



CITY ADVISORS

The background of the lower half of the page is a photograph of a modern building's facade. The building features a grid of windows with white frames, creating a strong geometric pattern. The perspective is from a low angle, looking up at the building.

***STATEMENT OF
QUALIFICATIONS***



October 26, 2022

Gabriel Perez
Development Services Director
City of Coachella
53990 Enterprise Way
Coachella CA 92236

Dear Mr. Perez,

City Advisors appreciates the opportunity to submit the following Statement of Qualifications.

Company Overview

City Advisors is a contract planning startup established in 2022. The company exclusively serves public agencies providing current and long-range planning services.

City Advisors differentiates itself from other planning consulting firms by providing reliable, affordable, and efficient contract services. With little overhead, City Advisors offers two flexible billing options: a traditional time and materials structure, or a project-based fee structure. The company works collaboratively with cities to develop a project budget that fits within the agency's means. This unique business model allows City Advisors to offer the most competitive rates around, while providing flexible staffing options if project needs change.

City Advisors prides itself on operating honestly, with integrity, and with the highest ethical standards. Clients can rely on us to follow through on our commitments and avoid unexpected costs throughout the entire contract term. The Project Manager will provide regular updates on project statuses, communicate any roadblocks, and identify solutions.

City Advisors is excited to partner with cities to tackle work backlogs, provide focused support on high-priority entitlement and long-range planning projects, and work with city staff to raise customer service levels.

Services Provided

City Advisors offers a full complement of planning services including the following:

- Building Plan Check Reviews
- Code Implementation
 - Including: Designing Applications & Standard Operating Procedures
- Entitlement Case Processing
- Planning Application Case Processing



- Ordinance Development
 - Including: Housing Element Implementation and Objective Design Standards
- Permit Software Implementation
- Permit Process Improvements
 - Including Process Mapping and Recommended Strategies
- Special Planning Project Management
- Special Project Management for all City Departments
- Strategic Planning and Implementation Plans for all City Departments
- Zoning Code Amendments
 - Including: Streamlining Initiatives and Comprehensive Updates

Project Manager

- Stephanie Tomaino, AICP will serve as the Planning Consultant assigned to support the City. Stephanie has over 15 years of professional planning experience. Most of those years were spent in local government serving as an in-house planner at the cities of San Clemente, Irvine, Costa Mesa, Lake Forest, and Mission Viejo. During that time, she managed the Current Planning operations of a Community Development Department supervising a team of staff and contract planners to process over 300 planning applications and 2,000 building plan reviews each year. Stephanie processed many high-profile discretionary applications and is very comfortable presenting projects at public hearings to the Planning Commission and City Council. Prior to founding the company, Stephanie worked in the real estate and development division of Amazon as a Senior Entitlements Manager. In that capacity, she supervised Amazon's network of last-mile delivery stations in Southern California and the greater Southwest region. Stephanie is a certified planner and active volunteer leader within the American Planning Association (APA) at both the California Chapter and local Orange County levels. She is a part-time lecturer within UC Irvine's Master of Urban and Regional Planning program. Stephanie holds a Master's degree in Urban and Regional Planning from California Polytechnic University, Pomona, and Bachelor of Art degrees from UC Irvine.

Project Experience

Over the course of her 15-year professional planning career, Stephanie developed project experience in the following areas:

- Architectural Design Review
- Board, Commission, and City Council presentations
- Community Engagement and Consensus Building
- CEQA and Environmental Compliance
- Coastal Development Permits
- Conditional Use Permits
- Historic Preservation, including reviewing historic resources for compliance with local, State, and Federal regulations
- Minor Exceptions/Adjustments from Code Standards



- Redevelopment of Commercial and Industrial Properties
- