

COUNCIL MEETING  
August 21, 2007

Honorable Mayor and Members  
of the Torrance City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Community Development – Approve a Second Amendment to Consulting Services Agreement #C2004-197 to be assigned from Cotton/Bridges/Associates to Hogle-Ireland, Inc. for the completion of the City’s General Plan Update.**

**Expenditure: \$90,505.00 (includes contingency amount of \$4,310.00)**

**RECOMMENDATION**

The Community Development Director recommends that the City Council:

1. Approve the Assignment, Assumption and Consent/Assignment of Consulting Services Agreement #C2004-197 from Cotton/Bridges/Associates, a division of P&D Consultants to Hogle-Ireland, Inc.;
2. Approve a Second Amendment to Consulting Services Agreement #C2004-197 with Hogle-Ireland, Inc. to increase the contract amount by \$86,195.00 with a new not-to-exceed total of \$416,905.00 plus approve a 5% contingency of \$4,310.00;
3. Approve an extension of contract term from October 26, 2007 to October 31, 2008; and
4. Transfer and appropriate \$40,000 from the General Fund Community Development operating budget to FEAP 366-Comprehensive Planning Project.

**Funding**

Funding is available in FEAP 366-Comprehensive Planning Project.

**BACKGROUND/ANALYSIS**

On October 26, 2004, the City Council awarded a two year Consulting Services Agreement to Cotton/Bridges/Associates (a division of P&D Consultants) to prepare a comprehensive update to the City’s General Plan, with the exception of the Housing Element, which was certified by the State in 2001 and not due to be updated for several years. The first amendment to the Consulting Services Agreement was approved by the City Council extending the Agreement to October 26, 2007.

Recent staffing changes at P&D Consultants resulted in the consultants assigned to our general plan project moving to a new company, Hogle-Ireland, Inc. Both the new and old companies agree that it would be in the City's best interest to keep our project with the same consultants who have been involved from the beginning. City staff agrees that it would be in our best interest to continue with the same consultants rather than involve new consultants in the update work efforts that have been undertaken over the past 2.5 years.

Unfinished work from the P&D Consultants contract will be carried over to the amended contract with Hogle-Ireland, Inc. The amended contract will also include some additional tasks not in the original scope of work. Additional estimated costs for performing the new tasks will require budgeting for an additional \$90,505.00. To date, P&D Consultants has been paid \$279,830.08 out of a total contract amount of \$347,245.00 (includes 5% contingency of \$16,535.00) for work completed. Based on a review of invoices, our records show that \$67,414.92 is the remaining balance. The assignment of P&D Consultant's amended contract from Hogle-Ireland's assumption of the contract, and the City's consent to the assignment and release of P&D from any further performance obligations are included with the second amendment.

The additional tasks not included in the original scope of work include:

- **Updating the Housing Element of the General Plan:** Recent changes in housing element law will require that this element be updated by June 8, 2008. The final Regional Housing Need Assessment (RHNA) allocations for the SCAG region were recently released on July 12, 2007 which gives local jurisdictions less than one year to get their housing elements updated and approved by the State.
- **Incorporating Input from Outreach to the Homeowners Associations into the Land Use Element of the General Plan:** City staff has initiated meetings with the coalition of homeowner associations to identify issues to be addressed in the General Plan regarding residential neighborhood enhancement and protection. The consultant will incorporate all input received from the meetings into the General Plan.
- **Coordination with RBF and the EIR Consultant:** The consultant will provide continued coordination with RBF, the City's traffic study consultant who is preparing a citywide traffic study for use in the Circulation Element, and the City's consultant (yet to be retained) who will be preparing the Environmental Impact Report (EIR) for the general plan update.
- **Global Warming:** With the recent passage of AB 32 on Global Warming, we are required to include policies in the General Plan to address global warming impacts, which will help with regard to the mitigation of such impacts. This issue will also require attention in the General Plan Program EIR.

One of the initial tasks for the General Plan update was to explore relevant issues, opportunities, barriers and resources to be considered in the update process. To obtain this information, interviews were held by the consultants with City department heads, City Council members, and key community leaders. The interviews were followed by fourteen public workshops held by the full Planning Commission or its Sub-Committees, from February 2005 through May 2006. Much public input was received on residential,

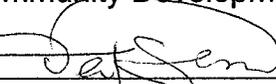
commercial, industrial, historic preservation, and circulation issues at the workshops. The Planning Commission and members of the public were also asked to provide input on the community's internal strengths and weaknesses, external opportunities and constraints, and to define and identify stable neighborhoods and those areas with the potential for change during the life of the new general plan.

The input received at the workshops will be incorporated into the Draft General Plan as well as input received from the Commission on Aging, Parks and Recreation Commission, Library Commission, Cultural Arts Commission, Community Services Commission, Water Commission, Traffic Commission, Environmental Quality Energy Conservation Commission, and the Youth Council.

The consultants have begun drafting the individual elements that make up the Draft General Plan document. The State-mandated elements consist of the land use, circulation, housing, open space, conservation, noise and safety elements. Staff anticipates that the Draft General Plan will be ready in late Fall 2007. When the Draft General Plan is completed, staff will then seek a qualified consultant to assist in the preparation of an Environmental Impact Report (EIR), as required by the California Environmental Quality Act (CEQA), to identify and address the potential environmental impacts of the proposed Plan. Once a consultant has been retained, the EIR process is anticipated to take up to one year to complete, at which time staff will concurrently schedule the Draft General Plan and Draft EIR for a public hearing before the Planning Commission. The Planning Commission's recommendation will be submitted to the City Council for consideration in mid 2008.

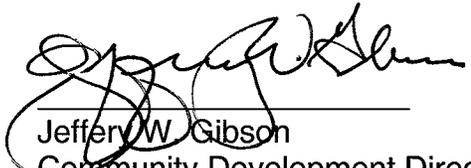
Respectfully submitted,

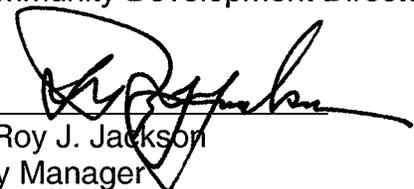
JEFFERY W. GIBSON  
Community Development Director

By 

Ted Semaan  
Manager  
Redevelopment and General Plan Divisions

CONCUR:

  
Jeffery W. Gibson  
Community Development Director

  
LeRoy J. Jackson  
City Manager

Attachments:

- A. Second Amendment to Consulting Services Agreement
- B. Assignment, Assumption & Consent/Assignment of Consulting Services Agreement

## SECOND AMENDMENT TO AGREEMENT

This Amendment to Consulting Services Agreement is made and entered into as of August 21, 2007, by and between the CITY OF TORRANCE, a municipal corporation ("CITY") and Hogle-Ireland, Inc., a California Corporation ("CONSULTANT").

### RECITALS:

- A. On October 26, 2004, CITY and Cotton/Bridges/Associates, a division of P & D Consultants, a Delaware corporation, entered into an Agreement (the "Agreement") whereby Cotton/Bridges agreed to perform certain services in connection with a comprehensive general plan update.
- B. The Agreement was for a two-year term, effective through October 26, 2006. The compensation to be paid to Cotton/Bridges pursuant to the Agreement was \$330,710, plus a 5% contingency of \$16,535.
- C. The Agreement was amended by that certain Amendment to Agreement, entered into as of October 26, 2006. The Amendment extended the term of the contract for one year.
- D. On March 14, 2005, Cotton/Bridges notified the CITY that it was changing its name to P & D Consultants. In December 2005, AECOM, the parent company of P&D Consultants, acquired EDAW. As part of the corporate restructuring, AECOM decided to place all of its planners into EDAW. The transfer of planners from P&D Consultants to EDAW occurred in April 2006.
- E. At all times during the performance of the Agreement, Laura Stetson, AICP, Senior Project Manager, and Diana Gonzalez, AICP, Project Manager, have been the principals on the CITY's comprehensive general plan update. In May 2007, Stetson and Gonzalez left EDAW and joined CONSULTANT.
- F. The CITY is satisfied with the services provided by Stetson and Gonzales and wishes to have the Agreement assigned to CONSULTANT for completion. The CITY also wishes to amend and expand the scope of work, to increase the compensation to be paid to CONSULTANT pursuant to the Agreement, and to extend the term of the contract through October 31, 2008.
- G. The original scope of work to be performed pursuant to the Agreement was set forth in Cotton/Bridge's Proposal submitted to the CITY in response to the Request for Proposals. CITY wishes to supplement the original scope of work

and to add an additional scope of work for the CITY's housing element update, as set forth in the attached Exhibit A to this Second Amendment.

**AGREEMENT:**

1. Paragraph 2 "TERM" is amended to read in its entirety as follows:

**"2. TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect through October 31, 2008."

2. Paragraph 3.A, "COMPENSATION," is amended to read in its entirety as follows:

**"3. COMPENSATION**

A. CONSULTANT's Fee.

For services rendered pursuant to this Agreement, CONSULTANT will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONSULTANT, for services contemplated by this Agreement, exceed the sum of \$416,905, ("Agreement Sum"), unless otherwise first approved in writing by CITY." CITY and CONSULTANT acknowledge and agree that through May 25, 2007, \$279,830.08 of the Agreement Sum have been expended in performance of a portion of the original scope of work and that CONSULTANT'S predecessor has been paid in full for that work.

3. Paragraph 8, "CONSULTANT REPRESENTATIVES" is amended to designate the following persons as the CONSULTANT'S REPRESENTATIVES:

4.

Laura Stetson, AICP, Senior Project Manager  
Diana Gonzalez, AICP, Project Manager.

4. Paragraph 15, INDEMNIFICATION," is amended to read in its entirety as follows:

**"15. INDEMNIFICATION**

CONSULTANT will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, its officers, agents and employees from any and all liability arising from the negligent acts or omissions or willful misconduct of CONSULTANT, its officers, employees, agents, subcontractors or vendors."

- 5. Paragraph 20, "NOTICE" is amended to designate CONSULTANT'S address for the purpose of giving notice to read as follows:

"CONSULTANT: Hogle-Ireland, Inc.  
 201 South Lake Avenue, Suite 308  
 Pasadena, CA 91101 .

Fax: (626) 356-4464."

- 5. In all other respects, the Agreement is ratified and reaffirmed and is in full force and effect.

CITY OF TORRANCE,  
 a Municipal corporation

HOGLE-IRELAND, INC.  
 a California Corporation

\_\_\_\_\_  
 Frank Scotto, Mayor

By: \_\_\_\_\_  
 Paul Ireland, Vice President

ATTEST:

\_\_\_\_\_  
 Sue Herbers, City Clerk

APPROVED AS TO FORM:

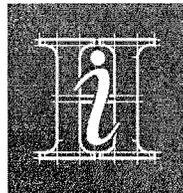
JOHN L. FELLOWS III  
 City Attorney

By: \_\_\_\_\_

Proposal  
City of Torrance  
Housing Element Update 2008-2014

Prepared for:  
City of Torrance  
Community Development Department  
3031 Torrance Blvd.  
Torrance, CA 90503

Prepared by:  
Hogle-Ireland, Inc.  
201 S. Lake Avenue, Suite 308  
Pasadena, CA 91101  
Phone: 626.356.4460  
Fax: 626.356.4464  
[www.hogleireland.com](http://www.hogleireland.com)



August 2007

## INTRODUCTION

Hogle-Ireland, Inc. is pleased to submit this proposal to prepare the 2008-2014 Housing Element for the City of Torrance. The current City of Torrance Housing Element covers the period of 2000 through 2008 (extended from 2005 by state legislation). The next Housing Element update is due June 30, 2008 and will cover the planning period of July 1, 2008 through June 30, 2014. We understand that the City of Torrance wishes to work with an experienced housing consultant to update the current General Plan Housing Element, and to assist with the development of housing policies and programs that will implement the City's housing strategy.

The Housing Element must address the following issues:

- Assistance in the development of housing for lower- and moderate-income households and households with special needs;
- Removal of governmental constraints to the development, preservation, and improvement of housing;
- Conservation of existing affordable housing;
- Provision of adequate sites to accommodate the City's share of Regional Housing Needs Assessment (RHNA); and
- Promotion of equal housing opportunities for all.

The goal in revising the City's Housing Element is to develop a comprehensive housing program that addresses the identified needs of Torrance's present and future residents, including the affordability, availability, and adequacy of the City's housing stock.

A key component of this update will be the review and evaluation of the City's share of regional housing needs allocation (RHNA) by income category. Our experience with recent housing elements in other jurisdictions has shown that the Department of Housing and Community Development (HCD) asks for detailed information regarding exactly where in a community housing sites are available to meet projected housing needs, and what sources of funding will be used to help meet these needs. For the 2008-2014 SCAG housing element cycle, SCAG has established the following RHNA for Torrance:

<b>Income Category</b>	<b>Number of Units</b>
Very low income	468
Low income	292
Moderate income	312
Above moderate income	756
<b>Total</b>	<b>1,828</b>

HCD's review of Housing Elements has become increasingly stringent in recent years, particularly regarding the residential sites inventory and constraints analysis. Our scope

and budget, as well as our recommended approach to schedule and process, reflect our understanding of HCD's policy focus.

## THE HOGLE-IRELAND TEAM

Hogle-Ireland, Inc. is a California corporation and has been in business since January of 1988. Our headquarters office is located in the City of Irvine, with additional full service offices in Riverside, Palm Springs, and our new office in Pasadena. We have approximately 75 professional-level planners on staff, many of whom have municipal staff planning experience. We can address virtually any type of planning or community development project a client may have because of the extensive and varied experience of our staff. Hogle-Ireland has a high level of expertise in working with public agency staff and regulatory/discretionary processes. This expertise and knowledge allows us to readily understand and respond to cities' needs.

### Staffing

The Torrance Housing Element update will be directed by staff in our Pasadena office. **Laura Stetson, AICP** has more 20 years of professional planning experience in the public and private sectors. She is currently overseeing the City's general Plan update program. She will serve as project director, overseeing work on both the Housing Element and CEQA documentation. In her 20 years working with Cotton/Bridges/Associates (CBA) and its successor firms (P&D Consultants and EDAW), Ms. Stetson led general plan, zoning code, CEQA, and other planning and environmental assignments for jurisdictions throughout California, including award-winning General Plan programs in the cities of Brea and Claremont. She brings to this assignment a thorough understanding of State planning, housing, and environmental laws; extensive experience working with community groups and decision-making bodies; and attention to quality in all products that Hogle-Ireland produces.

**Diana Gonzalez**, who is currently the project manager for the General Plan update, will serve as the project manager for the Housing Element update. Diana's talents and skills include a unique ability to combine knowledge of planning and housing laws with superior GIS capabilities that aid analysis and produce easy-to-read report maps and graphics. She has worked on housing elements and housing-related assignments in many communities in Orange, San Diego, and Los Angeles counties.

