

PROPOSAL FOR CONTRACT PLANNING SERVICES (AGENCY STAFFING)



CITY OF
LAKE ELSINORE

Michael Baker
INTERNATIONAL



November 16, 2023



MBAKERINTL.COM

Submitted by:
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November 16, 2023

Damaris Abraham, Assistant Community Development Director
CITY OF LAKE ELSINORE
Community Development Department
130 S. Main Street
Lake Elsinore, California 92530

RE: PROPOSAL FOR CONTRACT PLANNING SERVICES (AGENCY STAFFING)

Dear Ms. Abraham:

Michael Baker International (Michael Baker) is pleased to submit this proposal to provide professional on-call contract planning services to the City of Lake Elsinore. Michael Baker is a recognized industry leader in providing Contract Planning Services and other contract support services to California cities and counties and has provided these services to numerous municipalities throughout California on an on-call and as-needed basis. Through our broad and varied experience providing assistance over multiple jurisdictions, we have developed a unique perspective on how to deliver these services efficiently. We value that perspective and use it to make a difference within the communities we serve; we go where we are needed, helping cities deal with the ebb and flow of ever changing state and federal mandates, and local priorities, all while maintaining our commitment to provide exceptional customer service.

We structure contracts to match an agency's needs; this can include provision of just one contract staff employee on a part-time and short-term basis or provision of multiple staff to cover an entire department's needs on a long-term basis. We can provide entry-level staff or experienced managers, and we build flexibility into our contract work programs to better respond to what sometimes can be a fluctuating workload, resulting in cost savings for our clients. All our team members have extensive experience providing short- and long-term staffing services to municipalities, and the expertise necessary to address the needs of any type of application or project. Our Department Manager in charge of Contract Planning Services, Aaron Lobliner, will provide direct oversight of our contract planning staff and the work performed for the City. Our team has access to the technical resources and support of Michael Baker's 3,500+ person organization, and we will draw on those resources as necessary in our service delivery.

We hope to have the opportunity work in support of the City of Lake Elsinore as you strive to provide the City's residents and businesses with a high level of professional service. We believe that our team's benefits and strengths provide us with the highest level of qualifications to meet your immediate needs.

We appreciate the opportunity to offer our professional planning services to the City of Lake Elsinore and look forward to you assisting with your planning needs. Mr. Aaron Lobliner is the Department Manager for Agency Staffing and will serve as your primary point of contact. Mr. William Hoose is our Long Beach Office Executive and has the authority to bind the firm to proposals and execute agreements. William can be reached at (562) 200-7169 or william.hoose@mbakerintl.com.

If you have any questions or need additional information, please contact Aaron Lobliner, Agency Staffing Division Manager at (562) 714-4079 or aaron.lobliner@mbakerintl.com.

Sincerely,



William Hoose
Office Executive/Vice President



Aaron Lobliner
Department Manager

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1.0 EXECUTIVE SUMMARY

Michael Baker International (Michael Baker) is a leader in engineering, planning, and professional services consulting with a local focus and global expertise. Michael Baker has 100 offices and over 3,500 employees worldwide and offers innovative solutions, technical expertise, and responsive project management. The company provides comprehensive services in support of federal, state, and municipal governments, utility agencies, and private developers in a host of professional disciplines including but not limited to the following:

- Land use planning
- Environmental analysis and compliance services
- Urban design
- Public outreach and engagement
- Housing and community development
- Landscape architecture and architecture

Our approach to assisting the City of Lake Elsinore is to work in close cooperation with the City as a seamless extension of your own staff. Our planners bring significant experience to their work having provided similar services to various other cities within California. We will work with City staff to fully understand not only the specifics of the projects we are assigned but the history and background that will help us to create an analysis and recommendation that reflects City policies and practices.

The work provided for this on-call contract with the City of Lake Elsinore will be managed from Michael Baker's Long Beach office with technical support from our other regional and statewide offices, as needed. In addition, we have experts across the U.S. that we can draw upon if requested. The Long Beach office's current workload is well organized and local staff will make themselves available to devote their time to the City for the duration of this contract. Our adaptability allows us to respond quickly and mobilize for meetings and field work in a short amount of time, when necessary.

