 | Cell - (925) 667-0547 | Email - TWard@4leafinc.com

Luke Lindenbusch, AICP – Supervising Planner, Advance Planning & Housing

Luke is a dedicated AICP-certified planner with extensive knowledge of the policy implications of city planning. With a background in public affairs, Luke is skilled in implementing innovative engagement strategies for field and digital campaigns to establish trusted communication with residents and stakeholders. He supports jurisdictions in the development and implementation of programs to provide certainty and efficiency in planning services. Luke has been welcomed to work collaboratively in varied communities as a team player who is highly adaptable to diverse environments.

Office – (949) 877-9432 | Cell - (707) 478-2788 | Email - LLindenbusch@4leafinc.com

Supporting Team

Austin Silva – Principal Planner

Austin is a highly efficient professional with 19 years of municipal planning experience. Austin utilizes his extensive communication and problem-solving skills to ensure absolute quality. His professional experience has provided him with robust coordination capabilities, as well as a precise eye for review. Austin is a professional guided by his specificity and clarity, making him an asset for any department.

Kaitlin Roberts, J.D. – Senior Planner

Accomplished Senior Planner and environmental specialist with over 17 years of expertise in comprehensive land use planning and environmental compliance, particularly under the California Environmental Quality Act (CEQA). Skilled in managing complex planning projects, including drafting and amending specific and master plans, as well as assessing development proposals for alignment with community goals and regulatory standards. Adept at producing clear, actionable insights to guide policy decisions, support housing initiatives, and advance sustainable development. Known for delivering high-quality planning and analytical services to municipalities and private sector clients, ensuring rigorous adherence to environmental and planning requirements.

Jose Torres, AICP – Senior Planner | GIS Specialist

Jose is a dynamic urban planner and Geographic Information Systems (GIS) specialist with extensive experience across diverse sectors. Jose's proficiency in Spanish allows him to effectively communicate with community members. Jose brings a unique cultural perspective to his work, facilitating meaningful community engagement and public participation initiatives. His expertise encompasses advocacy for affordable housing, leading inclusive planning projects, and integrating GIS technology into urban development strategies. Jose's notable achievements include leading community-driven initiatives, managing conservation easements, and revitalizing urban spaces through participatory planning. He is dedicated to cultivating diverse, inclusive communities.

Magda Gonzalez – Senior Planner

Magda is a skilled Senior Planner with over 12 years of professional experience in the realm of environmental review, resource management, and land use Planning. She also has extensive supervisory experience and is proficient in environmental document preparation, subconsultant coordination, presentation, and budget and project management. Magda excels in preparing and reporting performance data, identifying trends and areas for improvement, and analyzing efforts to develop solutions to project issues that may arise.

Stacey Kinsella – Senior Planner | Historic Preservation Specialist

Stacey is a skilled Senior Planner with over 18 years of experience with current and long-range land use projects, coastal and shoreline permitting, historic preservation, California Environmental Quality Act (CEQA) review, and General Plan amendments. Her background includes managing preservation programs, leading significant development projects, crafting local ordinances, and entitlement reviews including Conditional Use Permits (CUP), Coastal Development Permits, Planning Commission Design Review, and more.

Juan Galvan, MPA – Associate Planner

Juan is a highly skilled and driven Associate Planner with a strong academic and professional background. He holds a Master's in Public Administration and a B.S. in Urban & Regional Planning. With a deep understanding of planning principles, practices, and procedures, Juan brings expertise across multiple facets of planning discipline. His comprehensive education and hands on experience enable him to navigate complex planning challenges with confidence and precision. Juan is also local to Southern California.

John Jay – Associate Planner

John is an accomplished Associate Planner with over nine years of experience supporting public agencies with a broad range of planning services. His expertise spans current and long-range planning, housing policy, development review, and environmental compliance. John has successfully managed complex projects, contributed to policy updates, and worked collaboratively with multidisciplinary teams, elected officials, and community members. He brings strong technical knowledge, clear communication skills, and a solutions-oriented mindset to every assignment.

Availability

Due to the nature of on-call, as-needed work, 4LEAF planners will be fit to the specific times, needs, and tasks of any City projects. We guarantee the City will receive unlimited access to our qualified staff pool for the duration of the contract. Our firm cooperates with our clients to provide personnel that meet their unique local requirements. 4LEAF's highly adaptable staffing network provides us with the ability to quickly adjust our staff to match demand in real time. We have bolstered our robust personnel pool in order to provide our clients with the breadth of talent and experience necessary to complete complex projects on time and under budget. **Additional personnel are available upon request.**

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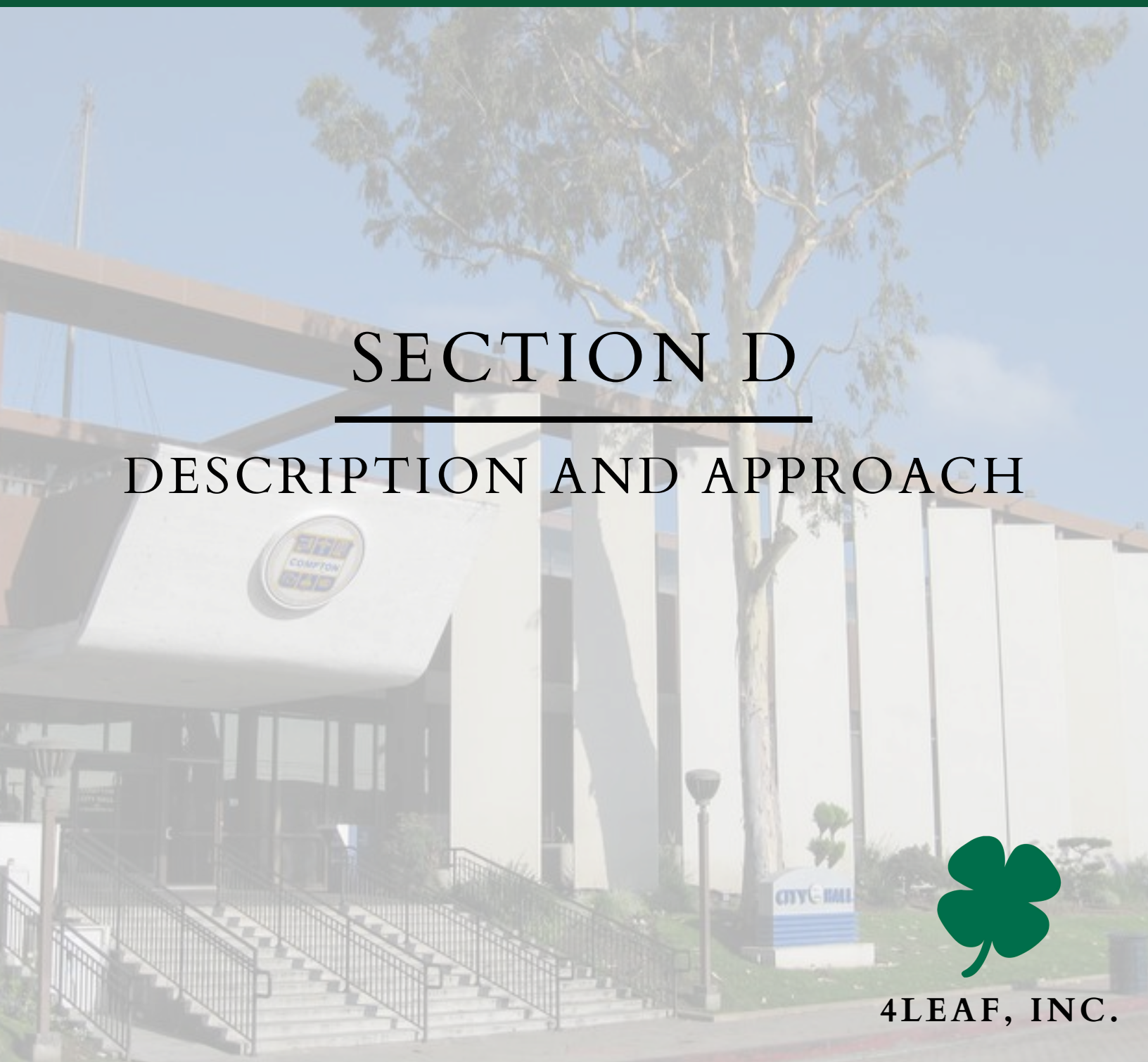


SECTION D

DESCRIPTION AND APPROACH

4LEAF, INC.

SECTION D: DESCRIPTION AND APPROACH

General Approach

At the core of our approach is close collaboration with City staff and transparent communication with all stakeholders. We see ourselves as an extension of City staff and will work side by side with Compton's team. We combine professional rigor with a personable, can-do attitude, ensuring our planners are approachable team players who build trust with City staff and the community. Our contract planners maintain open lines of communication with City personnel, respond rapidly to inquiries or requests, and regularly coordinate within the Community Development Department and other departments/agencies as needed. We will also keep City leadership informed, providing concise updates to management and, when requested, briefing Planning Commissioners or City Councilmembers on project statuses. In every interaction with the public, applicants, and external agencies, we aim to foster a cooperative environment so that staff, decisionmakers, applicants, and residents work together toward outcomes that reflect City goals. We will primarily work onsite at Compton City Hall and hold regular office hours as requested by staff to ensure seamless collaboration and prompt response at the public counter. For each City request we will return a project-specific scope of work, schedule, and not-to-exceed budget for City review prior to Notice to Proceed.

With this foundation in place, our team is prepared to deliver high-quality planning services across all requested tasks. We emphasize current and practical knowledge of applicable regulations, technical excellence (our staff includes specialists in current planning, environmental review, and policy), and efficient project management. Throughout our work, we prioritize strong communication, cost-effective workflows, and rigorous quality control to ensure we not only meet but exceed the City's expectations.

Current Planning Services & Staff Augmentation

When augmenting City staff for current planning, our goal is to ensure the daily operations of Compton's planning office remain smooth, responsive, and high-quality. We provide seasoned planners who can step in seamlessly on short notice to handle everything from front-counter customer service to complex permit reviews. Because we already understand Compton's planning context and procedures, our contract staff can hit the ground running with minimal ramp-up time. In this role, we pride ourselves on upholding the City's standards for professionalism, accuracy, and community service. Our approach to staff augmentation encompasses all the tasks outlined in the RFQ for On-Call Planning Services, delivered with a mindset that we represent the City in every interaction. Key services include:

- **Public Counter Coverage & Customer Service:** Our contract planners can serve as the first point of contact at the City's public counter as well as through the general planning phone line and email. We will represent Compton with professionalism, courtesy, and a helpful attitude at all times. We also offer bilingual (English/Spanish) assistance, ensuring we can effectively help Compton's many Spanish-speaking residents at the counter or over the phone or by email. All 4LEAF staff assigned to the City have extensive front-counter experience in municipal planning offices, so we understand the importance of clear communication and patience when assisting the public. By being knowledgeable about Compton's General Plan, Municipal Code, specific plans, and permit processes, our planners will instill confidence in customers and provide accurate, consistent information. We aim to embody our "get to yes" philosophy

at the counter, helping applicants find solutions to meet code requirements so their plans can move forward. We are available to staff the counter in person during agreed office hours and to answer inquiries by phone and email, representing the City with professional, bilingual service.

- **Application Review and Processing:** Our team will process all types of development applications and permits on behalf of the City, ranging from minor home improvement permits and ADUs to complex multi-building commercial, mixed-use, planned development, hotel, and development agreement projects. We will act with the diligence and responsiveness of City staff throughout, while ensuring all reviews and recommendations are coordinated with City planners for final decisions. At intake we carry out a paired preliminary screen: first, we verify basic General Plan and zoning consistency; second, we perform a thorough completeness review in accordance with the California Permit Streamlining Act, issuing completeness or incompleteness letters within the required 30-day window and detailing any additional information or corrections needed. In doing this, we use City checklists and ensure each submittal meets Compton's formatting and content requirements. At the intake stage, we also identify the appropriate CEQA pathway for the project (for example, confirming whether the project is categorically exempt, will require an Initial Study leading to a Negative Declaration or Mitigated Negative Declaration (ND/MND), or calls for a full Environmental Impact Report (EIR), so that environmental review requirements are scoped early in the process.

  Once an application is deemed complete, we move swiftly into substantive review: evaluating the proposal against Compton's General Plan policies, zoning and development standards, any applicable specific plan or precise plan requirements, the Subdivision Map Act, and all other relevant regulations, including the Housing Accountability Act (HAA) and SB 35 streamlining when applicable. We coordinate closely with other City departments and outside agencies during this review and compile their comments early in the process. By facilitating this interdepartmental and interagency coordination, we help identify potential issues up front so they can be resolved collaboratively. Our planners also review any technical reports that applicants submit (such as traffic impact studies, arborist reports, or geotechnical studies) to assess whether they adequately address the project's impacts. If needed, we will coordinate supplemental analysis or peer reviews by subject-matter experts to ensure the City can rely on these studies. Throughout the process, we communicate clearly with the applicant about required plan revisions or conditions, making sure they understand why changes are needed. This proactive, solution-oriented processing keeps projects on track and avoids last-minute surprises. We are well-versed in state housing laws: whether processing Density Bonus, SB 35, or HAA projects, we ensure full compliance with State requirements while meeting Compton's inclusionary and affordable-housing standards. .

- **Telecommunications Facilities:** We are experienced in reviewing and managing applications for wireless telecommunication facilities. Our planners will ensure each proposal complies with the City's wireless facility regulations and any applicable federal requirements (including FCC standards and shot-clock timelines). When technical radio frequency (RF) analyses are involved, we coordinate with qualified RF engineering specialists to independently verify coverage objectives and compliance with safety standards. We understand the unique community considerations these projects can raise, and we work to address aesthetic or location concerns while facilitating timely, legally compliant permit decisions.

- **Entitlement Management, Staff Reports & Presentations:** For discretionary entitlements (conditional use permits, variances, parcel maps, zone changes, etc.), we take full responsibility for managing the case through decision-making. We will prepare professional staff reports for each item, with well-crafted project descriptions, solid analysis of the proposal, and findings of fact that support the required decisions. Conditions of approval will be written clearly and tailored to each project, ensuring enforceability and consistency with City standards. We attach all necessary resolutions, draft ordinances, and supporting documentation so that decision-makers have a complete packet. Each staff report and public presentation will also undergo an internal 4LEAF QA/QC review before finalization. A Senior Planner will double-check all facts, findings, and conditions ensuring the highest quality work product reaches City officials.

  Our planners are adept at presenting to Planning Commissions, City Councils, and committees, as needed, confidently explaining the project, our analysis, and recommendations. Throughout the entitlement process, we handle all required notifications and follow-ups: posting and mailing public hearing notices, preparing Notices of Action or determination letters after decisions, and updating the City's tracking systems. We also brief City staff on any important permit conditions or required next steps to ensure a smooth transition into post-approval implementation. Even after a project is approved, our team remains available to assist City staff with post-entitlement tasks. For example, finalizing and obtaining signatures on conditions of approval, or reviewing building permit and improvement plan submittals for consistency with the approved entitlements. By providing this continuity, we help complex developments move from entitlement to construction without any details falling through the cracks. Our goal in current planning augmentation is twofold: (1) support the City in delivering excellent public service, and (2) facilitate well-vetted project approvals that further Compton's development goals while complying with all regulations, delivered in a timely, cost-effective manner.

- **Environmental Review Services:** As part of our broader entitlement support, our team provides comprehensive CEQA and NEPA administration and environmental review seamlessly integrated into the project development process. Our planners identify the appropriate environmental pathway early - whether a project qualifies for a categorical exemption, requires an Initial Study leading to a Negative Declaration or Mitigated Negative Declaration (ND/MND), or necessitates a full Environmental Impact Report (EIR). When federal funding or approvals are involved, we provide support for NEPA compliance, including Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements, coordinating with the federal lead agency as needed. This early-stage coordination ensures environmental review moves forward in parallel with project entitlements, avoiding delays and promoting defensible outcomes.

  We work closely with City staff, applicants, and technical sub-consultants to scope and manage all necessary studies. While specialized analyses (e.g., traffic, biological resources, cultural resources, noise, air quality) are performed by our trusted sub-consultants, 4LEAF manages their scope, schedule, and integration. We conduct detailed peer reviews of all technical reports, whether prepared by City consultants or applicant teams, to ensure they are accurate, complete, and legally defensible. These studies are then compiled into clear, internally consistent CEQA/NEPA documents, whether City-directed

or applicant-prepared, and structured to support informed decision-making by staff, the Planning Commission, or City Council.

We coordinate environmental review schedules with entitlement timelines to streamline the overall process. This includes preparing and filing required notices (such as Notices of Exemption, Intent, and Determination) with the Los Angeles County Clerk-Recorder and the State Clearinghouse, as applicable, and ensuring compliance with noticing timelines under CEQA and local procedures. Our team also facilitates scoping meetings and public hearings related to environmental review and assists with responses to public and agency comments.

By delivering environmental compliance support as an integrated part of entitlement case management, we help the City maintain defensibility under CEQA and NEPA while keeping projects on schedule. Our team's experience spans infill residential, mixed-use corridors, telecommunications, infrastructure, and complex urban development, allowing us to anticipate issues early and solve them collaboratively. The result is a coordinated, efficient review process in which environmental analysis supports the City's goals for sustainable, legally sound development.

- **AB 52 / SB 18 Tribal Consultation**: When a project triggers tribal consultation, 4LEAF supports the City in managing the AB 52 and SB 18 consultation process, including preparing notification letters, tracking communications, and documenting all outcomes. We ensure consultation is conducted in good faith and consistent with State law, and we coordinate with City staff to integrate any cultural resource protections or mitigation measures into project conditions or CEQA findings as needed.

- **Mitigation Monitoring & Compliance**: When development projects have adopted mitigation measures or detailed conditions of approval, our team will help ensure they are properly implemented. We can provide construction-phase monitoring and oversight of mitigation measure compliance, coordinating with City inspectors and the project team to verify that all environmental and safety requirements are fulfilled. Through diligent tracking of these measures, we protect the City's interests and make certain that project approvals translate into on-the-ground compliance with CEQA and City mandates.

- **Staff Training and Support**: As an added value, we are available to provide training and professional development support to City staff upon request. Our team stays current on the latest legislation and case law in planning and CEQA, and we can deliver updates or workshops on new requirements (for example, changes in ADU laws, the Housing Accountability Act, Density Bonus Laws, SB 9 lot split procedures, or CEQA streamlining strategies). We can also offer one-on-one mentoring or project management coaching for junior staff. By sharing our expertise in a structured way, we help build capacity within the City's team. We are also Housing Element experts and can assist the City in accomplishing timely implementation of its Housing Element programs.

- **Ongoing Communication and Accountability:** In a staff augmentation role, we know it is critical to integrate with the City's processes and keep everyone in the loop. We will participate in regular staff meetings or development review meetings as requested, so that our contract planners are fully aligned

with City priorities and any changing procedures. The 4LEAF Project Manager assigned to Compton will be in frequent contact with the City's Planning Director or designee to discuss work assignments, upcoming deadlines, and any issues that need escalation. We will adapt to the City's preferred project management tools or use our own tracking spreadsheets, whatever best fits the City's workflow, to monitor the status of all active projects. We will also provide the City with regular status updates or summary reports upon request, for example, monthly logs of applications processed, permits issued, and hours expended, to ensure full transparency and allow City leadership to monitor progress and budget.

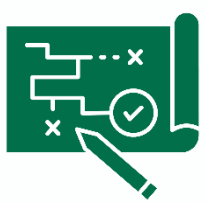
If at any time City management has feedback or needs adjustments in our staffing approach, we will respond immediately. Our flexibility is a hallmark of our service: we can scale our level of support up or down as the City's caseload fluctuates. This dynamic approach gives Compton consistent coverage without unnecessary cost. In every scenario, we take ownership of our work and uphold the City's standards, so that from the public's perspective, there is no difference between a City employee and our contract staff, all delivering the same highest levels of service.

Quality Control and Cost Efficiency

4LEAF is committed to providing Compton top-quality planning work in a highly cost-effective manner. We implement rigorous internal QA/QC protocols on all deliverables that will uphold the City’s standards. For example, a Senior Planner will peer-review each important permit decision, staff report, environmental document, or public notice drafted by our team, providing a second layer of scrutiny for accuracy, consistency with City policies, clarity of writing, and completeness. This thorough review process catches any issues early and ensures that the City receives polished, error-free work products on the first submittal. We believe that maintaining high quality ultimately saves time and money by preventing delays, re-work, or legal challenges down the line.

Equally important, we manage the City’s contract budget with care and efficiency. We plan each assignment to maximize productivity and avoid waste. This starts with assigning the right level of staff to each task – routine zoning inquiries or simple permits can be handled by an associate planner at a lower billing rate, while complex General Plan amendments or development projects receive senior-level oversight to “do it once, do it right.” We also equip our planners with proven checklists, templates, and smart workflows that streamline processes and avoid reinventing the wheel. Our team coordinates closely with City staff to prevent duplication of efforts; if certain project components are being handled in-house, we complement that work rather than overlap it. We track our hours diligently and can provide detailed timesheets or task logs with each invoice, so the City sees exactly what work was completed for every hour billed. If we ever anticipate a task may require more hours than expected, we will alert the City in advance and discuss solutions. There will be no surprises. By combining disciplined budget management with uncompromising quality control, 4LEAF ensures Compton receives maximum value from our services.

Advance Planning and Special-Project Services



4LEAF can also additionally offer Compton a proactive and experienced partner for Advance Planning and Special Projects. While the current RFP focuses on on-call planning work, these policy services are available under future task orders if the City chooses. Our approach to providing these services emphasizes solution-oriented teamwork, close collaboration with City staff, and strict adherence to regulatory requirements. 4LEAF's team has helped jurisdictions across California develop and implement General Plans, Specific Plans, Housing Elements, zoning ordinances, and a variety of policy programs. We would bring this expertise to Compton's projects, ensuring each advanced-planning effort aligns with state law, reflects local values, and achieves the City's strategic objectives.

General Plan, Specific Plan, and Code Updates: 4LEAF is prepared to assist with comprehensive plan updates and targeted amendments. This includes General Plan updates or amendments, development of new Specific Plans or refinements to existing ones, and updates to the City's zoning map and development code. Because we stay current with evolving planning laws and regulations, every plan or code update we draft is cross-checked against California mandates (housing laws, ADU regulations, SB 9 lot-split provisions, etc.) and regional policies before it reaches public review. Our planners will ensure that any zoning text amendments, for example, updating the City's accessory dwelling unit (ADU) regulations or adopting objective design standards, are crafted for consistency with California law and Compton's vision. When statutes shift, we prepare concise policy or procedure memoranda so City staff can implement new requirements with confidence. We have a keen understanding of current legislative requirements and routinely help cities translate new state laws into local policy. Whether it's aligning the General Plan with recent state mandates or revising zoning standards to promote desired land uses, we focus on creating clear, implementable policies. Every code update or plan we draft will be internally consistent, legally compliant, and tailored to address the City's needs without unnecessary complexity.

Housing Policy & Implementation: 4LEAF specializes in housing policy and implementation, offering comprehensive solutions tailored to meet the evolving needs of communities. Our team is adept at navigating complex regulatory landscapes, including continually changing State housing laws. We can assist Compton in implementing its Housing Element and related programs. This means updating zoning and land use regulations to accommodate new housing requirements, establishing streamlined "by-right" approval processes where required, and drafting ordinance updates to comply with laws such as SB 9 (urban lot splits), SB 330 (Housing Crisis Act), and SB 35 (housing project streamlining), as well as the latest ADU legislation. We have recently helped other cities adopt objective design standards that satisfy SB 330/35 while reflecting local character, and we can deliver the same tailored standards for Compton. Additionally, our planners are experienced in preparing Annual Progress Reports and developing internal policy memorandums to guide staff on housing initiatives. By staying ahead of legislative changes and housing trends, we ensure Compton's long-range planning framework remains current, actionable, and effective in meeting its housing goals.

Policy Planning and Special Studies: Beyond formal plans and codes, 4LEAF is ready to tackle a variety of special planning projects at the City's direction. If Compton wishes to establish citywide objective design standards to ensure high-quality development with the highest possible level of fire resiliency, our team can lead the effort by researching best practices and crafting standards that meet state requirements while reflecting the City's unique character. We are also equipped to support strategic initiatives such as sustainability and climate action

planning, mobility and transportation planning (e.g. updates to circulation elements or complete streets plans), and other policy programs that require a forward-thinking approach. In addition, 4LEAF can assist in drafting grant applications for planning projects or special studies, helping the City secure funding for its advance planning initiatives. Through each special project, we emphasize thorough research, interdepartmental coordination, and innovative solutions that address the City's specific challenges.

Community Engagement and Deliverables: Successful advance planning projects require both community involvement and clear communication. 4LEAF's planners are skilled public communicators who regularly present complex planning concepts to city councils, planning commissions, and community groups. We will confidently represent Compton in public hearings and workshops, providing well-prepared presentations and visuals to inform decision-makers and residents. We believe in engaging stakeholders early and often, for example, facilitating community workshops or stakeholder meetings for a Specific Plan or a zoning update to build consensus and ensure that outcomes reflect community input. When needed, we can conduct outreach and meetings in Spanish as well, ensuring language is not a barrier to inclusive community participation.

Equally important, our team can create the tools and documents needed to implement new policies. We will develop user-friendly forms, checklists, and procedural guides to accompany code amendments or new permit processes, so that City staff and the public can easily understand and work with updated requirements. All memos, staff reports, and guidelines we produce will be clear, concise, and tailored to Compton's practices, making the transition from planning ideas to on-the-ground implementation as smooth as possible.

Implementation and Post-Entitlement Support: Our involvement doesn't stop at the approval hearing. A critical part of the development process is seeing a project through to the point where it can be built. After approval, we can assist City staff with post-entitlement tasks such as finalizing signed conditions of approval, obtaining required signatures on maps or permits, and coordinating with the applicant as they prepare improvement plans or building permit submittals. We review plan-check submissions for consistency with what was approved, confirming that the construction plans align with the entitlements and any design guidelines or conditions. By managing projects from start to finish in this way, we provide continuity and accountability that is especially valuable for complex developments. Compton can trust that a mixed-use project or SB 330 housing development under our care will be thoroughly vetted, well-managed, and carried out in line with the City's expectations. Ultimately, our approach balances fast-track processing (as required by law for eligible housing projects) with comprehensive oversight, resulting in quality developments that contribute positively to the community.

Commitment to Compton's Vision: 4LEAF's approach to Advance Planning is hands-on, collaborative, and committed to quality. We see ourselves as an extension of City staff and will integrate with the City's team from day one. Our project managers will coordinate closely with the Community Development Department to ensure deadlines are met and each task is handled efficiently. Throughout every assignment, whether it's a General Plan amendment, a new policy ordinance, or a special study, we maintain the City's objectives as our guiding compass. By combining technical planning expertise with creative problem-solving and meaningful public engagement, 4LEAF will help Compton deliver advanced planning projects and special initiatives that not only meet all requirements but also inspire community confidence. We are dedicated to producing work that upholds Compton's standards and sets the stage for a sustainable, prosperous future.

Note: All technical sub-disciplines (economic, traffic, climate modeling, etc.) would be managed through specialized sub-consultants to ensure the City pays only for expertise actually required.

Staffing and Organization

One of 4LEAF's greatest strengths is the depth of our bench and our long history of providing right-sized, budget-conscious staffing to California cities. We scale up or down to match each work order, mobilizing the appropriate personnel, often within 24–48 hours, so Compton never pays for more hours or higher billing rates than a task truly requires. Consistent with the City's preference for senior-level expertise and on-site availability, our core team will be led by senior planners and a principal-in-charge and will primarily work on site at Compton City Hall to support day-to-day needs and provide prompt responses. Staff are assigned based on the complexity and scope of each task order, ensuring the right qualifications are in place from the start.

In accordance with the RFP, we have provided in Section C: Organization and Staffing a detailed list of the employees and agents we have available to assign to Compton. That list includes each individual's planning level (e.g., Senior, Associate), their qualifications, licenses, and years of experience, and the specific roles they would perform under this contract. We understand and agree that the City will retain the right of approval over all persons performing services under the agreement and that substitutions will be subject to prior City approval. Our planning roster includes:

- **Principal Planners** – contract oversight, QA/QC
- **Senior Planners** – case management, document coordination, policy analysis, counter coverage, staff reports, hearing presentations
- **Associate Planners** – development review processing, staff reports, plan checks
- **Assistant Planners** – plan checks, document review, research
- **Planning Technicians** – research, file management, noticing, graphics support
- **Historic Preservation Specialists** – DPR 523 evaluations, SOI Standards review
- **Housing Element Specialists** – RHNA tracking, Housing Element implementation, annual reports
- **GIS Specialists** – mapping, spatial analysis, data management (e.g. SMART-Gov integration)

Most positions can be staffed with bilingual (English/Spanish) planners as needed, ensuring the City's Spanish-speaking community receives seamless service at the counter, in workshops, and during public hearings. For detailed information about our team members' qualifications and experience, please refer to Section C: Organization and Staffing

In summary, 4LEAF offers the City of Compton a proactive, personable, and highly capable partner for on-call Planning and CEQA services. We will integrate with City staff to uphold Compton's standards, apply our knowledge of local regulations and state laws to every project, and work diligently to facilitate development that is responsive to the community's needs. Our team is ready to support everything from day-to-day permit processing and public counter inquiries to the preparation of environmental impact analyses – all with a focus on quality, efficiency, and public service. We look forward to the opportunity to help Compton achieve its planning objectives in a manner that reflects the City's vision and values.

