

CITY OF LOMA LINDA

CITY COUNCIL AS SUCCESSOR AGENCY
TO THE LOMA LINDA REDEVELOPMENT AGENCY

AGENDA

REGULAR MEETING OF OCTOBER 13, 2015

A regular meeting of the City Council of the City of Loma Linda as successor agency to the Loma Linda Redevelopment Agency is scheduled to be held Tuesday, October 13, 2015 in the City Council Chamber, 25541 Barton Road, Loma Linda, California. *Pursuant to Municipal Code Section 2.08.010, study session or closed session items may begin at 5:30 p.m. or as soon thereafter as possible. The public meeting begins at 7:00 p.m.*

In acting in the limited capacity of Successor Agency as provided in California Health and Safety Code §§ 34173 and 34176, the City Council expressly determines, recognizes, reaffirms, and ratifies the statutory limitation on the City and the City Council's liability with regards to the responsibilities of the former Loma Linda Redevelopment Agency under AB 1X26. Nothing herein shall be construed as an action, commitment, obligation, or debt of the City itself, or a commitment of any resources, funds, or assets of the City to fund the City's limited capacity as the Successor Agency to the Loma Linda Redevelopment Agency. Obligations of the Successor Agency shall be funded solely by those funds or resources provided for that purpose pursuant to AB 1X26 and related statutes.

Reports and Documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours. The Loma Linda Branch Library is also provided an agenda packet for your convenience. The agenda and reports are also located on the City's Website at www.lomalinda-ca.gov.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 25541 Barton Road, Loma Linda, CA during normal business hours. Such documents are also available on the City's website at www.lomalinda-ca.gov subject to staff's ability to post the documents before the meeting.

Persons wishing to speak on an agenda item, including any closed session items, are asked to complete an information card and present it to the City Clerk prior to consideration of the item. When the item is to be considered, please step forward to the podium, the Chair will recognize you and you may offer your comments. The City Council meeting is recorded to assist in the preparation of the Minutes, and you are therefore asked to give your name and address prior to offering testimony.

The Oral Reports/Public Participation portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the City Council at this time; however, the City Council may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (909) 799-2819. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

Agenda item requests for the NOVEMBER 10, 2015 meeting must be submitted in writing to the City Clerk no later than NOON, MONDAY, OCTOBER 26, 2015.

A. **Call To Order**

B. **Roll Call**

C. **Items To Be Added Or Deleted**

D. **Oral Reports/Public Participation - Non-Agenda Items** (Limited to 30 minutes; 3 minutes allotted for each speaker)

E. **Conflict of Interest** Disclosure - Note agenda item that may require member abstentions due to possible conflicts of interest

F. **Consent Calendar**

1. Demands Register

2. Minutes of September 8, 2015

3. Award contract to Urban Futures to prepare the Long Range Property Management Plan
 [Exec. Dir]

G. **New Business**

H. **Adjournment**



City of Loma Linda Official Report

Rhodes Rigsby, Mayor
Phill Dupper, Mayor pro tempore
Ovidiu Popescu, Councilman
Ronald Dailey, Councilman
John Lenart, Councilman

SUCCESSOR AGENCY AGENDA: October 13, 2015
TO: City Council
VIA: T. Jarb Thaipejr, City Manager
FROM: Pamela Byrnes-O'Camb, City Clerk
SUBJECT: Minutes of September 8, 2015

Approved/Continued/Denied By City Council Date _____
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RECOMMENDATION

It is recommended that the City Council as the Successor Agency to the Redevelopment Agency approve the Minutes of September 8, 2015.

City of Loma Linda

City Council as Successor Agency
To the Loma Linda Redevelopment Agency

Minutes

Regular Meeting of September 8, 2015

A regular meeting of the City Council as Successor Agency to the Loma Linda Redevelopment Agency was called to order by Mayor Rigsby at 7:17 p.m., Tuesday, September 8, 2015, in the City Council Chamber, 25541 Barton Road, Loma Linda, California.

Councilmen Present: Mayor Rhodes Rigsby
Mayor pro tempore Phill Dupper
Ron Dailey
John Lenart

Councilmen Absent: Ovidiu Popescu

Others Present: City Manager T Jarb Thaipejr
City Attorney Richard Holdaway

At the request of the City Manager, "Demands Register" was deleted in that there were no demands submitted; no public participation comments were offered upon invitation of the Chair, and no conflicts of interest were noted.

SA-2015-16 – Consent Calendar

Motion by Dupper, seconded by Dailey and unanimously carried to approve the following items. Councilman Popescu absent.

The Minutes of August 25, 2015 as presented.

Council Bill No. R-2015-35.