2.0 CAPABILITIES

In California, Michael Baker has more than 600 employees, and nearly 200 of those are in planning and planning support services. This makes us one of the largest planning services firms in the state. Our Long Beach office, which is the office submitting this letter proposal, was established in 2013 and is committed to serving the needs of our local clients across Southern California.

Our staff includes current, advanced, housing, and environmental planners, urban designers, architects, engineers, landscape, and other technical specialists to assist with projects. We have professionals with the experience to ensure a quality and timely response to any issue that might arise during a project.

Public agencies, such as the cities and counties listed below, have found the use of Michael Baker contract staff to be an efficient and effective way to deal with fluctuating workloads, state and federal mandates, and local priorities—all while finding ways to continue to provide effective and reliable customer service.

Agency Staffing Services				
Cities	Cities	Cities	Cities	Counties
Avalon	Grand Terrace	Oakland	San Mateo	Contra Costa
Belvedere	Greenfield	Orinda	Santa Paula	Marin
Blythe	Half Moon Bay	Pacific Grove	San Rafael	Monterey
Burbank	Hawthorne	Palmdale	San Ramon	Riverside
Calimesa	Laguna Woods	Palos Verdes Estates	Sand City	Santa Clara
Capitola	Livermore	Pasadena	Santa Rosa	Solano
Chino Hills	Long Beach	Pinole	Sausalito	San Bernardino
Citrus Heights	Marina	Pittsburg	Seaside	
Clayton	Martinez	Rancho Cordova	Sierra Madre	
Eastvale	Monrovia	Rancho Cucamonga	Ventura	
El Segundo	Mountain View	Rolling Hills	West Hollywood	

3.0 REFERENCES AND PROJECT EXPERIENCE

A limited selection of recent assignments with client references is provided below.

Reference / Contact Information	Planning Services Scope of Work and Personnel
City of Long Beach Alison Spindler-Ruiz, Planning Bureau Manager Phone (562) 570-6946 Email alison.spindler-ruiz@longbeach.gov	Provide assistance with the processing of discretionary land use entitlements under a multi-year, on-call planning services contract. Michael Baker planners provide coverage for phones and the public counter and processes ministerial permits and discretionary entitlements including CUPs, Variances, Wireless permits, etc. Dates: 2020-Ongoing Staff: Aaron Lobliner, Baltazar Barrios
City of Chino Hills Nicholas Ligouri, Community Development Director (909) 364-2740 ilombardo@chinohills.org	Process tract design review applications, final tract maps, grading plans, specific plans, variances, CUPs, wireless permits, city park plans and landscape plans and provides on-going management of post-entitlement compliance with conditions of approval and mitigation measures and monitoring requirements. Dates: January 2014-Ongoing Staff: Kim Zuppiger
City of Santa Ana Ali Pezeshkepour, Principal Planner (714) 647-5882 APezeshkepour@santa-ana.org	Provide counter support and process accessory dwelling unit applications, sign permits, home occupation permits, minor variances, commercial facade update permits, new single family home applications, and special event permits. Dates: 2020-Ongoing Staff: Jeffery Graham
City of San Juan Capistrano Joel Rojas Community Development Director (949) 234-4410 Jrojas@SanJuanCapistrano.org	Provide Senior Planner support services for the City including performing plan checks, writing staff reports for discretionary applications (Conditional Use Permits, Architectural Control permits, Grading Permits, and Zone Variances), and taking projects to Planning Commission/Zoning Administrator Dates: 2021-Ongoing Staff: Jeffrey Graham