PROPOSAL TO PROVIDE

ON-CALL PLANNING SERVICES

TO THE

CITY OF COMPTON

SECTION E

COST PROPOSAL

4LEAF, INC.

SECTION E: COST PROPOSAL

FY2025-2026 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF COMPTON

All Rates are Subject to Basis of Charges

Planning

Planning Director	$190/hour
Principal/Planning Manager	$175/hour
Historic Preservation Planner	$170/hour
Environmental Planner	$170/hour
Senior Planner	$160/hour
Associate Planner	$140/hour
Assistant Planner	$115/hour
Planning Technician	$100/hour
GIS Specialist	$140/hour

Project Management

Project Manager	$190/hour
Principal-in-Charge	$245/hour
Housing Policy Director	$210/hour

BASIS OF CHARGES

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- 4LEAF assumes that these rates reflect the FY2025-2026 contract period. There will be a 3% escalation for FY2026-2027, FY2027-2028, etc.
- Overtime and Premium time will be charged as follows:
  - *Regular time (work begun after 5AM or before 4PM)* — *1 x hourly rate*
  - *Nighttime (work begun after 4PM or before 5AM)* — *1.125 x hourly rate*
  - *Overtime (over 8-hour M-F or Saturdays)* — *1.5 x hourly rate*
  - *Overtime (over 8 hours Sat or 1st 8-hour Sun)* — *2 x hourly rate*
  - *Overtime (over 8 hours Sun or Holidays)* — *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

PROPOSAL TO PROVIDE

ON-CALL PLANNING SERVICES

TO THE

CITY OF COMPTON

SECTION F

RESUME, RELEVANT PROJECTS/SERVICES WITH REFERENCES

4LEAF, INC.

SECTION F: RESUME, RELEVANT PROJECTS/SERVICES WITH REFERENCES

City of Santee

Professional Planning Services

4LEAF is currently providing On-Call Planning Services to the City of Santee, including the assignment of an Associate Planner dedicated to current planning review. Our services include professional support for developer-funded entitlement projects, as well as as-needed staffing at the public counter to ensure timely application intake, project tracking, and responsive customer service.

4LEAF's On-Call Planning Services include:

- Drafting staff reports and resolutions for projects requiring City Council approval and presenting those projects at City Council meetings
- Preparing public mailing and newspaper notices
- Processing applications for multi-family developments and urban lot splits
- Updating project records and application data in the City's Energov permitting system
- Coordinating with the Communications Department for the posting of project information on the City's website
- Reviewing building permit applications for home additions, patio covers, swimming pools, and accessory dwelling units
- Reviewing grading and building permits applications for consistency with previously approved projects
- Providing public counter assistance by responding to inquiries in person, on the phone, and email
- Reviewing Cannabis Retail Permit Applications for completeness and consistency with recently adopted ordinance

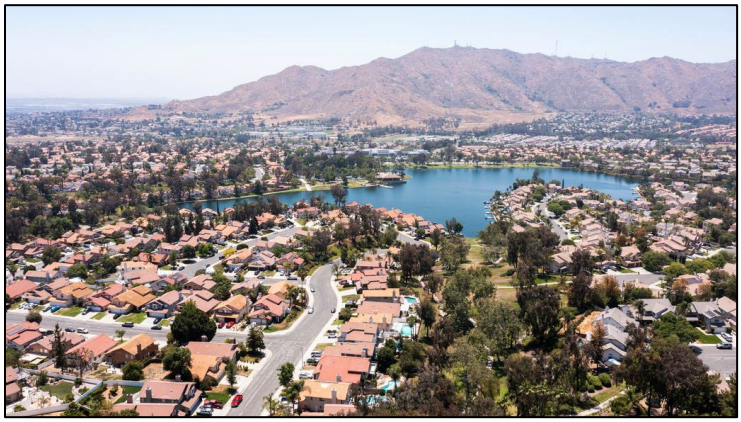
Client Name: City of Santee
Contact Name: Christina Rios, Senior Planner
Client Telephone: (619) 258-4100
Client Email: crios@cityofsanteeca.gov
Client Address: 10601 Magnolia Ave., Santee, CA 92071
Project Dates: 2024 – Present

City of Moreno Valley

On-Call Professional Planning Services

4LEAF currently provides on-call planning support for development review, environmental compliance, and public engagement to the City of Moreno Valley. Our professional planning support services include the following:

- **Entitlement Review and Processing**: 4LEAF's planners manage reviews of Conditional Use Permits, Subdivision Maps, and Planned Development Permits to ensure compliance with local and state regulations.
- **Environmental Review**: Our team leads reviews of environmental documents such as Initial Studies (IS), Mitigated Negative Declarations (MND), and Environmental Impact Reports (EIR) in accordance with CEQA.
- **Tribal Consultation**: 4LEAF coordinates with tribal representatives to support meaningful consultation and address cultural resource concerns (AB52 and SB18).
- **Planning Reports and Presentations**: 4LEAF prepares and presents planning reports and recommendations to the Planning Commission.
- **Application Processing**: Our team reviews and processes planning applications for wireless facility upgrades and residential, commercial, and industrial developments.



Client Name: City of Moreno Valley
Contact Name: Danielle Harper-Scott
Client Telephone: (951) 413-3224
Client Email: danielleh@moval.org
Client Address: 14177 Frederick St, Moreno Valley, CA 92553
Project Dates: 2022 – Present

City of Hesperia

Contract Planning Services

4LEAF currently provides contract planning services to the City of Hesperia, managing both current and long-range projects and supporting implementation of the City's General Plan, policies, and regulations. 4LEAF's contract planning staff prepares planning studies and reports, researches and drafts ordinances and special studies, and presents findings to the Development Review Committee, Planning Commission, and City Council. The role also encompasses plan-check review for permit issuance, along with project graphics and public notice preparation to ensure full code compliance.

Essential Functions include, but are not limited to the following:

- Conducting research studies and developing recommendations regarding land use, zoning, urban design, and environmental needs
- Analyzing and interpreting social, economic, population and land use data and trends; preparing written and graphic reports on various planning matters and elements of the General Plan
- Reviewing and processing plans and applications for subdivision, housing and commercial developments, variances, user permits, and business licenses; determining conformity with laws, policies, regulations and procedures; recommending approval or identifying problems and alternatives
- Providing technical assistance in the analysis, coordination and implementation of development requirements and regulations; responding to complaints and requests for information and assistance to developers, property owners and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements
- Reviewing rezoning, variance, conditional use permit, subdivision, site plan and design review and other similar planning related applications; advising property owners and petitioners on the effect and implications of zoning and development actions
- Compiling information and making recommendations on special studies; researching and drafting ordinances for review
- Providing technical staff support to the Planning Commission and other committees, commissions and boards as assigned
- Preparing staff reports and presenting graphic presentations involving digital imaging systems for public hearings before the Planning Commission, City Council, other appointed officials and the general public

Client Name: City of Hesperia
Contact Name: Cristina Hall, Assistant Project Manager
Client Telephone: (760) 947-1405
Client Email: chall@hesperiaca.gov
Client Address: 9700 Seventh Ave. Hesperia, CA 92345
Project Dates: 2023 – Present

County of San Bernardino

Contract Planning Services

4LEAF provides on-call planning, environmental review, and Surface Mining and Reclamation Act (SMARA) compliance support to the County of San Bernardino. Drawing on a multidisciplinary team of planners and environmental analysts, we integrate seamlessly with County staff to deliver timely, high-quality service across the full spectrum of land-use and resource-management responsibilities. Our professional planning support services include the following:

- **Contract Planning Services** – Acting as an extension of County staff, 4LEAF planners manage discretionary land-use applications, from intake through hearing, using County files, e-mail, permit databases, and support systems. Responsibilities include application review, environmental document preparation, inter-departmental coordination, drafting conditions of approval, staff-report writing, public presentations, and system data entry. Typical cases range from conditional use permits and subdivisions to General Plan amendments and variances.

- **Environmental Analysis** – 4LEAF's team, under the direction of County staff, provides objective environmental review pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for land use applications and development projects. Typical services include preparation of initial studies and environmental assessments, as well as supporting technical reports, including but not limited to traffic, air quality, greenhouse gas emissions, noise, and visual impact analyses and water quality management plan.

- **SMARA Compliance Services** – SMARA compliance planners help the Department fulfill its lead-agency duties under the Surface Mining and Reclamation Act of 1975, handling site inspections, evaluating reclamation and operating plans, preparing financial-assurance cost estimates, and serving as liaisons with mine operators and the California Office of Mine Reclamation.

Client Name: County of San Bernardino
Contact Name: Jennifer Moore, Land Use Technician Supervisor
Client Telephone: (909) 387-4400
Client Email: Jennifer.Moore@lus.SBCounty.gov
Client Address: 385 N Arrowhead Ave, San Bernardino, CA 92415
Project Dates: 2024 – Present

Please see our proposed staff resumes on the pages that follow.

Tennis Wick, AICP

Director of Planning

Experience
44 years

Education
Juris Doctor, Golden Gate University School of Law
B.A., Political Science, UC Santa Barbara

Affiliations
American Institute of Certified Planners (#10447)
American Planning Association
California County Planning Directors Association, Past President
Petaluma City Planning Commissioner (1993-1996; 2013)
Sonoma County Farm Bureau Member
Friends of the Petaluma River Board of Directors, President
Petaluma Area Chamber of Commerce Past President (2000-2001)
Petaluma People Services Center Past President (2008 & 2009)
After the Fire

Experience Summary

Tennis is a member of the American Institute of Certified Planners and the American Planning Association. Tennis Wick holds a Juris Doctor degree from Golden Gate University School of Law and a Bachelor of Arts degree in Political Science with a Public Service Emphasis from the University of California, Santa Barbara.

A long-time Petaluma resident, Tennis Wick has been civically active twice serving as a City Planning Commissioner and as Board President of the Friends of the Petaluma River, Petaluma Peoples Service Center and the Petaluma Area Chamber of Commerce. Tennis also supports communities in fire recovery through the nonprofit After the Fire providing mutual aid to California counties such Maui, Los Angeles, and other counties in California.

Select Professional Experience

4LEAF, Inc.
Director of Planning
2025 – Present
Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department, including development review, long-range planning, staff augmentation, housing elements and implementation, project-specific services, community outreach and engagement, entitlement, environmental review/CEQA, agency liaison, GIS analysis & mapping, historical preservation, and more. Tennis will be responsible for all project coordination, staff placement, and contract compliance. He brings his unparalleled community engagement understanding with him to every planning project he directs.

County of Sonoma, Permit and Resource Management Department (PRMD)
Director, Permit Sonoma
2013 – 2025

- Customer service, planning, engineering, code enforcement, natural resources, and fire teams rely on the expertise of 167 staff under 20+ different licenses to deliver a diversity of services from climate adaptation to field inspection with annual $55M budget (80% fee/20% general fund based). In 2021, our one-stop permit shop serviced 19,000 customers and issued 11,600 permits, (about 60%+ over the counter).

- Adopted 2015-2023 Housing Element in voluntary subregional regime committing Sonoma County to 515 units with 650 units in entitlement or construction and 84 moderate, very- and extremely-low units needed to be built. Received 2019 American Planning Association California Chapter's Opportunity and Empowerment Award for housing innovation.
- To deal with four years of megafires and flood, created Resiliency Permit Center staffed with consultants under discounted fees and five-day plan check. To date, approximately 75% of fire survivors are in process or have completed the rebuild process. Received 2018 Peterka Award for excellence in disaster response and 2018 ACEC-CA North Coast Chapter's Infrastructure Public Owner Champion of the Year Award for the rebuild efforts.
- Formed Director's Working Group of stakeholders to identify issues and find consensus around riparian corridor protections for 2,727 miles of streams. Brokered compromise among agricultural, environmental, and property owner groups for ordinance unanimously approved by Board.
- Reformed code enforcement division to reduce 4,000+ case backlog 75%, adopted policies and procedures manual, and tackled legacy cases dating back 40+ years. California Code Enforcement Association recognized team with 2019 Innovation Award for cannabis enforcement program.
- Executed Accela on-line permitting system, digital plan submittal, and records digitization. Maintaining constant focus on customer service; what do we look and sound like to our public?

Berg Holdings, Sausalito
Principal
2000 – 2013

- Responsible for government affairs, site acquisition, design, and entitlement.
- Secured $20M Congressional earmark for Port Sonoma, a multi-modal transit terminal and ferry service serving over 2,000 passengers a day.
- Designed, entitled, and constructed Petaluma River Farm, a 528 acre, eight million cubic yard dredge material upland placement site to restore 475 acres of tidal wetlands, three miles of public access trails and an elevated 40-acre farm.
- Co-founded Sonoma Vermiculture diverting two tons/day of pre-consumer food waste from County landfill feeding it to worms to create premium soil for use at Petaluma River Farm.

CSW/Stuber-Stroeh Engineering Group, Petaluma
Partner Planner
1996 – 2000

- Central Petaluma Specific Plan, Petaluma, CA – Secured contract with prime consultant and City. Assessed plan area 19th infrastructure and designed its replacement to serve mixed use plan area redevelopment. Provided nexus between development and need/cost of new infrastructure.
- City of Calistoga, Calistoga, CA – Served as contract planning director/building director/fire marshal to Napa Valley tourist destination. Managed three staff, served as Planning Commission secretary, and represented department at City Council meetings.

Marin County Community Development Agency, San Rafael

Development Chief

1986 – 1996

- Led team drafting unified development code to replace antiquated zoning and subdivision ordinances. Collaborated with Department of Public Works to modernize development standards for grading and road development.
- Processed major applications for residential subdivisions, houseboat communities, resorts and ranches, conducted environmental review, prepared staff reports, and presented projects to Planning Commission and Board of Supervisors.
- Served as liaison to Planning Commission and Board of Supervisors, zoning administrator and Sheriff's and Tax Collector's hearing officer.

Daniel J. Hortert, MCP, AICP

Regional Director of Current Planning

Experience

30+ years

Core Competencies

Technical Plan and Compliance Review
Project Management
Policy Development and Administration
Technical Writing and Presentations

Education

University of Cincinnati (1996-1998), Master of Community Planning (MCP)

University of Southern California (1993- 1996), BS Planning and Development (BS PLDV)

Grossmont Community College (1991-1993), AA General Studies/Architecture

Certificates & Achievements

American Institute of Certified Planners #016957 (7/2001)

International Code Council certifications (7) for residential and commercial construction

Plan2040 Comprehensive Plan
Doña Ana County, NM

CNU27 Charter Award Winner

Professional Affiliations

American Institute of Certified Planners (2001-Present)

American Planning Association (1993-Present)

California Chapter (Current Chapter

International Economic Development Council (2012-Present)

International City/County Management Association # 749050

Experience Summary

Daniel has over 30 years of Planning and Development services experience including 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel's experience covers a range of municipal functions including Planning Director, Senior Planner, Planning Manager/Principal Planner, and Community Development Department Director for public and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities.

Daniel has extensive experience administering and managing regulatory document preparation including creating and updating land development ordinances, comprehensive and general plans, traditional and form-based coding, development agreement negotiations, and residential and commercial design guidelines. His recent planning assignments on behalf of 4LEAF include the cities of Malibu, Imperial Beach, Hermosa Beach, Larkspur, Sausalito, and the Town of Fairfax.

Select Professional Experience

4LEAF, Inc. - City of Malibu, CA
Interim Assistant Planning Director

Daniel recently acted as the Interim Assistant Planning Director for the City of Malibu. Dan provided oversight and review of the work related to all planning and code enforcement programs and activities of the Planning Department, including:

- Administering current and long-range planning activities, including serving as project manager for complex development applications.
- Directing zoning, redevelopment, housing and advanced planning.
- Providing professional assistance to the Planning Director, the City Council, the Planning Commission and others in areas of expertise.
- Reviewing and performing a variety of studies and preparing and presenting staff reports.

4LEAF, Inc. – City of Imperial Beach, CA

Project Planner

2024

- Processed Coastal Permit exemptions for development projects.
- Prepared hearing packages for Planning Commission and City Council.
- Processed public notice and outreach for development projects and hearings.
- Processed ADU and other planning permit applications.
- Processed and reviewed CEQA Exemptions.
- Managed the City's Local Coastal Program permits.
- Processed and reviewed Temporary Use Permit Applications.

4LEAF, Inc. – City of Hermosa Beach, CA

Contract Senior Planner

2023

- Oversaw EIR for transpacific fiber optic cable project between Hermosa Beach and Guam.
- Processed conditional use permits.
- Prepared hearing packages for Planning Commission and City Council Meetings.
- Processed multiple CUP alcohol violation cases.
- Presented to Council, Board, and Commission.
- Administered General Plan Updates, Specific Plans, Zoning Ordinances, Subdivision Ordinances, design guidelines, and CEQA compliance.

4LEAF, Inc. - City of Larkspur & City of Sausalito, and Fairfax, CA

Community Development Director/Project Manager

Daniel oversaw the Community Development Department for the cities of Larkspur, Sausalito, and the Town of Fairfax which included managing the Planning, Building, and Code Enforcement scopes. Additional responsibilities included providing information to the public regarding zoning regulations and permit procedures, active project proposals, and permit and property records. Provided oversight of consultants drafting 6th Cycle Housing Elements for all three jurisdictions.

4LEAF, Inc. - City of Greenfield, CA

Principal Planner

- Drafted and implemented cannabis policy.
- Oversaw development deposits and cannabis deposit accounts.
- Developed flowchart process to ensure accuracy.

4LEAF, Inc. - City of Pleasant Hill, CA

Contract Senior Planner

- Acts as project manager for five development applications
- Liaison to commissions, boards, and council
- Design and compliance review with City standards
- Tentative Maps
- Master Sign Programs

- General and Specific Plan Development/Amendments
- Research and assist with grant funding application (SB 2)

4LEAF, Inc. - City of Pinole, CA

Contract Planning Manager

Daniel was responsible for the following while working with the City:

- Supervised Planning, Building, Code Enforcement, and Permit staff.
- Administered General Plan/Specific Plans, Zoning/Subdivision Ordinances, Design Guidelines, CEQA Compliance, and others.
- Advisor to various councils, boards, commissions and elected officials on planning-related issues
- Served as liaison and perform necessary functions in support of the Planning Commission including project review, staff reports, recommendations, resolutions, conditions of approval, etc.
- Provided high levels of customer service to the public, internal and external departments, and agencies.
- Provided environmental reviews for development projects.

Doña Ana County, NM

Economic Development Manager/Director/Senior Planner

2011 – 2019

- Oversaw County Economic Development functions.
- Promoted, expanded, retained business operations county-wide.
- Processed and administered Local Economic Development Act (LEDA) applications/contracts.
- Worked with area agencies to bring economic prosperity to the region.
- Built regional relationships for international collaborative efforts.
- Directed Community Development Department consisting of 40+ FTE including Current and Advance Planning, Building Services, Geographic Information/Mapping, Grants and Administration, and Animal Control/Code Enforcement Divisions.
- Fostered and encouraged team atmosphere amongst Community Development divisions as well as other county departments and external agencies/organizations.

RBF Consulting - Phoenix and San Diego Offices

Senior Planner/Associate/Project Manager

2005 – 2010

- Successfully managed a variety of commercial and residential development project applications.
- Routinely interacted with city/county staff on submittal of complex planning projects.
- Coordinated various internal/external disciplines to ensure complete submittal packages.
- Managed complex planning studies, development applications and reviewed consultant proposals.
- Reviewed and processed complex general, master and comprehensive plan amendments, rezoning requests, annexations, site plans, minor and major subdivision plats, CEQA compliance (CA only) including assisting with EIRs, Initial Studies, and Categorical Exemptions, and a Coastal Permit in Del Mar, San Diego County.

- Developed project budgets, verified contract expenditures and compliance.
- Researched and prepared statistical reports on land use, physical, social & economic issues.
- Provided professional planning assistance to member communities on varied land use projects.
- Performed field inspections.

Town of Chino Valley, AZ
Planning Manager/Director
2003 – 2005

- Oversaw Development Services Department including recruitment, employment, and evaluation, of staff (Supervised staff of 9 FTE).
- Developed organization-wide or department-wide goals, objectives, policies and procedures
- Reviewed and approved ministerial/minor application submittals (lot-splits, R-O-W dedications), review/recommendation to council and commission of major application submittals (PAD, subdivisions, use permits).
- Prepared division/department operations budget.
- Ensured that Town Boards and Commissions are fully informed on application submittals.
- Lead Planner during General Plan and Unified Development Ordinance rewrites.
- Lead author of the Town's Property Maintenance Code.
- Reviewed/approved all departmental reports and presentations to ensure that local state and federal regulations were complied with.
- Prepared grant applications for AZ Growing Smarter funding, procured two grants ($10,000/$2,500 for the 2003 General Plan Amendment).
- Attended all P&Z, Council, Zoning Board and AD HOC committee meetings.

Cranberry Township, PA
Planner/Code Enforcement Officer
2000 – 2003

- Managed multiple residential and commercial development project applications including building plan review, site plan review, approval of building plans, all aspects of residential and commercial site and structural inspections.
- Facilitated developer negotiations and drafted agreements for large development projects.
- Performed code enforcement duties for compliance with Township regulations.

Butler Township, PA
Planner/Regulations Inspector
1998 – 2000

- Managed multiple residential and commercial development project applications (Zoning and Subdivisions).
- Performed code enforcement duties.
- Residential and commercial building plan review including all aspects of residential and commercial building inspections.
- Prepared written and oral reports for Township Boards and Commissions.

Tonya Ward, AICP, MUP

Principal Planner

Experience
25+ years

Education
M.U. P., Urban & Regional Planning San Jose State University
B.A., Political Science
University of Missouri, St. Louis

Affiliations
American Institute of Certified Planners
American Planning Association, CA Chapter
International Code Council

Software
Microsoft Office Suite
GIS
Granicus
Accela
HDL
TRAKiT
Tyler Technologies

Experience Summary

Tonya is a skilled professional land use planner with 25 years of municipal experience in current and long-range land use permits, environmental review, cannabis permitting, urban design, General Plan preparation and implementation, municipal code updates, economic development, coastal and shoreline permitting, historic preservation, and housing program implementation.

Tonya's professional and academic industry experience contribute to her extensive knowledge of the planning field and her impressive presentation and public speaking skills. She is passionate about helping facilitate responsible initiatives that provide continuous opportunities for livable and equitable communities, and her ability to serve as a leader makes Tonya is an asset to any team, project, and work environment she is assigned.

Select Professional Experience

4LEAF, Inc.
Principal Planner
2022 – Present

Tonya contributes to 4LEAF's municipal Planning Department clients by:

- Leading a team of 20 planners to process a mix of 800 ministerial and discretionary cannabis applications for Mendocino County.
- Managing complicated Planning studies and development applications and environmental reviews.
- Developing budgets, directing bidding processes, and verifying contract expenses and compliance.
- Working in regional program zones including natural and water resources Planning, community development, hazard planning, and coastal zone management.
- Completing field inspections to collect data related to development review processes and verifying that development projects comply with approved plans.
- Serving as a liaison to staff, Planning Commissions, City and County Councils, and Board of Supervisors.
- Supervising and mentoring Junior Planners.

City of Auburn
Senior Planner
2018 – 2022

- Planned, managed, organized, and oversaw operations and services of the Planning Department including current, advanced, and environmental planning; processing of all ministerial and discretionary planning entitlements and General Plan Updates; implementing Master Plans and entitlements associated with the City's Municipal Airport and Waste Treatment Plant; participated

as a technical contributor for the City's Local Hazard Mitigation Plan and Airport Land Use Compatibility Plan; prepared and implemented CEQA and NEPA documents.

- Interacted with and assisted the public, development, and business community regarding the planning and/or building process.
- Managed consultants and negotiated professional service contracts.
- Developed policies and procedures; prepared and administered budgets and grants; provided responsible and complex staff support to the City Council, City Manager, Commissions and Committees, and coordinated activities with other City officials, departments/divisions, outside agencies and organizations.
- Prepared, reviewed, attended, and presented staff reports and various updates to the City Council, Planning Commission, Historical Design Review Commission, Placer County Transportation Planning Agency/ Airport Land Use Commission, California Housing and Community Development Department, Sacramento Area Council of Governments, and a wide variety of community groups.
- Supported area plans, neighborhood plans, and other large policy Initiatives.
- Provided regular and timely planning, design, public realm, spatial analysis, and mapping expertise to various master plans, neighborhood plans, and other revitalization projects.
- Reviewed transport aspects of development applications and used GIS for better integration of land use and transportation planning.

City of Millbrae

Community Development Director

2015 – 2018

- Planned, managed, oversaw, and directed all operations and services of the Community Development Department, including activities in the Planning, Building, Code Enforcement, Housing, and Economic Development divisions.
- Managed staff and consultants through direct and subordinate supervisors; developed department goals, policies, and procedures; prepared and administered budgets; provided responsible and complex staff support to the City Council, Planning Commission, City Manager, and coordinated activities with other City officials, departments/divisions, outside agencies.
- Participated in establishing the strategic action plan for the Department including implementation of the organization's mission, vision, goals, and objectives, and participated in follow-through monitoring to assure accomplishment of established goals.
- Monitored and provided policy direction on complex development applications or activities including General Plan Update, Millbrae Area Station Specific Plan, Downtown Enhancement Plan, Housing Element implementation, Parks Master Plan Update, Community Center Restoration, Committee and Commission Reorganization, Grand Boulevard Initiative development, Capital Improvement Projects, grant administration, and modernization of computerized tracking systems, data, and fee schedules.

CSG Consultants, Inc.

Principal Land Use Consultant

2013 – 2015

- City of Millbrae, CA: Developed and implemented new planning and customer service processes

for the Community Development Department; prepared environmental review; managed and trained planning staff; prepared staff reports and presented at public hearings; acted as liaison to the Planning Commission; reviewed and issued a variety of entitlements for consistency with applicable laws; reviewed, coordinated, assisted, and developed required ordinance revisions.

- City of Marina, CA: Prepared a Mitigated Negative Declaration for the ADA accessibility and habitat restoration of Dunes State Beach including parking and trail/walkway enhancements. Processed a Planned Development land use application and managed consultants.

City of Half Moon Bay

Associate Planner/Acting Planning Director

2004 – 2013

- Managed the Planning Department's work programs and activities including counter permit and fees, coordination of projects, and support to the Planning Commission and City Council.
- Interpreted architectural and engineering plans and specifications; reviewed and approved building permit applications; assisted the City Engineer with the coordination of large and complex public works and/or capital facilities construction project(s).
- Prepared and implemented CEQA and NEPA environmental assessment documents; interpreted and applied laws, ordinances, and regulations governing planning activities; analyzed and compiled technical and statistical information and reports to draft General Plan elements.
- Interacted with and assisted the general public and the development community regarding the planning and building process; responded to and resolved difficult and sensitive citizen inquiries and complaints; monitored and evaluated the efficiency and effectiveness of service delivery methods and procedures.
- Provided lead direction and supervision to consultants, technical, junior, and clerical staff; trained and assigned staff in areas of work including planning methods, procedures, and techniques.
- Managed project budgets, scope of work, schedule of performance, and regulatory compliance; prepared and evaluated Requests for Proposals/Request for Qualifications for site development and professional consultants; selected and managed consultants.

City of Walnut Creek

Assistant Planner

2001 – 2003

- Interacted with the general public and development community regarding the planning and/or building process; performed building plan checks and inspections; reviewed design and landscape improvements to the City's downtown revitalization plan; coordinated Planning and Building Department activities; issued business licenses and supported Code Enforcement staff.
- Processed planning assignments in accordance with environmental law; primary planner responsible for public inquiries regarding permit process; presented staff reports and recommendations to Committees, Zoning Administrator, and Planning Commission.
- Managed various projects and implemented Planning Department goals and objectives; drafted ordinances and resolutions and assisted in amendments to the City's General Plan and zoning ordinance.

Luke Lindenbusch, AICP

Supervising Planner, Advance Planning & Housing

Experience
5+ years

Education
B.A., Honors, Global Public Health and Community Development
New York University

Certifications
AICP

Professional Memberships
American Planning Association (APA)
Congress for the New Urbanism

Experience Summary

Luke is a dedicated AICP-certified planner with extensive knowledge of the policy implications of city planning. With a background in public affairs, Luke is skilled in implementing innovative engagement strategies for field and digital campaigns to establish trusted communication with residents and stakeholders. He supports jurisdictions in the development and implementation of programs to provide certainty and efficiency in planning services. Luke has been welcomed to work collaboratively in varied communities as a team player who is highly adaptable to diverse environments.

Select Professional Experience

4LEAF, Inc.
Supervising Planner, Advance Planning & Housing
2021 – Present
Luke contributes to 4LEAF's Planning Department by:

- Overseeing the preparation and implementation of Housing Elements throughout California.
- Leading technical plan writing including Specific Plans, Transit-Oriented Development (TOD), Affirmatively Furthering Fair Housing (AFFH) strategies, and programs in General Plan Updates.
- Providing on-call regional policy technical assistance to 16 jurisdictions in Napa & Sonoma Counties, including supporting access to State funding such as the Prohousing Designation Program.
- Orchestrating multifaceted community engagement strategies and actions.
- Managing legislative updates and communicating with jurisdictions on changes in State law.
- Coordinating with regional partners in government and nonprofit organizations.