**Genevieve Sharrow** will serve as the project planner. Genevieve has worked on a variety of planning assignments ranging from processing development applications to assisting in the preparation of specific plans. Ms. Sharrow has experience in both current planning processes and advanced planning and is currently engaged in housing element updates for Rialto and Garden Grove. She is familiar with general plan and specific plan conceptualization, community outreach and participation processes, and urban design principles, including site design and map-making/cartography.

**Enabell Diaz** will provide Geographic Information Systems (GIS) mapping support for the project. Ms. Diaz is proficient in advanced spatial analysis using the latest GIS software. She has provided GIS support for numerous housing element updates and housing-

related studies. She is familiar with various field concepts such as housing, demographics, transportation, noise, general plans, zoning, specific plans, and municipal service reviews.

## WORK PLAN AND SCHEDULE

### Scope of Work

In updating your Housing Element, we have the following goals in mind:

- 1) Compliance with applicable state laws with respect to Housing Elements
- 2) Consistency of the Housing Element with the entire Torrance General Plan
- 3) Appropriate prioritizing for the use of housing funds
- 4) Clear, concise, and easy-to-understand document
- 5) Creative, practical, and feasible housing programs
- 6) Acceptability to City decision-makers

To accomplish these goals, Hogle-Ireland, Inc. proposes a Work Plan divided into three stages:

- Stage 1 – Housing Element Existing Conditions
- Stage 2 – Develop the Housing Element Document
- Stage 3 – City Adoption and State Certification

In Stage 1, Hogle-Ireland will review the existing Housing Element and prepare the Draft Housing Needs Assessment, analysis of constraints to housing, and inventory and analysis of land resources (Housing Element Technical Report). We will work closely with City staff to complete the required section of the Housing Element, especially the sites analysis. Hogle-Ireland will conduct a study session with the Planning Commission to review the Housing Element update process, discuss City objectives and programs, and review the requirements for achieving State certification.

The focus of Stage 2 will be on preparing the draft Housing Element for HCD review and comments. After two rounds of HCD submission and incorporation of HCD comments, a Public Hearing Draft Housing Element will be produced.

In Stage 3, the revised draft Housing Element will be submitted to the Planning Commission and City Council for review and adoption. We will attend the public hearings. Upon adoption by the City, Hogle-Ireland will follow through with assisting the City in achieving State certification of the Housing Element.

Consistent with State Housing Element law and the City's objectives for this program, we propose the following contents for the updated Housing Element:

- An introduction explaining the purpose and scope of the Element;
- A Housing Element Technical Report composed of the following:
  - A housing needs assessment that includes analysis of demographic trends, housing characteristics, special needs groups, and existing and future housing needs

- A review of potential market, governmental, and environmental constraints to meeting the City's identified housing needs
- Assessment of the land, financial, and organizational resources available to address identified housing needs goals;
- An evaluation of progress and accomplishments made toward the programs under the previous Housing Element;
- A housing plan to address the City's housing needs, including housing goals, policies, and specific programs; and
- An executive summary that will highlight key findings and conclusions from each chapter and summarizes the City's housing strategy and quantified objectives.

### **TASK 1 – Document Review and Kick-Off Meeting**

Hogle-Ireland will review City documents to aid in understanding local conditions and the community's housing needs. Documents include, but are not limited to, the 2000 Housing Element, any written communication with HCD, and all housing programs and ordinances currently in place. In addition, Hogle-Ireland will need to evaluate existing City housing resources and funding mechanisms while identifying key issues.

#### *Meetings:*

One (1) meeting with City staff

#### *Deliverables:*

- Schedule for completion of the Housing Element Update process through City Council approval

### **TASK 2 – Progress Report**

As required by State law, this Task will produce a report on the progress the City has made in implementing the previous Housing Element. In general, the task will include a review of the following:

- The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal.
- The effectiveness of the housing element in attainment of the community's housing goals and objectives.
- The City's progress in implementing the Housing Element.

#### *Deliverables:*

- Progress Report of previous Housing Element

### **TASK 3 – Background Technical Report**

This work task will result in creation of the Background Technical Report. Included in the report will be the required housing inventory, assessment of housing needs, and inventory of resources and constraints relevant to the meeting of these needs.

#### *3.1 – Housing Resources: Inventory of Land Suitable for Residential Development*

The land inventory is required for all housing element updates. The inventory of land will include all of the following:

- A listing of properties by parcel number or other unique reference.
- The size of each property listed and the general plan designation and zoning of each property.
- For non-vacant sites, a description of the existing use of each property.
- A general description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities. This information need not be identified on a site-specific basis.
- Sites identified as available for housing for above-moderate income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.
- A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan for reference purposes only.
- Land Inventory Analysis, which involves determining which sites identified in the land inventory are available and suitable to accommodate a portion of the City's share of the regional need by income level.
- Compare RHNA Allocation to Housing Unit Capacity (Site Availability). This task compares the allocation of housing need by income group to available sites by income group. The deficits by income group will be noted.

Our current work on the General Plan puts us in a unique position to understand what sites may be available for new housing development.

### *3.2 – Housing Needs Assessment*

A thorough needs assessment is important to understand Torrance's housing needs and develop responsive housing programs. The Assessment reviews population and household characteristics, housing characteristics, and special needs groups to identify and determine the extent of housing need. Data for this effort will be gathered from the Census, State Department of Finance, SCAG, DataQuick, Board of Realtors, and local newspapers, among other sources. The Housing Needs Assessment will include the following analyses:

- **Population and Housing Characteristics:** An analysis of population and household characteristics and documentation of projections and a quantification of the City's existing and projected housing needs for all income levels. These existing and projected needs shall include the City's share of the regional housing need in accordance with the Final RHNA.
- **Housing Characteristics:** An analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. Data on the condition of housing will be based on already completed City surveys (if any), supplemented by age of housing data.
- **Special Housing Needs Analysis:** An analysis of any special housing needs, such as those of the elderly, persons with disabilities, large families, farm workers,

families with female heads of households, and families and persons in need of emergency shelter.

- **Inventory of Publicly-Assisted Housing:** An analysis of existing assisted housing developments which are eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use.

### 3.3 – Housing Constraints

An inventory of housing constraints will include the following:

- An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including land use controls, building codes, and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures.
- An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, and the cost of construction.

#### *Deliverables:*

- Background Technical Report including appropriate maps, tables, and exhibits (1 digital copy in MS Word format)

### **TASK 4 –Planning Commission Workshop**

We will conduct one publicly noticed workshop during the update process. The session will be conducted before the Planning Commission. The presentation will provide a policy level overview of Torrance’s housing needs, constraints and resources to meeting the City’s housing needs, and proposed policy and programmatic changes. Low- and moderate- income populations will be encouraged to attend. This approach provides insight to the public about what is required of the City by state law and gives a better understanding of what the community sees as the housing needs and priorities for the City and policy direction from decision makers to be used in deciding the goals and policies of the Housing Element Update.

To expand our outreach efforts, and to comply with HCD’s mandate to reach low-and moderate-income persons or service provider, our team will also participate in consultation interviews conducted by phone to obtain input from experts who assist low-income and special needs clients in meeting their housing and supportive service needs and from those who build housing. Our scope and budget provide for up to six hours for phone interviews.