4.0 SCOPE OF SERVICES

Michael Baker understands that the City of Lake Elsinore has a need for contract planning services at a Senior/Project Manager level. The City needs a planner who can lead and train junior staff, and staff who can work with the City's consultant on the General Plan Update being undertaken by a separate consultant. Michael Baker would like to propose a team of Gina Gibson Williams, Tamara Harrison, Haide Aguirre, and Jeffrey Graham to fill the requested roles. Gina would fulfill the leadership role, overseeing Lake Elsinore's junior staff, and delegating tasks to Tamara, Haide, and Jeffrey regarding the General Plan Update as needed. Michael Baker proposes for 16 hour a week in-person services to be provided by Gina, and up to 8 hours a week to be provided by the combination of Tamara, Haide, and Jeffrey remotely, from mid-December to June 30, 2024 and beyond. Additionally, should the City seek additional support, Michael Baker International is prepared to recruit and place additional staff at the City as the project budget permits. We are committed to working closely with each applicant, and City staff to ensure that each application/project is managed expeditiously and efficiently through to completion.

In summary, the planning functions that will be performed by the contract planner(s) may include the following:

- Review, analyze and process discretionary cases consistent with City codes, policies and standards.
- Provide direction to the City's consultant regarding the General Plan Update.
- Provide direction to junior staff regarding industry best practices.
- Prepare environmental analysis, including, but not limited to, Initial Studies and Negative Declarations, as required by the California Environmental Quality Act (CEQA).
- Prepare and file Notice of Determination (NOD) Notice of Exemption (NOE).
- Process Conditional Use Permits,
- Assist with Capital Improvement Projects.
- Coordinate the preparation and filing of all required notices.
- Process development applications that are developer funded.
- Provide Plan check services
- Route plans to City departments; consolidate comments; and present recommendations and revisions to the applicant.
- Review proposed development plans for compliance with City's General Plan, Zoning Ordinance, and any applicable design guidelines.
- Conduct project site visits and communicate directly with applicants regarding the specific requirements and/or information necessary to process applications.

- Coordinate the City's interdepartmental review of proposed projects which would include interaction with various homeowner associations and other interest groups.
- Meet and/or teleconference with staff and/or the applicant as necessary to identify and discuss critical items and develop workable solutions, as necessary.
- Prepare staff reports, for consideration and action by the appropriate decision-making bodies.
- Prepare resolutions and/or ordinances related to proposed development projects.
- Prepare and coordinate the posting, publication and mailing of all required public notices.
- Perform other related duties as assigned by the Community Development Director.

5.0 REPRESENTATIVE AND CONSULTANT TEAM

Our Michael Baker team has a wide range of experience covering technical review and evaluation of a wide variety of discretionary land development applications. In Southern California we have been actively engaged with many communities ranging from big to small including ongoing services to the Cities of Long Beach, Pasadena, Hawthorne, Palos Verdes Estates, Rolling Hills, Chino Hills, Santa Paula, Thousand Oaks, etc.

Michael Baker has a full range of planners available to provide the as-needed services being requested by the City, from assistant to principal planners. City staff will have the opportunity to review resumes and interview any staff before they are assigned to begin work on this assignment. Mr. Lobliner will provide oversight for the Michael Baker project team, and ensure the team has what is needed to successfully deliver services to the City of Lake Elsinore. Our key team members are as follows:

- **Planning Services Director:** Mr. Lobliner will serve as the Planning Services Director for on-call planning services to the City of Lake Elsinore. When the City has a request for service, Mr. Lobliner will assign the appropriate level of planner to serve as the case planner for each project commensurate with the complexity of the development application being processed. Mr. Lobliner will provide oversight for the Michael Baker project team, and ensure the team has what is needed to successfully deliver services to the City.
- **Project Managers:** Mr. Lobliner will be supported by a dedicated team of Project Managers, including Gina Gibson-Williams, Tamara Harrison, Haide Agguire, and Jeffrey Graham, as well as support from associate and assistant planners to ensure that the City has a deep bench of management staff available to respond

quickly to any request. Resumes for our key staff members are provided in Attachment A.

