

**AMENDMENT NUMBER ONE TO
PROFESSIONAL SERVICES AGREEMENT
WITH
COMMUNITY CATALYST**

This Amendment Number One ("Amendment") is dated May 30 2024, ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City") and Community Catalyst, an S Corporation ("Consultant").

WHEREAS, City and Consultant entered into an agreement on March 14, 2024 for Consultant to perform planning services (the "Agreement"); and

WHEREAS, City and Consultant originally established an annual not-to-exceed amount of \$25,000 but now desire to increase such amount to \$50,000;

WHEREAS, the parties desire Consultant to provide additional planning related services.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The second sentence in section 2.1 is revised to state, "Contractor's total compensation shall not exceed \$50,000.00."
2. Exhibit A to this Amendment replaces the Exhibit A of the original Agreement.
3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement, as amended.
4. All other terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.
5. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.


IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT


Amber Gregg
CEO

Date: 5/31/2024

CITY OF COSTA MESA



Carol Molina
Finance Director

Date: 6/28/24

ATTEST:



Brenda Green
City Clerk



Date: 7/9/2024

APPROVED AS TO FORM:



Kimberly Hall Barlow
City Attorney

Date: 7/13/24


APPROVED AS TO INSURANCE:

FOR 

Ruth Wang
Risk Management

Date: 6/27/24

APPROVED AS TO CONTENT:



Scott Drapkin
Project Manager

Date: 6/27/24

DEPARTMENTAL APPROVAL:



Cecilia Gallardo-Daly
Interim Economic & Community
Development Director

Date: 6/27/24

PURCHASING APPROVAL:



Carol Molina
Finance Director

Date: 6/28/24

EXHIBIT A
CONSULTANT'S PROPOSAL
(updated)



COMMUNITY CATALYST

May 23, 2024

City of Costa Mesa
Attn: Cecilia Gallardo-Daly, Assistant City Manager, and
Scott Drapkin, Assistant Community Development Director
77 Fair Drive
Costa Mesa, CA 92626

RE: Specialty Contractual Services Proposal for the Economic and Community Development Department.

Dear Mrs. Gallardo-Daly and Mr. Drapkin,

Thank you for the opportunity for Community Catalyst to submit this proposal for specialty contractual services to help aid the Economic and Community Development Department. My primary goal is to support the Department in enhancing its planning and operational efficiencies, as well as ensuring that all communication with the City Council, Planning Commission, and the City Manager's office is streamlined, effective, and impactful.

As a recognized housing expert in the planning industry, and my extensive experience with large and complex development projects, I am confident in my ability to offer comprehensive support and guidance across a variety of tasks including Housing Element compliance and the redevelopment of the Fairview Development Center. I am committed to providing high-quality, responsive services that meet the unique needs and challenges of the Economic and Community Development Department.

Attached is a copy of the proposed contractual services for your review. I look forward to the opportunity to discuss this proposal further and to the possibility of contributing to the success of the Department. Thank you for considering my proposal. If you have any questions or require additional information, please do not hesitate to contact me at (949) 565-5484 or hello@community-catalyst.com.

Sincerely,

Amber Gregg, CEO

INTRODUCTION

Community Catalyst is a boutique planning firm that specializes in enhancing the quality of life within communities. We offer a robust combination of project management, team leadership, process skills, and technical knowledge, underpinned by extensive experience in Orange County. A recognized industry expert in Housing and Large Development project management, we have a unique skillset in helping Cities achieve the successful processing of complex projects. Having collaborated with both pro-growth and slow-growth communities, we understand that each environment requires superior designs that seamlessly integrate with the existing community character.

Our founder and CEO, Amber Gregg, brings over 22 years of experience in local city planning. Renowned across the region as a leading planning professional, she stands at the forefront of community development and legislation. Amber's dynamic personality and passion for the planning profession empower her to drive creative solutions and foster collaborative outcomes. In 2018, she established her own firm with a commitment to assisting cities and stakeholders in enhancing their communities. Her focus has been on leadership, streamlining review processes while upholding community standards, and facilitating development. Since its inception, Community Catalyst has evolved into a premier boutique planning firm, distinguished by its dedication to quality and community-centric approach.

PROPOSED SCOPE OF SERVICES

Community Catalyst is excited to present a proposal for extended contractual services tailored to support the Economic and Community Development Department's objectives. This proposal is in addition to our existing contractual services approved in March 2024. The City is seeking services to help aid in processing key aspects of their Housing Element, Housing Programs, as well as project management services for the Fairfield Development Center. In addition to the above, the City request services to complete the processing of the Affordable Housing Ordinance, In-Lieu Fee Adoption, and One Metro West project approval including amending the project's development agreement.

Community Catalyst is currently assisting the City of Costa Mesa with the review process for several Housing Programs including the adoption of an Affordable Housing Ordinance, as well as the establishment of an Affordable Housing In-Lieu Fee. These two projects are scheduled for a public hearing with the City Council on June 4, 2024. Community Catalyst is currently preparing all necessary documentation for the June 4th meeting, including staff reports, resolutions, and the public presentation.