Generation Housing
Project and Policy Coordinator
2020 - 2021
In this role, Luke's responsibilities included, but were not limited to public advocacy, policy analysis, housing project tracking, moderating public events, convening public officials, and mobilizing supporters.

City of Sebastopol
Planning Commissioner & Climate Action Subcommittee Chair
2020 – 2021
In these roles, Luke served as a council-appointed municipal planning official and climate action chair in this west Sonoma County city. Work included the promotion of local efforts and cross-sector engagement.

City of Santa Rosa
Community Advisory Committee Member, Downtown Station Area Specific Plan (DSASP) Update
2019 – 2021
Served on the CAC for the City's award-winning Downtown Specific Plan Update. Actions included mobilizing community members to be involved with the planning process and providing input.

Austin Silva

Principal Planner

Experience
19+ years

Education
Bachelor of Science in Urban and Regional Planning (California State Polytechnic University, Pomona, CA)

Certifications
American Institute of Certified Planners (AICP)

Experience Summary

Austin is a highly efficient professional with 19 years of municipal planning experience. Austin utilizes his extensive communication and problem-solving skills to ensure absolute quality. His professional experience has provided him with robust coordination capabilities, as well as a precise eye for review. Austin is a professional guided by his specificity and clarity, making him an asset for any department.

Professional Experience

4LEAF, Inc.
Principal Planner
2023 - Present
Austin helps contribute to the productivity of 4LEAF's Planning Department by:

- Managing complicated planning studies, development applications, and examining proposals.
- Providing planning assistance to member communities on diverse land use projects.
- Developing budgets, directing bidding processes, and verifying contract expenses and compliance.
- Conducting research and organizing reports on land use, physical, social, and economic topics.
- Collaborating with Program Managers and recommending process improvements.
- Supervising, mentoring, and training junior-level planners.

City of Poway
Senior Planner
2018 - 2023

- Reviewed and processed applications for complex development projects. Analyzed the project's compliance with the General Plan, zoning codes, specific plans, environmental mitigation measures and laws.
- Managed advanced planning projects including zoning code amendments, specific plan amendments, and General Plan updates.
- Prepared staff reports and resolutions for the City Council. Presented at public hearings.
- Supervised, mentored, and trained junior-level planners.

Port of San Diego

Associate Planner

2017-2018

- Reviewed development proposals including recreational vehicle parks, large hotels, and parks to verify compliance with design guidelines, the Port Master Plan, and Environmental Impact Reports.
- Coordinated with internal staff, outside governmental agencies, and commission members.
- Presented at Port Board meetings and represented the Port of San Diego at community meetings.
- Managed consultants and budgets associated with their contracts.

City of Carlsbad

Associate Planner

2005-2017

- Reviewed and processed new development projects including commercial, industrial, residential, and mixed-use. Analyzed the project's compliance with regulatory documents and environmental laws.
- Prepared staff reports and resolutions and presented at public hearings.
- Negotiated changes to projects during the building plan check and construction phases.
- Provided zoning information to developers, architects, engineers, and property owners.

Kaitlin Roberts, J.D.

Senior Planner

Experience
17+ years

Education
B.S. Social Science, 2005, California Polytechnic State University, San Luis Obispo, CA
J.D., 2009, Lincoln Law School, Sacramento, CA

Certifications
State Bar of California 2010

Experience Summary

Accomplished Senior Planner and environmental specialist with over 17 years of expertise in comprehensive land use planning and environmental compliance, particularly under the California Environmental Quality Act (CEQA). Skilled in managing complex planning projects, including drafting and amending specific and master plans, as well as assessing development proposals for alignment with community goals and regulatory standards. Adept at producing clear, actionable insights to guide policy decisions, support housing initiatives, and advance sustainable development. Known for delivering high-quality planning and analytical services to municipalities and private sector clients, ensuring rigorous adherence to environmental and planning requirements. Experienced in providing on-call services to cities across Northern California, contributing to effective project management and impactful community planning outcomes.

With a strong analytical aptitude and a practical, solutions-focused approach, Kaitlin excels in identifying process improvements and adapting strategies to meet project goals effectively. She is known for her self-driven work ethic and collaborative style, consistently contributing to streamlined workflows and enhanced project outcomes.

Select Professional Experience

4LEAF, Inc.
Senior Planner
2023 - Present
Kaitlin helps contribute to the productivity of 4LEAF's Planning Department by:

- Conducting comprehensive California Environmental Quality Act (CEQA) reviews and delivering precise environmental assessments across diverse project types.
- Coordinating closely with local government agencies to deliver efficient on-call planning services, overseeing development application reviews, and providing detailed CEQA documentation.
- Preparing staff reports, resolutions, and ordinances to support recommendations for Design Review, Planning Commission, City Council, and Director Hearings.
- Supporting policy initiatives and-related tasks, including creation of policies and programs in general plans, specific plans, and other local policy documents.
- Supporting the preparation of background reports and amendments for specific and master plans, contributing to effective long-range planning initiatives.

- Reviewing project documents for consistency and compliance, ensuring accuracy and adherence to planning standards.

Dudek
Environmental Planner
2012 - 2022

- Served in project management and project planner roles on a variety of environmental review projects. Coordinated with technical team members, clients, project applicants and outside agencies.
- Prepared environmental review documents including environmental impact reports (EIRs), mitigated negative declarations (MNDs), and categorical exemptions. Conducted complex impact analyses in the areas of aesthetics, agriculture and forestry resources, cultural resources, land use, population and housing, biological resources, geology, noise, and public services and utilities.
- Provided on-call environmental services for local government agencies. Prepared CEQA documents and conducted peer reviews of applicant-prepared reports and technical studies.
- Served as contract planning staff for local government agencies. Provided front counter assistance, processed development applications and permits, prepared general plan amendments and zoning ordinance updates, prepared technical memoranda, drafted staff reports and public notices, and presented at public hearings.
- Contributed to specific plan and master plan projects, drafting amendments and reviewing development plans for alignment with established community goals.
- Assisted in housing element implementation efforts, providing technical support on planning initiatives and policy updates as required.

North Fork Associates
Environmental Planner
2007 - 2012

- Served as assistant project manager for variety of environmental review projects subject to CEQA. Prepared impact analyses in the areas of land use, biological resources, cultural resources, geology, noise, and public services and utilities.
- Prepared environmental documents, reports, presentations, technical memoranda, and public notices.
- Provided support to on-call planning and environmental staff.
- Conducted research, site visits, document review, and document tracking.
- Assisted in the production of technical reports and biological permitting packages.

Jose Torres, AICP

Senior Planner / GIS Specialist

Experience
5+ years

Education
M.A., Community Planning
Auburn University – Auburn, AL
M.Sc., Geography
Auburn University - Auburn, AL
B.A., Chinese Language & Literature
University of California Los Angeles
A.A., Spanish Literature
San Francisco State University

Languages
English
Spanish
Japanese
Mandarin Chinese

Affiliations
APA, Hazard Mitigation and Disaster Recovery Planning Division
William Averette Anderson Fund

Experience Summary

Jose is a dynamic urban planner and Geographic Information Systems (GIS) specialist with extensive experience across diverse sectors. He is fluent in Spanish and brings a unique cultural perspective to his work, facilitating meaningful community engagement and public participation initiatives. His expertise encompasses advocacy for affordable housing, leading inclusive planning projects, and integrating GIS technology into urban development strategies. Jose's notable achievements include leading community-driven initiatives, managing conservation easements, and revitalizing urban spaces through participatory planning. He is dedicated to cultivating diverse, inclusive communities.

Select Professional Experience

4LEAF, Inc. – Pleasanton, CA
Associate Planner / GIS Specialist
2023 - Present

- Assists in producing and managing zoning codes, land regulations, and ordinances.
- Drafts background discussions, policies and programs for Specific Plans and General Plans.
- Manages and issues permits and interprets zoning regulations for the public.
- Provides Spanish translation for outreach materials and community engagement efforts
- Mapping for Napa Sonoma Collaborative Housing Connect tool; AB2334 density bonus eligible tax parcels, SB4 religious institutions, and Transit Oriented Corridors.
- Developed site inventories and analysis for Housing Elements in the 6th Housing Element Planning Cycle, including site identification, capacity analysis, and infrastructure requirements.

LandWatch Monterey County
Housing Advocate
April 2023 – December 2023

- Oversee advocacy efforts for housing elements across Monterey County during the 6th Regional Housing Needs Allocation (RHNA).
- Lead initiatives promoting affordable and fair housing, aligning zoning density with RHNA allocations, and integrating affordable housing into high-opportunity areas.
- Manage the LandWatch Public Data Viewer portal, providing essential resources for municipalities, including RHNA site inventory parcel data, administrative boundaries, land use and zoning information, transportation data, emergency management details, census and demographic statistics, and facility locations.

City of Seaside Community Development Department

Associate Planner

- Administer the city's General Plan and Zoning Ordinance, review development applications, and help shape the future of the community.
- Lead the development of a baseline GIS for the Planning and Building Department, streamlining permitting history from 2013 to 2022.
- Create an interactive web map to display Zoning and Land Use data, consolidating crucial land use information into one publicly accessible platform.
- Collaborate with Computer Science interns from California State University at Monterey Bay and established a GIS-based City of Seaside Building Permit Archive, ensuring accurate data management and standardization of building permit records.

City of Berkeley Public Works Department

Assistant Planner & Geographic Information Systems Specialist

- Lead various projects aimed at enhancing infrastructure management and operational efficiency.
- Develop an ESRI Field Maps application for collecting sidewalk condition assessment data and established data formatting policies for consultant deliverables.
- Data manager and trainer for the implementation of the NEXGEN Enterprise Asset Management System for all Public Works Divisions assets.
- Oversee street imagery and point cloud capture for the Cyclomedia project and assisted in the training and program implementation of a Global Positioning System (GPS) tracking software for the Public Works Zero Waste Division's service vehicles (Zero-Waste Division).

Georgia-Alabama Land Trust, Inc.

Geographic Information Systems Specialist & Regional Stewardship Manager

- Oversee the management of conservation easements in the Chattahoochee River Region and ensured compliance and scheduled maintenance of land management activities.
- Rebuild a geodatabase for conservation easements spanning over 400,000 acres of natural resources and contributed to the development of a GIS model for the Wetlands/In-Lieu Fee Mitigation program managed by the U.S. Army Corps of Engineers in Georgia

City of Culver City

CivicSpark Water Fellow

- Research and plan for the revitalization of Ballona Creek in Culver City, California, utilizing GIS for data analysis and identifying maintenance areas.
- Develop a comprehensive three-lens framework focusing on Community, Environment, and Mobility to guide the restoration project.
- Map parcel ownership and multiple agencies' maintenance jurisdictions along the nine-mile stretch of the creek.
- Organize meetings with over 50 major stakeholders, which led to the formation of the official Ballona Creek Task Force and the prioritization of projects and initiatives for improvement.

Magda Gonzalez

Senior Planner

Experience
12+ years

Education
M.P.A.
CSU, San Bernardino
B.S., Business Administration
CSU, San Bernardino
B.A., International Business Administration
CSU, San Bernardino

Skills
MS Office Suite
Bluebeam
ArcMap GIS
Adobe
Accela

Languages
English
Spanish

Experience Summary

Magda is a skilled Senior Planner with over 12 years of professional experience in the realm of environmental review, resource management, and land use Planning. She also has extensive supervisory experience and is proficient in environmental document preparation, subconsultant coordination, presentation, and budget and project management. Magda excels in preparing and reporting performance data, identifying trends and areas for improvement, and analyzing efforts to develop solutions to project issues that may arise. With the strong ability to oversee programs and coordinate with others, Magda further shows that she is adept in her skillset with the ability to serve as a leader and team player who practices objective thinking and uses unbiassed approaches to conflict resolution that make her an asset to any team and environment.

Select Professional Experience

4LEAF, Inc.
Senior Planner
2022 - Present
Magda contributes to municipal Planning Departments on behalf of 4LEAF and her recent assignment include the cities of Hollister, Sausalito, Moreno Valley, and San Juan Bautista. Her responsibilities as a Senior Planner include:

- Managing complicated Planning studies and development applications.
- Successfully managed a variety of commercial and residential development project applications.
- Routinely interacted with City/County staff on submittal of complex planning projects.
- Coordinated various internal/external disciplines to ensure complete submittal packages.
- Developing project budgets, directing bidding processes, and verifying expenses and compliance.
- Conducting research and organizing reports on land use, physical, social, and economic topics.
- Working in reginal program zones including natural and water resources planning, community development, hazard modification, coastal zone management, and more.
- Completing field inspections to collect data related to development review processes and verifying that development projects comply with approved plans.
- Serving as a liaison and communicating reports and findings from inspections and research to staff, officials, and planning and zoning boards and commissions.
- Providing planning assistance to member communities on diverse land use projects.
- Supervising and mentoring junior Planners.

San Bernardino County Land Use Services – San Bernardino, CA
Senior Planner
2012 - 2022

- Reviewed and process land use applications for urban and rural development proposals and applied San Bernardino County countywide plan, development code regulations, ordinances, policies, and state environmental law.
- Analyzed, interpreted, and presented environmental, zoning, and other county Planning data to explain the entitlement process.
- Effectively communicated with Planning Commissioners, staff, internal and external agencies, and residents, as well as community organizations.
- Performed in-depth historical research to make informed entitlement determinations and utilized effective written communication to compose initial studies, staff reports, and correspondence.
- Actively participated in the development of a streamlined functional application processing system Accela which enabled the Planning Division to digitalize their applications, use permits, and entitlement processes.
- Completed environmental reviews utilizing environmental and focused studies in compliance with the California Environmental Quality Act and in adherence with Assembly Bill 52.
- Reviewed site plan designs to ensure compliance with applicable regulations (i.e., land use, setbacks, etc.) and conducted extensive research in specific or general project areas.
- Drafted ordinances to address community concerns and compliance with State regulations.

San Bernardino County Dept. of Behavioral Health – Victorville, CA
Office Assistant II
2011 - 2012

- Interpreted, applied, and explained department rules, regulations, policies and procedures to clients and the public.
- Researched and established/modified accounts according to insurance benefits or client's financial responsibility.
- Coded and reviewed billing.

San Bernardino County ATC / Central Collections – San Bernardino, CA
Office Assistant II
2010 - 2011

- Executed arithmetical computations to determine fees/fines owed.
- Updated, coded, and edited accounts as well as reconciled accounts to maintain fiscal accountability.
- Explained department procedures and regulations, clarified court ordered payment schedules.

Victor Elementary School – Victorville, CA
Bilingual Instructional Assistant
2007 - 2010

- Coordinated and administered standardized testing.
- Assisted SAM and principal in allocating funds to appropriate programs.
- Provided information regarding school enrollment, school attendance review board process and spearheaded ELAC parent program.

Stacey Kinsella

Senior Planner / Historic Preservation Specialist

Experience
25+ years

Education
B.A., Psychology
Loyola Marymount University
CEQA Step-by-Step Course
UC Riverside Extension
Leadership Training (IP)
Webb Group Leadership Development
Secretary of Interior's Standards
California Preservation Foundation
Section 106, Native America, GIS
National Preservation Institute

Professional Affiliations
American Planning Association (APA)
Member
California Preservation Foundation (CPF)
Member

Experience Summary

Stacey is a skilled Senior Planner with over 25 years of professional experience, including 18 years of current and long-range land use projects, coastal and shoreline permitting, California Environmental Quality Act (CEQA) review, and General Plan amendments. Her background includes leading significant development projects, crafting local ordinances, and entitlement reviews including Conditional Use Permits (CUP), Coastal Development Permits, Planning Commission Design Review, and more. She is also a skilled Historic Preservation Specialist, having managed the preservation program for a Certified Local Government (CLG) for nine years. As the CLG contact, she oversaw all preservation applications, commission reports and agendas, and historic assessments.

Stacey is an exceptional team member who takes initiative and brings extensive knowledge to each project she is involved in. She advocates a solution-based approach to problem solving and her ability to connect with professional architects, engineers, landscape architects, local agencies, analysts, and other design/construction professionals make her an exceptional team member to any project.

Select Professional Experience

4LEAF, Inc.
Senior Planner / Historic Preservation Specialist
2024 – Present
Stacey contributes to 4LEAF's municipal Planning Department clients by:

- Working in regional program zones including coastal zone management, community development, downtown revitalization, and more.
- Supervising project needs in response to requests from the Community Development Director and the City Council.
- Reviewing development and architectural design plans for industrial, commercial, residential, and multi-family projects to ensure compliance with development standards in the Municipal Code, General Plan, certified Local Coastal Plan, along with local, state, and federal regulations.
- Researching and preparing staff reports, resolutions, and ordinances for recommendations for Design Review, Planning Commission, Historical Design Review Commission, California Coastal Commission, City Council, and Director Hearings.
- Providing planning assistance to member communities on diverse land use projects.
- Performing California Environmental Quality Act (CEQA) reviews.
- Assessing potentially historic properties for eligibility on the Local, California, or National Registers.

- Providing Historic Preservation training to staff and members of the community.

City of Redondo Beach
Senior Planner
2015 – 2024

- Managed the Preservation Program including researching and preparing eligibility reports for potentially historic properties, reviewing Landmark Designation and Certificate of Appropriateness applications, reviewing maintenance requests to historic properties, performing historic site inspections (over 110 Mills Act properties), preparing the annual Certified Local Government (CLG) report, preparing staff reports, and providing presentations to the Preservation Commission.
- Project manager for major development projects including the creation of realistic project schedules, the oversight of environmental review per CEQA, coordinating with consultants/legal team, and preparing staff reports and presentations for public hearings
- Managed the creation of the City's Body Art and Massage Ordinances, including writing the staff reports for each, and presenting the findings to the Planning Commission.
- Reviewed and managed a variety of entitlements including but not limited to Conditional Use Permits (CUP), Coastal Development Permits, Planning Commission Design Review, Modifications (minor variances), Variances, and Administrative Design Review for new condominiums and single-family residential.
- Reviewed and analyzed residential/commercial/industrial projects for compliance with the General Plan, the Objective Residential Standards, the development standards in the Municipal Code, and the certified Local Coastal Plan.
- Provided additional support for the assigned Planner regarding the Legado project (115 Units + Hotel) at 1700 S. Pacific Coast Highway as well as the 3-part hotel project at 2410 Marine Avenue. Work included plan review, managing environmental review, and ghost-writing portions of the staff report/presentation materials.
- Reviewed and managed the South Bay Galleria Improvement project (30-acre redevelopment), including environmental review per CEQA.
- Participated in the creation of the new Objective Residential Standards.
- Reviewed and provided input regarding various sections of the draft General Plan Update, particularly the Land Use Element and the new Cultural Resources Element.
- Participated in early discussions for the City's EV Charging Ordinance, zoning text amendments for allowable signage, and possible rooftop/outdoor dining programs.
- Supervised line staff including the creation of Planning counter schedules and providing ongoing training/guidance to the Planning Intern, Planning Technician, Associate Planner, and part-time Assistant Planner.
- Programs and software used: Outlook, Excel, Zoom, Teams, Bluebeam, MUNIS, CityTech Solutions (online application portal), and Legistar (agendas).

Charles Abbot Associates for the City of Palos Verdes Estates
City Planner
2006 – 2014

- Managed residential development projects including neighborhood compatibility review, prepared all Planning Commission agenda materials, presented development projects at public hearings, performed final inspections for all new homes and major additions, and managed the public counter.
- Conducted the annual Conditional Use Permit review.
- Managed the Congestion Management Program.
- Coordinated directly with the California Coastal Commission for cliff-side projects.
- Charles Abbott Associates (CAA) provided ongoing Planning training, including attendance at APA conferences and CEQA training through UC Riverside Extension Program.
- Member of internal leadership group at CAA .

City of Manhattan Beach
Assistant Planner
2006

- Managed minor development projects, assisted with general inquiries at the public counter, prepared Planning Commission materials, and participated in the early discussions for a preservation program.

Palos Verdes Homes Association
Administrative Assistant
2005 – 2006

- Reviewed plan submittals, coordinated Art Jury meetings, prepared meeting minutes, assisted the public at the counter, and maintained the project database.

Chester Smith Associates
Project Manager / Designer
1999 – 2005

- Managed residential development projects from start to finish, including client meetings, site inspections, property surveys/measurements, drafting architectural plans, preparing agency submittals, attending public hearings, and managing the Building plan check process.
- Utilized survey equipment in the field, walked construction sites at various stages, performed minor AutoCAD work, and operated an old blueprint machine.
- Assisted with office management, including answering phones, preparing invoices, and maintaining project files.

Juan Galvan, MPA

Associate Planner

Experience
8+ years

Education
Master of Public Administration
CSU, Los Angeles
B.S., Urban & Regional Planning
Cal Poly, Pomona
International Studies Program
North China University of Technology

Professional Involvement
Senior Project Review Committee Member, Cal Poly Pomona
Alumni Scholarship Committee Member, CSU, Los Angeles

Languages
English
Spanish

Experience Summary

Juan is a highly skilled and driven Associate Planner with a strong academic and professional background. He holds a Master's in Public Administration and a B.S. in Urban & Regional Planning. With a deep understanding of planning principles, practices, and procedures, Juan brings expertise across multiple facets of planning discipline. His comprehensive education and hands on experience enable him to navigate complex planning challenges with confidence and precision.

As a graduate school alumnus, Juan developed his research and project coordination skills, adapting these abilities to his professional work. He consistently delivers assignments with precision, accuracy, and promptness. A self-starter with a collaborative mindset, Juan is dedicated to achieving shared success with colleagues and stakeholders alike. **Juan is local to Southern California and has over 8 years of municipal Planning experience. He has served as an Associate and Senior Planner for the City of La Puente and has provided planning services through 4LEAF across several jurisdictions.**

Select Experience

4LEAF, Inc.
Associate Planner (Part-time)
2022 – Present
Juan contributes to the productivity of 4LEAF's Planning Department by:

- Developing strategies to stimulate economic and community development and efficient land use complimentary to community goals and ensures compliance with municipal ordinances.
- Composing and presenting technical and formal reports, working papers, and correspondence.
- Recommending urgencies, schedules, and financing sources to execute public improvements.
- Interpreting and applying appropriate State, County, and Local Codes, ordinances, and regulations.
- Assisting with Comprehensive Plan and land development regulations.
- Assessing development applications that include plats, permits, site plans, and variance requests.
- Developing prospective plans for communities with common and recurring developmental issues.
- Evaluating the efficiency and effectiveness of community facilities in arriving at projected goals.
- Writing various ordinances and regulations that involve development controls.
- Conducting thorough research in specific or general project regions.
- Leading and managing the streamlined ADU review process, ensuring timely, compliant approvals and advancing local housing development goals.
- Managing environmental reviews, including IS, MNDs, and EIRs, ensuring full CEQA compliance.
- Leading AB 52 and SB 18 tribal consultations, coordinating with tribal representatives to address

cultural resource concerns.
- Preparing and presenting reports and recommendations to internal teams, external stakeholders, and regulatory agencies to support planning decisions.

City of La Puente
Senior Planner (Promoted from Associate Planner)
2020 – Present

In Juan's former role, he provided Advanced and Current Planning and Project Management to the City of La Puente. His responsibilities included:

- Assisted in the adoption and management of the Planning/Zoning budget.
- Acquired and managed grants, including Measure A and Federal Park Grants.
- Reviewed architectural designs for residential and commercial projects, ensuring compliance with zoning, design without a Design Review Board.
- Led the General Plan Amendment and zoning ordinance revision to rezone a 54,676 sq. ft. parcel and amended the municipal code to incorporate the 2022 District Fire Code.
- Coordinated with City Departments and agencies to align planning efforts and ensure project success.
- Managed design of a new Dog Park and Phase 1 of Veteran's Memorial Park using Measure A funds.
- Managed CIP projects, including a new maintenance building and coffee kiosk at City Park.
- Managed planning applications (CUPs, Subdivision Maps, PD Permits, Variances) ensuring CEQA compliance and regulatory adherence.
- Prepared and presented staff reports to the City Council and Planning Commission, providing clear analysis to support land use decisions and policy direction.
- Led implementation of SB 743 VMT analysis and the Regional VMT Mitigation Program for CEQA compliance.
- Ensured timely submission of Housing Element Annual Progress Reports to the California HCD.
- Streamlined planning processes to improve efficiency and reduce project backlogs.
- Managed budgets, tracked expenditures, and coordinated fiscal oversight.
- Mentored Planning Interns, fostering professional development and high customer service standards.

City of Alhambra
Planning Aide (Promoted from Planning Intern)
2017 – 2020

In his role with the City of Alhambra, Juan provided Current Planning and Project Management services, overseeing a variety of development initiatives and ensuring compliance with zoning regulations. In this role he:

- Led planning applications (CUPs, Subdivision Maps, Permits, Variances), ensuring compliance with CEQA and timely approvals.
- Prepared and presented planning reports to internal and external stakeholders, simplifying complex issues for effective decision-making.
- Reviewed and processed zoning clearance applications (ADUs, residential additions, tenant improvements, wireless upgrades), ensuring regulatory compliance.
- Managed Design Review Board agendas and staff reports, ensuring accurate documentation and clear communication.

- Conducted on-site inspections to verify development adherence to approved plans, ensuring quality control and project success.
- Compiled and analyzed monthly data, preparing reports for the Community Development Deputy Director and City Manager to support strategic decision-making.
- Coordinated with Code Enforcement to resolve compliance issues and assist residents with regulatory adherence.
- Collaborated with multiple city departments and external agencies to ensure project coordination and compliance.
- Trained and supervised Planning Interns, ensuring excellent customer service and operational efficiency.
- Managed the Planning Counter, delivering timely, accurate information to the public and ensuring consistent service.

John Jay

Associate Planner

Experience
9+ years

Education
B.S., Urban Planning, Arizona State University

Experience Summary

John is a talented and ambitious Associate Planner with extensive education and professional experience. John has ample experience with Fire Recovery Planning, which he demonstrated by managing the City of Santa Rosa's residential redevelopment projects following the 2017 Tubbs Fire. He earned a Bachelor of Science degree in Urban Planning and is well versed in both urban and regional planning, project management, and planning for high-quality affordable housing developments. John is proficient in planning principles, practices, and procedures, and is experienced in many facets of the industry.

John developed his research and project coordination skills, adapting these abilities to his professional work. John consistently completes his assignments with precision, accuracy, and promptness. He is a self-starter and a team player who is committed to attaining mutual success with those he works with and represents.

Select Experience

4LEAF, Inc.
Associate Planner
2025 – Present
John contributes to the productivity of 4LEAF's Planning Department by:

- Developing strategies to stimulate economic and community development and efficient land use complimentary to community goals and ensures compliance with municipal ordinances.
- Composing and presenting technical and formal reports, working papers, and correspondence.
- Interpreting and applying appropriate State, County, and Local Codes, ordinances, and regulations.
- Assisting with Comprehensive Plan and land development implementation.
- Assessing development applications that include plats, permits, site plans, and variance requests.
- Developing prospective plans for communities with common and recurring developmental issues.
- Evaluating the efficiency and effectiveness of the community's projected goals.
- Writing various ordinances and regulations that involved development controls.
- Conducting thorough research in specific or general project regions.

City of Sebastopol, CA
Associate Planner
2021 – 2025

- Managed intricate entitlement processes for complex, high-profile, and controversial entitlement applications, including major subdivision, major and minor CUP, CEQA checklists, Grant

Administration, affordable housing projects, design review, etc.

- Collaborated with other City departments and developer teams, consisting of civil engineers, architects, and landscape designers.
- Delivered public presentations to the Design Review Board, Planning Commission and City Council.
- Analyzed environmental impacts of development projects pursuant to the California Environmental Quality Act (CEQA), including reviewing Environmental Impact Reports, technical studies, and exemptions.
- Project manager for the sixth-cycle Housing Element update and implementation Project manager for County Wide Active Transportation Plan update.
- Project manager for Sustainable Transportation Grant awarded by CalTrans District 4 which focuses on implementing pedestrian and safety improvements to the City's downtown.
- Project manager for Enhanced Infrastructure Financing District project.
- Demonstrated exceptional communication skills while responding to general Planning inquiries from residents of the City.

Bureau Veritas – Santa Rosa, CA

Planner

2019 – 2021

- Project manager of residential redevelopment projects destroyed by wildfire.
- Performed planning and zoning review of post-fire redevelopment plans.
- Code compliance for residential redevelopment projects.
- Project management of various development types requiring a broad variety of entitlement approvals.
- Served as Contract City Planner for various jurisdictions throughout California.

Friedman's Home Improvement – Petaluma/Windsor, CA

Logistics Specialist

2016 – 2019

MARCH 24, 2026

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **WILLIE A. HOPKINS JR.**
CITY MANAGER

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING THE MEMORANDUMS OF AGREEMENT BETWEEN THE CITY OF COMPTON AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, MAINTENANCE & TRADES AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, PUBLIC SAFETY AUXILIARY FOR FISCAL YEARS 2025-2029**

SUMMARY

The City Council is requested to approve five-year employment contracts (Memorandums of Agreement) between the City of Compton and Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.) Local 721, Public Safety Auxiliary.