5.1 Key Staff Members

Name/Role	Years of Experience	Planning/Land Use Experience	Office Location
Aaron Lobliner, Program Manager and Primary Point of Contact	16 years	Manages the Long Beach Office Planning Services Department and oversees the Agency Staff with preparation of a wide range of projects, including land development/ entitlement projects, land use plans/program.	Long Beach, CA
Gina Gibson-Williams, Principal Planner	30+ years	Process tract maps, parcel maps, residential, commercial, industrial, and mixed-use entitlements, Specific Plans, Master Plans, Zone Change and General Plan Amendments, skilled in review of CEQA documentation.	Riverside, CA
Tamara Harrison, Principal Planner	18+ years	Process tract maps, parcel maps, residential, commercial, industrial, and mixed-use entitlements, Specific Plans, Master Plans, Zone Change and General Plan Amendments, skilled in review of CEQA documentation.	Temecula, CA
Haide Aguirre, Senior Planner	8 years	Process entitlements for a variety development projects including Zone Changes, General Plan Amendments, Housing element updates.	Temecula, CA

Name/Role	Years of Experience	Planning/Land Use Experience	Office Location
Jeffrey Graham, Senior Planner	6 years	Process entitlements for a variety of development projects including Zone Changes, General Plan Amendments, Prepared Objective Design Standards for Specific Plans, counter management.	Long Beach, CA

6.0 PRICING

Michael Baker is proposing to provide the requested services on an hourly basis. Our Principal Planners would be billed at a rate of \$190 dollars per hour, and our Senior Planner would be billed at a rate of \$160 dollars per hour, consistent with our rate sheet below. The hourly rates are fully burdened, and the City will only be billed for hours worked by our staff on-site at Lake Elsinore's City Hall, or remotely as authorized by the City. The workload would consist of a combination of day-to-day services to fill staff vacancies, developer-funded (i.e., cost-recovery) projects, and long-range planning assistance funded with General Plan maintenance fees. Discrete not-to-exceed budgets would be established in the contract(s) for each of these roles.

The City will be billed monthly for services rendered, with invoices clearly identifying the number of hours worked by project and what was done. Michael Baker's Oracle Human Capital Management (HCM) financial software will allow project costs to be tracked and billed by designated task, if desired. Our 2023 Fee Schedule is shown below.

2023 RATE SHEET

Effective January 2023 through December 2023

Comprehensive Planning Services

Project Director/Advisor	\$225 - \$325
Principal Planner	\$180 - \$225
Senior Planner	\$130 - \$180
Associate Planner	\$105 - \$125
Assistant Planner	\$95 - \$105
Planning Technician	\$85 - \$95

Rates are subject to a 3% annual increase.

ATTACHMENT A: PLANNING SERVICES STAFF RESUMES

AARON LOBLINER

Department Manager- Agency Staffing

General Qualifications

Mr. Lobliner has over 16 years of experience in the land use planning and development field, in both the public and private sector sides of planning. He is skilled in customer service, technical/staff report writing, plan review, presentations to public hearing boards, working on large-scale tract developments, contract staffing, entitlements, ordinance writing and permitting.

Years of Experience: 16

Degrees

B.S., Urban and Regional
Planning, California State
Polytechnic University, Pomona

Relevant Experience

Michael Baker International, Planning Associate(2016-2018), Senior Planner (2018-21), Leadership Associate (2021-23), Department Manager (2023-present). Served as a contract Senior planner for the City of Palos Verdes Estates, Rancho Palos Verdes, Bell, Long Beach and Eastvale. Served as a contract associate planner for the Cities of Chino Hills, Industry and Laguna Woods. Served as case planner on a 1,080,060 square foot industrial project that required a General Plan Amendment, Zone Change, Tentative Parcel Map, Variance, taking the project through Planning Commission and City Council hearings, and the preparation of an Environmental Impact Report with statement of overriding considerations

Project Assistant, MIG*. Served as a contract assistant planner for the Cities of Westminster, San Marino, and Rancho Santa Margarita, providing services including counter services, design review of residential and commercial projects, relaying development standards to property owners and businesses, and processing land use entitlements including conditional use permits and variances. Served as a contract planner for the County of Orange, conducting permit processing services for the Rancho Mission Viejo development and reviewing development projects in the county unincorporated areas.