Furthermore, the City also desires project management services for the processing of the One Metro West development in the City. Community Catalyst is also assisting the City with the management of the One Metro West development project which includes amending the development agreement, revising ordinances, and modifying conditions of approval. The successful processing of this project will provide the City \$17.5 million dollars in public benefits, as well as affordable housing units, when completed. Community Catalyst is also presenting this project at the City Council meeting on June 4, 2024, and is currently prepare all necessary documentation for the meeting including staff reports, ordinances, resolution, and the public presentation.

As detailed above, Community Catalyst is currently spearheading these essential specialty planning projects for the City of Costa Mesa, focusing on the implementation of the Housing Element Housing Programs, including the development of an Affordable Housing Ordinance and the adoption of an in-lieu fee. Approval of extended specialty contractual services with Community Catalyst will ensure that these critical initiatives continue to be reviewed and completed in an expedited manner, leveraging the expertise and momentum already established. This partnership will enable the City to efficiently navigate the complexities of housing policy, engage effectively with stakeholders, and achieve the desired outcomes for affordable housing in a timely fashion.

AVAILABILITY & SERVICE RATE SCHEDULE

Community Catalyst is committed to offering flexible and accessible services tailored to the Department's specific needs and timelines. Below is an overview of my availability and rate schedule, designed to provide transparency and ensure alignment with the Department's planning and budgetary considerations.

The proposed services are requested at the Planning Manager level, which is offered at a rate of \$200 per hour. Requested services will be provided two days a week, typically Tuesday and Thursday, from the hours of 9am to 5pm. Night meetings can also be attended, contingent on staff availability. Amber Gregg will be the staff member assigned to provided service and she is available immediately.

Invoices will be submitted monthly, and the invoice will include a detailed accounting of staff time. Community Catalyst is a fully insured corporation and can provide proof of all required insurance at the time of contract approval. As an independent contractor we comply with all federal, state, and local regulations and can provide documentation of compliance with state law upon request.

Should the City need additional on-call services, the following is the Service Rate Schedule.

2024 SERVICE RATE SCHEDULE

Planning Director	\$245
Planning Manager	\$200
Principal Planner	\$175
Senior Planner	\$150
Associate Planner	\$125
Assistant Planner	\$115
Administrative Services	\$55

Direct expenses, including subconsultants billed at cost. Overtime, meaning hours worked beyond an eight-hour day, will be billed at a rate of 1.5 times the hourly rate. Annually on July 1st Community Catalyst will initiate a rate increase based on the change in the Consumer Price Index for the area. From time to time fee adjustments are necessary to provide expanded services, Community Catalyst will issue a letter of notification when this arises.

KEY PERSONNEL



Amber Gregg, the CEO and Founder of Community Catalyst, has been designated as the point of contact for the City of Costa Mesa. With an extensive background spanning over 20 years in municipal planning, Amber possesses a distinctive blend of skills that are pivotal in bridging public and private development efforts. Her expertise ensures a seamless facilitation of project entitlements and aligns with the broader community vision. At Community Catalyst, our mission is to transform places into exceptional spaces. Driven by a desire to be a dynamic force for change, we engage in collaborative efforts to devise creative, practical solutions that propel projects forward, serving as a beacon of progress.

PROFESSIONAL SUMMARY

A positive and collaborative community development professional with a “work smarter not harder” philosophy, dedicated to improving the quality of life of communities, with a focus on exceptional customer service.

CORE QUALIFICATIONS

Housing & Urban Planning: Expert in current and long-range planning, including comprehensive General Plan and housing element updates, development of City Local Coastal Program, and specific plan amendments. Skilled in navigating complex and controversial entitlement applications for mixed-use, affordable housing, and transit-oriented developments. Recognized as a leading housing expert in Orange County with positive working relationship with HCD. Proficient in CEQA, Building and Safety, and Code Compliance, with a strong background in software applications like Office, eTrakit, EnerGov, Lobby Central, and GIS.

Customer Service: Committed to exceptional service, emphasizing clear, prompt communication and relationship building. Experienced in managing community outreach, presenting to diverse groups, and facilitating win-win solutions for complex developments.

Leadership & Management: Inspirational leader valuing team empowerment, open communication, and a positive work environment. Managed complex annual budget, staff management, and served in roles such as Secretary to Planning Commission and Design Review. Led the internal Development Management Team to enhance collaboration across departments.

EXPERIENCE

CEO & Founder of Community Catalyst – May 2018 to Present
City Planner/Planning Manager, City of San Clemente – 2016 to 2018
Assistant, Associate, & Senior Planner – 2002 to 2016

PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

American Planning Association (APA) / Association of Environmental Professionals (AEP)
OC-APA Board Member and Legislative Chair 2018 to Present
CA-APA Legislative Review Member