BACKGROUND

SEIU is the recognized exclusive bargaining representative for employees in the Public Safety Auxiliary Unit. Pursuant to the Meyers-Milias-Brown Act (MMBA), the City and the employee organization engaged in good-faith meet-and-confer negotiations regarding a successor MOA.

Negotiations occurred between February 2025 through January 2026, resulting in tentative agreements covering the term of July 1, 2024 through June 30, 2029. The MOAs were ratified by the employee organization in accordance with its internal procedures. City Council approval is required for the agreement to take effect.

STATEMENT OF ISSUE

Over the past several months, the City has been negotiating with Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary regarding salary and benefits and has come to an agreement. SEIU Local 721, Maintenance & Trades and SEIU Local 721, Public Safety Auxiliary have met with its members and voted to approve the terms of contracts agreed to during negotiations. The proposed ratified MOAs must now be approved by the City Council, at which point the MOAs can be executed and implemented.

FISCAL IMPACT

The fiscal impact of the 7% base pay increase for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary for fiscal year **2024-2025** is to be estimated at **$512,452**.

The fiscal impact of the 7% base pay increase for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary for fiscal year **2025-2026** is to be estimated at **$1,151,645**.

The fiscal impact of the 5% base pay increase for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary for fiscal year **2026-2027** is to be estimated at **$346,931**.

The fiscal impact of the 4% base pay increase for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary for fiscal year **2027-2028** is to be estimated at **$291,422**.

The fiscal impact of the 2% base pay increase for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary for fiscal year **2028-2029** is to be estimated at **$151,539**.

RECOMMENDATION

Staff recommends approval of the attached Resolution adopting the MOAs for Service Employees International Union (S.E.I.U.), Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.), Local 721, Public Safety Auxiliary.

TAQUAN J. JONES
INTERIM HUMAN RESOURCES DIRECTOR

APPROVED FOR FORWARDING:

WILLIE A. HOPKINS JR.
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING THE MEMORANDUMS OF AGREEMENT BETWEEN THE CITY OF COMPTON AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, MAINTENANCE & TRADES AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721, PUBLIC SAFETY AUXILIARY FOR FISCAL YEARS 2025-2029

WHEREAS, the City of Compton has fulfilled its meet-and-confer obligations as required by the Meyers-Milias-Brown Act (MMBA); and

WHEREAS, the negotiations have resulted in an agreement between the City of Compton and Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.) Local 721, Public Safety Auxiliary.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City Council of the City of Compton does hereby approve the Memorandums of Agreements (MOA) executed by the representatives of Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.) Local 721, Public Safety Auxiliary, a copy of which is attached hereto and incorporated herein by reference.

SECTION 2. That the City Manager is hereby directed to execute and implement the MOAs in accordance with the provisions of this resolution.

SECTION 3. That this resolution and the MOAs referenced herein supersede any provisions of previously adopted City policies that conflict with the provisions of these MOAs.

SECTION 4. That the monthly salary range for each of the classifications covered by Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.) Local 721, Public Safety Auxiliary MOAs is hereby fixed and established in accordance with Article 40 of these MOAs, as follows:

- Seven Percent (7%) increase effective July 1, 2024
- Seven Percent (7%) increase effective July 1, 2025
- Five Percent (5%) increase effective July 1, 2026
- Four Percent (4%) increase effective July 1, 2027
- Two Percent (2%) increase effective July 1, 2028

SECTION 5. That the health, dental, vision, and vacation benefits remain the same.

SECTION 6. That the monthly retirement contribution for each of the classifications covered by the Service Employees International Union (S.E.I.U.) Local 721, Maintenance & Trades and Service Employees International Union (S.E.I.U.) Local 721, Public Safety Auxiliary MOAs is hereby established in accordance with Article 29 of these MOAs.

SECTION 7. That copies of this Resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, Law Division/City Attorney, and Human Resources Department.

SECTION 8. That the Mayor shall sign, and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2026.

_____
EMMA SHARIF
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: SS

I, Satra D. Zurita, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council of the City of Compton, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2026.

That said resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

MEMORANDUM

OF

AGREEMENT

CITY OF COMPTON,
A MUNICIPAL CORPORATION

AND

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

MAINTENANCE AND TRADES UNIT

JULY 1, 2024
TO
JUNE 30, 2029

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PREAMBLE

This Memorandum of Understanding (MOU) has been prepared pursuant to the terms of Government Code, Section 3500, which is hereby incorporated by reference as is fully set forth herein, and has been executed by the City Manager on behalf of the City Council of the City of Compton, hereinafter referred to as the City, and by the Service Employees International Union, Local 721 (SEIU), Maintenance and Trades Unit hereinafter referred to as Union, on behalf of all employees as described in Article 1, Recognition, occupying position-classification set forth in Article 19, Compensation. It is, however, the mutual understanding of all parties hereto, that such Agreement is of no force or affect whatsoever, unless or until ratified and approved by resolution duly adopted by the City Council of the City of Compton.

The Personnel Rules and Regulations adopted November 6, 1979, by Resolution #12,522, shall be applicable to employees of this Unit. It is specifically understood that the expressed terms of this Agreement prevail where provisions are inconsistent.

ARTICLE 1. RECOGNITION

Service Employees International Union, Local 721, Maintenance and Trades (SEIU) is hereby acknowledged by the City as the recognized employee organization representing all permanent and full-time employees who occupy classified positions within the Maintenance and Trades Unit. The Unit, as presently established, consists of the classifications shown in Article 19, Compensation.

ARTICLE 2. SCOPE OF REPRESENTATION

The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours and other terms and conditions of employment, except however, that the scope of representation shall not include consideration of the merits, necessity, or organization of any service or activity provided by law or organization or executive order. The City agrees to consult with the Union on all classification specifications determined to be within the internal and occupational community of interest to the Union. In the event

that the Union disputes the City's determination of community of interest and appropriate unit, the matter will be submitted to the State Mediation and Conciliation Service (SMCS) for mediation or for recommendation resolving the dispute.

ARTICLE 3. PAYROLL DEDUCTIONS

A. Dues Deduction

It is mutually agreed that the City will deduct dues and assessments twice each month, provided there is not more than one deduction per pay period, in an amount certified to be current and correct by the Union, from the pay of those employees the Union also certifies who have individually requested in writing that such deductions be made. The total amount of all such deductions shall be remitted by the City to the Union. The Union also agrees to maintain the individual employees' current written authorization forms to make such deductions.

This process for making payroll dues deductions authorization shall remain in full force and effect during the term of this Agreement, as specified in Council Resolution Number 10,471. The City shall not be responsible for failure to terminate a dues deduction absent advance written notice of such revocation by the Union. The Union will be responsible for refunding any deductions to non-member employees whom the City has already remitted to the Union after such cancellation or revocation. SEIU 721 agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issue against the City as a result of dues deduction or transmittal of such funds to SEIU 721, including claims for deductions made in reliance on the Union's representations and certifications regarding valid written employee dues deduction authorizations.

Each pay period, the Employer will provide the Union with the following information regarding bargaining unit members:

Employee Name

Employee ID # (File #)

Earning Per pay Period

Amount Deducted for the Pay Period (will include itemization of the deductions — Union dues, COPE, etc.)

Each pay period, the Union shall provide the employer with an "authorized deduction report" which includes bargaining unit members who have authorized the deduction of Union dues, COPE and other deductions and the deduction amounts.

The Employer shall make the dues and other applicable deductions from the employees' paychecks and remit such itemized deductions to the Union via Electronic Funds Transfer (EFT) within seven (7) business days of each payday.

B. **Committee on Political Education (COPE)**

Employees may make voluntary contributions to the Union's registered political action committees. The employer shall make the deduction of the voluntary contributions in the same manner as the dues deduction process.

Every pay period the Union will notify the employer with a list of employees and the appropriate deduction amount on the "authorized deduction report" of the employees who have signed an authorization for the COPE deduction.

Employees may discontinue voluntary political deductions by providing notice of cancellation to the Union at any time and the Union shall transmit such notice of cancellation to the Employers by the next full pay period cycle.

ARTICLE 4. NON-DISCRIMINATION

The parties mutually reaffirm their respective policies of nondiscrimination in the treatment of any employees because of race, religious creed, color, national origin, ancestry, citizenship, physical or mental disability, legally protected medical condition, military and veteran status, sexual orientation (including heterosexuality, homosexuality, and bisexuality) gender identity, gender expression, marital status, genetic information, sex

(including pregnancy, childbirth, medical conditions related to pregnancy or childbirth and breastfeeding or a medical condition related to breastfeeding), age (40 and above), any other basis protected by law (e.g. an individual's opposition to unlawful conduct; an individual's association with a person of a protected class), political affiliation or union activities as defined by applicable sections of California Government Code (MMBA) or other protected classifications as defined by Federal or California state law.

ARTICLE 5. BULLETIN BOARDS AND OFFICE SPACE

The City shall provide office space to be used by the Union. The parties agree that the Union will be allowed continual use of bulletin boards presently used. The Union shall limit its posting of notices and bulletins to such areas. The Union agrees to forward a copy of each notice and/or bulletin to the Office of the City Human Resources Department prior to posting.

ARTICLE 6. PERSONAL LEAVE

Each bargaining unit member shall be allowed to designate up to 45 hours of accrued sick leave, as personal leave per calendar year. Bargaining unit members shall be allowed to use this leave for personal business; bargaining unit members shall give at least one (1) day's notice, where possible, of any intended use of personal leave. The only specific prohibition is that it cannot be used to provide for the three (3) day waiting period for workers' compensation claims. Personal leave days may not be accumulated from year to year.

In accordance with California Labor Code section 233, bargaining unit members may use up to fifty percent (50%) of his/her accrued sick leave per calendar year to care for the illness or injury of an immediate family member. Immediate family for purposes of this article is defined as spouse, domestic partner, child (including child of domestic partner), parent, grandparent, grandchild, sister, brother, mother-in-law, and father-in law.

ARTICLE 7. BEREAVEMENT LEAVE

In the event of a death in the immediate family ("immediate family" shall mean the spouse, father, current father-in-law, mother, current mother-in-law, son, daughter, brother or sister of the employee, grandmother and grandfather, stepchildren, stepmother and stepfather, registered domestic partner, spouse's brother, spouse's sister, spouse's parents, spouse's grandparents, spouse's son-in-law and spouse's daughter-in-law), or the death of a relative residing in the employee's household at the time of death, a bargaining unit member shall be entitled to the necessary time to attend the funeral, up to a maximum of five (5) working days of bereavement leave. The City will provide paid leave for the initial three (3) days, and the final two days are unpaid leave. The unit member may utilize accrued sick time or vacation for the final two days of bereavement leave.

If the bereavement leave does not require the unit member to travel outside of the State of California, but the unit member requires additional leave beyond the 5 days noted above, the employee may take a maximum of two (2) additional days, and this leave shall be charged against accrued sick time or vacation.

If bereavement leave requires the unit member to travel outside the State of California, the unit member shall be allowed to take up to five (5) days of bereavement leave to cover the absence from work.

In the event of the death of a relative not considered in the immediate family, a bargaining unit member shall be entitled to take the necessary time to attend the funeral. This leave shall be charged against accrued sick time or vacation.

If there is not accrued sick time, the bargaining unit member should then request vacation in accordance with the vacation procedures. The City reserves the right to verify leave taken pursuant to this section.

ARTICLE 8. SICK LEAVE BANK PAYMENTS UPON SEPARATION

A. Employees Hired Prior to March 1, 2026

Effective with the Resolution adopting this Agreement, upon separation from service due to termination for any reason other than disciplinary causes, each bargaining unit member employee hired prior to March 1, 2026 shall be entitled to receive as severance pay (calculated at the final level of compensation), a proportion of sick leave bank credits representing accumulated and unused sick leave accrual as follows:

Length of Service	Up to 800 hrs.	Leave Bank Over 800 hrs.
0– 4 years	10%	0%
5–10 years	25%	0%
10–14 years	50%	25%
15–19 years	75%	50%
20–24 years	100%	75%
25 years or more	100%	100%

Bargaining unit members hired on or after July 1, 2014, shall not be entitled to the 0–4 years benefit.

B. Employees After March 1, 2026

Effective with the Resolution adopting this Agreement, upon separation from service due to termination for any reason other than disciplinary causes, each bargaining unit member employee hired after March 1, 2026 , shall be entitled to receive as severance pay (calculated at the final level of compensation), a proportion of sick leave bank credits representing accumulated and unused sick leave accrual as follows:

1. Any member with 20 years or more years of service will be paid 288 hours of accumulated and unused sick leave.

2. Any member with 10-19 years of service will be paid a maximum of 192 hours of accumulated and unused sick leave.

3. Any member with 5-9 years of service will be paid a maximum of 96 hours of accumulated and unused sick leave.

C. After payment of the severance amount is calculated as prescribed above, all accumulated sick leave shall be permanently lost, and no other payments shall be made in lieu thereof.

D. Severance pay will be granted only one time during the lifetime of any one employee.

E. The total severance pay to which each bargaining unit member may be entitled, based upon this Rule shall be actually paid in installments on each regular City pay day, in an amount not in excess of the compensation to which the bargaining unit member would have been entitled, if still employed until the entire severance pay entitlement has been exhausted.

ARTICLE 9. HEALTH/WELFARE BENEFITS

A. Medical Insurance Coverage

For the term of this agreement the City shall pay up to the maximum of the Kaiser Los Angeles Region Family rate. The City's actual contribution for each bargaining unit member shall be based upon the bargaining unit member's enrollment in a plan provided through the City's contract with Public Employees Retirement System (PERS) and status as:

1. Employee only

2. Employee and 1 dependent

3. Employee and 2 or more dependents

At the City's request, bargaining unit members shall submit verifiable proof of dependence for anyone they seek to cover. Acceptable proof includes, but not limited to: marriage license, last IRS 1040 form, and certificates of birth. This shall apply to all bargaining unit members who are currently enrolled as well as new hires.

B. Dental Insurance

1. For the term of this Agreement, the City shall provide full payment for Citywide pre-paid plans. Dental coverage is available for employees and eligible dependents.

2. It is specifically understood that bargaining unit members shall pay any and all additional premium increases related to the orthodontic benefits and additional options not provided for in or in excess of the citywide basic plan through monthly payroll deductions.

INTENT: It is the intention of the Article to specify the City's obligations in paragraph "1" and the Unit member's responsibilities in paragraph "2."

C. State Disability Insurance

The City agrees to provide State Disability Insurance (SDI) at no cost to bargaining unit members.

D. Life Insurance

The City shall provide life insurance for bargaining unit members in the amount of $40,000.

E. The City shall not contribute towards any benefits when bargaining unit members are on unpaid status, or on suspension during the time the deductions are made except as provided by law.

F. Vision Insurance

Bargaining unit members and eligible dependents shall receive vision coverage under the City's vision benefit plan at no cost to the member.

G. Administration of Fringe Benefits

The City reserves the right to select, change, administer, or fund any fringe benefits program involving insurance that now exists or may exist in the future during the term of Agreement. In the administration of fringe benefits programs involving insurance, the City shall have the right to select the insurance carrier or other method of providing

coverage to fund insurance benefits described herein during the term of this Agreement. The City shall meet and confer with the Union prior to any change of insurance carrier or method of funding coverage for any fringe benefits during the term of this Agreement. No change in insurance carrier or methods of funding coverage shall result in the reduction of benefits to any bargaining unit member covered by this Agreement unless agreed to by both parties.

H. Parity

If any other employee organization that the City has formally recognized pursuant to Resolution No. 10,471 negotiates an increase in the health insurance benefits described in Article for another City bargaining unit, the City will provide that increased benefit to bargaining unit members on the same terms and conditions that apply to the other Unit.

I. SEIU Supplemental Benefits

Within 90-days of ratification of this MOU, the parties shall meet and confer on a mutually agreed upon schedule, to continue discussions regarding SEIU's request for the establishment of a voluntary Supplemental Benefits Program ("Program") for bargaining unit members. In the event that the parties agree to implement the Program, it shall be implemented upon Council approval during the term of this MOU.

ARTICLE 10. STANDBY/CALLBACK

Additional compensation shall be paid to bargaining unit members assigned to be on call for emergency maintenance or repair work during periods other than normal working hours. The rate of pay for a bargaining unit member on standby status who responds to all Calls shall be thirty ($30.00) per day or fifty-five ($55.00) dollars per day for legally recognized holidays during the standby period.

The order of standby will be determined by seniority within the Unit. Upon approval of this MOA by the City Council, the current order of standby will be reset based on the seniority within the Unit. All unit members will be

afforded an opportunity to volunteer for standby before those with the highest seniority receive additional opportunity to volunteer.

The unit member must respond to all Calls within thirty (30) minutes in order to receive the opportunity and the compensation. If the unit member fails to respond to the call within thirty (30) minutes, the call will be provided to the next unit member on the standby list.

Overtime work performed during a callback period shall be paid at the rate of one and one-half times the straight time hourly rate for the time worked, but not less than two (2) hours regardless of the actual time worked, exclusive or such standby premium.

During the standby period (provided the bargaining unit member makes himself/herself available and responds to all calls for emergency work within the required thirty (30) minutes period), the bargaining unit member so assigned will receive the weekly standby premium for the entire period. Bargaining unit employees of this Unit shall serve standby assignments when requested by the department manager. A bargaining unit member who is found to be unavailable, or who does not respond to an emergency call, shall not qualify for standby pay for the entire standby period except in cases where he has notified his supervisor in advance of an emergency which will prevent his responding. In that event, the bargaining unit member shall be compensated only for the prorated portion of the entire weekly standby period for which he was available. The City will furnish two cellular phones for each section for use by bargaining unit members serving standby duty.

Should there be a need to respond to a call, two bargaining unit members who are on stand-by status shall respond to the call.

ARTICLE 11. OVERTIME

Whenever a bargaining unit member is required by the City to work on a recognized holiday, the City agrees to compensate at two-and-one-half times the bargaining unit member's regular hourly rate for all hours worked on the specified holiday, provided that the employee is not absent, or on sick leave within 48 hours after such time worked.

If a bargaining unit member uses sick leave within 48 hours, a doctor's verification shall be necessary to qualify for the holiday premium. If the bargaining unit member does not provide verification of sickness, he is paid at double the bargaining unit member's employee's regular hourly rate for all hours worked on the specified holiday.

Bargaining unit members of this unit will receive cash payment at the rate of one-and-one-half times the bargaining unit member's regular rate for all hours in paid status over forty (40) hours per week, or at the bargaining unit member's request by compensatory time off (up to 150 hours).

Bargaining unit members who have accumulated comp time in excess of 150 hours will not be allowed to accumulate any comp time until their accumulated comp time has been reduced below 150 hours. A week shall be defined as beginning at 12:01 A.M. Sunday and ending 12:00 midnight the following Saturday. Given reasonable notice, bargaining unit members of this unit shall perform overtime work as requested by the department manager. Request for the use of compensatory time accrued under previous agreements and this agreement must be submitted in writing in advance of intended use and will be granted upon mutual agreement between the bargaining unite member and the supervisor.

The order of overtime assignments will be determined by seniority within the Unit. Upon approval of this MOA by the City Council, the current order of overtime assignment will be reset on the seniority within the Unit. All unit members will be afforded an opportunity to volunteer for overtime assignment before those with the highest seniority receive additional opportunity to volunteer.

ARTICLE 12. HIGHER JOB CLASSIFICATION/MOVE UP ASSIGNMENT

Pursuant to the terms of this Article, a bargaining unit member who does not qualify for a higher job classification but is asked to temporarily fill that higher job classification shall be eligible for move-up pay after a one-time completion of a four (4) consecutive workday training period in any higher job classification, with City Manager's approval.

Any prior acting assignments will be counted toward the satisfaction of the four (4) consecutive workday training requirement for each higher job classification. Any outstanding hours below the four (4) consecutive workday requirement must be completed consecutively.

A move up assignment must be initiated by a Personnel Action Form and must be for a minimum of forty (40) consecutive hours.

Personnel action forms showing the completion of a minimum of forty (40) consecutive hours move up assignment in any /each higher job classification will satisfy the requirement of the training period.

After the successful completion of the four (4) consecutive workday training period, whenever a bargaining unit member is given an acting assignment to that position, the bargaining unit members shall receive compensation fixed within the higher salary range for the position in which the move-up placement is made and shall be an increase of not less than five percent (5%) of the bargaining unit member's regular base salary.

When a bargaining unit member is in a move-up assignment, he/she shall continue to receive the same fringe benefits at the same levels and rates as that unit member received prior to the move-up assignment. For purposes of this provision, auto and phone allowances are excluded. Moreover, any cash out of the value of benefits while a bargaining unit member is serving in a move-up assignment shall be at the same rate and levels as that member's permanent classification.

ARTICLE 13. HOURS OF WORK

Continuous job schedules apply to those jobs or assignments which must be performed in whole or in part on each day of the year, with work days scheduled in conformity with past practice according to the particular job or assignment involved and with two (2) scheduled days of rest within each seven (7) day work week, or four (4) scheduled days of rest within each 14 day pay period.

In cases where inclement weather prevents bargaining unit members of this unit from performing his/her regular assigned duties and/or tasks, the City will make every reasonable effort to assign such bargaining unit members

to other related work. If in the event no work is available or if assigning other related work prevents other bargaining unit members from performing their regular assigned duties, the City retains the right to dismiss bargaining unit members for lack of work.

Bargaining unit members under this provision may be assigned to other divisions or departments as needed before being dismissed for lack of work. Under this provision, bargaining unit members may be assigned work out of their respective classifications with no adjustment either upward or downward in compensation and benefits.

A bargaining unit member, who reports for work at the start of his/her own regularly scheduled shift and is sent home because there is no work available for him, shall receive four hours of straight time pay at his regular hourly rate for so reporting. This reporting pay provision shall not apply if the bargaining unit member was advised at least two (2) hours in advance that there would be no work, or was not reasonably available to receive such notice, when offered work during such four (4) of eight (8) hour periods refuses, to perform came.

If such bargaining unit member is put to work, he/she shall be guaranteed a minimum of four hours of work, or four hours of pay in lieu thereof. If such bargaining unit member is put to work for more than four (4) hours, he/she shall be guaranteed a minimum of eight (8) hours of pay.

ARTICLE 14. NIGHT DIFFERENTIAL

It is agreed that the City pay a night differential at the rate of ten percent (10%) above base salary exclusively to bargaining unit members of this Unit with a regular/scheduled assigned work shift that begins between the hours of 5:00 P.M. and 12:00 A.M. subject to the following conditions:

1. Any bargaining unit member with a regular/scheduled assignment that begins between the hours of 5:00 P.M. and 12:00 AM shall receive the night differential for their entire shift only if they work their entire eight (8) hour shift between the hours of 5:00 P.M. and 7:00 A.M.

2. Any bargaining unit member with a regular/scheduled assignment that begins outside of the hours of 5:00 P.M. and 12:00 A.M., who works 4 or more hours between the hours of 6:00 P.M. and 7:00 A.M. (via overtime or standby), will only receive night differential for the hours worked between 6:00 P.M. and 7:00 A.M.

3. The night differential shall be continued on days that the bargaining unit member does not work but is on paid status; however, the City shall discontinue the differential payment when the bargaining unit member is in paid status but absent from work more than ten (10) working days. This subsection exclusively applies to bargaining unit members with a regular/scheduled assignment that begins between the hours of 5:00 P.M. and 12:00 A.M.

ARTICLE 15. GRIEVANCE PROCEDURES

A. Purpose of Grievance Procedures:

1. To promote improved employer-employee relations

2. To provide that grievances shall be settled as near as possible to the point of origin.

3. To provide that the grievance procedures shall be as informal as possible.

B. Definitions:

1. A "grievance" is defined as a question (or claim) raise by an employee or group of employees against the employer arising out of the (1) meaning, (2) interpretation, or (3) application of the express provisions of the Memorandum of Agreement.

2. A “business day” is defined as a day that City Hall is officially open for public business.

Informal Level

Before filing a written grievance, the employee should attempt to resolve it by an informal conference his/her first line supervisor or equivalent immediately in charge of the aggrieved employee (as identified by the

Department Head) within five (5) business days after the event-giving rise to the grievance.

Step 1

Within fifteen (15) business days after the event-giving rise to the grievance, if the grievance is not settled at the informal level, the employee and his/her representative, if any, shall submit his/her written grievance to his/her first line supervisor or equivalent immediately in charge of the aggrieved employee (as identified by the Department Head). The Department Head shall schedule a meeting to take place within ten (10) business days from the date the grievance is referred to Step 1. The Department Head or equivalent may invite other members of management to be present at such meeting. The Department Head or equivalent will give a written reply by the end of the tenth business day following the date of the meeting, and giving of such reply will terminate Step 1. The ten (10) business days' requirement may be waived by mutual consent of the parties involved.

Step 2

If Step 1 does not resolve the grievance, the employee may appeal the grievance in writing on the City-provided form, to the Human Resources Department. The grievance shall be submitted within fifteen (15) business days of receipt of the response given in Step 1. The City Manager or his/her designee will respond to the employee within fifteen (15) business days of receipt of the grievance. The decision of the City Manager shall terminate Step 2. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next level. The time limit in each step may be extended by prior mutual written agreement of the City and the employee at each step.

Step 3

If Step 2 does not resolve the grievance, the employee may appeal the grievance in writing on the City-provided form, to the City Manager's Office. The grievance shall be submitted within fifteen (15) business days of receipt of the response given in Step 2. The City Manager or his/her designee will respond to the employee within fifteen (15) business days of receipt of the grievance. The decision of the City Manager shall terminate Step 3. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next level. The time limit in each step may be extended by prior mutual written agreement of the City and the employee at each step.

Step 4

If Step 3 does not resolve the grievance, within ten (10) business days of the delivery of the Step 3 decision, the employee grievant may, after written notice to the City, request the California State Conciliation and Mediation Service for the appointment of a State mediator. Upon appointment of the mediator, mediation shall be scheduled according to availability of the mediator and the parties. The parties shall make every reasonable effort to meet with the mediator within twenty (20) days of the request for mediation.

If an agreement is reached, the agreement shall be reduced to writing and shall be signed by all the parties to the mediation. All settlement agreements shall be non-precedential and shall constitute only a settlement of the particular grievance.

ARTICLE 16. ARBITRATION

Grievances which are not settled pursuant to the established procedures above, and where all other informal, internal means of settlement have been

exhausted unsuccessfully, and which either party desires to contest further, shall be submitted to arbitration as provided below.

A. The matter will go to arbitration if either party files with the other in writing, a demand for such further procedures within 20 calendar days after the decision provided for by Step 4 of the Grievance Procedure.

As soon as possible, and in any event not later than ten (10) business days after either party received written notice from the other of the desire to arbitrate, the parties shall agree upon an arbitrator. If no agreement is reached within said ten (10) business days, an arbitrator shall be selected from a list of seven (7) arbitrators submitted by the State Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.

B. The arbitrator shall have no power to amend, change, add to or subtract from any of the terms of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other.

C. The award of the arbitrator shall be binding for all grievances as defined by this Agreement. However, grievances resulting from suspensions, dismissals, and demotion shall be submitted to advisory arbitration, and the decision and award are not binding, but advisory to the City Manager and City Council.

D. The arbitrator may hear and determine only one grievance at a time without the express agreement of the City and the grievant representative.

E. The parties shall share equally the expense of the cost of arbitration, with the exception of their own attorneys' fees/costs and witness service. Also, any copies of transcripts of the proceedings other than those provided to the arbitrator shall be paid solely by the requesting party.

The CITY and SEIU Local 721 mutually agree to request the City Attorney to review the arbitration process and, if needed, recommend changes.

ARTICLE 17. REASONABLE NOTICE

It is mutually agreed that the City will provide reasonable notice of any action to be taken by the City Council/Personnel Board, which may affect bargaining unit members of the Unit. The agenda for the City Council and Personnel Board will be posted electronically on the City's website.

ARTICLE 18. LAYOFF AND RETRENCHMENT PROCEDURES

Any employee in the Classified Services may be laid off for lack of funds through action of the City Council, as set forth in Article XI Section 1107 of the City Charter and Rule 8 of the Rules and Regulations.

A. Abolition of Position Lay-Offs

Whenever it becomes necessary, in the opinion of the City Council, to abolish a position, or to reduce the number of employees in a given class in the Classified Service, the City Council may do so by stating in its proceedings, its reasons therefore. Should such positions involving substantially the same duties be created or filled within one year, the employee or employees laid off shall be entitled to be appointed thereto.

All lay-offs occasioned by the abolishment of a position or the reduction in number of employees in a given classification shall be governed by seniority service and shall be in the reverse order as seniority in service and shall be in the reverse order as hired.

Interpretation

Service Seniority is interpreted and defined as length of continuous service in the respective classification within the same occupational family group.

B. Order of Separation

Seniority in classification shall govern the order of layoff so that positions remaining, which are not abolished or are to be staffed after layoff will be occupied by employees with greatest Length of continuous service in the classification.

1. Wherever seniority in classification is equal, the following criteria shall be applied in the order below:

    a. Service within that occupational group

    b. Total City Service

    c. Relative position on eligibility list

    d. Drawing of lots

C. Voluntary Reduction in Lieu of Layoff

Any classified employee serving in a permanent or promotional probationary status who is scheduled to be laid off may, not later than five working days after notice of layoff, request a reduction to a lower class, regardless if he has previously served, a 90-day probationary period will be required. If the employee does not receive a satisfactory evaluation, he/she then reverts to the next lower position within the group in which they have accrued seniority.