Land Use Planning Assistant*. Prepared applications/staff reports for conditional use permits and plan approvals. Conferred with applicants on conditions of approval and compliance measures. Conducted research related to permit and entitlement issues for potential developments.

City of Downey, Planning Intern*. Served as the primary public contact, via phone, e-mail, or in person, regarding land use issues in the city. Reviewed projects in plan check for compliance with the Zoning Code and General Plan. Completed assignments to assist various departments, including Building and Safety and Economic Development. Processed temporary use permits, prepared staff reports and presentations, and presented before a public hearing board. Drafted grant applications for funding from state agencies.

City of San Bernardino, Planning Aide*. Processed various planning applications as case planner including a conditional use permit, development permits, sign permits, and zoning verifications. Coordinated inspections with code enforcement officers to review businesses' compliance with conditions of approval for conditional use permits. Assisted the Planning Division with various assignments in the development of transit-oriented development districts. Summarized existing code sections for review to determine possible future text amendments.

City of Arcadia, Planning Intern*. Processed various planning-related applications including variances, tract maps, and parcel maps. Reviewed projects at the planning counter and issued administrative approvals. Completed various assignments as part of efforts to establish a Business Improvement District.

City of Norwalk, Planning Intern*. Processed applications for various permits including new houses, and wireless facilities. Prepared various environmental documents, including initial studies and negative declarations. Assisted code enforcement officers in reviewing existing cases for issues related to Zoning Code compliance.

*All work prior to working with Michael Baker International

Gina Gibson-Williams

Principal Planner-Subconsultant

GENERAL QUALIFICATIONS

Ms. Gibson-Williams is a Principal Planner, serving as a subconsultant with Michael Baker's Long Beach Office. Ms. Gibson-Williams brings significant planning experience in municipal operations, experience with General Plan Updates, large scale development, economic development, and overall functions of a planning department.

Years of experience: 31

Education:

M.P.A., CA Baptist University

B.A., Geography, CSULB

University of California, Los Angeles

RELEVANT EXPERIENCE

City of Eastvale* Gina served as Community Development Director for the City of 70,000. Oversight of Community Development Department, (Planning, Engineering, Public Works, CIP, Economic Development, Maintenance, Landscaping, Code Enforcement, Building, CDBG); Assist City Manager in implementing Strategic Plan goals set by City Council; Oversee \$8 million contract for professional service; Convert 24 contract positions to City staff in 1.5 years; Recruit, hire, train & mentor a team of 24 professional staff; Prepare & administer \$16 million department & CIP budget; Support to City Council, Planning Commission; Real Property & Civic Center Council Ad Hoc Committees; Liaison to jurisdictional agencies. Establish a downtown core on a 158-acre former dairy. Negotiate Development Agreement & manage entitlement (Master Plan, Subdivision, CEQA, Fiscal Impact Analysis & appraisals) for a City Hall, Library, Police Station, Fire Station, amphitheater, parks, 2,500 homes, mixed-use, hotel & 595,000 square feet of commercial/ retail/office space. Responsible for \$108 million Civic Center design & construction; Marketing, sale, and lease of 14-acre city-controlled land in the downtown core.

City of Rialto* Ms. Gibson-Williams served as Planning Director for a City of 100,000 people, providing oversight of Planning & Licensing Divisions; Recruit, hire, train & mentor 8 professional & administrative staff; Prepare & administer \$5 million division budget; City Liaison at International Shopping Center Conference (ICSC) to attract retail & restaurant opportunities; Planning Liaison to Economic Development AD Hoc Committee; Manage & coordinate entitlement & CEQA process for: Island Annexations; County Landfill expansion; Airport re-use (Renaissance) project, 430,000 square foot Renaissance Marketplace & theatre; Lytle Creek 2,500-acre planned community; 3.3 million square foot distribution facility (Target Corporation); 132-unit senior housing project (TELACU); Pepper Avenue & Foothill Specific Plans; Analyze projects for conformance to City Development Code; Resolve highly complex land use & environmental issues (traffic, noise, circulation, design, compatibility); Conduct community meetings; Conduct Planning Commission & Development Review Committee meetings; Manage consultant contracts; Analyze site design & advise clients

of development opportunities, constraints & strategies; Act as liaison to public, developer, staff, agencies, City Manager, Commissions, Council.