Resolution No. 2867

A Resolution of the City Council of the City of Loma Linda acting as Successor Agency to the Loma Linda Redevelopment Agency approving a Recognized Obligation Payment Schedule for the period January 1, 2016 through June 30, 2016

Council Bill No. R-2015-36.

Resolution No. 2868

A Resolution of the City Council of the City of Loma Linda acting as Successor Agency to the Loma Linda Redevelopment Agency approving an Administrative Budget for the period of January 1, 2016 through June 30, 2016

The meeting adjourned at 7:19 p.m.

Approved at the meeting of _____, 2015.

City Clerk



City of Loma Linda Official Report

Rhodes Rigsby, Chairman
Phillip Dupper, Vice Chairman
Ronald Dailey, Member
John Lenart, Member
Ovidiu Popescu, Member

COUNCIL AGENDA: October 13, 2015

TO: Successor Agency

FROM: T. Jarb Thaipejr, Executive Director *T.J.T.*

SUBJECT: Appropriate \$10,000 and Award Contract to Prepare a Long Range Property Management Plan

Approved/Continued/Denied By Successor Agency Date _____
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RECOMMENDATION:

It is recommended that the City Council approve an appropriation from General Fund Reserves of \$10,000 into Account No. 01-1940-1820. Then, it is recommended that the City Council award a contract in an amount not to exceed \$10,000 to Urban Futures, Inc. of Orange, CA to prepare the Long Range Property Management Plan.

BACKGROUND:

The City Redevelopment Agency (RDA) has been dissolved and the Successor Agency is tasked with resolving any remaining issues. One of those issues is the disposition of property held by the former RDA. The State has issued a Letter of Completeness (LOC) which allows for six (6) months to submit a Long Range Property Management Plan (LRPMP) for review and approval. The vendor selected for this task has a positive track record with the State for completing and obtaining approvals similar LRPMP's. Our attorney for the former RDA, Mark Huebsch, has been consulted and recommends this firm as well.

ANALYSIS:

City staff along with Mr. Huebsch, met with the Urban Futures team to interview and gauge their background and interest in our project. Their depth of knowledge concerning the LRPMP process is very strong. They have a good understanding of the City of Loma Linda and our particular situation. Urban Futures demonstrated a commitment to assisting the City in completing and submitting our LRPMP in a timely manner. Considering the nature, time constraint and cost for similar work, this appears to be a favorable proposal.

FINANCIAL IMPACT:

Appropriate \$10,000 from General Fund Reserves into Account No. 01-1940-1820 then funding will be available in Account No. 01-1940-1820.

September 30, 2015

Mr. T. Jarb Thaipejr
City Manager
City of Loma Linda
Civic Center Building
25541 Barton Road
Loma Linda, California 92354

Re: **Proposal for Preparation of a Long-Range Property Management Plan**

Dear Mr. Thaipejr:

In response to your request, Urban Futures, Inc. ("UFI") is pleased to submit the enclosed proposal for the preparation of a Long-Range Property Management Plan ("LRPMP") for the Loma Linda Successor Agency.

Having worked with over 150 different cities since its inception, UFI has a proven track record of meeting its clients' needs in a cost effective and timely way. We are confident that the extensive experience and capabilities of our professional team of consultants will be of significant assistance to the Successor Agency. Given our qualifications and experience with respect to providing comprehensive "Redevelopment Wind-Down Services" to 29 successor agencies, we believe we are uniquely able to provide the needed consulting services in an innovative, comprehensive, effective and timely manner. In that regard, we have enclosed our proposal and staff qualifications with respect to the requested services.

We look forward to assisting the Successor Agency with respect to this important endeavor. If you have any questions or need additional information, please contact Mr. Steve Dukett, Managing Principal, at (714) 283-9334 or (909) 967-8205.

Sincerely,
URBAN FUTURES, INC.



MICHAEL P. BUSCH
President & CEO

MPB:nmb

Enclosure

**Scope of Work
for the Preparation of a
Long-Range Property Management Plan**

Scope of Work

Urban Futures, Inc. ("UFI") will prepare the Loma Linda Successor Agency's LRPMP consistent with the following requirements:

A. The LRPMP shall include an inventory of all properties in the Community Redevelopment Property Trust Fund, which was established to serve as the repository of the former redevelopment agency's real properties. The inventory shall consist of all of the following information:

- The date of the acquisition of the property and the value of the property at that time, and an estimate of the current value of the property.
- The purpose for which the property was acquired.
- Parcel data, including address, lot size, and current zoning in the former agency redevelopment plan or specific, community, or general plan.
- An estimate of the current value of the parcel including, if available, any appraisal information.
- An estimate of any lease, rental, or any other revenues generated by the property, and a description of the contractual requirements for the disposition of those funds.
- The history of environmental contamination, including designation as a brownfield site, any related environmental studies, and history of any remediation efforts.
- A description of the property's potential for transit-oriented development and the advancement of the planning objectives of the successor agency.
- A brief history of previous development proposals and activity, including the rental or lease of property.