#### *Meetings:*

One (1) Planning Commission Workshop

#### *Deliverables:*

- Materials for Planning Commission Workshop (including PowerPoint presentation, exhibits, and visual aids)
- Memorandum summarizing input received from the City Council Workshop

### **TASK 5 –Housing Programs**

This task involves a review of the potential ways in which the City could address each of the required components of a local housing program. In order to make adequate provision for the housing needs of all economic segments of the community, the program must do all of the following:

- Identify adequate sites which will be made available through appropriate zoning and development standards and with services and facilities needed to facilitate and encourage the development of a variety of types of housing for all income levels.
- Assist in the development of adequate housing to meet the needs of extremely low, very low, low, and moderate-income households.
- Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing.
- Conserve and improve the condition of the existing affordable housing stock.
- Promote housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.
- Preserve for lower income households the assisted housing developments at risk of conversion to market rate housing.
- Analyze opportunities for energy conservation with respect to residential development.

#### *Deliverables:*

- Housing Programs Memorandum

### **TASK 6 – Draft Housing Plan**

Based on the prior Housing Element, public input, and the needs and constraints analysis, a draft Housing Plan will be developed, containing two sections:

#### **6.1 Goals, Policies, and Quantified Objectives**

The draft Housing Plan will state the City's goals, policies, and quantified objectives relative to the maintenance, preservation, improvement, and development of housing. The draft Housing Plan will state preliminary goals and policies for each of the required program categories.

#### **6.2 Implementation Program**

Specific programs to be implemented over the period covered by the Housing Element will be described in detail. As appropriate, specific objectives – by income group – will be included in each program description. The draft Housing Plan will identify the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals.

*Deliverables:*

- Draft Housing Plan including appropriate tables and exhibits

**TASK 7 – Screencheck Draft Housing Element**

With input from City staff, we will combine the previous sections' tasks into a Screencheck Draft Housing Element to be reviewed by City leaders prior to completion of a Transmittal Draft for HCD. Our scope provides for two rounds of review of the Screencheck Draft Housing Element with City staff.

*Deliverables:*

- Screencheck Draft Housing Element (5 copies, 1 digital copy in MS Word format and PDF)

**TASK 8 – Prepare and Finalize Housing Element**

The Housing Element Draft must be submitted to HCD for review. This task accommodates both submission to HCD and responses to HCD's comments.

**8.1 Transmittal Draft Housing Element**

The "transmittal draft" is the document that will be submitted to HCD for the mandatory 60-day review period. The City Council will have reviewed the Transmittal Draft prior to submittal to HCD. The format of this review will be developed with staff input.

*Deliverables:*

- Transmittal Draft Housing Element for HCD review (1 paper copy for HCD, and 1 digital copy in MS Word and PDF format for City)

**8.2 Responses to HCD Comments**

Following the mandatory review period, HCD will transmit its findings to the City. The findings will be in the form of suggestions on what changes and additions need to be made to the Draft in order for HCD to find that the Housing Element is in compliance with state law. This task will involve the following:

- o A summary of each HCD comment in the form of the actions that need to be taken.
- o Development of draft analysis and narratives to address each comment.
- o Review by City staff of the draft responses to HCD review comments.
- o Transmittal of the responses to HCD for additional review and comment.

During the course of completing this Task, coordination with the HCD reviewer will be continuously maintained. If appropriate, the City at this stage may request that HCD conduct a site visit. For HCD coordination, our scope and budget provide for two rounds of review and comment by HCD as an allowance, as the scope of the revisions cannot be wholly anticipated at this time.

*Deliverables:*

- Memorandum summarizing responses to HCD comments

### **8.3 Public Hearing Draft Housing Element**

The Public Hearing Draft document will be prepared following receipt of HCD correspondence by the City of Torrance that the responses to the Department's comments are adequate. The Public Hearing Draft then will be completed based on the Transmittal Draft, approved responses to HCD comments, community input, and additional staff input.

#### *Deliverables:*

- Draft Housing Element for Public Hearing (10 copies, and 1 digital copy in MS Word and PDF format)

### **TASK 9 – Adoption**

Hogle-Ireland will attend one public hearing for the adoption of the 2008-2014 Housing Element. Hogle-Ireland will be available to attend additional hearings on a time-and-materials basis.

#### *Meetings:*

One (1) City Council Public Hearing

#### *Deliverables:*

- Final Housing Element and Technical Report (10 copies, 1 digital copy on CD in MS Word and PDF format)

### **Housing Element Environmental Assessment**

Due to the current General Plan update process and associated environmental documentation required, we have not included a budget or scope for CEQA documentation specific to the Housing Element. As the EIR for the General Plan will cover a broad range of topics, tiering off this EIR with an addendum may be the City's most cost-effective alternative. An EIR addendum is designed as a way of making minor additions to an EIR without re-circulating the EIR. Hogle-Ireland can work with the City to choose on the most appropriate type of environmental documentation process the City chooses. If the City desires to work with Hogle-Ireland on the CEQA documentation, we can provide a budget estimate at that time.

### **SCHEDULE**

Consistent with the City's desire to achieve Housing Element adoption and HCD submission by June of 2008, we propose the following schedule and milestone tasks. Adherence to this timeline is contingent upon timely receipt of information from the City and staff review of document and further, contingent upon selection of a preferred land use plan by October to allow us to complete the sites inventory.

Project Month

Milestone Task

September 2007	Housing Element Update Project Initiation Kick Off Meeting Document Review Progress Report
November 2007	Technical Report
November 2007	City Council Workshop # 1
December 2007	Alternative Housing Programs
December 2007	Draft Housing Plan Screencheck Draft Housing Element
January 2008	Submit HCD Transmittal Draft Housing Element to HCD for review (60-day) Public Review - Initial Study/(M)ND (30-day review)
March 2008	Response to HCD Comments HCD Revisions to Housing Element
March- May 2008	HCD 60-day Review (2nd round if necessary)
May 2008	Revised Draft Housing Element and Final CEQA Documentation for Adoption Hearings
May 2008	City Council Public Hearing
June 2008	City Council Adoption/Final Submittal to HCD

## BUDGET

Hogle- Ireland proposes to complete this project as described above for a fixed fee of \$51,550. This includes all direct costs for printing, reprographics, and mileage. As discussed in task descriptions in the work scope, costs for certain tasks are stated as allowances, as we cannot fully anticipate the level of effort required at this time, particularly with regard to HCD consultation. Any additional time required will be billed on a reimbursable basis with prior authorization from the City.

<b>City of Torrance Housing Element Update</b>		Project Director	Project Manager	Project Planners	GIS/ Graphics	Support/ Word Processing	Direct Costs	Total
August 2007		L. Stetson	D. Gonzalez	G. Sharrow	E. Diaz			
	Billing rates as of August 2007	\$170	\$110	\$85	\$85	\$70		
Task 1	Document Review and Kick-Off	-	6	6	-	-		\$1,170
Task 2	Progress Report	-	4	20	-	-		\$2,140
Task 3	Background Technical Report							
3.1	Housing Resources	2	50	30	12	-		\$9,410
3.2	Housing Needs Assessment	1	12	40	6	-		\$5,400
3.3	Housing Constraints	3	20	24	6	-		\$5,260
Task 4	Planning Commission Workshop	3	8	6	6	-		\$2,410
Task 5	Housing Program	2	24	20	-	-		\$4,680
Task 6	Draft Housing Plan							
6.1	Goals, Policies, Quantified Objectives	2	24	16	-	-		\$4,340
6.2	Implementation Plan	2	24	16	-	-		\$4,340
Task 7	Screencheck Draft Housing Element	1	12	8	8	8		\$3,410
Task 8	Prepare and Finalize Housing Element							
8.1	Transmittal Draft Housing Element	4	12	8	4	2		\$3,160
8.2	Responses to HCD Comments	-	24	-	-	-		\$2,640
	HCD Coordination (Allowance)	-	-	-	-	-		\$3,500
8.3	Public Hearing Draft Housing Element	4	8	6	-	-		\$2,070
Task 9	Adoption	4	4	-	-	-		\$1,120
Direct Costs	Materials, Printing, Travel, Misc	-	-	-	-	-	\$2,000	\$2,000
<b>TOTAL</b>		<b>28</b>	<b>232</b>	<b>200</b>	<b>42</b>	<b>10</b>		<b>\$51,550</b>