County of San Bernardino* Managed entitlement process for 50-acre youth campground & conference center; Analyzed project for conformance to County Development Code including & technical studies (geotechnical, traffic, noise; biological); Prepared Conditional Use Permit; US Forest Service, CDFG take permit applications; Prepared Initial Study, Mitigated Negative Declaration & Mitigation Monitoring Plan; Coordinate project review with County staff, Project team & outside agencies (US Forest Service; CDFG; ACOE); Resolved complex land use & environmental issues.

City of Perris* Managed entitlement process for 1.9 million square foot warehouse distribution center (Ross); Reviewed technical studies (soils, Phase I environmental, drainage, air, traffic, biology, cultural, hydrology, & noise); Analyzed project for conformance to City Development Code; Prepared Initial Study, Mitigated Negative Declaration & Mitigation Monitoring Plan; Prepared Development Code Amendment, Zone Change, Tentative Parcel Map & Land Conservation (Williamson Act) Contract cancellation.

City of Fontana*

Managed entitlement & CEQA process for 660-unit residential subdivision (Coyote Canyon) & 240-acre mixed use business park; Coordinated annexation process with LAFCO & City.

Tamara R. Harrison

Principal Planner

General Qualifications

Ms. Harrison has over 18 years of experience as a Planner working for local governments. Over the course of her career, she has developed experience in project management, land-use/zoning, California Environmental Quality Act (CEQA) and presentations/public speaking. Her responsibilities often include project management in residential, commercial, and industrial entitlement processing, as well as general plan amendments, specific plans, and specific plan amendments. She also has experience with general plan, zoning code and housing element updates, plan check reviews and planning inspections

Relevant Experience

City of Redlands - HE. City of Redlands. Senior Planner. Responsible for drafting HE staff report and resolution, including summarizing comments from HCD.

Winchester Community Planning EIR. Riverside County. Senior Planner. Responsible for authoring a number of sections within the Draft EIR for an approximately 50,000 sq. ft. community planning area. Also reviewed and provided responses to County comments on draft sections,

Riverside County Housing Element Update. Riverside County. Planner IV. Responsible for authoring and updating various portions of the County's Housing Element, helped prepare for and attended community workshops, assisted the Project Manager as necessary and coordinated comments received from various stakeholders.

City of Fairfield On-Call. City of Fairfield. Senior Planner Responsible for the management of a variety of entitlement projects for the City of Fairfield. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments of submitted plans, preparation of public hearing package including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body.

City of Ventura On Call. City of Ventura. Senior Planner. Responsible for the management of a variety of entitlement projects for the City of Ventura. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments of submitted plans, preparation of public hearing packages including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body.

Years with Michael Baker: 3

Years of Experience: 18

Degrees

M.S.P., 2004, Urban and Regional Planning, The University of Tennessee, Knoxville

B.A., 2002, Urban Studies, The University of Tennessee, Knoxville

City of Calimesa On Call. City of Calimesa. Senior Planner. Responsible for the management of a variety of entitlement projects for the City of Calimesa. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments of submitted plans, preparation of public hearing packages including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body.

City of Murrieta On Call. City of Murrieta. Senior Planner. Responsible for the management of select entitlement projects for the City of Murrieta. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments of submitted plans, preparation of public hearing packages including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body.

City of Redlands On Call. City of Redlands. Senior Planner. Responsible for the management of a variety of entitlement projects for the City of Redlands. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments on submitted plans, preparation of public hearing packages including staff report, conditions of approval, CEQA documents and presentations before the appropriate hearing body.