B. The LRPMP shall address the use or disposition of all of the properties in the Community Redevelopment Property Trust Fund. Permissible uses include the:

1. Retention of the property for governmental use pursuant to HSC § 34181 (a);
2. Retention of the property for future development;
3. Sale of the property; or
4. Use of the property to fulfill an enforceable obligation.

The plan shall separately identify and list properties in the Trust Fund dedicated to governmental use purposes and properties retained for purposes of fulfilling an enforceable obligation. With respect to the use or disposition of all other properties, all of the following shall apply:

- If the plan directs the use or liquidation of the property for a project identified in an approved redevelopment plan, the property shall transfer to the city, county, or city and county, as applicable.
 - If the plan directs the liquidation of the property or the use of revenues generated from the property, such as lease or parking revenues, for any purpose other than to fulfill an enforceable obligation or other than that specified in the immediately foregoing bullet item, the proceeds from the sale shall be distributed as property tax to the taxing entities.
 - Property shall not be transferred to a city, county, or city and county, as applicable, unless the LRPMP has been approved by the Oversight Board and the Department of Finance ("DOF") or has been separately approved for transfer by the Successor Agency, the Oversight Board and the DOF.
- C. Provide any other related service required to prepare and/or process the LRPMP for approval including, but not be limited to, the preparation of Successor Agency and Oversight Board staff reports and resolutions, providing oral presentations to the Successor Agency, the Oversight Board and, as needed, the DOF, and participation in informal discussions and communications with the DOF with respect to the LRPMP. Further, UFI will make any revisions to the LRPMP resulting from the approval process.

Schedule of Performance

Subject to the Successor Agency's staff providing the necessary supporting documentation, UFI estimates that the first comprehensive draft of LRPMP will be provided to the Successor Agency's representatives for review and comments by the end of October 2015. UFI will provide the final draft of the LRPMP within one week of the date of the receipt of comments from the Successor Agency's representatives. The formal processing of the LRPMP for approval by the Successor Agency and the Oversight Board will be subject to the Successor Agency's and the Oversight Board's agenda establishment and posting requirements. Subject to unanticipated factors that may cause a delay in the process, it is projected that the Successor Agency will be able to file its LRPMP with DOF before the end of November 2015. Given DOF's statutory deadline of December 31, 2015 to approve the Successor Agency's LRPMP, UFI is committed to doing everything possible to assist the Successor Agency in meeting its end of November 2015 filing goal and if possible, filing the LRPMP at an earlier point in time. With this in mind, where possible, UFI is hopeful of completing the above described process in less time.

Professional Services Rates Schedule

Due to the vagaries associated with the preparation of an LRPMP, UFI shall carry out the "Scope of Work" on an actual time and materials basis with the overall costs of such

services being governed by the financial limits defined within an approved purchase order utilizing the following professional service rate schedule:

<u>Professional Staff</u>	<u>Hourly Rates</u>
CEO/President/Managing Principal	\$ 245.00
Managing Principal	\$ 225.00
Principal	\$ 185.00
Senior Project Manager/Planner	\$ 120.00
Project Managers	\$ 75.00
Analysts	\$ 75.00
Assistants	\$ 65.00
Clerical	\$ 45.00

These rates will remain constant through June 30, 2016 and are subject to change thereafter. Costs for telephone, e-mail and facsimile expenses, postage and incidental photocopying are included within the above noted Professional Service Rates Schedule. The Professional Service Rates Schedule does not include out-of-pocket expenses that may be incurred during the accomplishment of the Scope of Work. Out of pocket expenses include, but are not limited to, all other necessary materials, supplies, services, printing, electronic data files, out of area travel, etc. All out-of-pocket expenses shall be charged on an actual cost basis, plus 10%.

Given that the Scope of Services is reliant on significant third-party cooperation (i.e., data gathering by Successor Agency staff, the timing and responses of the Successor Agency Board and Oversight Board and the review and comments by DOF staff), it is not possible to quote a specific not to exceed price for this assignment. However, at the same time, UFI is very cognizant of the Successor Agency's need for project and fiscal controls over its consultancy relationships. Therefore, UFI recommends that the initial purchase order authorization for services to be rendered pursuant to the proposal be established at \$10,000. To the extent that the work required to complete the Scope of Services will exceed the initial authorization level, UFI will request appropriate supplemental budget authority prior to incurring any costs exceeding the then current limit.