<b>Torrance General Plan Scope of Work Remaining and Additional Tasks</b>		
<b>Tasks Number From Original Scope of Work</b>	<b>Task Name</b>	
<b>Description</b>		
<b>REMAINING TASKS</b>		
1.8	Project Website	Future updates of the project website will be the responsibility of staff. The website will be migrated to the City's server.
6.1	Prepare Administrative Draft General Plan:	Administrative drafts of the General Plan elements have been submitted for review by City staff. City staff review of the Land Use, Circulation, and Noise Element is in process. Planning Staff is also reviewing a draft of the Safety Element that included staff comments from various City departments.  Once staff comments are completed, the administrative draft elements will be bound together in a <u>single</u> Administrative Draft General Plan for City review prior to generation of a Preliminary document.
a	Admin. Draft Land Use Element	An administrative draft of the Land Use Element has been submitted to the City and includes the goals, objectives, and policies developed by the Planning Commission, includes a land use policy map and various inset land use maps identifying several land use opportunity areas. The Element also presents the preferred land use alternative and provides quantified explanations of desired development densities. The Draft Land Use Element also includes quantification of dwelling units, population and square footage of commercial development resulting from the proposed land use policy map.  Remaining tasks include integration of Neighborhood Profiles based on City outreach efforts and incorporation of City comments (once received by Hogle-Ireland).
b	Admin. Draft Circ/Infrastructure Element	An administrative draft of the Circulation and Infrastructure Element has been submitted to the City.  The Circulation component of the Element addresses future traffic demand and roadway use, and will describe revisions to the circulation network necessary to achieve Torrance's objectives in terms of levels of service, street system operating conditions, and other goals once the Citywide Traffic Study is submitted to Hogle-Ireland. The Circulation section also includes goals, objectives, and policies determined by the Planning Commission The Circulation section of this Element will be based on the Citywide Traffic Study and traffic modeling effort designed to identify traffic and transportation system impacts associated with projected growth. The Element will include a subset of the maps prepared for the Citywide Traffic Study, and all maps will be prepared in electronic format using ArcMap.

<b>Torrance General Plan Scope of Work Remaining and Additional Tasks</b>	
<b>Tasks Number From Original Scope of Work</b>	<b>Task Name</b>
<b>Description</b>	
c	Admin. Draft Community Resources Element
d	Admin. Draft Noise Element

<b>Torrance General Plan Scope of Work Remaining and Additional Tasks</b>	
<b>Tasks Number From Original Scope of Work</b>	<b>Task Name</b>
<b>Description</b>	
e	Admin. Draft Safety Element
f	Admin. Draft Implementation Program

<b>Torrance General Plan Scope of Work Remaining and Additional Tasks</b>		<b>Description</b>
<b>Tasks Number From Original Scope of Work</b>	<b>Task Name</b>	
6.2	Preliminary Draft General Plan	<p>Program once the Future conditions Noise Report is finalized (contingent on completion of Citywide Traffic Study). Additional tasks include integration staff comments for the Land Use, Safety, and Community Resources Elements Implementation Programs once city staff comments are received.</p> <p>Following City review of the administrative draft elements staff revisions to the administrative draft General Plan elements will be incorporated into a Preliminary Draft General Plan for review by the Planning Commission and the community at large.</p> <p>(Product: 25 Copies and PDF with a direct cost budget of \$1,160)</p>
6.3	PC Meetings #15 and 16 - "Did we get it right?"	<p>The fifteenth and sixteenth Planning Commission workshops will be held to review the Preliminary Draft General Plan completed in the previous task. The objective of these meetings is to present the Preliminary Draft Plan to the Planning Commission, and to receive feedback from the Commission regarding any potential changes necessary to fully realize the objectives set for the program in earlier workshops. Hogle-Ireland will provide meeting facilitation, a PowerPoint presentation, maps and handouts for the Commissioners for use at the meetings, and a written summary of each meeting. City staff will provide copies of handouts for the public.</p>
6.4	Newsletter #2	<p>This task has been eliminated per City staff's request. A portion of this budget was used by EDAAW for land use data coordination with the City traffic consultant.</p>
6.5	Community Workshop #2	<p>Per City staff's request, this task has been eliminated.</p>
6.6	Prepare Draft General Plan	<p>The work scope and labor costs associated with this task are shown in Task 10.5. The original budget only provided direct costs as follows:</p> <p>(Product: 100 Copies and PDF with a direct cost budget of \$4,160). We will accommodate the number of copies promised in the scope within this budget by using printing (color or black and white) that can be covered under this budget. We can work with you to either print the promised number of copies in black and white, print fewer documents in color, or provide options for in-house printing by the City. If the City desires to create a full color document for the printed copies, the budget will need to be adjusted.</p>
7.1	Planning Commission Hearings (2)	<p>Principal-in-Charge and Project Manager will be available to attend two Planning Commission hearings to present the Draft General Plan and to respond to public and Commission comments and questions. Members of the project team not identified in the fee schedule are available to attend on a reimbursable basis.</p>

<b>Torrance General Plan Scope of Work Remaining and Additional Tasks</b>		<b>Description</b>
<b>Tasks Number From Original Scope of Work</b>	<b>Task Name</b>	
7.2	City Council Hearings(2)	Principal-in-Charge and Project Manager will be available to attend two City Council hearings to present the Draft General Plan and to respond to public and City Council comments and questions. Members of the project team not identified in the fee schedule are available to attend on a reimbursable basis.
8.1	Preliminary Final Plan and Map	Following incorporation of all final corrections into the General Plan and land use map, and prior to publication of the General Plan, we will prepare a pre-press draft General Plan for staff review.  (Product: 1 copy with a direct cost budget of \$105).
8.2	Final Plan and Map	We will incorporate all staff comments on the pre-press draft General Plan into a final version to be published. The General Plan will be provided in Microsoft Word and PDF format on a CD-ROM. GIS maps in .mxd format and all supporting shapefiles and geodatabases will also be copied onto a separate CD-ROM for final delivery.  (Product: 50 copies, Word/PDF, ArcGIS files with a direct cost budget of \$2,450). We will accommodate the number of copies promised in the scope within this budget by using printing (color or black and white) that can be covered under this budget. We can work with you to either print the promised number of copies in black and white, print fewer documents in color, or provide options for in-house printing by the City. If the City desires to create a full color document for the printed copies, the budget will need to be adjusted.
9.1	Project Management	Hogle-Ireland Principal Laura Stetson and Project Manager Diana Gonzalez will be responsible for overseeing the work of all Hogle-Ireland staff and subconsultants, providing quality control, and managing contracts. Costs for General Plan project management assume 3 hours per month for the Project Manager and 1 hour per month for the Principal-in-Charge.
9.2	City Staff Meetings	Hogle-Ireland Principal Laura Stetson and Project Manager Diana Gonzalez will be available to meet with City staff throughout the work program to discuss progress, schedule meetings, and review deliverables.  Costs for City staff meetings assume 3 hours per month for the Project Manager and 1 hour per month for the Principal-in-Charge to cover phone meetings with staff and associated documents such as agendas. An additional 9 hours (3 staff meetings) for the Project Manager and 6 hours for the Principal-in-charge (2 staff meetings) will cover staff meeting at City Hall. Subconsultants are available to attend on a reimbursable basis.