Employees may revert to positions outside of the family group only when they have previously served in the respective position, and there is a vacancy or there is an incumbent in such position who has less total service therein than the employee requesting the demotion in lieu of layoff.

The employee displaced shall be considered as laid off for the same reason as the person who displaced him and shall employ the same procedures.

The employee laid off shall be given written notice of layoff not less than 30 calendar days prior to the effective date of the layoff and shall be informed of his/her reinstatement status in writing.

The employee laid off or displaced as a result of another employee's reversion to a lower classification shall receive written notice of layoff not less than 20 days prior to the effective date of such action.

The employee laid off as a result of a displaced employee's reversion to a lower classification shall receive written notice of layoff not less than ten (10) days prior to the effective' date of the layoff.

The names of permanent employees who have been laid off due to a reduction in force shall be placed on an appropriate layoff/reinstatement list according to the date of separation and shall be based on last employee laid off is the first employee on the list with other employees eligible in sequential order hereafter. Said list shall be used by the appointing officer when a vacancy for that class is to be filled before certification.

D. Order of Recall

Employees in the Classified Service who have been laid off shall be placed on an appropriate layoff/reinstatement list according to the date of separation and classification of position. Said list shall be used by the appointing officer when a vacancy exists for the class or position of former employment.

Recall from layoff shall be in the reverse order of layoff within the class and in accordance with the reinstatement list compiled for such purposes.

E. Notice of Recall

Notice of recall from layoff shall be return-receipt requested mail and shall specify the date for reporting to work, which shall not be more than two weeks from the date notice is received.

Notice shall be deemed to have been received when sent to the last known address on file with the City and delivery if certified by the Postal Service.

Notice of recall will also be forwarded to the respective employee organization. Employees to be laid off shall submit to the Personnel Department their current address at the time of separation. Upon receiving notice, the person on layoff shall have five days to accept or decline the recall opportunity.

1. If an employee fails to respond in writing within five (5) days of recall, the City will proceed to the next senior person on the reinstatement list and follow the same notice and response procedure. This process will continue through the list until recall needs are met, or the list is exhausted.

2. Any employee who refuses recall fails to report on the prescribed date within the two-week maximum thereby waives all remaining rights to recall and reinstatement as an employee.

F. Reinstatement /Restoration

Any employee who has been laid off and who is reinstated in a permanent position within one year from the date of layoff shall receive the following considerations and benefits:

1. All sick leave credited to the employee's account for which the employee was not compensated when laid off shall be restored;

2. All seniority held at the time of layoff shall be restored;

3. All prior active-duty time shall be credited for the purpose of determining vacation service awards.

4. The probationary status of any employee who is interrupted by layoff must be completed upon reinstatement; however, a new probationary period of not less than 90 days will be required in all cases where the probation has been interrupted by layoff for a period of six months or more, as well as in situations where recall is to a different class or department from which displaced by layoff.

   a. Resignation in Lieu of Recall

      An employee who elects to resign in lieu of layoff or while laid off shall forfeit all rights to reinstatement and be entitled only to those rights related to severance from the service.

b. Assignment of Duties to Another

The duties performed by any employee laid off may be assigned to any other employee or employees handling positions in appropriate classes.

G. Separation after Recall

Layoff for more than one year will terminate reinstatement rights. The employee will be entitled to same severance benefits and pay as are provided in the case of other separations or retirements.

H. Checkout upon Layoff, Separation or Terminations

Any employee who is laid off, terminated, or who separates from the service for any reason, shall not receive his final paycheck until he has turned in his City identification card, has cleared with his department head the disposition of any clothing, tools, or other working materials that have been provided to him by the City, and has completed all exit interviews and forms which may be required by the City Manager.

I. Severance Benefits upon Termination of Employment

The employee who is separated from the service is entitled to receive, in lieu of any other severance payments other than the benefits of a vested retirement program, those accumulations of unused and accrued vacation and sick leave credits as are provided for in this Memorandum of Agreement. If an employee elects to withdraw all compensation due at the time of layoff, he/she must request in writing total and final severance pay from the City Controller at least ten (10) days prior to the effective date of the layoff. Upon receipt by an employee of such amounts of accumulation, all rights to any further severance pay shall be accrued and accumulated credit for unused vacation or sick leave time, nor any lump sum payment in lieu thereof be counted as sick credit nor be deemed as compensation for purposes of establishing the level of retirement benefits under any retirement plan then in force and effect. If an employee elects to restore time for which he/she was compensated, he/she must remit any monies received to the City.

ARTICLE 19. COMPENSATION

A. Retirement Contributions

The CITY shall provide Classic California Employees' Retirement Systems (CalPERS) members who are covered by this MOA, the 2.7% at 55 years Retirement Plan of CalPERS. The CITY shall provide employees who are CalPERS PEPRA members who are covered by this MOA, the 2% at 62 years Retirement Plan of CalPERS. The CITY shall continue to pay the employees' 8% portion of retirement contributions to CalPERS for Classic CalPERS members who are employed in a classification represented by SEIU Local 721. Employees defined as CalPERS PEPRA members shall pay up to 8% of their portion of contribution to CalPERS retirement.

Note: Classic members are defined as CalPERS members who were active prior to January 1, 2013, or individuals from reciprocal agencies who were active prior to January 1, 2013.

CalPERS PEPRA members are defined as members who are brought into CalPERS membership for the first time on or after January 1, 2013, and who have no prior membership in any other California public retirement system.

B. Adjustments to Compensation

For the 2024-2025 fiscal year, there will be a one time, seven (7%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges. Provided this MOA is approved by both the SEIU membership and City Council by March 3, 2026, any required retroactive payments will be made on or before July 1, 2026.

For the 2025-2026 fiscal year, there will be a one time, seven (7%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges. Provided this MOA is approved by both the SEIU membership and City Council by March 3, 2026, any required retroactive payments will be made on or before July 1, 2026.

For the 2026-2027 fiscal year, there will be a five (5%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

For the 2027-2028 fiscal year, there will be a four (4%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

For the 2028-2029 fiscal year, there will be a two (2%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

C. Parity

If any bargaining unit, except Firefighters, receives a total compensation package for the 2024–25, 2025-26, 2026-27, 2027-28 and 2028-29 fiscal years exceeding the percentage amount SEIU 721 agrees to, the difference shall be provided to the unit members. The trigger for parity for this agreement shall be a total compensation package percentage that exceeds 25.0% over the combined fiscal years set forth above. This trigger is exclusively limited to a total compensation package negotiated by the other City bargaining units, except Firefighters, as part of a Memorandum of Understanding. The trigger does not apply to any potential compensation adjustment that may occur outside of the MOA negotiations, including but not limited to, any adjustment related to a compensation-class study.

D. Salary ranges of classifications represented by the Union shall be set as follows:

CLASSIFICATION TITLE	SALARY RANGE/EFFECTIVE DATE					
	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Air Conditioning Mechanic	127 A	134	141	146	150	152
Air Conditioning Serviceworker	103 A	110	117	122	126	128
Anti-Graffiti Painter	96 A	103	110	115	119	121
Assistant Electrician	103 A	110	117	122	126	128
Automotive Serviceworker	75 A	82	89	94	98	100
Automotive Service Leadworker	85 A	92	99	104	108	110
Carpenter	138 A	145	152	157	161	163
Concrete Crew Leadworker	103 A	110	117	122	126	128
Concrete Maintenance Worker	87 A	94	101	106	110	112
Concrete Repairworker	93 A	100	107	112	116	118
Custodian	82 A	89	96	101	105	107
Custodian Leadworker	110 A	117	124	129	133	135
Electrical Inspector	113 A	120	127	132	136	138
Electrical Maintenance Worker	90 A	97	104	109	113	115
Electrician	138 A	145	152	157	161	163
Engineering Aide	95 A	102	109	114	118	120
Equipment Operator, Grade I	81 A	88	95	100	104	106
Equipment Operator, Grade II	89 A	96	103	108	112	114
Equipment Operator, Grade III	103 A	110	117	122	126	128
Facilities Maintenance Worker I	93 A	100	107	112	116	118
Facilities Maintenance Worker II	103 A	110	117	122	126	128
Facilities Maintenance Worker III	117 A	124	131	136	140	142
Greenskeeper	95 A	102	109	114	118	120
Heavy Equipment Mechanic	130 A	137	144	149	153	155
Helicopter Mechanic	139 A	146	153	158	162	164
Laborer	71 A	78	85	90	94	96
Maintenance Assistant	51 A	58	65	70	74	76
Maintenance Worker I	97 A	104	111	116	120	122
Maintenance Worker II	109 A	116	123	128	132	134
Maintenance Leadworker	121 A	128	135	140	144	146
Mechanic	109 A	116	123	128	132	134
Mechanic Assistant	95 A	102	109	114	118	120
Mechanic Leadworker	115 A	122	129	134	138	140

CLASSIFICATION TITLE	SALARY RANGE/EFFECTIVE DATE					
	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Meter Reader II	123 A	130	137	142	146	148
Meter Repair Worker I	81 A	88	95	100	104	106
Meter Repair Worker II	89 A	96	103	108	112	114
Painter Crew Leadworker	103 A	110	117	122	126	128
Painter	96 A	103	110	115	119	121
Painter II	116 A	123	130	135	139	141
Park Gardener/Caretaker	75 A	82	89	94	98	100
Park Gardener/Caretaker, Trainee	60 A	67	74	79	83	85
Parks Maintenance Worker I	97 A	104	111	116	120	122
Parks Maintenance Worker II	109 A	116	123	128	132	134
Parks Maintenance Leadworker	121 A	128	135	140	144	146
Plumber	138 A	145	152	157	161	163
Public Works Inspector	113 A	120	127	132	136	138
Public Works Inspector, Assistant	95 A	102	109	114	118	120
Pump Operator	130 A	137	144	149	153	155
Senior Engineering Aide	110 A	117	124	129	133	135
Senior Park Gardener/Caretaker	85 A	92	99	104	108	110
Senior Pump Operator	145 A	152	159	164	168	170
Senior Maintenance Crew Lead Worker	103 A	110	117	122	126	128
Senior Maintenance Worker	85 A	92	99	104	108	110
Small Engine Mechanic	95 A	102	109	114	118	120
Sprinkler Systems Serviceworker	93 A	100	107	112	116	118
Storekeeper	103 A	110	117	122	126	128
Street Maintenance Leadworker	103 A	110	117	122	126	128
Street Sub-Foreman	85 A	92	99	104	108	110
Street Sweeper Operator	99 A	106	113	118	122	124
Traffic Painter	89 A	96	103	108	112	114
Traffic Painter Helper	76 A	83	90	95	99	101
Traffic Sign Maintenance Worker	134 A	141	148	153	157	159
Traffic Signal Technician	134 A	141	148	153	157	159
Tree Trimmer	91 A	98	105	110	114	116
Tree Trimmer Leadworker	103 A	110	117	122	126	128
Wastewater Technician	129 A	136	143	148	152	154
Water Serviceworker, Grade I	117 A	124	131	136	140	142
Water Serviceworker, Grade II	130 A	137	144	149	153	155
Water Serviceworker, Grade III	145 A	152	159	164	168	170

ARTICLE 20. STEWARDS

It is agreed that SEIU, Maintenance and Trades Unit may select one chief steward and five division stewards to represent this Unit. The Union agrees to give the City a written list of employees who have been selected, and such list shall be kept current by the Union.

Stewards may spend a reasonable amount of time to promptly and expeditiously investigate and process grievances without loss of pay and/or benefits of any kind. Stewards shall be free from reprisal and shall not in any way be coerced, intimidated or discriminated against as a result of their union activities and roles as stewards.

Stewards, when leaving their work location/station to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted unless such absence would cause interference in departmental or divisional operations. If such permission cannot be granted at the time so requested, the steward will be immediately informed as to the earliest available time. Before entering a work location, the steward must obtain permission from the responsible supervisor before conducting grievance handling during work hours. Permission to leave the job will be granted to the employee involved unless such absence would cause an undue interruption or interference in operations. If the employee cannot be made available, the steward will be informed as to the time he/she will be made available. The Union agrees that a steward shall not log compensatory time spent performing at the first steps of the grievance process in an effort to resolve the grievance at the earliest possible time and increase communication between the City and the Union.

ARTICLE 21. UNION BUSINESS

Any bargaining unit members may be granted time off to perform union functions, inclusive of conferences, conventions, seminars (but precluding local political activity). This time, to be granted without loss of pay, not to exceed an aggregate of 100 per fiscal contract year, and 150 hours per fiscal contract year, during "even years" (i.e. 2024, 2026, etc.) wherein it is an election year for all such bargaining unit members and functions, provided that reasonable notice is provided to the department manager. Written

confirmation must be submitted to department manager after attending any union functions described. Confirmation shall include the date and times of attendance on appropriate letterhead executed by the provider of the function.

ARTICLE 22. JURY DUTY/SUBPOENAED WITNESS

Any regular or probationary bargaining unit member who is called for jury duty, examination for jury duty, or who is summoned to attend court as a subpoenaed witness, shall be compensated at his regular rate of pay for those hours of absence which occur during their regularly scheduled work hours provided that such bargaining unit member deposits all fees for such hours, exclusive of any mileage allowance, with the City Controller.

When a bargaining unit member is a litigant, paid leave for court appearance of any kind shall not be authorized and such bargaining unit member must use any accumulated compensatory time or vacation time before authorized absence without pay for such court appearance.

Bargaining unit members, who are summoned to attend court as a subpoenaed witness, on behalf of the City, on a date that is a regularly scheduled day off, shall receive compensatory time off at their regular rate of pay.

ARTICLE 23. HOLIDAYS

Full-time bargaining unit members of this Unit shall receive time off with pay on holidays as designated by the City Council. When a holiday falls on Sunday, the following Monday shall be observed; and when a holiday falls on Saturday, the preceding Friday shall be observed. When the employee's birthday or holiday falls on a weekend or during his/her scheduled vacation, employee will receive another day off, when requested, subject to approval of his/her supervisor. The employee's birthday holiday must be used within one year in which the birthday falls.

The City Manager shall have authority to order all bargaining unit members of any department to work on any holiday. A new bargaining unit member whose first workday is the day after a City holiday shall not be paid for that holiday. A bargaining unit member who is terminating his/her employment

with the City for reasons other than paid City retirement and whose last day as a paid employee is the day before a City holiday shall not be paid for that holiday.

In order to receive holiday pay, a bargaining unit member must have worked for all or a portion of both the regularly scheduled working assignments immediately prior to and immediately after that holiday, unless such bargaining unit member is on paid vacation or sick leave.

In order to be compensated for holiday time, a bargaining unit member must turn in a medical statement from the attending physician explaining illness for the day taken before and/or after the holiday. The City agrees to provide the following paid holidays to bargaining unit members of this unit:

Independence Day
Labor Day
Admission Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day*
New Year's Day
Dr. Martin Luther King, Jr., Birthday
Lincoln's Birthday
Washington's Birthday
César Chávez Holiday
Cinco de Mayo
Memorial Day
Juneteenth
Employee's Birthday (Floating)

* *Employees assigned an alternate work schedule (Monday through Friday) will receive this day as a regular holiday. Employees assigned a 4–10 work schedule (Monday through Thursday) will receive this day as a Floating Holiday, to be used by June 30 of each year.*

By action of Resolution, the City Council establishes legal holidays for City employees each year. When a bargaining unit member calls in sick on a designated holiday and is scheduled to work on that day; a doctor's statement shall be submitted to the Department together with the time card in order to be eligible for sick benefits. This statement shall specify the date and the nature of the illness.

If the City Council declares a holiday but bargaining unit members are unable to observe it due to work requirements, bargaining unit members will be granted equivalent time off. If bargaining unit members request and are denied the opportunity to schedule any floating holiday time, the City shall pay for the unused time.

All floating holidays approved by the City Council shall be "front-loaded", i.e., credited to each employee's leave bank on July 1 of each year. Employees shall be allowed to use this holiday time in advance of when it is actually earned. However, in the event that an employee voluntarily terminates employment with the City and he/she has taken unearned holiday time, that time shall be deducted from his/her vacation accrual and/or his/her final paycheck at the City's option.

ARTICLE 24. FUNDING

The parties recognize that revenue needed to fund the wages and benefits provided by the Agreement must be approved annually by established budgetary procedures.

The City will not cut the wages and a benefit specified in this Agreement because of budgetary limitations but cannot and does not guarantee any level of employment in the Bargaining Unit covered by this Agreement. The City agrees to include in its annual budget request any amount sufficient to fund the wages and benefits provided by this Agreement but makes no guarantee as to the passage of such budget request pursuant to established budget procedures.

This Article and City action hereunder shall not be subject to the established Grievance Procedure, however, the method of implementation of any layoff shall be subject to seniority, layoff and Grievance Procedure.

ARTICLE 25. CONTRACTING AND SUBCONTRACTING

The Union recognizes that the City has statutory and charter rights and obligations in contracting for matters relating to municipal operations. The right of contracting or subcontracting is vested in the City. The right to contract or subcontract shall not be used for the purpose or intention of undermining the Union nor to discriminate against any of its members.

The City further agrees that for the term of this Agreement, will not layoff, demote and/or decrease the salary of any bargaining unit employee who has completed his or her probationary period and has regular civil service status at the time of the execution of this Agreement, because of the exercise of its contracting or subcontracting rights, except in the event of an emergency, strike, or work stoppage.

The City agrees to send a request to "Meet and Confer" to the Union, within 15 working days, prior to any final decision to subcontract bargaining unit work, in order to discuss its intent and any unforeseen impacts and hardships. The Union agrees to meet with the City within five working days once notice is received.

ARTICLE 26. WORK STOPPAGES/STRIKE/LOCK OUT PROHIBITION

The Union and its members, as individuals or as a group, will not initiate, cause, permit, or participate or join in any unauthorized strike, work stoppage, or slowdown, picketing, or any other restriction of work at any location in the City. Bargaining unit members in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union or by any other labor organization when called upon to cross picket lines in the line of duty.

Disciplinary action, including discharge, may be taken by the City against any employee engaged in a violation of this Article. Such disciplinary action may be undertaken selectively at the option of the City and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the City.

In the event of an unauthorized strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Union will promptly, upon notification, attempt to secure an immediate and orderly return to work.

This obligation and the obligations set forth in Section 1 above shall not be affected or limited by the subject matter involved in the dispute giving rise to stoppage, or by whether such subject matter is or is not subject to the grievance and arbitration provision of this Agreement.

Strikes and Lockouts

The Union agrees that during the life of this Agreement, neither the Union, its agents and/or its members will authorize, instigate, aid or engage in a work stoppage, slowdown or strike. The City agrees that during the same period, there will be no lockouts.

Individual employees or groups of employees, who instigate aid or engage in a work stoppage, slowdown, or strike, may be disciplined or discharged at the sole discretion of management.

ARTICLE 27. EMPLOYER RIGHTS

Except as explicitly limited, but as specifically provided for in this Agreement, the City shall have the exclusive right to take any action it deems appropriate in the management of the City and the direction of work force in accordance with its judgment. All inherent statutory and common law management functions and prerogatives which the City has not expressly modified or restricted by specific provisions of this Agreement are retained and vested exclusively with the City.

The City shall have the sole and exclusive right to determine the functions and programs of the City, its overall budget, and utilization of technology, the organizational structure, the selection, direction, and number of personnel.

In addition, the City specifically reserves the exclusive right in accordance with its judgment to: reprimand or otherwise discipline employees for cause; hire, promote, transfer, and assign employees to work; determine the

starting and quitting time and number of hours and days to be worked; maintain the efficiency of employees; close down buildings or any part thereof; expand, reduce, alter, combine, transfer or cease any job, department, operations or service; subcontract any work done by the employees consistent with the City Charter; control and regulate the use of the equipment and other property of the City; determine the number, location and operations of buildings, deviations, and departments thereof, the assignment of work, size and composition of the work force; make or change rules, policies or introduce new or improved research, development, maintenance, service methods, materials or otherwise generally manage the City; direct the employees and established terms and conditions of employment, except as expressly modified or restricted by specific provisions of this Agreement.

The Union agrees that it shall not establish or attempt to enforce upon the City, or any employee, any rules or regulations that would interfere with recognized right of management to carry out the foregoing provisions.

The City hereby agrees to meet and confer on matters relating to wages, hours and other terms and conditions of employment as required by law (Section 3505 of the Government Code).

EFFECT OF LAWS, RULES AND REGULATIONS

The Union recognizes that all employees covered by this Agreement shall perform the services prescribed by the City and shall be governed by the laws of the State of California, and by the City rules, regulations, directives and orders, issued by properly designated officials.

The Union also recognizes the City's right and obligation to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the City, insofar as such rules, regulations, directives and orders do not conflict with the expressed terms of this Agreement.

RESERVATION OF MANAGEMENT RIGHTS

The enumeration of the rights and duties of the City in this Agreement shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein; and all management

rights and management functions not expressly delegated in this Agreement are reserved to the City.

ARTICLE 28. PREVAILING RIGHTS

To the extent that they are not express or necessary interpretation and application covered by the purposes, intents and language of this Agreement, all rights, privileges, obligations and working conditions of employment within the scope of representation presently enjoyed by the bargaining unit members within the Unit shall remain in effect and be operative during the term of the Agreement, unless eliminated, enlarged or otherwise modified after the meet and confer process to the extent that such procedures are required by the laws of the State of California.

ARTICLE 29. LABOR MANAGEMENT MEETINGS

The City agrees to convene labor management meetings at least four (4) times per year for the purpose of informally discussing employment-relations issues. At least 72 hours prior to each meeting, the Union shall present to the City a written agenda of the topics to be discussed. The Union and the City agree that the meetings will be convened for the purpose of improving labor management relations and implementing mutually agreeable solutions to issues in dispute. The meeting shall be convened for the purpose of constructive discussion of City work policies and procedures.

ARTICLE 30. ZIPPER CLAUSE

This MOU sets forth the full and entire understanding of the parties regarding matters set forth herein, and any and all prior or existing MOU's understandings, or agreements that conflict with the matters set forth herein, whether formal or informal, are hereby superseded and terminated in their entirety. Existing policies, rules, ordinances and resolutions that do not conflict with the matters set forth herein remain in effect. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the City's direction and control.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make

demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualified waives the right, and each agrees that the other shall not be obligated to bargaining collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Notwithstanding the above, the parties agree to meet and confer upon mutual agreement. Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

ARTICLE 31. RETIREMENT

The City shall provide Classic California Public Employees' Retirement System (CalPERS) members[1] who are covered by this MOA, the 2.7% at 55 years Retirement Plan of CalPERS.

The City shall provide employees who are CalPERS Public Employees' Pension Reform Act (PEPRA) members[2] who are covered by this MOA, the 2% at 62 years Retirement Plan of CalPERS.

ARTICLE 32. VACATION

Bargaining unit members of this Unit may use vacation leaves after the satisfactory completion of six months of continuous service with the City. Permanent full time bargaining unit members accrue vacation according to the limitations described in the Personnel Rules and Regulations and the following schedule, and permanent part time employees accrue vacation according to the limitations described in the Personnel Rules and

[1] Classic members are defined as CalPERS members who were active prior to January 1, 2013, or individuals from reciprocal agencies who were active prior to January 1, 2013.
[2] CalPERS PEPRA members are defined as members who are brought into CalPERS membership for the first time on or after January 1, 2013, and who have no prior membership in any other California public retirement system.

Regulations. The following program is effective March 1, 2026 through the expiration of this Agreement.

Vacation Usage-Cash Out Program

Unit members with over 500 hours accrued vacation hours are entitled to the following:

> Unit members may cash out a maximum of two hundred (200) hours during the fiscal year (maximum of fifty (50) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with over 400 hours accrued vacation hours are entitled to the following:

> Unit members may cash out a maximum of one hundred and forty (140) hours during the fiscal year (maximum of thirty-five (35) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with over 300 hours accrued vacation hours are entitled to the following:

> Unit members may cash out a maximum of eighty (80) hours during the fiscal year (maximum of twenty (20) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with fewer than 200 hours accrued vacation hours are entitled to the following: Unit members may cash out a maximum of 20% of their current accrued amount during the fiscal year (maximum of five percent (5%) of the hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

ARTICLE 33. EMPLOYMENT OPPORTUNITIES

Vacancies in the Classified Services shall be filled by the method prescribed by Rule 6.2A and 6.6A of the City of Compton's Personnel Rules and Regulations. The City agrees to electronically (via email or City's website) post an employment opportunity for at least ten (10) working days to announce vacancies for any newly created Unclassified positions which are deemed comparable or similar to any position represented by SEIU Local 721 (excluding positions created in the following offices: Mayor and Council, City Manager and City Attorney).

ARTICLE 34. TOOL ALLOWANCE

Upon completion of the bargaining unit member's requisite probationary period, the City agrees to provide an annual tool allowance of $500, to all classifications required to purchase and maintain their own tools.

ARTICLE 35. BILINGUAL PAY

A) The City agrees to pay $40.00 bi-weekly ($80.00 per month) to bargaining unit members when assigned to provide bilingual services. Bargaining unit members shall be required to pass a qualifying examination administered by the City to determine proficiency for bilingual assignment. Bargaining unit members accepting bilingual assignments shall be assigned to shifts and Divisions in a manner that is of the greatest value to the Department. Seniority shall be the determining factor in disputes regarding selections of shifts where bilingual assignments are to meet the needs of the Department. Bargaining unit members committed to the bilingual assignment shall be obligated to provide such services to the City as needed.

B) A differential of $70 bi-weekly ($140.00 per month) will be paid to bargaining unit members who obtain a certificate showing oral and written competence in Spanish from an institution in the state of California approved by the Human Resources Department, when assigned to provide bilingual services.

   Bargaining unit members currently receiving bilingual pay under the provisions of "A" above will be eligible to receive payment of $70.00 bi-

weekly if they can demonstrate written competence in Spanish as determined by the Human Resources Director.

ARTICLE 36. EDUCATIONAL REIMBURSEMENT

The City shall reimburse bargaining unit members for tuition and books up to a maximum of $3,000.00 per fiscal year, providing that the bargaining unit members enrolled in educational institutions comply with the provisions listed herein. In no case shall bargaining unit members receive reimbursement above actual costs on any expenditure or grant reimbursement, nor will veterans be eligible to participate while receiving financial remuneration through the GI Bill.

ARTICLE 37. CERTIFICATION/LICENSES

The City shall pay the cost for any special license or certificate required for the performance of job duties. The City shall also provide release time when necessary for employees to take tests and/or training required to retain such special license or certificate.

A. The City Manager may authorize three percent (3%) additional premium compensation to an employee who possesses a specialized license or certification which is not required by their job classification if the City requests that the license/certification be used by the employee to complete a temporary project or assignment. The three percent (3%) additional compensation shall be paid from the first day of the special assignment/project until the last day that the employee performs the duties of the special assignment/project.

B. Alternatively, the City Manager may authorize three percent (3%) additional premium compensation to an employee who possesses a specialized license or certification which is not required by their job classification if the employee is requested to use the license or certification on a regular basis.

C. Employees may qualify to receive compensation under both subparagraphs (A) and (B) simultaneously.

D. In order for the employee to qualify for the additional compensation, the department director must make a formal written request to the City Manager outlining the specific certification or license needed, the work project or task to be completed and the approximate length of time it will take to complete the project.

E. In the event of an emergency situation declared by the department director, where the work cannot be delayed, the City Manager or designee may provide a temporary written authorization, signed or acknowledged in writing, by both the department director and employee for the work to be performed and the additional compensation.

F. This Article does not apply when the City requests to utilize an employee's certification that is needed by the City to continue functioning, when the employee is not assigned additional work. In these instances, the City shall meet and confer with the Union regarding premium pay for such usage.

ARTICLE 38. DURATION

This Agreement shall be in full force and effect, commencing July 1, 2024, and concluding on June 30th, 2029. All terms and conditions agreed to in this Memorandum of Agreement shall remain in effect until a successor Memorandum of Agreement is agreed to, or until such time as the City may implement changes in this Memorandum of Agreement by unilateral implementation through impasse.

ARTICLE 39. PERSONNEL FILES

The official personnel file of each bargaining unit member shall be maintained by the City's Human Resources Department. A bargaining unit member and/or a Union Representative/Steward authorized by the bargaining unit member may review and/or obtain copies of any documents from the bargaining unit member's personnel file. Copies of any "derogatory" written material shall be provided to the affected bargaining unit member before it is placed in the personnel file. The bargaining unit member may be given an opportunity, during normal working hours and

without loss of pay, to review and initial the material if such time will not interfere with departmental operations and with prior approval from the bargaining unit member's Department Manager. It is agreed that the City will review personnel files for bargaining unit members covered by this Agreement annually, to remove and/or seal (whichever is appropriate) any reprimands or infractions (excluding serious disciplinary matters, i.e. suspensions, demotions, and dismissals) which are at least four years old and have not been repeated in a two-year period, or which are internally generated complaints, which are at least two years old and have not been repeated within that time.

ARTICLE 40. SAFETY BOOT/SHOE REIMBURSEMENT

Permanent bargaining unit members required to wear safety footwear as part of their uniform shall receive up to $275.00 a year for safety boots upon the presentation of a receipt to the Unit member's supervisor. For those employees who are required to wear athletic footwear as part of their uniforms, reimbursement for approved footwear of up to $275.00 annually per employee will be provided upon the presentation of a receipt, to the Unit member's supervisor.