On Call Peer Review Support. Riverside County. Senior Planner. Responsible for review of a range of Environmental Documents in compliance with the California Environmental Quality Act and supporting technical studies. Documents include technical studies, Initial Study/Mitigated Negative Declarations, etc.

Menifee Lake Plaza Commercial Center Revision. City of Menifee. Senior Planner/Project Manager. Responsible for managing the entitlement review process as well as compliance with CEQA for the addition of a drive-thru restaurant as well as site design and façade revisions for Menifee Lakes Plaza. This included management and coordination of reviewing agencies, coordination with applicant, review of and comments of submitted plans, preparation of public hearing package including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body. Also responsible for post-entitlement actions such as final map, grading plan and building permit plan check review and necessary inspections through occupancy.

Haide Aguirre

Senior Planner

General Qualifications

Haide Aguirre brings eight years of experience working for local government as a land use planner. Prior to joining Michael Baker International, Haide served as the Senior Planner for the City of Grand Terrace. Over the course of her career, she has developed experience in project management, land-use/zoning, California Environmental Quality Act (CEQA), and presentations/public speaking. Her responsibilities often include project management in residential, commercial, and industrial entitlement processing, as well as general plan amendments, and specific plan amendments. She also has experience with general plan, zoning code and housing element updates, plan check reviews and planning inspections.

Years with Michael Baker: 2

Years of Experience: 8

Degrees

B.A., 2006, Urban and Regional Planning, California State Polytechnic University, Pomona

A.S., 2003, Architectural Technology, Los Angeles Harbor College

Relevant Project Experience

Riverside County, Senior Planner. *Transportation and Land Management Agency – Current Planning.* Responsible for the management of a variety of entitlement projects, including coordinating with applicant and reviewing agencies, conducting project review and analysis, conducting Development Advisory Committee (DAC) meetings, providing review comments to applicant, preparing public hearing packages including staff reports, conditions of approval, resolutions, and CEQA documents. Current project review includes Surface Mining Permits, Industrial Uses, Self-Storage Uses, Commercial Shopping Centers, Multifamily Developments, Tentative Tract Maps, General Plan Amendments, Specific Plan Amendments, and Zoning Amendments.

City of Calimesa, Senior Planner. *Planning Division.* Assist Planning Project Manager conducting project review and preparing review comments for Oak Valley North Project and Specific Plan, Heritage Oaks, and Summerwind Commons.

City of Grand Terrace, Senior Planner*. *Planning and Development Services Department.* Responsible for the management of a variety of entitlement projects. This includes management and coordination of reviewing agencies, coordination with applicant, review of and comments on submitted plans, preparation of public hearing packages including staff report, conditions of approval, resolutions, CEQA documents and presentations before the appropriate hearing body.

*All work prior to working with Michael Baker International

JEFFREY A. GRAHAM, LEED GA

Senior Planner

General Qualifications

Mr. Graham has over 6 years of experience in the land use planning and development field, in both the public and private sector sides of planning. He is skilled in customer service, technical/staff report writing, plan review, presentations to public hearing boards, preparing long-range planning documents, ArcGIS, contract staffing, entitlements, and permitting.

Relevant Experience

Michael Baker International, Planning Associate. Multiple locations. Mr. Graham has served as a contract planning Associate Planner for multiple jurisdictions. Notable assignments include:

- Currently serving as an Associate Planner for the City of San Juan Capistrano with responsibilities including performing plan checks, writing staff reports, and preparing projects for and presenting to Planning Commission/Zoning Administrator/ Design Review Commission.
- Currently managing the completion and creating Objective Development Standards for three specific plans for the City of Monterey.
- Provided research on policies and best practices for an accessory dwelling unit handbook for the San Bernardino County Transit Authority.
- Served as an Associate Planner for the City of Sausalito with responsibilities including performing plan checks, writing staff reports, and preparing projects for and presenting to City Council/Planning Commission/Historic Preservation Committee.
- Served as Associate Planner for the City of Santa Ana with responsibilities, including counter service, writing staff reports, and performing plan checks.
- Prepared staff reports, resolutions, and ordinance for a General Plan Amendment and Zone Change for the City of Hawthorne.
- Collected and analyzed a year's worth of housing data for the City of Santa Fe Springs' Annual Housing Progress Report.

Years of Experience: 6

Degrees

B.S., Community and Regional Development, University of California, Davis

Licenses/Certifications

LEED Green Associate, US Green Building Council, 2014

Board Positions

Vice Director of Administration, APA Los Angeles, 2020

- Served as Associate Planner for the City of Pasadena with responsibilities including performing plan checks, and entitlement project review.
- Prepared a \$65,000 LEAP (Local Early Action Planning) Grant application for the City of Signal Hill.
- Drafted the accessory dwelling unit ordinance for the City of Hawthorne.
- Served as Associate Planner for special projects related to SB2 funding for the City of Signal Hill.
- Served as City Planner for the City of Palos Verdes Estates with responsibilities, including counter service, writing staff reports, performing plan checks, Coastal Development Permits, and wireless permits, preparing and presenting projects to the Planning Commission and City Council, and updating city ordinances.
- Served as Project Planner for a General Plan Amendment in the City of California City.
- Served as Assistant Planner for the City of Elk Grove, with responsibilities, including processing entitlement applications, including sign permits, zoning clearances, minor design reviews, and tentative map extensions.
- Served as Assistant Planner for the City of Monrovia, with responsibilities, including counter service, writing staff reports, and performing plan checks.
- Gathered and organized data for the General Plan Annual Progress Report for the City of Signal Hill.
- Assisted in updating the design guidelines and specific plan for Oak View Estates in the City of Bradbury.
- Processed plan checks for the East Area One Specific Plan for the City of Santa Paula.
- Reviewed subdivision and landscape plans for Pinal County in Arizona.
- Assisted with policy research and formulation for the City of Rolling Hills Estates General Plan Update.
- Conducted research and prepared the staff report for a truck wash station conditional use permit in the City of Laguna Woods.

Mintier Harnish*. Research Assistant. Mr. Graham provided research and writing support for general plan updates, specific plans, housing elements, and planning studies for the Cities of Hayward, Millbrae, Stockton, Union City, Windsor, and the San Joaquin Valley (SJV) Regional Policy Council. In addition, he created maps and designed document templates using ArcGIS and Adobe InDesign. Mr. Graham organized General Plan Update community workshops for over 80 attendees. Mr. Graham educated the

office on Senate Bill 1000 and prepared a preliminary environmental justice analysis for Fresno County and the City of Gilroy.

Local Government Commission. City of Sacramento. Project Assistant. Mr. Graham conducted research on various planning topics, including Crime Prevention Through Environmental Design and proofread various community development grants. He also conducted outreach to local government officials and community leaders about workshops and events.

GBD Communities. City of Roseville. Land Acquisition and Entitlement Intern. Mr. Graham assisted with local real estate market research and database updating. He also participated in weekly project updates with real estate professionals and facilitated meetings between vendors and project managers.

UC Davis Office of Environmental Stewardship and Sustainability. Student Analyst. Mr. Graham gathered and organized data for the STARS (Sustainability Tracking, Assessment & Rating System) reporting project, a comprehensive metric system used to measure UC Davis' sustainability performance. He performed data analysis using Microsoft Excel. Mr. Graham also suggested and initiated strategies to maximize points for the STARS submittal.

*All work prior to working with Michael Baker International



CITY OF
LAKE ELSINORE

PROPOSAL FOR CONTRACT PLANNING SERVICES (AGENCY STAFFING)

November 16, 2023

Submitted to:

Damaris Abraham,
Assistant Community Development Director
CITY OF LAKE ELSINORE
Community Development Department
130 S. Main Street
Lake Elsinore, California 92530

Submitted by:

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