<b>PROPOSED NEW TASKS (new tasks numbers)</b>	
HOA outreach - Incorporation into General Plan	<p>This task assumes that the City staff will provide Hogle-Ireland with a description and/or characterization of residential neighborhoods in the City. This may include an overall vision or goal for the future of the particular residential area. Staff will also provide any pictures, if needed. Hogle-Ireland will integrate the information received into the Land Use Element and provide editing, formatting and one map graphic to make the section consistent with the rest of the Land Use Element.</p>
Global warming policies for General Plan	<p>This task will integrate text and /or policies in the General Plan to address AB32, the California Global Warming Solutions Act of 2006. Language in the General Plan will be general to allow flexibility if legislation or implementation measures change.</p>
Incorporate Comments into Draft General Plan	<p>A complete draft General Plan will be prepared incorporating changes desired by City staff, the Planning Commission and the public. The draft Plan will contain all elements, the implementation program, and a glossary. The Draft Plan will include the elements described above. The Draft General Plan will be used as the project for a Draft Environmental Impact Report, to be prepared under separate contract.</p>
Coordination with EIR Consultant/RBF (allowance)	<p>For consultation with City consultants, an allowance is included to cover tasks associated with EIR consultation coordination as well as consultation with the City's traffic consultant (RBF) on matters related to either the General Plan or EIR. This may include but is not limited to providing data and documents, additional analysis based on existing data for EIR or traffic consultant, and meetings. As the length or complexity of assistance to be provided to the EIR consultant and traffic consultant (RBF) the task is presented as an allowance, .any additional costs beyond what is indicated will be reimbursable by the City with prior authorization.</p>

Hogle-Ireland Proposed Scope of Work for Completion of the Torrance General Plan Update

EXISTING TASKS		REMAINING BUDGET/TASKS			PROPOSED ADDITIONS TO BUDGET
Task Number	Labor	Original Task Budget	Percent Complete as of June 1, 2007	Remaining Task Budget as of June 1, 2007	
1.8	Project Website	\$ 5,440.00	90%	\$ 544.00	\$ -
6.1	Administrative Draft General Plan:				\$ -
a	Admin. Draft Land Use Element	\$ 23,160.00	97%	\$ 694.80	\$ 2,480.00
b	Admin. Draft Circ/Infrastructure Element	\$ 12,020.00	95%	\$ 601.00	\$ 2,650.00
c	Admin. Draft Community Resources Element	\$ 9,460.00	100%	\$ -	\$ 880.00
d	Admin. Draft Noise Element	\$ 8,394.00	92%	\$ 671.52	\$ 2,330.00
e	Admin. Draft Safety Element	\$ 5,860.00	100%	\$ -	\$ 500.00
f	Admin. Draft Implementation Program	\$ 8,300.00	95%	\$ 415.00	\$ 880.00
6.2	Preliminary Draft General Plan	\$ 7,720.00	62%	\$ 2,933.60	\$ -
6.3	PC Meetings #15,16 - "Did we get it right?" *	\$ 6,640.00	0%	\$ 6,640.00	\$ -
6.6	Integrate comments from staff, PC & Public into Draft GP**	\$ -	0%	\$ -	\$ 2,605.00
7.1	Planning Commission Hearings	\$ 4,240.00	0%	\$ 4,240.00	\$ -
7.2	City Council Hearings	\$ 4,960.00	0%	\$ 4,960.00	\$ -
8.1	Preliminary Final Plan and Map	\$ 5,980.00	0%	\$ 5,980.00	\$ -
8.2	Final Plan and Map	\$ 3,240.00	0%	\$ 3,240.00	\$ -
9.1	Project Management	\$ 9,580.00	100%	\$ -	\$ 5,000.00
9.2	City Staff Meetings	\$ 12,970.00	94%	\$ 778.20	\$ 7,010.00
<b>Total Labor</b>				<b>\$ 31,698.12</b>	<b>\$ 24,335.00</b>
<b>Direct Costs</b>					
	Administrative Draft GP	\$ 410.00	50%	\$ 205.00	\$ -
	Preliminary Draft GP(25 and PDF)	\$ 1,160.00	0%	\$ 1,160.00	\$ -
	PC Meetings #12 and 13	\$ 440.00	0%	\$ 440.00	\$ -
	Traffic Consultant coordination	\$ 130.00	0%	\$ 130.00	\$ -
	Draft GP (100 and PDF)	\$ 4,160.00	0%	\$ 4,160.00	\$ -
	PC Hearings (2)	\$ 120.00	0%	\$ 120.00	\$ -
	CC Hearings (2)	\$ 120.00	0%	\$ 120.00	\$ -
	Pre-Press Final GP (1)	\$ 105.00	0%	\$ 105.00	\$ -
	Final GP (50, Word/PDF, ArcGIS files)	\$ 2,450.00	0%	\$ 2,450.00	\$ -
	Project Managemenet	\$ 500.00	100%	\$ -	\$ 100.00
	City Staff Meetings	\$ 450.00	100%	\$ -	\$ 300.00
<b>Total Direct Costs</b>				<b>\$ 8,890.00</b>	<b>\$ 400.00</b>
<b>Total Cost Proposed Additions to Budget for Remaining Tasks</b>				<b>\$ -</b>	<b>\$ 24,735.00</b>
<b>Total Cost Remaining Budget</b>				<b>\$ 40,588.12</b>	<b>\$ 65,323.12</b>

\* original scope identified these meetings as #12,13

\*\*Task 6.6 task included in original scope, but labor hours were not included in original budget

**PROPOSED NEW TASKS**

HOA outreach - Incorporation into General Plan	\$ 2,170.00
Incorporation of global warming policies into General Plan	\$ 2,580.00
Coordination with EIR Consultant/RBF (allowance)	\$ 5,160.00
<b>Total Costs for Proposed New Tasks</b>	<b>\$ 9,910.00</b>
<b>Total Cost Remaining Budget, Proposed Additions to Budget for Remaining Tasks &amp; Proposed New Tasks</b>	<b>\$ 75,233.12</b>

ASSIGNMENT OF AGREEMENT, ASSUMPTION AND CONSENT

ASSIGNMENT OF AGREEMENT

The undersigned, P&D Consultants, formerly known as Cotton/Bridges/Associates, a division of P & D Consultants, a Delaware corporation, a party to that certain Agreement with the City of Torrance, dated October 26, 2004 (the "Agreement"), assigns all of its right, title and interest in and to said Agreement to Hogle-Ireland, Inc.

The undersigned acknowledges and agrees that it has completed portions of the scope of work of the Agreement, as set forth in Exhibit A, that it has delivered to the City of Torrance all deliverables and other tangible and intangible property to be delivered by the undersigned pursuant to the Agreement, and that it has been paid \$279,830.08, in full and complete satisfaction of all work performed by the undersigned pursuant to the Agreement.

\_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ASSUMPTION OF AGREEMENT

In consideration of the above assignment, and written consent of the City of Torrance thereto, Hogle-Ireland, Inc. assumes and agrees to perform all of the services as set forth in the Agreement and to perform all of the covenants and conditions of the foregoing Agreement that Cotton/Bridges/Associates, a division of P & D Consultants, a Delaware corporation, therein agreed to be made and performed, as amended by the Amendment to Agreement and this Second Amendment to Agreement.

Dated: \_\_\_\_\_

Hogle-Ireland, Inc.,  
a California corporation

\_\_\_\_\_  
By: Paul Ireland, Vice-President

CONSENT TO ASSIGNMENT

Pursuant to the provisions of Paragraph 21 of the Agreement, the City of Torrance consents to the above-described assignment of the Agreement to Hogle-Ireland, Inc., and releases \_\_\_\_\_ from all further obligations pursuant to the Agreement.

Date: \_\_\_\_\_

City of Torrance

By: \_\_\_\_\_

Frank Scotto, Mayor

ATTEST:

\_\_\_\_\_  
Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_

Payment to:

Remit Payment to:

30

TCB | AECOM

Exhibit A

P&D

1178 Paysph  
Chicago, IL 60674

Company  
Bank, N.A.  
go, IL  
Account Number 5800937020  
ABA Number 071000505  
SWIFT CODE LASLUS44

999 Town & Country Road, 4th Floor, Orange, CA 92868  
T 714.835.4447 F 714.285.0102

Federal Tax ID No. 61-1088522

August 2, 2008

Invoice No: 11007797

Project Billing No: 48178266-21(FINAL)

\* Revised 8-1-07

CITY OF TORRANCE  
ATTN: CAROLYN CHUN  
3031 TORRANCE BOULEVARD  
TORRANCE CA 90503

Project: 48178266.0001 TORRANCE GENERAL PLAN

Invoice for professional services rendered in the preparation of the General Plan.

Professional services from March 31, 2007 to May 25, 2007

Phase	Fee	Percent Complete	Current Invoice
Startup	29,660.00	98.20	29,116.00
Technical Reports	76,966.00	100.00	76,966.00
Planning Issues	25,400.00	100.00	25,400.00
Land Use Alternatives	31,030.00	100.00	31,030.00
Goals and Policies	17,570.00	100.00	17,570.00
Draft General Plan	92,994.00	77.00	71,576.28
Public Hearings	9,200.00	0.00	0.00
Final General Plan	9,220.00	0.00	0.00
Project Management	22,550.00	96.50	21,771.80
Direct Costs	16,120.00	39.70	6,400.00
Total Fee	330,710.00	Total Earned	279,830.08
		Previous Fee Billing	271,913.60
		Current Fee Billing	7,916.48
	<b>Total Fee</b>		<b>7,916.48</b>
		<b>Total this invoice</b>	<b>\$7,916.48</b>

Please reference Invoice Number and Project Number with remittance

*ok to pay*  
*Kevin*

Terms: Unless notified within 10 days, this invoice is considered acceptable. Accounts are due and payable within 30 days from the date of the invoice. Past due accounts will incur a finance charge of 1.5% per month compounded. If terms otherwise specified in Contract Agreement, Contract Terms apply.

White - Original    Blue - Remittance    Yellow - Corporate    Pink - Branch    Green - Branch

## TORRANCE GENERAL PLAN Progress Report

Program Task	Total Task Budget	%Completed at Last Invoice	% Completed This Invoice	\$ Amount Completed This Invoice	Total % Task Completed	Total \$ Amount Completed
<b>Task 1: Program Refinement</b>						
1.1 Refine Program/Initial Steps	\$ 1,560	100.0%	0.0%	\$0.00	100.0%	\$1,560.00
1.2 Program Kickoff Meeting	\$ 4,320	100.0%	0.0%	\$0.00	100.0%	\$4,320.00
1.3 Collect Existing City Documents, Plans and Studies	\$ 3,640	100.0%	0.0%	\$0.00	100.0%	\$3,640.00
1.4 Program Logo and Notebooks	\$ 1,430	100.0%	0.0%	\$0.00	100.0%	\$1,430.00
1.5 Conduct Initiation Tour with City Staff	\$ 2,570	100.0%	0.0%	\$0.00	100.0%	\$2,570.00
1.6 Interview Department Heads and Community Members	\$ 6,360	100.0%	0.0%	\$0.00	100.0%	\$6,360.00
1.7 Develop GIS Information and Map	\$ 4,340	100.0%	0.0%	\$0.00	100.0%	\$4,340.00
1.8 Project Website	\$ 5,440	90.0%	0.0%	\$0.00	90.0%	\$4,896.00
<b>Total Task 1</b>	<b>\$ 29,660</b>			<b>\$0.00</b>	<b>98.2%</b>	<b>\$29,116.00</b>
<b>Task 2: Prepare Technical Reports</b>						
2.1 Land Use Report	\$ 9,660	100.0%	0.0%	\$0.00	100.0%	\$9,660.00
2.2 Existing Economic Conditions and Trends Report	\$ 17,160	100.0%	0.0%	\$0.00	100.0%	\$17,160.00
2.3 Parks, Recreation and Community Facilities Technical Paper	\$ 6,440	100.0%	0.0%	\$0.00	100.0%	\$6,440.00
2.4 Coordination with Traffic Consultant - Existing Conditions (PC Workshop #5) *	\$ 5,000	100.0%	0.0%	\$0.00	100.0%	\$5,000.00
2.5 Hazards and Safety Technical Report	\$ 32,560	100.0%	0.0%	\$0.00	100.0%	\$32,560.00
2.6 Noise Technical Report	\$ 6,146	100.0%	0.0%	\$0.00	100.0%	\$6,146.00
<b>Total Task 2</b>	<b>\$ 76,966</b>			<b>\$0.00</b>	<b>100.0%</b>	<b>\$76,966.00</b>
<b>Task 3: Involving Decision Makers</b>						
3.1 Planning Commission Workshop #1 - Introducing the General Plan Program	\$ 3,490	100.0%	0.0%	\$0.00	100.0%	\$3,490.00
3.2 Planning Commission Workshop #2, 3 and 6 - Defining the Issues *	\$ 10,470	100.0%	0.0%	\$0.00	100.0%	\$10,470.00
3.3 Newsletter #1	\$ 3,140	100.0%	0.0%	\$0.00	100.0%	\$3,140.00
3.4 Community Open House #1	\$ 8,300	100.0%	0.0%	\$0.00	100.0%	\$8,300.00
<b>Total Task 3</b>	<b>\$ 25,400</b>			<b>\$0.00</b>	<b>100.0%</b>	<b>\$25,400.00</b>
<b>Task 4: Evaluate Land Use Alternatives</b>						
4.1 Develop Three Plan Alternative Concepts	\$ 9,580	100.0%	0.0%	\$0.00	100.0%	\$9,580.00
4.2 Coordination with Traffic Consultant - Circulation Alternatives (allowance)	\$ 5,000	100.0%	0.0%	\$0.00	100.0%	\$5,000.00
4.3 Prepare Land Use and Circulation Alternatives Report	\$ 5,980	100.0%	0.0%	\$0.00	100.0%	\$5,980.00
4.4 Planning Commission Workshops #7, 8 and 9 - Evaluating Alternatives	\$ 10,470	100.0%	0.0%	\$0.00	100.0%	\$10,470.00
<b>Total Task 4</b>	<b>\$ 31,030</b>			<b>\$0.00</b>	<b>100.0%</b>	<b>\$31,030.00</b>
<b>Task 5: Develop Goals, Objectives, Policies and Programs</b>						
5.1 Goals, Objectives, Policies and Programs Working Paper	\$ 7,100	100.0%	0.0%	\$0.00	100.0%	\$7,100.00
5.2 Commission Workshops #4 - Historic Preservation Issues, and #10 and 11 - Refining Policy *	\$ 10,470	100.0%	0.0%	\$0.00	100.0%	\$10,470.00
<b>Total Task 5</b>	<b>\$ 17,570</b>			<b>\$0.00</b>	<b>100.0%</b>	<b>\$17,570.00</b>
<b>Task 6: Prepare Draft General Plan</b>						
6.1 Prepare Administrative Draft General Plan						
A. Land Use Element	\$ 23,160	95.0%	2.0%	\$463.20	97.0%	\$22,465.20

Program Task	Total Task Budget	% Completed at Last Invoice	% Completed This Invoice	\$ Amount Completed This Invoice	Total % Task Completed	Total \$ Amount Completed
B. Circulation and Infrastructure Element	\$ 12,020	75.0%	20.0%	\$2,404.00	95.0%	\$11,419.00
C. Community Resources Element	\$ 9,460	100.0%	0.0%	\$0.00	100.0%	\$9,460.00
D. Noise Element	\$ 8,394	90.0%	2.0%	\$167.88	92.0%	\$7,722.48
E. Safety Element	\$ 5,860	100.0%	0.0%	\$0.00	100.0%	\$5,860.00
F. Implementation	\$ 8,300	95.0%	0.0%	\$0.00	95.0%	\$7,885.00
6.2 Preliminary Draft General Plan	\$ 7,720	37.0%	25.0%	\$1,930.00	62.0%	\$4,786.40
6.3 Planning Commission Workshops #12 and #13 - Did We Get it Right?	\$ 6,640	0.0%	0.0%	\$0.00	0.0%	\$0.00
6.4 RBF Data Tasks	\$ 3,140	0.0%	63.0%	\$1,978.20	63.0%	\$1,978.20
6.5 Community Open House #2	\$ 8,300	0.0%	0.0%	\$0.00	0.0%	\$0.00
<b>Total Task 6</b>	<b>\$ 92,994</b>			<b>\$6,943.28</b>	<b>77.0%</b>	<b>\$71,576.28</b>
<b>Task 7: Public Hearings and General Plan Adoption</b>						
7.1 Planning Commission Hearings (2)	\$ 4,240	0.0%	0.0%	\$0.00	0.0%	\$0.00
7.2 City Council Hearings (2)	\$ 4,960	0.0%	0.0%	\$0.00	0.0%	\$0.00
<b>Total Task 7</b>	<b>\$ 9,200</b>			<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>
<b>Task 8: Prepare Final General Plan</b>						
8.1 Preliminary Final Plan and Map	\$ 5,980	0.0%	0.0%	\$0.00	0.0%	\$0.00
8.2 Final Plan and Map	\$ 3,240	0.0%	0.0%	\$0.00	0.0%	\$0.00
<b>Total Task 8</b>	<b>\$ 9,220</b>			<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>
<b>Task 9: Project Management</b>						
9.1 Project Management	\$ 9,580	100.0%	0.0%	\$0.00	100.0%	\$9,580.00
9.2 City Staff Meetings	\$ 12,970	88.0%	6.0%	\$778.20	94.0%	\$12,191.80
<b>Total Project Management</b>	<b>\$ 22,550</b>			<b>\$778.20</b>	<b>96.5%</b>	<b>\$21,771.80</b>
<b>Direct Costs</b>						
Refined Work Scope (1 and PDF)	\$ 50	100.0%	0.0%	\$0.00	100.0%	\$50.00
Program Kickoff Meeting	\$ 100	100.0%	0.0%	\$0.00	100.0%	\$100.00
Annotated Bibliography of Existing City Documents, Plans and Studies (1 and PDF)	\$ 50	100.0%	0.0%	\$0.00	100.0%	\$50.00
Program Notebooks (25)	\$ 280	100.0%	0.0%	\$0.00	100.0%	\$280.00
Bus Tour with City Staff	\$ 100	100.0%	0.0%	\$0.00	100.0%	\$100.00
Department Head and Stakeholder Interviews (up to 20) and Key Findings Study (1 and PDF)	\$ 185	100.0%	0.0%	\$0.00	100.0%	\$185.00
General Plan Basemap (1 and PDF)	\$ 100	100.0%	0.0%	\$0.00	100.0%	\$100.00
General Plan Website Materials	\$ 80	75.0%	25.0%	\$20.00	100.0%	\$80.00
Land Use Technical Report (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Existing Economic Conditions and Trends Report (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Parks, Recreation and Community Facilities Technical Paper (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Coordination with Traffic Consultant	\$ -	100.0%	0.0%	\$0.00	100.0%	\$0.00
Hazards and Safety Technical Report (1 and PDF)	\$ 90	100.0%	0.0%	\$0.00	100.0%	\$90.00
Noise Technical Report (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Planning Commission Workshop #1	\$ 230	100.0%	0.0%	\$0.00	100.0%	\$230.00
Planning Commission Workshops #2, 3 and 6	\$ 650	100.0%	0.0%	\$0.00	100.0%	\$650.00
Newsletter #1 (1 camera ready original and PDF)	\$ 130	100.0%	0.0%	\$0.00	100.0%	\$130.00
Community Open House #1	\$ 960	100.0%	0.0%	\$0.00	100.0%	\$960.00

Program Task	Total Task Budget	% Completed at Last Invoice	% Completed This Invoice	\$ Amount Completed This Invoice	Total % Task Completed	Total \$ Amount Completed
Maps of Three Plan Alternative Concepts (1 and PDF of each)	\$ 330	100.0%	0.0%	\$0.00	100.0%	\$330.00
Coordination with Traffic Consultant	\$ -	100.0%	0.0%	\$0.00	100.0%	\$0.00
Land Use and Circulation Alternatives Report (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Planning Commission Workshops #7, 8 and 9	\$ 650	100.0%	0.0%	\$0.00	100.0%	\$650.00
Goals, Objectives, Policies and Programs Working Paper (1 and PDF)	\$ 80	100.0%	0.0%	\$0.00	100.0%	\$80.00
Planning Commission Workshops #10 and 11	\$ 650	100.0%	0.0%	\$0.00	100.0%	\$650.00
Administrative Draft General Plan (5)	\$ 410	50.0%	0.0%	\$0.00	50.0%	\$205.00
Preliminary Draft General Plan (25 and PDF)	\$ 1,160	0.0%	0.0%	\$0.00	0.0%	\$0.00
Planning Commission Workshops #12 and 13	\$ 440	0.0%	0.0%	\$0.00	0.0%	\$0.00
RBF Data	\$ 130	0.0%	100.0%	\$130.00	100.0%	\$130.00
Community Open House #2	\$ 960	0.0%	0.0%	\$0.00	0.0%	\$0.00
Draft General Plan (100 and PDF)	\$ 4,160	0.0%	0.0%	\$0.00	0.0%	\$0.00
Planning Commission Hearings (2)	\$ 120	0.0%	0.0%	\$0.00	0.0%	\$0.00
City Council Hearings (2)	\$ 120	0.0%	0.0%	\$0.00	0.0%	\$0.00
Pre-Press Final General Plan (1)	\$ 105	0.0%	0.0%	\$0.00	0.0%	\$0.00
Final General Plan (50 Copies, MS Word, PDF and ArcGIS Files)	\$ 2,450	0.0%	0.0%	\$0.00	0.0%	\$0.00
Project Management	\$ 500	100.0%	0.0%	\$0.00	100.0%	\$500.00
City Staff Meetings	\$ 450	90.0%	10.0%	\$45.00	100.0%	\$450.00
<b>Total Direct Costs</b>	<b>\$ 16,120</b>			<b>\$195.00</b>	<b>39.7%</b>	<b>\$6,400.00</b>

\* Note: Commission workshops are renumbered by topic, as described in 3/31/05 letter to Carolyn Chun.

TOTAL INVOICE	\$ 330,710		\$7,916.48	\$279,830.08
		Percent of Total	2.4%	84.6%