ARTICLE 41. SAFETY

City management will make every reasonable effort to provide safe working conditions, and the Union will require that all unit members perform their duties in a safe manner. As long as needed, City management shall continue to provide unit members safety clothing and safety devices. When issued, unit members shall utilize such safety clothing and safety devices. In addition, each unit member shall be responsible for promptly reporting to his/her supervisor any observed unsafe practice or condition. City management shall advise the unit member of the action or correction that will be taken.

The City will provide annual training to the unit members regarding the handling and disposal of items, including potentially biohazardous items, located at various areas of the City and training for members regarding appropriate interaction with members of the public.

The City will provide unit members with Rain Jackets and Pants ("Rain Gear"). The City will meet and consult with the Union regarding the type of rain gear to be provided. Unit members will be required to execute a form acknowledging receipt of the Rain Gear and Pants as well as acknowledgment and agreement to be responsible for loss or damage beyond standard wear and tear.

ARTICLE 42. NEW EMPLOYEE ORIENTATIONS

"New Employee Orientation" means the onboarding process of a group of newly hired public employees, whether in person, online, or through other means and mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matter.

During each calendar month, the City shall inform the Union if any employees have been hired into the bargaining unit during that respective month. If any employee(s) have been hired, the City shall provide Union access to any new employee orientations that may be held. The Union shall receive not less than ten (10) calendar days' notice in advance of a monthly orientation, except that shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The notice shall be sent via email to the Worksite Organizer (WSO) and to membership@seiu721.org.

The City will provide Union representatives up to thirty (30) minutes exclusive time (without management representatives present) with any new bargaining unit employees to explain the coverage of this Agreement, obligations and benefits of Union membership and provide all other pertinent information to the employees regarding the Union. Such time may be scheduled in a meeting room or other space provided by the City.

Release time shall be granted for stewards to participate in the new employee orientations.

Subject to the foregoing, this Memorandum of Agreement is hereby executed by the authorized representatives of the City of Compton and the Union, and entered into this _____ day of _____ 2026.

FOR THE CITY:	FOR THE UNION:
Willie Hopkins, City Manager	Thomas Walker, President
Tamara Binns, Assistant City Manager	Kevin Monk, [insert title]
TaQuan Jones, Interim Human Resources Director	Gerry Daley; SEIU Local 721 consultant

MEMORANDUM
OF
AGREEMENT

City of Compton, a Municipal Corporation

and

Service Employees International Union, Local 721

Public Safety Auxiliary

July 1, 2024
to
June 30, 2029

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PREAMBLE

This agreement is entered into by and between the City of Compton, California, hereinafter referred to as the Employer, and Service Employees International Union (S.E.I.U.), Local 721 Compton Public Safety Auxiliary Unit, hereinafter referred to as the UNION, pursuant to the terms of Council Resolution #10,471 of the City of Compton.

The Personnel Rules and Regulations, adopted November 6, 1979, by Resolution #12,522, shall be applicable to employees of this Unit. It is specifically understood that the expressed terms of this agreement prevail where provisions are inconsistent. All references to employees of this agreement designate both sexes and wherever the male gender is used it shall be construed to include both male and female employees.

ARTICLE 1. RECOGNITION

Section 1. Service Employees International Union, Local 721, is hereby acknowledged by the City as an affiliate of Compton Public Safety Auxiliary Unit for the purposes of negotiation and representation for the full-time, permanent employment classifications within the Unit. The Unit, as presently established, consists of the classifications listed in ARTICLE 28, Compensation.

Section 2. The City shall recognize the Unit for the purpose of meeting its obligations under the Meyers-Millais-Brown Act (MMBA), Government Code, Section 3500 et seq.

ARTICLE 2. SCOPE OF REPRESENTATION

The scope of representation shall include all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours and other terms and conditions of employment, except, however, that the scope of representation shall not include consideration of merits, necessity or organization of any service, or activity provided by law or executive order.

ARTICLE 3. PAYROLL DEDUCTIONS

A. **Dues Deduction**

It is mutually agreed that the City will deduct dues and assessments twice each month, provided there is not more than one deduction per pay period, in an amount certified to be current and correct by the Union, from the pay of those employees the Union also certifies who have individually requested in writing that such deductions be made. The total amount of all such deductions shall be remitted by the City to the

Union. The Union also agrees to maintain the individual employees' current written authorization forms to make such deductions.

This process for making payroll dues deductions authorization shall remain in full force and effect during the term of this Agreement, as specified in Council Resolution Number 10,471. The City shall not be responsible for failure to terminate a dues deduction absent advance written notice of such revocation by the Union. The Union will be responsible for refunding any deductions to non-member employees whom the City has already remitted to the Union after such cancellation or revocation. SEIU 721 agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issue against the City as a result of dues deduction or transmittal of such funds to SEIU 721, including claims for deductions made in reliance on the Union's representations and certifications regarding valid written employee dues deduction authorizations.

Each pay period, the Employer will provide the Union with the following information regarding bargaining unit members:

Employee Name

Employee ID # (File #)

Earning per Pay Period

Amount Deducted for the Pay Period (will include itemization of the deductions — Union dues, COPE, etc.)

Each pay period, the Union shall provide the employer with an "authorized deduction report" which includes bargaining unit members who have authorized the deduction of Union dues, COPE and other deductions and the deduction amounts.

The Employer shall make the dues and other applicable deductions from the employees' paychecks and remit such itemized deductions to the Union via Electronic Funds Transfer (EFT) within seven (7) business days of each payday.

B. **Committee on Political Education (COPE)**

Employees may make voluntary contributions to the Union's registered political action committees. The employer shall make the deduction of the voluntary contributions in the same manner as the dues deduction process.

Every pay period the Union will notify the employer with a list of employees and the appropriate deduction amount on the "authorized deduction report" of the employees who have signed an authorization for the COPE deduction.

Employees may discontinue voluntary political deductions by providing notice of cancellation to the Union at any time and the Union shall transmit such notice of cancellation to the Employers by the next full pay period cycle.

ARTICLE 4. NON-DISCRIMINATION

The parties mutually reaffirm their respective policies of nondiscrimination in the treatment of any employees because of race, religious creed, color, national origin, ancestry, citizenship, physical or mental disability, legally protected medical condition, military and veteran status, sexual orientation (including heterosexuality, homosexuality, and bisexuality) gender identity, gender expression, marital status, genetic information, sex (including pregnancy, childbirth, medical conditions related to pregnancy or childbirth and breastfeeding or a medical condition related to breastfeeding), age (40 and above), any other basis protected by law (e.g. an individual's opposition to unlawful conduct; an individual's association with a person of a protected class), political affiliation or union activities as defined by applicable sections of California Government Code (MMBA) or other protected classifications as defined by Federal or California state law.

ARTICLE 5. BULLETIN BOARDS AND OFFICE SPACE

The City shall provide office space to be used by the Union. The parties agree that the Union will be allowed continual use of bulletin boards presently used. The Union shall limit its posting of notices and bulletins to such areas. The Union agrees to forward a copy of each notice and/or bulletin to the Office of the City Human Resources Department prior to posting. The Union shall submit a copy of each notice to Human Resources prior to posting, in order to keep the employer informed of the material which is being posted.

ARTICLE 6. REASONABLE NOTICE

It is mutually agreed that the City will provide reasonable notice of any action to be taken by the City Council/Personnel Board, which may affect bargaining unit members of the Unit. The agenda for the City Council and Personnel Board will be posted electronically on the City's website.

ARTICLE 7 PERSONAL LEAVE

Each bargaining unit member shall be allowed to designate up to five days (currently 45 hours) of accrued sick leave as personal leave per calendar year. Bargaining unit members shall be allowed to use this leave for personal business; bargaining unit members shall give at least one (1) day notice, where possible, of any intended use of personal leave. The only specific prohibition is that it cannot be used to provide for the three (3) day waiting period for workers' compensation claims. Personal leave days may not be accumulated from year to year.

In accordance with California Labor Code section 233, bargaining unit members may use up to fifty percent (50%) of his/her accrued sick leave per calendar year to care for the illness or injury of an immediate family member. Immediate family for purposes of this article is defined as spouse, domestic partner, child (including children of domestic partner), parent, grandparent, grandchild, sister, brother, mother-in-law, and father-in law.

ARTICLE 8. BEREAVEMENT LEAVE

In the event of a death in the immediate family ("immediate family" shall mean the spouse, father, current father-in-law, mother, current mother-in-law, son, daughter, brother or sister of the employee, grandmother and grandfather, stepchildren, stepmother and stepfather, registered domestic partner, spouse's brother, spouse's sister, spouse's parents, spouse's grandparents, spouse's son-in-law and spouse's daughter-in-law), or the death of a relative residing in the employee's household at the time of death, a bargaining unit member shall be entitled to the necessary time to attend the funeral, up to a maximum of five (5) working days of bereavement leave. The City will provide paid leave for the initial three (3) days, and the final two days are unpaid leave. The unit member may utilize accrued sick time or vacation for the final two days of bereavement leave.

If the bereavement leave does not require the unit member to travel outside of the State of California, but the unit member requires additional leave beyond the 5 days noted above, the employee may take a maximum of two (2) additional days and this leave shall be charged against accrued sick time or vacation.

If bereavement leave requires the unit member to travel outside the State of California, the unit member shall be allowed to take up to five (5) days of bereavement leave to cover the absence from work.

In the event of the death of a relative not considered in the immediate family, a bargaining unit member shall be entitled to take the necessary time to attend the funeral. This leave shall be charged against accrued sick time or vacation.

If there is not accrued sick time, the bargaining unit member should then request vacation in accordance with the vacation procedures. The City reserves the right to verify leave taken pursuant to this section.

ARTICLE 9. SICK LEAVE BANK PAYMENTS UPON SEPARATION

A. Employees Hired Prior to March 1, 2026

Effective with the Resolution adopting this Agreement, upon separation from service due to termination for any reason other than disciplinary causes, each bargaining unit member employee hired prior to March 1, 2026 shall be entitled to receive as severance pay (calculated at the final level of compensation), a proportion of sick leave bank credits representing accumulated and unused sick leave accrual as follows:

Length of Service	Up to 800 hrs.	Leave Bank Over 800 hrs.
0– 4 years	10%	0%
5–10 years	25%	0%
10–14 years	50%	25%
15–19 years	75%	50%
20–24 years	100%	75%
25 years or more	100%	100%

Bargaining unit members hired on or after July 1, 2014, shall not be entitled to the 0–4 years benefit.

B. Employees After March 1, 2026

Effective with the Resolution adopting this Agreement, upon separation from service due to termination for any reason other than disciplinary causes, each bargaining unit member employee hired after March 1, 2026 , shall be entitled to receive as severance pay (calculated at the final level of compensation), a proportion of sick leave bank credits representing accumulated and unused sick leave accrual as follows:

1. Any member with 20 years or more years of service will be paid 288 hours of accumulated and unused sick leave.

2. Any member with 10-19 years of service will be paid a maximum of 192 hours of accumulated and unused sick leave.

3. Any member with 5-9 years of service will be paid a maximum of 96 hours of accumulated and unused sick leave.

C. After payment of the severance amount is calculated as prescribed above, all accumulated sick leave shall be permanently lost, and no other payments shall be made in lieu thereof.

D. Severance pay will be granted only one time during the lifetime of any one employee.

The total severance pay to which each bargaining unit member may be entitled, based upon this Rule shall be actually paid in installments on each regular City pay day, in an amount not in excess of the compensation to which the bargaining unit member would have been entitled, if still employed until the entire severance pay entitlement has been exhausted.

ARTICLE 10. HEALTH/WELFARE BENEFITS

A. Medical Insurance Coverage

For the term of this agreement the City shall pay up to the maximum of the Kaiser Los Angeles Region Family rate. The City's actual contribution for each bargaining unit member shall be based upon the bargaining unit member's enrollment in a plan provided through the City's contract with Public Employees Retirement System (PERS) and status as:

1. Employee only

2. Employee and 1 dependent

3. Employee and 2 or more dependents

At the City's request, bargaining unit members shall submit verifiable proof of dependence for anyone they seek to cover. Acceptable proof includes, but not limited to marriage license, last IRS 1040 form, and certificates of birth. This shall apply to all bargaining unit members who are currently enrolled as well as new hires.

B. Dental Insurance

1. For the term of this Agreement, the City shall provide full payment for Citywide pre-paid plans. Dental coverage is available for employees and eligible dependents.

2. It is specifically understood that bargaining unit members shall pay any and all additional premium increases related to the orthodontic benefits and additional options not provided for in or in excess of the citywide basic plan through monthly payroll deductions.

   INTENT: It is the intention of the Article to specify the City's obligations in paragraph "1" and the Unit member's responsibilities in paragraph "2."

C. State Disability Insurance

The City agrees to provide State Disability Insurance (SDI) at no cost to bargaining unit members.

D. Life Insurance

The City shall provide life insurance for bargaining unit members in the amount of $40,000.

E. The City shall not contribute towards any benefits when bargaining unit members are on unpaid status, or on suspension during the time the deductions are made except as provided by law.

F. Vision Insurance

Bargaining unit members and eligible dependents shall receive vision coverage under the City's vision benefit plan at no cost to the member.

G. Administration of Fringe Benefits

The City reserves the right to select, change, administer, or fund any fringe benefits program involving insurance that now exists or may exist in the future during the term of Agreement. In the administration of fringe benefits programs involving insurance, the City shall have the right to select the insurance carrier or other method of providing coverage to fund insurance benefits described herein during the term of this Agreement. The City shall meet and confer with the Union prior to any change of insurance carrier or method of funding coverage for any fringe benefits during the

term of this Agreement. No change in insurance carrier or methods of funding coverage shall result in the reduction of benefits to any bargaining unit member covered by this Agreement unless agreed to by both parties.

H. Parity

If any other employee organization that the City has formally recognized pursuant to Resolution No. 10,471 negotiates an increase in the health insurance benefits described in Article for another City bargaining unit, the City will provide that increased benefit to bargaining unit members on the same terms and conditions that apply to the other Unit.

I. SEIU Supplemental Benefits

Within 90-days of ratification of this MOU, the parties shall meet and confer on a mutually agreed upon schedule, to continue discussions regarding SEIU's request for the establishment of a voluntary Supplemental Benefits Program ("Program") for bargaining unit members. In the event that the parties agree to implement the Program, it shall be implemented upon Council approval during the term of this MOU.

ARTICLE 11. OVERTIME

Whenever a bargaining unit member is required by the City to work on a recognized holiday, the City agrees to compensate at double-and-one-half times the bargaining unit member's regular hourly rate for all hours worked on the specified holiday, provided that the employee is not absent, or on sick leave within 48 hours after such time worked.

If a bargaining unit member uses sick leave within 48 hours, a doctor's verification shall be necessary to qualify for the holiday premium. If the bargaining unit member does not provide verification of sickness, he is paid at double the bargaining unit member's regular hourly rate for all hours worked on the specified holiday. Time worked in excess of a regular work week/day, if to be paid overtime, shall be paid on the day immediately following the period overtime is earned, or at the bargaining unit member's discretion accrued as compensatory time (up to a maximum of 150 hours.)

Bargaining unit members who have accumulated comp time in excess of 150 hours will not be allowed to accumulate any comp time until their accumulated comp time has been reduced below 150 hours. A week shall be defined as beginning at 12:01 A.M. Sunday and ending 12:00 midnight the following Saturday. Given reasonable notice, bargaining unit members of this unit shall perform overtime work as requested by the department

manager. Request for the use of compensatory time accrued under previous agreements and this agreement must be submitted in writing in advance of intended use and will be granted upon mutual agreement between the bargaining unite member and the supervisor.

The order of overtime assignments will be determined by seniority within the Unit. Upon approval of this MOA by the City Council, the current order of overtime assignment will be reset on the seniority within the Unit. All unit members will be afforded an opportunity to volunteer for overtime assignments before those with the highest seniority receiving additional opportunity to volunteer.

ARTICLE 12. NIGHT DIFFERENTIAL

It is agreed that the City pay a night differential at the rate of ten percent (10%) above base salary exclusively to bargaining unit members of this Unit with a regular/scheduled assigned work shift that begins between the hours of 5:00 P.M. and 12:00 A.M. subject to the following conditions:

1. Any bargaining unit member with a regular/scheduled assignment that begins between the hours of 5:00 P.M. and 12:00 AM shall receive the night differential for their entire shift only if they work their entire eight (8) hour shift between the hours of 5:00 P.M. and 7:00 A.M.

2. Any bargaining unit member with a regular/scheduled assignment that begins outside of the hours of 5:00 P.M. and 12:00 A.M., who works 4 or more hours between the hours of 6:00 P.M. and 7:00 A.M. (via overtime or standby), will only receive night differential for the hours worked between 6:00 P.M. and 7:00 A.M.

3. Any bargaining unit member employee who works 2-4 hours between the hours of 6:00 P.M. and 7:00 A.M. will only receive night differential for the hours worked between 6:00 P.M. and 7:30 AM.

4. The night differential shall be continued on days that the bargaining unit member does not work but is on paid status; however, the City shall discontinue the differential payment when the bargaining unit member is in paid status but absent from work more than ten (10) working days. This subsection exclusively applies to bargaining unit members with a regular/scheduled assignment that begins between the hours of 5:00 P.M. and 12:00 A.M.

ARTICLE 13. SENIORITY

A. Service Seniority is interpreted and defined as length of continuous service in a

respective classification or in a promotional classification within the same occupational family group.

B. Seniority will be the determining factor in resolving (1) vacation requests, (2) shift assignments, (3) days off from among qualified bargaining unit members and shall be a determining factor in the assignment of overtime. A qualified bargaining unit member is one who has an acceptable performance evaluation report.

C. Under emergency and temporary conditions, the employer may change shift assignments and days off without regard to Paragraph (B). Upon request, such changes will be proper subject for discussion between the City and the Union.

ARTICLE 14. UNIFORM ALLOWANCE

The City agrees to provide an annual uniform allowance to be paid semiannually (September and March) each year during this Agreement to each bargaining unit member of this Unit. The allowance shall be one thousand and fifty dollars ($1050.00).

The City also agrees to provide two (2) uniforms to new bargaining unit members upon commencement of probation.

The determination of type of uniform (i.e. polo shirt or formal uniform shirt) shall be made on an individual department basis, subject to prior approval by the City Manager. Prior to determining the type of uniform, the City shall meet and consult with the union.

Bargaining unit members shall, therefore, be required to always wear their uniforms while on duty, unless written request for waiver is approved by the Department Head or his/her designee. In order for the unit member to be eligible to receive the uniform allowance, the unit member must be an "active" member at the time of the semi-annual payouts.

Permanent bargaining unit members required to wear safety footwear as part of their uniform shall receive up to two hundred and seventy-five dollars ($275.00) a year for safety boots upon the presentation of a receipt to the Unit member's supervisor.

For those employees who are required to wear athletic footwear as part of their uniforms, reimbursement for approved footwear of up to two hundred and seventy-five dollars ($275.00) annually per employee will be provided upon the presentation of a receipt, to the Unit member's supervisor.

ARTICLE 15. UNION BUSINESS

Any bargaining unit members may be granted time off to perform union functions, inclusive of conferences, conventions, seminars (but precluding local political activity). This time, to be granted without loss of pay, not to exceed an aggregate of 100 per fiscal contract year, and 150 hours per fiscal contract year, during "even years" (i.e. 2024, 2026, etc.) wherein it is an election year for all such bargaining unit members and functions, provided that reasonable notice is provided to the department manager. Written confirmation must be submitted to department manager after attending any union functions described. Confirmation shall include the date and times of attendance on appropriate letterhead executed by the provider of the function.

ARTICLE 16. MOVE-UP ASSIGNMENT

Pursuant to the terms of this Article, a bargaining unit member who does not qualify for a higher job classification but is asked to temporarily fill that higher job classification shall be eligible for move-up pay after a one-time completion of a four (4) consecutive workday training period in any higher job classification, with City Manager's approval.

Any prior acting assignments will be counted toward the satisfaction of the four (4) consecutive workday training requirement for each higher job classification. Any outstanding hours below the four (4) consecutive workday requirement must be completed consecutively.

A move up assignment must be initiated by a Personnel Action Form and must be for a minimum of forty (40) consecutive hours.

Personnel action forms showing the completion of a minimum of forty (40) consecutive hours move up assignment in any /each higher job classification will satisfy the requirement of the training period.

After the successful completion of the four (4) consecutive workday training period, whenever a bargaining unit member is given an acting assignment to that position, the bargaining unit members shall receive compensation fixed within the higher salary range for the position in which the move-up placement is made and shall be an increase of not less than five percent (5%) of the bargaining unit member's regular base salary.

When a bargaining unit member is in a move-up assignment, he/she shall continue to receive the same fringe benefits at the same levels and rates as that unit member received prior to the move-up assignment. For purposes of this provision, auto and phone allowances are excluded. Moreover, any cash out of the value of benefits while a

bargaining unit member is serving in a move-up assignment shall be at the same rate and levels as that member's permanent classification.

ARTICLE 17. JURY DUTY/SUBPOENAED WITNESS

Any regular or probationary bargaining unit member who is called for jury duty, examination for jury duty, or who is summoned to attend court as a subpoenaed witness, shall be compensated at his regular rate of pay for those hours of absence which occur during their regularly scheduled work hours provided that such bargaining unit member deposits all fees for such hours, exclusive of any mileage allowance, with the City Controller.

When a bargaining unit member is a litigant, paid leave for court appearance of any kind shall not be authorized and such bargaining unit member must use any accumulated compensatory time or vacation time before authorized absence without pay for such court appearance.

Bargaining unit members, who are summoned to attend court as a subpoenaed witness, on behalf of the City, on a date that is a regularly scheduled day off, shall receive compensatory time off at their regular rate of pay.

ARTICLE 18. GRIEVANCE PROCEDURES

Purpose of Grievance Procedures:

1. To promote improved employer-employee relations

2. To provide that grievances shall be settled as near as possible to the point of origin.

3. To provide that the grievance procedures shall be as informal as possible.

B. Definitions:

1. A "grievance" is defined as a question (or claim) raise by an employee or group of employees against the employer arising out of the (1) meaning, (2) interpretation, or (3) application of the express provisions of the Memorandum of Agreement.

2. A "business day" is defined as a day that City Hall is officially open for public business.

Informal Level

Before filing a written grievance, the employee should attempt to resolve it by an informal conference his/her first line supervisor or equivalent immediately in charge of the aggrieved employee (as identified by the Department Head) within five (5) business days after the event-giving rise to the grievance.

Step 1

Within fifteen (15) business days after the event-giving rise to the grievance, if the grievance is not settled at the informal level, the employee and his/her representative, if any, shall submit his/her written grievance to his/her first line supervisor or equivalent immediately in charge of the aggrieved employee (as identified by the Department Head). The Department Head shall schedule a meeting to take place within ten (10) business days from the date the grievance is referred to Step 1. The Department Head or equivalent may invite other members of management to be present at such meeting. The Department Head or equivalent will give a written reply by the end of the tenth business day following the date of the meeting, and giving of such reply will terminate Step 1. The ten (10) business days' requirement may be waived by mutual consent of the parties involved.

Step 2

If Step 1 does not resolve the grievance, the employee may appeal the grievance in writing on the City-provided form, to the Human Resources Department. The grievance shall be submitted within fifteen (15) business days of receipt of the response given in Step 1. The City Manager or his/her designee will respond to the employee within fifteen (15) business days of receipt of the grievance. The decision of the City Manager shall terminate Step 2. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next level. The time limit in each step may be extended by prior mutual written agreement of the City and the employee at each step.

Step 3

If Step 2 does not resolve the grievance, the employee may appeal the grievance in writing on the City-provided form, to the City Manager's Office. The grievance shall be submitted within fifteen (15) business days of receipt of the response given in Step 2. The City Manager or his/her designee will respond to the employee within fifteen (15) business days of receipt of the grievance. The decision of the City Manager shall terminate Step 3. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next level. The time limit in each step may be extended by prior mutual written agreement of the City and the employee at each step.

Step 4

If Step 3 does not resolve the grievance, within ten (10) business days of the delivery of the Step 3 decision, the employee grievant may, after written notice to the City, request the California State Conciliation and Mediation Service for the appointment of a State mediator. Upon appointment of the mediator, mediation shall be scheduled according to availability of the mediator and the parties. The parties shall make every reasonable effort to meet with the mediator within twenty (20) days of the request for mediation.

If an agreement is reached, the agreement shall be reduced to writing and shall be signed by all the parties to the mediation. All settlement agreements shall be non-precedential and shall constitute only a settlement of the particular grievance.

ARTICLE 19. ARBITRATION

Grievances which are not settled pursuant to the established procedures above, and where all other informal, internal means of settlement have been exhausted unsuccessfully, and which either party desires to contest further, shall be submitted to arbitration as provided below.

A. The matter will go to arbitration if either party files with the other in writing, a demand for such further procedures within 20 calendar days after the decision provided for by Step 4 of the Grievance Procedure.

As soon as possible, and in any event not later than ten (10) business days after either party received written notice from the other of the desire to arbitrate, the parties shall agree upon an arbitrator. If no agreement is reached within said ten (10) business days, an arbitrator shall be selected from a list of seven (7) arbitrators submitted by the State Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.

B. The arbitrator shall have no power to amend, change, add to or subtract from any of the terms of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other.

C. The award of the arbitrator shall be binding for all grievances as defined by this Agreement. However, grievances resulting from suspensions, dismissals, and demotion shall be submitted to advisory arbitration, and the decision and award are not binding, but advisory to the City Manager and City Council.

D. The arbitrator may hear and determine only one grievance at a time without the express agreement of the City and the grievant representative.

E. The parties shall share equally the expense of the cost of arbitration, with the exception of their own attorneys' fees/costs and witness service. Also, any copies of transcripts of the proceedings other than those provided to the arbitrator shall be paid solely by the requesting party.

The CITY and SEIU Local 721 mutually agree to request the City Attorney to review the arbitration process and, if needed, recommend changes.

ARTICLE 20. ACCESS TO WORK STATION

The City agrees to grant official representatives of the Union the access and right-to discuss grievances or problems arising under the terms of this Agreement with bargaining unit members of this Unit during working hours. It is agreed that there will be as little interference as possible by the Union's business representatives and stewards during the working hours of all such employees. It is agreed that the Public Safety Unit may select a reasonable amount of stewards to represent this Unit, but not to exceed one steward for every ten members. The Union agrees to give the City a written list of employees who have been selected as stewards, and such list shall be kept current by the Public Safety Auxiliary Unit. It is agreed that the steward be permitted to conduct a reasonable amount of time toward Union business relative to grievances during working hours without loss of pay, if such time will not interfere with departmental operations and with prior approval from the employing department manager. Stewards shall be free from reprisal and shall not in any way be coerced, intimidated, or discriminated against as a result of his/her activities and role as a steward.

The City agrees to permit the Union to use City facilities to conduct business meetings when such facilities are available and requested in a timely manner.

ARTICLE 21. LABOR MANAGEMENT MEETINGS

The City agrees to convene labor management meetings at least four (4) times per year for the purpose of informally discussing employment-relations issues. At least 72 hours prior to each meeting, the Union shall present to the City a written agenda of the topics to be discussed. The Union and the City agree that the meetings will be convened for the purpose of improving labor management relations and implementing mutually agreeable solutions to issues in dispute. The meeting shall be convened for the purpose of constructive discussion of City work policies and procedures.

ARTICLE 22. EDUCATIONAL REIMBURSEMENT

The City shall reimburse bargaining unit members for tuition and books up to a maximum of $3,000.00 per fiscal year, providing that the bargaining unit members enrolled in educational institutions comply with the provisions listed herein. In no case shall bargaining unit members receive reimbursement above actual costs on any expenditure or grant reimbursement, nor will veterans be eligible to participate while receiving financial remuneration through the GI Bill.

ARTICLE 23. WORK STOPPAGES

Neither the Union, its officers or agents, nor any of the bargaining unit members covered by this Agreement will engage in, encourage, sanction, support or suggest any strikes, slowdowns, mass resignations, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. Any bargaining unit member who violates any of the provisions of this Article may be discharged or otherwise disciplined.

ARTICLE 24. EMPLOYER RIGHTS

Except as explicitly limited by a specific provision of this Agreement, the employer shall have the exclusive right to take any action deems appropriate in the management of the City and the direction of work force in accordance with its judgment. All inherent statutory and common law management functions and prerogatives which the employer has not expressly modified or restricted by specific provisions of this Agreement are retained and vested exclusively with the Employer.

