



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No.** _____

FROM: City Administrator

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE AUTHORIZING MIG PLANNING AND ENVIRONMENTAL MANAGEMENT SERVICES TO ASSIST IN THE PHASE ONE IMPLEMENTATION OF THE CITY'S GREEN ZONE ACTION PLAN PURSUANT TO THEIR EXISTING ON CALL SERVICES AGREEMENT

MEETING DATE: October 18, 2016

RECOMMENDATION:

Adopt the Resolution authorizing MIG Planning and Environmental Management Services to proceed with Phase One of the Green Zone Action Plan.

BACKGROUND & ANALYSIS:

Previously, staff requested the City Council to authorize the use of on-call service contracts. On-call service contracts provide flexibility and enhance the capacity of the City to deliver projects and programs. These professional service contracts reduce costs and expedite project schedules by reducing the time and effort to solicit multiple Requests for Proposals (RFPs) for various individual projects. On August 3, 2015, City Council authorized staff to issue a Request for Statement of Qualifications (RFQ/SOQ) for Various On-call Professional Services, including Environmental Science.

After reviewing all SOQ's, each submittal was ranked based on consistent and objective criteria, and an eligibility list in each category for all qualified firms was created. On January 5, 2016, the City Council adopted a resolution approving professional services agreements and establishing an eligibility list for various on-call professional services. These services included MIG Planning and Environmental Management Services as one of the highly ranked firms whose professional services agreement was approved by the City Council.

Implementation of the Green Zones Action Plan is intended to promote health, sustainability, and equity for the City of Commerce. The Green Zones Action Plan is the culmination of years of dedicated and innovative work by the City's Green Zones Working Group. The programs and initiatives contained in the Commerce Green Zones Action Plan are intended to provide a blueprint for positive change and incremental

transformation through innovative, healthy and sustainable solutions. Recognized by the South Coast Air Quality Management District with a Clean Air Award, the Implementation of the Green Zones Action Plan is intended to serve as a model for other communities struggling to identify solutions to address environmental concerns while striking a balance with the appropriate type of economic development.

While developing the Action Plan, an MIG staff person worked as the facilitator for each of the Working Group's meetings. MIG's insight and understanding of the project was clearly presented in their proposal for this project and staff believes they are best suited to assist with the initial implementation of the program. MIG's proposal includes seven tasks to be completed over a six month time period. The tasks are shown and described as follows:

1. **Project Initiation** – this includes a project kick off meeting, clarifying roles and responsibilities, outlining action items, creating a project team meeting schedule, and revising the work plan and schedule.
2. **Team Strategy Conference Calls & Meetings** – the MIG and City teams will meet to discuss data needs, process approach, and work products. The following meetings are proposed:
 - a. Specific Plan Charrette Planning –review specific plan area, objectives, confirm team roles, etc.
 - b. Industry Cluster Findings – discuss findings of the industry cluster analysis and survey responses, as well as key opportunities and challenges.
 - c. Specific Plan Framework & Next Steps Recommendation – based on results of charrette, grant opportunities research and industry cluster analysis draft and review next steps and recommendations.
3. **Business Liaison Office Framework** – this task includes a benchmark study of other agencies to determine best practices for this type office. It also includes a communication strategy plan, as well as beginning to establish the Business Liaison Office and designing its structure. Staff envisions the Business Liaison Office being structured as one under the Public Works & Development Services Department with contract staff. The number of staff members that make up this office as well as their availability will also be determined during this task. Staff believes this is the most critical component of the project and will work to establish it as quickly as possible. Staff would like to have this office operational within six months of initiating this project. Several factors will contribute to this however, including the size of the office and the funding needed to operate it. If there are funds remaining from Phase 1 implementation of the Action Plan, staff envisions them being used to jump-start the establishment of the Business Liaison Office.
4. **Survey** – MIG will create a survey to be administered to business owners, operators, and managers located in the City. The primary objectives of this task is to get a detailed list of businesses within the City, their employment make-up, business volumes, expansion/growth plans, location preferences, infrastructure

needs, and regional linkages. A memorandum documenting the survey results will be developed at the conclusion of this task.

5. **Market Analysis** – key industry clusters will be identified and growth trends and linkages in the context of the region by comparing the City with Los Angeles County will be completed. The City’s comparative strengths and weaknesses and future growth opportunities will also be determined.
6. **Community Specific Plan Charrette** – MIG will design and facilitate a community charrette to confirm the vision for the specific plan area. The team will present material to inform the community about the land use constraints as well as potential market opportunities. The information will be presented in a community friendly manner to facilitate dialogue with the public about the future potential for business attraction and confirming land uses and planning tools that support these opportunities. The findings of the charrette will be documented in a memorandum to staff.
7. **Specific Plan Framework & Next Steps Recommendations** – the materials and findings of the community charrette will be used to develop the draft specific plan framework. The framework will lay the foundation for the existing conditions, and opportunities and constraints portion of an eventual specific plan. The framework will include the confirmed boundaries of the plan and articulate the shared community vision. MIG will use the data from the work conducted in this phase to develop recommendations for implementation Phase 2 of the Action Plan. Task 7 also includes MIG completing one grant application for future funding for the Business Liaison Office. Lastly, a presentation summarizing Phase 1 implementation will be developed and provided to the City Council.

Staff is recommending that the City Council authorize MIG Planning and Environmental Management Services to proceed with assisting the City of Commerce with implementing Phase One of the Green Zones Action Plan.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

FISCAL IMPACT:

The City Council approved \$120,000 as part of the FY 2016-17 Measure AA budget process; specifically under the Economic Development Activities category. A breakdown that is being requested is as follows:

Item	Amount
Environmental Science Services with MIG Planning and Environmental Management Services	\$108,480

(per existing on-call PSA dated February 2, 2016)	
Contingency (10%)	\$10,848
Total Authorization =	\$119,328

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is applicable to the following Council's strategic goal: *"Improve and maintain infrastructure and beautify our community"* as identified in the 2012 Strategic Plan.

Recommended by: Maryam Babaki, Director of Public Works & Development Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENT:

1. Resolution
2. Exhibit A - Scope of Work