KEY STAFF

UFI staff is comprised of highly skilled professionals able to handle assignments ranging from comprehensive redevelopment agency wind-down services, site-specific developer negotiations to community wide development strategies, grant projects and programs, entitlement processing, financial advisement, affordable housing programs, and economic development strategic plans. Steve Dukett, Kathleen Robles and Aviana Cerezo represent the key professional staff who will be assigned to work with the Successor Agency on this assignment. Steve Dukett will serve as the Managing

Principal in charge of this engagement. An overview of the experience and education of our key staff is provided below. Other staff members will be used as necessary.

STEVEN H. DUKETT, Managing Principal

Steve Dukett specializes in the planning and implementation of economic and community development, affordable housing, asset management, public facility, public infrastructure financing, grant programs and redevelopment agency wind-down services.

Mr. Dukett joined Urban Futures during 2007 after completing nearly 40 years of service to local government, which included serving as Redevelopment Director with the Cities of Redlands, Upland, Hesperia, Ontario, Lancaster and San Bernardino. He also held a variety of professional, management and executive positions with the County of Los Angeles and its Community Development Commission. During his term with Hesperia, he also served as Acting City Manager. While in the public sector, Mr. Dukett managed a wide-variety of public and private development projects with combined values of approximately \$1 billion. He has also guided 14 redevelopment plan adoptions or amendments and is particularly known for his deal making and deal closing skills. His background and skill-sets enables him to provide clients with an uncommon level of practical insight with respect to best practices in local government sponsored, initiated or assisted development. His background and expertise make him a frequent and popular choice for seminars and lectures in professional and public forums.

Mr. Dukett is a graduate of California State University, Los Angeles. He is a former Chairman of the Board of the California Association for Local Economic Development ("CALED") and former Chairman of the Board of Regents of the California Academy for Economic Development. During April 2006 he was selected as the 12th "Golden Bear", which is CALED's highest award for career achievement in local economic development. In addition, he currently serves as a member of the La Verne Successor Agency Oversight Board.

KATHLEEN L. ROBLES, Senior Project Manager

Kathleen Robles specializes in economic and community development, project management, roadway design, solid waste management, regulatory compliance, brownfields management, grant programs and redevelopment agency wind-down services.

Ms. Robles joined Urban Futures during 2012 after completing 25 years of service to local government, which included serving in responsible management positions with the San Bernardino County Economic Development Agency, the San Bernardino County Department of Economic and Community Development, the San Bernardino County Public Works Department, the City of San Bernardino Economic Development Agency,

and the City of Yucaipa City Manager's office. While in the public sector, Ms. Robles managed a wide-variety of public and private development projects. Ms. Robles has been responsible for preparing housing compliance reports; analyzing Foreign Trade Zone designations for private businesses; obtaining an USDA USFS \$4.4M grant for the economic use of Bark Beetle wood; the construction of the County's first groundwater treatment plant; the design and construction of the City of San Bernardino's theater square infrastructure project; successfully obtained the San Bernardino Valley Enterprise Zone designation; and assisting in winding-down 10 former redevelopment agencies.

Ms. Robles holds a Bachelor of Science degree in Business Management and a Master of Arts degree in Management with an emphasis in Human Resources, both from the University of Redlands. In addition to belonging to the Alfred North Whitehead Leadership Society, Ms. Robles belongs to and/or has belonged to ICSC, CALED, NBA, GWMA, Vice-President of CAEZ, and the Mountain Area Safety Task Force.

AVIANA J. CERÉZO-VALADEZ, Project Manager

Aviana Cerezo-Valadez joined Urban Futures during the spring of 2015 and is a member of UFI's Public Management Group. In that role, she assists with redevelopment wind-down, preparation of Long-Range Property Management Plans, community, economic and housing development projects and services. She has a broad professional background in areas related to building healthy communities, program advocacy, project management and establishing community partnerships. Ms. Cerezo-Valadez's passion for service is supported by an ease in establishing and sustaining relationships with diverse individuals and groups. She is an energetic team member who pays attention to details while keeping larger goals in sight.

Prior to joining Urban Futures, Ms. Cerezo-Valadez completed 4 years of service with the City of San Bernardino, serving in program management and executive and administrative positions with the Parks, Recreation & Community Services Department and the Office of the Mayor, for two Mayors. She has also worked in the education, non-profit and private sectors. Ms. Cerezo-Valadez has expertise in preparing Long-Range Property Management Plans, assisting in the administration of the wind-down of former redevelopment agencies, writing grant applications and reports; securing funding and developing and negotiating contracts, conducting community and needs assessments, drafting policy and programmatic solutions, preparing agreements, reports and budgets and formal communication documents i.e., annual reports, marketing plans, social media and giving public presentations.

Ms. Cerezo-Valadez holds a Bachelor of Arts degree in Political Science from the University of California, Riverside and holds a Master of Public Administration degree from the California State University, San Bernardino.