The Employer shall have the sole and exclusive right to determine the functions and programs of the City, its overall budget, utilization of technology, the organizational structure, and selection, directions, and number of personnel. In addition, the Employer specifically reserves the exclusive right in accordance with its judgment to: (1) reprimand or otherwise discipline employees for cause; (2) hire, promote, and transfer in accordance with the Charter and the Personnel Rules and Regulations; (3) assign employees to work; (4) determine the starting and quitting time; (5) maintain the efficiency of employees; (6) close down buildings or any part thereof; (7) expand, reduce, alter, combine, transfer or cease any job, department, operation or service; (8) subcontract any work done by the employees; (9) control and regulate the use of the equipment and other property of the Employer; (10) determine the number, location and operation of buildings, divisions, and departments thereof, the assignment of work and the size and composition of the work force; (11) make or change rules, policies, or provisions, exclusive of this Agreement; (12) introduce new or improved research, development, maintenance, service methods, materials, or otherwise generally manage the City; (13) direct the employees and establish terms and conditions of employment, except as expressly modified or restricted by specific provisions of this Agreement. The employer's non-exercising of any function hereby reserved to it, or its exercising any such function in a particular way shall not be deemed a waiver of its rights to exercise such function or to preclude the Employer from exercising the same in some other way not to conflict with the express provisions of this Agreement. The Union agrees that it shall not establish or attempt to enforce upon the

Employer, or any employee, any rule or regulations which would interfere with the recognized right of management to carry out the foregoing provisions. The City hereby agrees to meet and confer on matters relating to wages, hours, and other terms and conditions of employment when required by law (Section 3505 of the Government Code).

Effect of Laws, Rules, and Regulations

The Union recognizes that all employees covered by this Agreement shall perform the services prescribed by the Employer and shall be governed by the laws of the State of California, and by the Employer's rules, regulations, directives, and orders, issued by properly designated officials. The Union also recognizes the right, obligation and duty of the Employer and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time, as deemed necessary by the Employer, insofar as such rules, regulations directives, and orders do not conflict with the express terms of this Agreement.

Reservation of Management Rights

The enumeration of the rights and duties of the Employer in this Agreement shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the Employer. The Union agrees that its members shall comply with all City and departmental rules and regulations, including those relating to conduct and work performance. The Employer agrees that application of departmental rules and regulations which affect working conditions and performance shall be subject of the grievance procedures as set forth in the Personnel Rules and Regulations.

ARTICLE 25. SEPARABILITY PROVISION

This Memorandum of Agreement is subject to all applicable Federal, State, County, and City laws and regulations, and any lawful rules and regulations enacted by the City's Personnel Board. If any part or provision of this Memorandum of Agreement in conflict or inconsistent with such applicable provisions of Federal, State, County or City Laws, rules and regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part of provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Agreement shall not be affected thereby.

ARTICLE 26. PREVAILING RIGHTS

To the extent that they are not expressly or by necessary interpretation and application covered by the purposes, intents, and language of this Agreement, all rights, privileges, obligations, and working conditions of employment within the scope of representation presently enjoyed by the employees within the Unit shall remain in effect and be operative during the term of this Agreement, unless eliminated, enlarged or otherwise modified after the Meet and Confer process to the extent that such procedures are required by the laws of the State of California.

ARTICLE 27. BILINGUAL ASSIGNMENT

A) The City agrees to pay $40.00 bi-weekly ($80.00 per month) to bargaining unit members when assigned to provide bilingual services. Bargaining unit members shall be required to pass a qualifying examination administered by the City to determine proficiency for bilingual assignment. Bargaining unit members accepting bilingual assignments shall be assigned to shifts and Divisions in a manner that is of the greatest value to the Department. Seniority shall be the determining factor in disputes regarding selections of shifts where bilingual assignments are to meet the needs of the Department. Bargaining unit members committed to the bilingual assignment shall be obligated to provide such services to the City as needed.

B) A differential of $70.00 ($140.00 per month) will be paid to bargaining unit members who obtain a certificate showing oral and written competence in Spanish from an institution in the state of California approved by the Human Resources Department, when assigned to provide bilingual services.

Bargaining unit members currently receiving bilingual pay under the provisions of "A" above will be eligible to receive payment of $70.00 bi-weekly if they can demonstrate written competence in Spanish as determined by the Human Resources Director.

ARTICLE 28. COMPENSATION

A. Retirement Contributions

The CITY shall provide Classic California Employees' Retirement Systems (CalPERS) members who are covered by this MOA, the 2.7% at 55 years Retirement Plan of CalPERS. The CITY shall provide employees who are CalPERS PEPRA members who are covered by this MOA, the 2% at 62 years Retirement Plan of CalPERS. The CITY shall continue to pay the employees' 8% portion of retirement contributions to CalPERS for Classic CalPERS members who are employed in a classification

represented by SEIU Local 721. Employees defined as CalPERS PEPRA members shall pay up to 8% of their portion of contribution to CalPERS retirement.

Note: Classic members are defined as CalPERS members who were active prior to January 1, 2013, or individuals from reciprocal agencies who were active prior to January 1, 2013.

CalPERS PEPRA members are defined as members who are brought into CalPERS membership for the first time on or after January 1, 2013, and who have no prior membership in any other California public retirement system.

B. Adjustments to Compensation

For the 2024-2025 fiscal year, there will be a one time, seven (7%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges. Provided this MOA is approved by both the SEIU membership and City Council by March 3, 2026, any required retroactive payments will be made on or before July 1, 2026.

For the 2025-2026 fiscal year, there will be a one time, seven (7%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges. Provided this MOA is approved by both the SEIU membership and City Council by March 3, 2026, any required retroactive payments will be made on or before July 1, 2026.

For the 2026-2027 fiscal year, there will be a five (5%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

For the 2027-2028 fiscal year, there will be a four (4%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

For the 2028-2029 fiscal year, there will be a two (2%) percent wage increase to base pay for unit members, which shall be reflected in the City's salary ranges.

C. Parity

If any bargaining unit, except Firefighters, receives a total compensation package for the 2024–25, 2025-26, 2026-27, 2027-28 and 2028-29 fiscal years exceeding the percentage amount SEIU 721 agrees to, the difference shall be provided to the unit members. The trigger for parity for this agreement shall be a total compensation package percentage that exceeds 25.0% over the combined fiscal years set forth above. This trigger is exclusively limited to a total compensation package negotiated by the other City

bargaining units, except Firefighters, as part of a Memorandum of Understanding. The trigger does not apply to any potential compensation adjustment that may occur outside of the MOA negotiations, including but not limited to, any adjustment related to a compensation-class study.

D. Salary ranges of classifications represented by the Union shall be set as follows:

CLASSIFICATION TITLE	SALARY RANGE/EFFECTIVE DATE					
	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Parking Control Lead Officer	100 A	107	114	119	123	125
Parking Control Officer	95 A	102	109	114	118	120
Security Lead Officer	127 A	134	141	146	150	152
Security Officer	122 A	129	136	141	145	147

ARTICLE 29. ZIPPER CLAUSE

This MOU sets forth the full and entire understanding of the parties regarding matters set forth herein, and any and all prior or existing MOU's understandings, or agreements that conflict with the matters set forth herein, whether formal or informal, are hereby superseded and terminated in their entirety. Existing policies, rules, ordinances and resolutions that do not conflict with the matters set forth herein remain in effect. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the City's direction and control.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualified waives the right, and each agrees that the other shall not be obligated to bargaining collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Notwithstanding the above, the parties agree to meet and confer upon mutual agreement. Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

ARTICLE 30. HOLIDAYS

Full-time bargaining unit members of this Unit shall receive time off with pay on holidays as designated by the City Council. When a holiday falls on Sunday, the following Monday shall be observed; and when a holiday falls on Saturday, the preceding Friday shall be observed. When the employee's birthday or holiday falls on a weekend or during his/her scheduled vacation, employee will receive another day off, when requested, subject to approval of his/her supervisor. The employee's birthday holiday must be used within one year in which the birthday falls.

The City Manager shall have authority to order all bargaining unit members of any department to work on any holiday. A new bargaining unit member whose first workday is the day after a City holiday shall not be paid for that holiday. A bargaining unit member who is terminating his/her employment with the City for reasons other than paid City retirement and whose last day as a paid employee is the day before a City holiday shall not be paid for that holiday.

In order to receive holiday pay, a bargaining unit member must have worked for all or a portion of both the regularly scheduled working assignments immediately prior to and immediately after that holiday, unless such bargaining unit member is on paid vacation or sick leave.

In order to be compensated for holiday time, a bargaining unit member must turn in a medical statement from the attending physician explaining illness for the day taken before and/or after the holiday. The City agrees to provide the following paid holidays to bargaining unit members of this unit:

Independence Day
Labor Day
Admission Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day*
New Year's Day
Dr. Martin Luther King, Jr., Birthday
Lincoln's Birthday

* *Employees assigned an alternate work schedule (Monday through Friday) will receive this day as a regular holiday. Employees assigned a 4–10 work schedule (Monday through Thursday) will receive this day as a Floating Holiday, to be used by June 30 of each year.*

Washington's Birthday
César Chávez Holiday
Cinco de Mayo
Memorial Day
Juneteenth
Employee's Birthday (Floating)

By action of Resolution, the City Council establishes legal holidays for City employees each year. When a bargaining unit member calls in sick on a designated holiday and is scheduled to work on that day; a doctor's statement shall be submitted to the Department together with the timecard in order to be eligible for sick benefits. This statement shall specify the date and the nature of the illness.

If the City Council declares a holiday but bargaining unit members are unable to observe it due to work requirements, bargaining unit members will be granted equivalent time off. If bargaining unit members request and are denied the opportunity to schedule any floating holiday time, the City shall pay for the unused time.

All floating holidays approved by the City Council shall be "front-loaded", i.e., credited to each employee's leave bank on July 1 of each year. Employees shall be allowed to use this holiday time in advance of when it is actually earned. However, in the event that an employee voluntarily terminates employment with the City and he/she has taken unearned holiday time, that time shall be deducted from his/her vacation accrual and/or his/her final paycheck at the City's option.

ARTICLE 31. RETIREMENT

The City shall provide Classic California Public Employees' Retirement System (CalPERS) members[1] who are covered by this MOA, the 2.7% at 55 years Retirement Plan of CalPERS.

The City shall provide employees who are CalPERS Public Employees' Pension Reform Act (PEPRA) members[2] who are covered by this MOA, the 2% at 62 years Retirement Plan of CalPERS.

[1] Classic members are defined as CalPERS members who were active prior to January 1, 2013, or individuals from reciprocal agencies who were active prior to January 1, 2013.
[2] CalPERS PEPRA members are defined as members who are brought into CalPERS membership for the first time on or after January 1, 2013, and who have no prior membership in any other California public retirement system.

ARTICLE 32. EMPLOYMENT OPPORTUNITIES

Vacancies in the Classified Services shall be filled by the method prescribed by Rule 6.2A and 6.6A of the City of Compton's Personnel Rules and Regulations. The City agrees to electronically (via email or City's website) post an employment opportunity for at least ten (10) working days to announce vacancies for any newly created Unclassified positions which are deemed comparable or similar to any position represented by SEIU Local 721 (excluding positions created in the following offices: Mayor and Council, City Manager and City Attorney).

ARTICLE 33. CONTRACTING AND SUBCONTRACTING

The Union recognizes that the City has statutory and charter rights and obligations in contracting for matters relating to municipal actions. The right of contracting or subcontracting is vested in the City. The rights to contract or subcontract shall not be used for the purpose or intention of undermining the Union nor to discriminate against any of its members. The City further agrees that for the term of this Agreement it will not layoff, demote and/or decrease the salary of any bargaining unit employee who has completed his or her probationary periods and has regular civil service status at the time of the execution of this Agreement, because of the exercise of its contracting or subcontracting rights, except in the event of an emergency, strike or work stoppage.

The City agrees to send a request to "Meet and Confer" to the Union within 15 working days prior to any final decision to subcontract the work performed by bargaining unit members, to discuss its intent and any unforeseen impacts and hardships. The Union agrees to meet with the City within five (5) working days once notice is received.

ARTICLE 34. VACATION

Bargaining unit members of this Unit may use vacation leaves after the satisfactory completion of six months of continuous service with the City. Permanent full time bargaining unit members accrue vacation according to the limitations described in the Personnel Rules and Regulations and the following schedule, and permanent part time employees accrue vacation according to the limitations described in the Personnel Rules and Regulations. The following program is effective March 1, 2026 through the expiration of this Agreement.

Vacation Usage-Cash Out Program

Unit members with over 500 hours accrued vacation hours are entitled to the following:

Unit members may cash out a maximum of two hundred (200) hours during the fiscal year (maximum of fifty (50) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with over 400 hours accrued vacation hours are entitled to the following:

Unit members may cash out a maximum of one hundred and forty (140) hours during the fiscal year (maximum of thirty-five (35) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with over 300 hours accrued vacation hours are entitled to the following:

Unit members may cash out a maximum of eighty (80) hours during the fiscal year (maximum of twenty (20) hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

Unit members with fewer than 200 hours accrued vacation hours are entitled to the following: Unit members may cash out a maximum of 20% of their current accrued amount during the fiscal year (maximum of five percent (5%) of the hours per quarter. In order to cash out any hours, the unit member is required to use the equivalent number of vacation hours (2:1 ratio) during the preceding twelve (12) months of the request.

ARTICLE 35. PERSONNEL FILES

The official personnel file of each bargaining unit member shall be maintained by the City's Human Resources Department. A bargaining unit member and/or a Union Representative/Steward authorized by the bargaining unit member may review and/or obtain copies of any documents from the bargaining unit member's personnel file. Copies of any "derogatory" written material shall be provided to the affected bargaining unit member before it is placed in the personnel file. The bargaining unit member may be given an opportunity, during normal working hours and without loss of pay, to review and initial the material if such time will not interfere with departmental operations and with prior approval from the bargaining unit member's Department Manager. It is agreed that the City will review personnel files for bargaining unit members covered by this Agreement annually, to remove and/or seal (whichever is appropriate) any reprimands or infractions (excluding serious disciplinary matters, i.e. suspensions, demotions, and dismissals) which are at least four years old and have not been repeated in a two-year

period, or which are internally generated complaints, which are at least two years old and have not been repeated within that time.

ARTICLE 36. TERM

This Agreement shall be in full force and effect, commencing July 1, 2024, and concluding on June 30th, 2029. All terms and conditions agreed to in this Memorandum of Agreement shall remain in effect until a successor Memorandum of Agreement is agreed to, or until such time as the City may implement changes in this Memorandum of Agreement by unilateral implementation through impasse.

ARTICLE 37. CERTIFICATION/LICENSES

The City shall pay the cost for any special license or certificate required of the performance of job duties. The City shall also provide release time where necessary for the bargaining unit members to take tests and/or training for such documents. The City agrees to Meet and Confer with the Union additional compensation for those classifications requiring certification and/or licenses.

Within sixty days of ratification of this MOU, the parties shall meet and confer on a mutually agreed upon schedule, but no less than once every two (2) weeks, regarding certification bonuses.

ARTICLE 38. SAFETY

City management will make every reasonable effort to provide safe working conditions, and the Union will require that all unit members perform their duties in a safe manner. As long as needed, City management shall continue to provide unit members safety clothing and safety devices. When issued, unit members shall utilize such safety clothing and safety devices. In addition, each unit member shall be responsible for promptly reporting to his/her supervisor any observed unsafe practice or condition. City management shall advise the unit member of the action or correction that will be taken.

The City will provide annual training to the unit members regarding the handling and disposal of items, including potentially biohazardous items, located at various areas of the City and training for members regarding appropriate interaction with members of the public.

The City will provide safety ballistic vests for all bargaining unit members who are required to carry a firearm by the position classification in the performance of job duties. Employees may choose to purchase and use an optional external uniform vest carrier at

his/her own expense. The carrier shall match the uniform shirt in color and all costs associated with replacement due to damage done while on duty will be incurred by the employee.

The City will provide unit members with Rain Jackets and Pants ("Rain Gear"). The City will meet and consult with the Union regarding the type of rain gear to be provided. Unit members will be required to execute a form acknowledging receipt of the Rain Gear and Pants as well as acknowledgment and agreement to be responsible for loss or damage beyond standard wear and tear.

ARTICLE 39. LAYOFF AND RETRENCHMENT PROCEDURES

Any employee in the Classified Services may be laid off for lack of funds through action of the City Council, as set forth in Article XI Section 1107 of the City Charter and Rule 8 of the Rules and Regulations.

A. Abolition of Position Lay-Offs

Whenever it becomes necessary, in the opinion of the City Council, to abolish a position, or to reduce the number of employees in a given class in the Classified Service, the City Council may do so by stating in its proceedings, its reasons therefore. Should such positions involving substantially the same duties be created or filled within one year, the employee or employees laid off shall be entitled to be appointed thereto.

All lay-offs occasioned by the abolishment of a position or the reduction in number of employees in a given classification shall be governed by seniority service and shall be in the reverse order as seniority in service and shall be in the reverse order as hired.

Interpretation

Service Seniority is interpreted and defined as length of continuous service in the respective classification within the same occupational family group.

B. Order of Separation

Seniority in classification shall govern the order of layoff so that positions remaining, which are not abolished or are to be staffed after layoff, will be occupied by employees with greatest Length of continuous service in the classification.

1. Wherever seniority in classification is equal, the following criteria shall be applied in the order below:

a. Service within that occupational group

b. Total City Service

c. Relative position on eligibility list

d. Drawing of lots

C. Voluntary Reduction in Lieu of Layoff

Any classified employee serving in a permanent or promotional probationary status who is scheduled to be laid off may, not later than five working days after notice of layoff, request a reduction to a lower class, regardless if he has previously served, a 90-day probationary period will be required. If the employee does not receive a satisfactory evaluation, he/she then reverts to the next lower position within the group in which they have accrued seniority.

Employees may revert to positions outside of the family group only when they have previously served in the respective position, and there is a vacancy or there is an incumbent in such position who has less total service therein than the employee requesting the demotion in lieu of layoff.

The employee displaced shall be considered as laid off for the same reason as the person who displaced him and shall employ the same procedures.

The employee laid off shall be given written notice of layoff not less than 30 calendar days prior to the effective date of the layoff, and shall be informed of his/her reinstatement status in writing.

The employee laid off or displaced as a result of another employee's reversion to a lower classification shall receive written notice of layoff not less than 20 days prior to the effective date of such action.

The employee laid off as a result of a displaced employee's reversion to a lower classification shall receive written notice of layoff not less than ten (10) days prior to the effective date of the layoff.

The names of permanent employees who have been laid off due to a reduction in force shall be placed on an appropriate layoff/reinstatement list according to the date of separation and shall be based on last employee laid off is the first employee on the list with other employees eligible in sequential order hereafter. Said list shall be used by the appointing officer when a vacancy for that class is to be filled before certification.

D. Order of Recall

Employees in the Classified Service who have been laid off shall be placed on an appropriate layoff/reinstatement list according to the date of separation and classification of position. Said list shall be used by the appointing officer when a vacancy exists for the class or position of former employment.

Recall from layoff shall be in the reverse order of layoff within the class and in accordance with the reinstatement list compiled for such purposes.

E. Notice of Recall

Notice of recall from layoff shall be return-receipt requested mail and shall specify the date for reporting to work, which shall not be more than two weeks from the date notice is received.

Notice shall be deemed to have been received when sent to the last known address on file with the City and delivery if certified by the Postal Service.

Notice of recall will also be forwarded to the respective employee organization. Employees to be laid off shall submit to the Personnel Department their current address at the time of separation. Upon receiving notice, the person on layoff shall have five days to accept or decline the recall opportunity.

1. If an employee fails to respond in writing within five (5) days of recall, the City will proceed to the next senior person on the reinstatement list and follow the same notice and response procedure. This process will continue through the list until recall needs are met, or the list is exhausted.

2. Any employee who refuses recall fails to report on the prescribed date within the two-week maximum thereby waives all remaining rights to recall and reinstatement as an employee.

F. Reinstatement /Restoration

Any employee who has been laid off and who is reinstated in a permanent position within one year from the date of layoff shall receive the following considerations and benefits:

1. All sick leave credited to the employee's account for which the employee was not compensated when laid off shall be restored;

2. All seniority held at the time of layoff shall be restored;

3. All prior active-duty time shall be credited for the purpose of determining vacation service awards.

4. The probationary status of any employee who is interrupted by layoff must be completed upon reinstatement; however, a new probationary period of not less than 90 days will be required in all cases where the probation has been interrupted by layoff for a period of six months or more, as well as in situations where recall is to a different class or department from which displaced by layoff.

   a. Resignation in Lieu of Recall

      An employee who elects to resign in lieu of layoff or while laid off shall forfeit all rights to reinstatement and be entitled only to those rights related to severance from the service.

   b. Assignment of Duties to Another

      The duties performed by any employee laid off may be assigned to any other employee or employees handling positions in appropriate classes.

G. Separation after Recall

Layoff for more than one year will terminate reinstatement rights. The employee will be entitled to same severance benefits and pay as are provided in the case of other separations or retirements.

H. Checkout upon Layoff, Separation or Terminations

Any employee who is laid off, terminated, or who separates from the service for any reason, shall not receive his final paycheck until he has turned in his City identification card, has cleared with his department head the disposition of any clothing, tools, or other working materials that have been provided to him by the City, and has completed all exit interviews and forms which may be required by the City Manager.

I. Severance Benefits upon Termination of Employment

The employee who is separated from the service is entitled to receive, in lieu of any other severance payments other than the benefits of a vested retirement program, those accumulations of unused and accrued vacation and sick leave credits as are provided for in this Memorandum of Agreement. If an employee elects to withdraw all compensation due at the time of layoff, he/she must request in writing total and

final severance pay from the City Controller at least ten (10) days prior to the effective date of the layoff. Upon receipt by an employee of such amounts of accumulation, all rights to any further severance pay shall be accrued and accumulated credit for unused vacation or sick leave time, nor any lump sum payment in lieu thereof be counted as sick credit nor be deemed as compensation for purposes of establishing the level of retirement benefits under any retirement plan then in force and effect. If an employee elects to restore time for which he/she was compensated, he/she must remit any monies received to the City.

ARTICLE 40. FIREARM CERTIFICATION

The City shall reimburse the Security Officers for the annual fee associated with retaining their California gun permit through the Bureau of Security and Investigative Services. The City shall also provide the training required (two sessions per year at a gun range) for Security Officers to retain their California gun permit through the Bureau of Security and Investigative Services.

ARTICLE 41. NEW EMPLOYEE ORIENTATIONS

"New Employee Orientation" means the onboarding process of a group of newly hired public employees, whether in person, online, or through other means and mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matter.

During each calendar month, the City shall inform the Union if any employees have been hired into the bargaining unit during that respective month. If any employee(s) have been hired, the City shall provide Union access to any new employee orientations that may be held. The Union shall receive not less than ten (10) calendar days' notice in advance of a monthly orientation, except that shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The notice shall be sent via email to the Worksite Organizer (WSO) and to membership@seiu721.org.

The City will provide Union representatives up to thirty (30) minutes exclusive time (without management representatives present) with any new bargaining unit employees to explain the coverage of this Agreement, obligations and benefits of Union membership and provide all other pertinent information to the employees regarding the Union. Such time may be scheduled in a meeting room or other space provided by the City.

Release time shall be granted for stewards to participate in the new employee orientations.

Subject to the foregoing, this Memorandum of Agreement is hereby executed by the authorized representatives of the City of Compton and the Union and entered into this _____ day of _____ 2026.

FOR THE CITY:	FOR THE UNION:
Willie Hopkins, City Manager	Thomas Walker, President
Tamara Binns, Assistant City Manager	Kevin Monk, [insert title]
TaQuan Jones, Interim Human Resources Director	Gerry Daley, SEIU Local 721 consultant

March 24, 2026

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **CITY MANAGER**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE DONATIONS AND ENTER A DONATION AGREEMENT WITH COMPTON 125 HISTORICAL SOCIETY FOR THE DONATION OF VINTAGE FURNITURE TO FURNISH THE HERITAGE HOUSE**

SUMMARY

Adoption of this resolution will authorize the City Manager to accept the donations of vintage furniture and enter into a Donation Agreement with the Compton 125 Historical Society for the purpose of furnishing the Heritage House.

BACKGROUND

The Compton 125 Historical Society is a nonprofit organization dedicated to preserving and promoting the history of Compton and East Rancho Dominguez. The organization was established in 2013 following the City's 125th anniversary and conducts research on local heritage, hosts community events such as Founders Day and maintains an extensive archive of historical materials.

The Compton 125 Historical Society approached City Council with a request to donate vintage furniture to furnish the Heritage House. The Heritage house is recognized as the oldest house in Compton and was designated a California Historical Landmark on November 5, 1958. In 1959, the home was purchased by the City of Compton and relocated to the northwest corner of Willowbrook Avenue and Myrrh Street for preservation.

The Heritage House Restoration Project was completed in 2025, restoring the interior structure of the home and allowing the interior to be furnished in a manner consistent with its historical character.

The Compton 125 Historical Society has been searching for historically appropriate vintage furniture to furnish the interior of the Heritage House.

STATEMENT OF ISSUE

The Compton 125 Historical Society has been in communication with the San Fernando Valley Historical Society, which currently possesses original furniture from the Heritage

House. The San Fernando Valley Historical Society has agreed to donate the furniture to the Compton 125 Historical Society for placement back in the Heritage House.

Upon adoption of this Resolution, the Compton 125 Historical Society will arrange for the pickup and transportation of the donated items.

In addition, the Compton 125 Historical Society has offered to donate the following vintage furnishings to further furnish the Heritage House:

1. A full-size late 1800s walnut carved bed including footboard, headboard, mattress, box spring and linens;
2. A red loveseat, an original piece of furniture belonging to the Palmer Family when they first moved to Compton (Palmer Street was named after Mr. Palmer);
3. A white vintage Victorian settee (Love Seat) styled in the 1864-1900 Victorian era, named after Queen Victoria.

The Compton 125 Historical Society has agreed to donate the above-described vintage furniture with the stipulation that if the Heritage House is ever moved, demolished, or sold, the donated furniture shall be returned to the Compton 125 Historical Society for preservation.

City Council approval is requested to authorize the City Manager to accept the donations and enter into a Donation Agreement with the Compton 125 Historical Society to accept the vintage furniture to furnish the Heritage House.

FISCAL IMPACT

There shall be no fiscal cost to the City of Compton, as the furnishings are being donated by the Compton 125 Historical Society.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution.

WILLIE A. HOPKINS, JR.
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE DONATIONS AND ENTER A DONATION AGREEMENT WITH COMPTON 125 HISTORICAL SOCIETY FOR THE DONATION OF VINTAGE FURNITURE TO FURNISH THE HERITAGE HOUSE

WHEREAS, the Compton 125 Historical Society is a nonprofit organization dedicated to preserving and promoting the history of Compton and East Rancho Dominguez; and

WHEREAS, the organization was established in 2013 following the City's 125th anniversary and conducts research on local heritage, hosts community events such as Founders Day and maintains an extensive archive of historical materials; and

WHEREAS, the Compton 125 Historical Society approached City Council with a request to donate vintage furniture to furnish the Heritage House which is recognized as the oldest house in Compton and was designated a California Historical Landmark on November 5, 1958; and

WHEREAS, in 1959, the home was purchased by the City of Compton and relocated to the northwest corner of Willowbrook Avenue and Myrrh Street for preservation; and

WHEREAS, the Heritage House Restoration Project was completed in 2025, restoring the interior structure of the home and allowing the interior to be furnished in a manner consistent with its historical character; and

WHEREAS, the Compton 125 Historical Society has been searching for historically appropriate vintage furniture to furnish the interior of the Heritage House; and

WHEREAS, the Compton 125 Historical Society has been in communication with the San Fernando Valley Historical Society, which currently possesses original furniture from the Heritage House, and has agreed to donate the furniture to the Compton 125 Historical Society for placement back in the Heritage House; and

WHEREAS, upon adoption of this Resolution, the Compton 125 Historical Society will arrange for the pickup and transportation of the donated items; and

WHEREAS, in addition, the Compton 125 Historical Society has offered to donate the following vintage furnishings to further furnish the Heritage House:

1. A full-size late 1800s walnut carved bed including footboard, headboard, mattress, box spring and linens;
2. A red loveseat, an original piece of furniture belonging to the Palmer Family when they first moved to Compton (Palmer Street was named after Mr. Palmer);
3. A white vintage Victorian settee (Love Seat) styled in the 1864-1900 Victorian era and named after Queen Victoria; and

WHEREAS, the Compton 125 Historical Society has agreed to donate the above-described vintage furniture with the stipulation that if the Heritage House is ever moved, demolished, or sold, the donated furniture shall be returned to the Compton 125 Historical Society for preservation; and

WHEREAS, City Council approval is requested to authorize the City Manager to accept the donations and enter into a Donation Agreement with the Compton 125 Historical Society to accept the vintage furniture to furnish the Heritage House; and

WHEREAS, there shall be no fiscal cost to the City of Compton, as the furnishings are being donated by the Compton 125 Historical Society.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City Manager, is hereby authorized, to accept the donations and enter into a Donation Agreement with the Compton 125 Historical Society to accept the vintage furniture to furnish the Heritage House.

Section 2. In the event that the Heritage House is relocated, demolished, or sold, the donated furnishings shall be returned to the Compton 125 Historical Society for preservation.

Section 3. There shall be no fiscal cost to the City of Compton, as the furnishings are being donated by the Compton 125 Historical Society.

Section 4. That a copy of this Resolution shall be filed in the offices of the City Clerk, City manager, Law Division/City Attorney, and the City Controller.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2026.

_____
EMMA SHARIF
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Satra D. Zurita, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2026.

That said Resolution was adopted by the following vote, to wit:

AYES:	**COUNCILMEMBERS-**
NOES:	**COUNCILMEMBERS-**
ABSTAIN:	**COUNCILMEMBERS-**
ABSENT:	**COUNCILMEMBERS-**

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

Memo

City Council Agenda 2/24/26
To: City of Compton's Mayor & Council
Re: City Council Agenda Discussion Item- Acceptance of Heritage House Furniture

Overview

The Compton 125 Historical Society took a tour of the Heritage House with Councilwoman Darden and retired General Service Director, Nebraska Jones in July 2025, and was given the ok to begin looking into historical furnishings to be placed into the Compton Heritage House after it was remodeled.

Below are the items that the Compton Historical Society would like to donate to the City of Compton to be placed in the Heritage House. The Compton 125 Historical Society will be handling the collection and transportation of the vintage furniture donated.

***Exhibit 1:* Original Furniture**

Exhibit one displays original furniture that was originally placed in the Compton Heritage House and is now held at the San Fernando Valley Historical Society. The San Fernando Valley Historical Society has agreed to donate the pieces back to Compton. The Compton 125 Historical Society will arrange for the items to be picked up once the City of Compton approves the acceptance of the furniture.

Additional Furniture Pieces

Exhibit 2: 1800s Bed

Full size late 1800s walnut carved bed with footboard & headboard (mattress/box spring and linens). Donated to the Compton 125 Historical Society, from Lynn & Brain Johnson who are retired educators.

Exhibit 3: AnnaBell Palmer-Marshall's Love Seat

Ms. Palmer- Marshall, is the granddaughter of Mr. Palmer. Mr. Palmer is the historic figure in the City of Compton who Palmer Street is named after. Ms. Palmer- Marshall donated the red love seat to the Compton 125 Historical Society. The love seat is one of the original furniture pieces that the Palmer Family had in their home when they first moved to the City of Compton. The Palmer Family is currently buried at the Woodlawn historic cemetery in Compton, California.

Exhibit 4: Victorian Sette (Love Seat)

This exhibit displays a beautiful white vintage Victorian Sette that is styled in the 1864 to 1900's era. The Victorian Sette style chair is named after Queen Victoria.

Exhibit 1

HERITAGE HOUSE

ORIGINAL FURNITURE

Compton 125 Historical Society

HERITAGE HOUSE FURNISHINGS

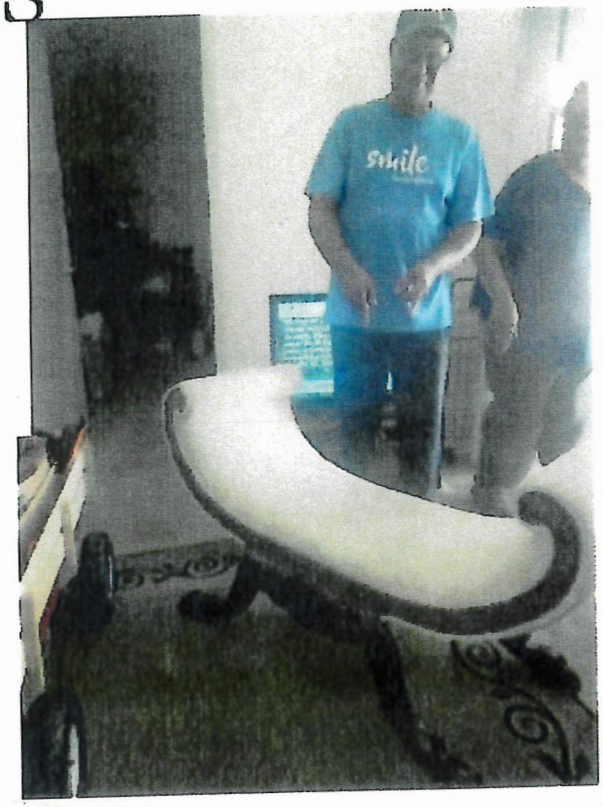
Exhibit 2

Exhibit 3

HERITAGE HOUSE FURNISHINGS

Location: This item is in our storage

Exhibit 4



Compton 125 Historical Society

CITY OF COMPTON
DONATIONS ACCEPTANCE FORM

PART I: DONOR INFORMATION

Name/Title of Employee Completing Form: Collee Fields for Willie A. Hopkins Jr. Date: March 9, 2026

Name of Donor: Compton 125 Historical Society (Charles Brown, President)

Check box if donor is Anonymous: ☐ Official Date of Donation: March 24, 2026

Tel: (213) 399-2325 Mailing Address: 1027 S. Central Avenue, Compton, CA 90220

Email address: Compton125@yahoo.com

Relationship of Donor to City or Foundation: President of Organization

Charitable Tax Receipt Received? ☐ Has the Donor requested Recognition for their gift? Y ☐ N ☐

Please check box if: Donation is being made to the "City" ☒ or the "Foundation" ☐

PART II: DESCRIPTION OF ITEM(S) DONATED: {Please check all applicable boxes. Attach Sheet for Additional Items}:

Cash/Check[i]/Wire/ Payroll Deduction/ Or Credit Card[ii] ☐ (please circle one)	Other Financial Instrument {ie: Stocks, Bonds, Notes, etc...} ☐	Professional or Personal Services (see table below) ☐	Supplies or Equipment (see table below) ☐	Pledge of Periodic Payments (see table below) ☐	Other (i.e. Real Prope Artwork or please describe below)[iii] ☒

Item #	Description	Serial #; Model #; Original Title Obtained (Y/N)?	$Dollar$ Value On Date Received {Without documentation, donation will be recorded at $1} (check box if external appraisal is required) ☐	Date(s) Received/ Or To-Be Received	Condition {New; Used; or Requires Modification}
1	Original furniture from the Heritage House the Compton 125 Historical Society received from the San Fernando Valley Historical Society.	Title ☐			

City of Compton Tax ID: 95-6000696. The Internal Revenue Service states that the deductible amount of a charitable contribution is limited to the value of cash or property donated minus what the donor receives in exchange for the contribution. Please keep this receipt and file it with your tax records as proof of your gift. The Foundation reserves the right to refuse donations.

CITY OF COMPTON
DONATIONS ACCEPTANCE FORM

2 3.	Full-size late 1800s walnut carved bed Including footboard, headboard, mattress, Box spring and linens. Red loveseat, an original piece of furniture Belonging to the Palmer Family when they fir moved to Compton.	Title ☐			
4	White vintage Victorian settee (Love Seat) Styled in the 1864-1900 Victorian era Named after Queen Victoria	Total:			

Will the Donated Item Require Any of the Following (please check all applicable boxes):

Service, Repair, Maintenance, or Certification? ☐ Costs for Storage, Pick-up, Installation? ☐

Safety Issue? ☐ Hazardous Materials Issue? ☐

Please Explain:	

If the donated item(s) has a value of $1,000 or more, has it been examined and determined that it has a useful life of at least one year and requires no repair or some form of maintenance? **MARK THE BOX:** NO ☒ YES ☐

Equipment Inspected By (attach appraisal in PDF): N/A

Date Inspected: Upon Receipt

Final Location or Storage arrangement: Heritage House 455 S. Willowbrook Ave., Compton, CA 90220

PART III: USE OF DONATED ITEM[iv]

This donation involves a: (Please check all applicable boxes)

Time Restriction[v] ☐	Purpose Restriction[vi] ☒	Permanent Restriction[vii] ☒	Temporary Restriction[viii] ☐
Gift is to be retained and used for designated Purpose ☒		Gift may be sold, proceeds used for designated purpose (if gift is sold within three (3) years of the date of contribution, IRS Form 8282 [ix] will be sent to the donor and the IRS) ☐	

City of Compton Tax ID: 95-6000696. The Internal Revenue Service states that the deductible amount of a charitable contribution is limited to the value of cash or property donated minus what the donor receives in exchange for the contribution. Please keep this receipt and file it with your tax records as proof of your gift. The Foundation reserves the right to refuse donations.

CITY OF COMPTON
DONATIONS ACCEPTANCE FORM

What is the proposed use of the donated item(s)? What are the restrictions? Please explain or attach: (If unrestricted, please put N/A): Donations are to furnish the Heritage House only, with the stipulation if the Heritage House is ever moved, demolished, or sold, the donated furniture shall be returned to the Compton 125 Historical Society for preservation.

CUSTOMER Name (*please print*): Charles L. Brown, President

CUSTOMER SIGNATURE: Charles Brown

Make check payable to City of Compton. Checks made payable to the City of Compton may not be tax deductible. Donor should consult their tax attorney
Credit card information section and signature line, pop up or drop-down fields are preferred:

Enter credit card information. ☐Visa ☐Master card ☐Discover ☐American Express

* Credit Card Number:

(enter numbers without spaces) Card Code:

* Expiration Date:

(MM/YY)

* Total Amount: $

City of Compton Tax ID: 95-6000696. The Internal Revenue Service states that the deductible amount of a charitable contribution is limited to the value of cash or property donated minus what the donor receives in exchange for the contribution. Please keep this receipt and file it with your tax records as proof of your gift. The Foundation reserves the right to refuse donations.

CITY OF COMPTON
DONATIONS ACCEPTANCE FORM

PART IV[x]:

DEPARTMENT/PROGRAM RECEIVING BENEFIT OF GIFT (Please check all applicable boxes):

40	Mayor and Council	☐		51	City Manager	☐
42	City Attorney	☐		44	City Treasurer	☐
47	City Clerk	☐		67	Community Improvement Services	☐
65	City Controller	☐		78	Community Development	☐
71/72	Public Works	☐		62	Internal Services	☐
69	Fire	☐		84	Parks and Recreation	☒
61	Non-Departmental	☐		85	Water	☐
91	Successor Agency	☐				
	Others ☒	☐				

REVENUE-TYPE (Please check all applicable boxes):

	Donations - Unrestricted*	☐			Unrestricted Contributions- Goods*	☐
	Special Events	☐			Unrestricted Contributions- Services*	☐
	Fire Special Events	☐			Restricted Contributions- Goods*	☒
	Special Annual Events	☐			Restricted Contributions- Services*	☐
	Cultural Special Events	☐			Restricted Contributions – CASH of Financial Instrument	☐
	Misc - Credit	☐				
				*	Restricted means – Donor specified time and/or purpose of use	

END OF FORM

[i] Make check payable to City of Compton. Checks made payable to the City of Compton may not be tax deductible. Donor should consult their tax attorney

[ii] Credit card information section and signature line, pop up or drop down fields are preferred:

Enter credit card information.

* Credit Card Number: _____ (enter numbers without spaces) Zip Code: _____

City of Compton Tax ID: 95-6000696. The Internal Revenue Service states that the deductible amount of a charitable contribution is limited to the value of cash or property donated minus what the donor receives in exchange for the contribution. Please keep this receipt and file it with your tax records as proof of your gift. The Foundation reserves the right to refuse donations.

CITY OF COMPTON
DONATIONS ACCEPTANCE FORM

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* Expiration Date: (MM/YY) Card Code

* Total Amount:

[iii] If Artwork, then please contact the City Manager's Department
[iv] If nothing is filled out, or if no restriction is specified here, then the donation is deemed "Unrestricted" automatically, and will be used at the discretion of the City Council.
[v] Restricted means – Donor specified time or purpose of use
[vi] Restricted means – Donor specified time or purpose of use
[vii] Restricted means – Donor specified time or purpose of use
[viii] Restricted means – Donor specified time or purpose of use
[ix] IRS Form 8282 is for done organizations to report information to the IRS and donors about dispositions of certain charitable deduction property made within 3 years after the donor contributed the property.

City of Compton Tax ID: 95-6000696. The Internal Revenue Service states that the deductible amount of a charitable contribution is limited to the value of cash or property donated minus what the donor receives in exchange for the contribution. Please keep this receipt and file it with your tax records as proof of your gift. The Foundation reserves the right to refuse donations.

March 24, 2026

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **CITY MANAGER**

SUBJECT: **RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AGILOFT, INC. FOR A CONTRACT LIFECYCLE MANAGEMENT PLATFORM IN AN AMOUNT NOT TO EXCEED $257,418 (IMPLEMENTATION COST OF $76,000, INITIAL PRORATED SUBSCRIPTION OF $13,955 FOR APRIL THROUGH JUNE 2026, AND ANNUAL SUBSCRIPTION OF $55,821), FOR AN INITIAL TERM BEGINNING APRIL 1, 2026, AND ENDING JUNE 30, 2029, RENEWABLE SUBJECT TO ANNUAL BUDGET APPROPRIATIONS**

SUMMARY

Staff requests that the City Council adopt a Resolution authorizing the City Manager to execute an agreement with Agiloft, Inc. for implementation of a Contract Lifecycle Management (CLM) platform designed to support the City's contract administration, legal matter management, and procurement workflow processes Implementation services will be performed by Spectrum Mobility, LLC, a third-party implementation partner.

The proposed platform consolidates three operational systems into a single configurable solution:

- Contract Management System
- Legal Matter Management System
- Procurement Workflow Management System

BACKGROUND

The City currently manages contracts, procurement documentation, and related legal matters through paper files, shared drives, email correspondence, and other decentralized systems across departments.

Agiloft, Inc. has proposed a Contract Lifecycle Management platform designed to centralize contract records, automate workflows, and improve the administration of contracts and legal matters. Implementation of the platform will be conducted by Spectrum Mobility, LLC.

STATEMENT OF THE ISSUE

The City requires a more efficient and centralized system for managing contracts, procurement documentation, and legal matters. Reliance on paper and decentralized systems can result in delays in processing agreements and limited visibility into contract and procurement activities.

ANALYSIS / ALTERNATIVES

The Agiloft, Inc. platform provides a centralized digital system supporting the full lifecycle of contracts.

Key capabilities include centralized storage, automated approval workflows, contract tracking, legal matter tracking, and procurement workflow coordination.

Sole Source Determination: Staff conducted outreach to three additional vendors to assess whether alternative platforms could meet the City's combined operational requirements. The vendors contacted were CobbleStone Software, OpenGov, Inc., and PlanetBids, Inc. Following discussions with each vendor, staff confirmed that none could provide a single integrated system combining contract management, legal matter management, and procurement workflow coordination. Each platform reviewed addressed one or more of the City's needs in isolation but could not deliver the combined functionality required without reliance on multiple separate systems.

Based on this assessment, Agiloft, Inc. is the sole source capable of providing the integrated lifecycle management solution that meets the City's defined operational requirements.

PUBLIC BENEFIT / OPERATIONAL IMPACT

Implementation of a centralized lifecycle management platform is expected to improve operational efficiency, transparency, and coordination while reducing reliance on paper-based processes.

FISCAL IMPACT

The proposed agreement with Agiloft, Inc. will begin April 1, 2026, and continue through June 30, 2029. The annual subscription fee is $55,821. The first period (April – June 2026) is prorated to $13,955 for a total subscription cost of $181,418. Implementation services will be provided by Spectrum Mobility, LLC at a one-time cost of $76,000. The total cost of the subscription and implantation services combined is $257,418.

Funds in the amount of Thirteen Thousand Nine Hundred Fifty-Five dollars ($13,955) for the prorated subscription will be available in the Department's Fiscal Year 2025-26 Budget in Account No. 1001-510-000-4222. Funds in the amount of Seventy-Six Thousand dollars ($76,000) for implementation services will be available in the Department's Fiscal Year 2025-26 Budget in Account No. 1001-510-000-4266. The remaining years will be budgeted in future budgets.

Fiscal Year	Estimated Cost
FY 2025–2026 (Apr–Jun Subscription)	$13,955
FY 2025–2026 (Implementation)	$76,000
FY 2026–2027	$55,821
FY 2027–2028	$55,821
FY 2028–2029	$55,821
TOTAL	$257,418

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to execute the agreement with Agiloft, Inc and Spectrum Mobility, LLC.

APPROVED FOR FORWARDING:

Willie A. Hopkins, Jr.
City Manager

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AGILOFT, INC. FOR A CONTRACT LIFECYCLE MANAGEMENT PLATFORM IN AN AMOUNT NOT TO EXCEED $257,418 (IMPLEMENTATION COST OF $76,000, INITIAL PRORATED SUBSCRIPTION OF $13,955 FOR APRIL THROUGH JUNE 2026, AND ANNUAL SUBSCRIPTION OF $55,821), FOR AN INITIAL TERM BEGINNING APRIL 1, 2026, AND ENDING JUNE 30, 2029, RENEWABLE SUBJECT TO ANNUAL BUDGET APPROPRIATIONS

WHEREAS, the City seeks to improve management and oversight of contracts, procurement, and legal matters;

WHEREAS, the Agiloft, Inc. platform integrates contract, legal matter, and procurement workflow management;

WHEREAS, staff contacted three additional vendors, and none could provide an integrated lifecycle system;

WHEREAS, implementation of the Agiloft, Inc. platform will be conducted by Spectrum Mobility, LLC, a third-party implementation partner, at a one-time cost of $76,000;

NOW, THEREFORE, **THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE:**

Section 1. The City Council approves the agreement with Agiloft, Inc. in an amount not to exceed $181,418 for subscription services (including a prorated subscription of $13,955 for the period April through June 2026 and three annual subscription periods of $55,821 each), and authorizes implementation services to be performed by Spectrum Mobility, LLC in an amount not to exceed $76,000, for a combined total not to exceed $257,418.

Section 2. The City Council approves the agreement with Agiloft, Inc., and funds in the amount of Thirteen Thousand Nine Hundred Fifty-Five dollars ($13,955) for the prorated subscription are available in the Department's Fiscal Year 2025-26 Budget in Account No. 1001-510-000-4222. The remaining years will be budgeted in future budgets. Funds in the amount of Seventy-Six Thousand dollars ($76,000) for implementation services are available in the Department's Fiscal Year 2025-26 Budget in Account No. 1001-510-000-4266.

Section 3. The City Manager is authorized to execute the agreement with Agiloft, Inc., the implementation services agreement with Spectrum Mobility, LLC, and all related documents.

Section 4. The City Manager may renew the agreement subject to annual budget appropriations.

Section 5. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Controller, and Law Division/City Attorney.

Section 6. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2026.

_____
EMMA SHARIF
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Satra D. Zurita, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this 17th day of March, 2026.

That said, Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-

_____
SATRA D. ZURITA
CITY CLERK OF THE CITY OF COMPTON

CLM Platform Quotation for:
City of Compton, CA

Date Submitted: March 9, 2026

Expiration Date: June 15, 2026

Submitted To: Janene McIntyre

Email: Janene@mcintyregrouplcs.com

Submitted To: Cameron Redic

Email: credic@comptoncity.org

Submitted By: Sam Phelts

Email: sam.phelts@agiloft.com

Executive Summary

Agiloft, Inc. ("**Agiloft**") is pleased to present this quote to City of Compton, CA in support of delivering on your contract lifecycle management (CLM) goals. The pricing for the Services set forth in this Quote are valid until the Expiration Date set forth above.

Our goal is to help you agree and thrive through:

- Flowing processes: Processes that are efficient, integrated, and iteratively improved based on experience.
- Liberated Data: Not just 'find me the document' but 'find me the detail I need and deliver it through the system I need it in'.
- Decision Support: Pragmatically-executed BI and AI to uncover trends, risks, and opportunities.
- Easily Tracked Performance: Compare obligations to actuals in real time, in the right application, to reliably deliver on business goals.

Agiloft's Data-first Agreement Platform is a force multiplier that helps you reach agreement more quickly and collaboratively and use data to run a smarter, more transparent business. Our platform gives organizations the agility to transform their business by growing revenue faster, reducing operating costs, and minimizing business risks. Our platform offers:

- An end-to-end, AI-enhanced Contract Lifecycle Management solution, straight out of the box.
- Robust access controls, with the ability to secure permissions by organizational structure, group, role, or contract details.
- Vast adaptability, with the ability to configure the system to address your organization's unique contracts and processes – no coding required!
- Embedded AI functionality, offering powerful, automated solutions to free contract data and accelerate legal processes.
- Flexible integration options, via native apps, pre-built connectors, and an embedded iPaaS that collectively streamline user adoption by empowering users to connect with and work in their preferred tools.

Agiloft

Pricing

Agiloft's Core Platform Includes Standard Support and Upgrades		
(June 15, 2026 - June 15, 2029) **Three Year Contract Term**		
Qty	**Items**	**Annual Cost**
2	CLM Platform **Admin** License	$10,000
19	CLM Platform **Requester** License	$9,500
19	CLM Platform **Standard** License	$22,800
1	SSIM Base Module (Sourcing Supplier Information Management)	$13,375
1	Test KB on Multi-Tenant Environment (Sandbox Environment)	$5,000
1	Matter Management Module (Included in CLM Platform)	
	Subtotal	$60,675
	Business Investment Fund (BIF) of 8%, Expires June 15, 2026	-$4,854
Total Yearly Subscription License Fees		**$55,821**

The Fees set forth above do not include Taxes or government fees, such as the Canadian GST/HST. Credit card and P-Card payments are subject to a 3% service fee. Payment and renewal terms will be in accordance with the terms set forth in the **Agiloft Services Agreement** (or other agreement between the parties for the provision of the Subscription Services) and applicable Order.

Agiloft

Customer & Payment Information

Customer Billing & Contact Information	
Bill To:	City of Compton, CA
Billing Address:	
Billing Email:	
Billing Phone:	
Billing Contact Information:	**Name**: **Email**: **Phone**:
Customer Notice Information:	**Name**: **Email**: **Phone**:
Customer Security Notice Information (if different from Customer Notice Information)	

Payment Information			
Payment Term:	Net 30	**PO Required**:	No
Currency:	USD	**PO Number**:	N/A
Payment Method:	ACH	**Billing Portal Required**:	No
VAT/GST Number:	N/A	**Billing Portal URL:**	N/A

Platform Features

Agiloft's core platform is a comprehensive, end-to-end contracting solution designed to transform your business.

Core Platform
Full contract lifecycle management to streamline contract processes, enhance data visibility, and empower teams to do more with less effort.

- Searchable repository for data and document storage
- Configurable views, permissions, and workflows
- Automated contract review and analysis
- Standard and AI-enhanced search
- Clause library and contract template building
- Commenting and collaboration tools
- Modifiable dashboards and reports
- Native integrations and pre-built connectors for commonly-used systems

Agiloft
License permissions

Functionality	Admin	Standard	Requester
Initiate contract requests and self-service agreements	√	√	√
Monitor contract status	√	√	√
Generate contracts from document templates	√	√	√
Send contracts for e-signature and sign contracts	√	√	√
Be assigned to and complete tasks (except approval tasks)	√	√	√
Create, view, and edit your records	√	√	√
View others' records	√	√	√
Upload attachments to your contracts	√	√	√
Create and edit your dashboards	√	√	√
Conduct Global, Quick, and Ask AI searches	√	√	√
Send emails from within a table, record, or document	√	√	√
Use our native email integrations (Outlook, Gmail)	√	√	√
Personalize your navigation menu	√	√	√
Run AI analysis to extract metadata from your contracts	√	√	
Use our Contract Assistant to edit contracts & build clause libraries	√	√	
Run document comparisons	√	√	
Create and assign tasks	√	√	
Launch an approval process and approve contracts	√	√	
Create, edit, and publish saved searches and views	√	√	
Create, edit, run, and view reports	√	√	
Edit others' dashboards	√	√	
Import, export, copy, or mass edit records	√	√	
Configure and manage system settings	√		
Configure and manage user permissions	√		
Configure and manage workflows	√		
Build and apply GenAI automations via Prompt Lab	√		
Maintain control over KB import/export	√		

Agiloft

Support Plans

	Standard	Gold
Case Submission	✓	✓
Help Center	✓	✓
Community	✓	✓
Escalation button appear after SLA expiration	✓	✓
System Down Initial Response in 30 Minutes	✓	✓
Priority Ticket Handling	No	✓
Coverage Hours	Standard business hours	24 x 5
Support Team	Pooled	Pooled
Weekend Support	System down	System down
System Down	30 minutes	30 minutes
Critical	4 hours	1 hour
High	8 hours	4 hours
Medium	12 hours	8 hours
Low	24 hours	24 hours
Scope	As built functionality	As built functionality
EBR/Operations Review	No	Bi-Annual
Technical Account Manager	No	Add-on

Optional Services Description (Exhibit A)

Integration Hub

Our Integration Hub, powered by Workato, provides access to integrations with over 1,400+ external systems, without needing to onboard a new vendor or implement a new tool.

- Additional Connector packages available.
- Each integrated Software Application uses 1 (one) Connector.

Test Environment – Instances for Development and Testing

For both single-tenant and multi-tenant customers, we recommend taking advantage of a Test Environment to experiment with configurations, try out new functionality, and train your team. Single-tenant customers already receive one free Test Environment, but often choose to maintain multiple to keep development, testing, and training separate. Test Environments are designed to mirror your production environment and, therefore, include the same number of licenses as those installed in production.

Order Terms

The Services provided under this Order are governed by the Agiloft Services Agreement, at https://www.agiloft.com/terms-policies/services-agreement/, unless the parties have entered into a separate agreement for the Services, in which case that separate agreement will govern (the "**Agreement**"). The terms of the Agreement are incorporated by reference into this Order. Capitalized terms used in this Order have the meaning ascribed to them in the online **Agiloft Services Agreement**, unless otherwise defined in this Order.

1. General

- During the Subscription Term, Customer may increase the Subscription Services provided under this Order, for example, by adding additional users or upgrading to a higher support package, by executing an add-on order but may not decrease the overall committed spend for the Subscription Services provided under this Order during the Subscription Term. Add-on orders must co-terminate with the originating order. No more than once a year, Customer may re-allocate license types so long as the committed spend for that year of the Subscription Term does not decrease.
- Any special, discounted, promotional, or one-time pricing in this Order is only valid for the term of this Order and will not be applicable to future orders. Upon renewal of the Subscription Services in this Order, pricing will be adjusted to reflect the pricing model for the Subscription Services in place at the time of the renewal.
- If access to the Subscription Services continues during the interim period between the end date of the expiring Order and the start date of a new Order, Customer shall be billed at Agiloft's pricing model for the Subscription Services (and any enhanced support package) in effect at the time of the renewal, without any discount applied for units provisioned, on a pro-rata basis. Such interim fees, if applicable, shall be invoiced separately and are payable in accordance with the terms of this Order.
- Except as expressly provided in the Agreement, **Services purchased under this Order are non-cancelable and non-refundable**.

2. Payment & Purchase Orders

- Agiloft bills annually in advance for each year of the Subscription Term (the "**Annual Billing Period**"). For multi-year Subscription Terms, payment must be received on or before the start of each Annual Billing Period after the first year of Customer's initial Subscription Term.
- If Customer requires a purchase order ("**PO**"), the PO for the first Annual Billing Period must be submitted to Agiloft via email at ar@agiloft.com no later than three days after the Order Effective Date. If a PO is required for future billing related to this Order, the PO must be submitted to Agiloft via email at ar@agiloft.com no later than the earlier of (a) sixty days prior to the start of the Annual Billing Period, and (b) a period no less than the length of Customer's Payment Term prior to the start of the Annual Billing Period, as specified in the table below.
- Failure to provide a required PO by the specified PO submission due date will result in Agiloft issuing an invoice without a PO reference. The payment due date for such invoices shall be determined in accordance with the Customer's agreed-upon Payment Term, calculated from the invoice creation date. Customer agrees that any terms and conditions included in any PO, vendor portal or any similar Customer specific invoicing process are void and will not apply between the parties or to Customer's purchase of the Services.
- This Order does not include any applicable sales tax or government fees, which will be added to the invoice, so any PO should include the relevant sales tax for your location. Credit card and P-Card payments are subject to a 3% service fee.

Annual Billing Period Start Date	PO Submission Due Date
Year 1: Order Effective Date	Three days after the Order Effective Date
Year 2: One year from the Order Effective Date	The earlier of: (a) sixty days, and (b) the length of Customer Payment Term prior to the Year 2 Annual Billing Period Start Date.
Year 3: Two years from the Order Effective Date	The earlier of: (a) sixty days, and (b) the length of Customer Payment Term prior to the Year 3 Annual Billing Period Start Date.

3. Renewal

- At the end of the Subscription Term, the Subscription Services will automatically renew at the then-current user count and support plan and for the duration of the immediately preceding Subscription Term, unless either party gives the other written notice of non-renewal at least sixty days prior to the expiration of the then current Subscription Term.

4. Support, Maintenance, Service Levels & Add-on Services

- Customer will receive Support for the Subscription Services during the Subscription Term in accordance with the terms of the Agiloft Support Addendum at: https://www.agiloft.com/terms-policies/support-addendum/.
- Maintenance of the Subscription Services is provided in accordance with the approach outlined in the Agiloft Maintenance Addendum at: https://www.agiloft.com/terms-policies/maintenance-addendum/. This maintenance document may be updated by Agiloft from time to time when Agiloft is providing new or enhanced functionality.
- The Support Level Addendum, at https://www.agiloft.com/terms-policies/service-level-addendum/, will apply to the Subscription Services during the Subscription Term.
- Certain Add-on Services and functionality provided as part of the Subscription Services may be subject to additional terms and conditions set forth in the Supplemental Terms at: https://www.agiloft.com/terms-policies/supplemental-terms/. The Supplemental Terms may be updated by Agiloft from time to time when Agiloft is providing new or enhanced Add-on Services and functionality. See Exhibit A for information on current optional Add-on Services.

This Order is accepted and agreed to by the authorized representative of each party:

Agiloft, Inc.	City of Compton, CA:
Name:	Name:
Signature:	Signature:
Title:	Title:
Date:	Date: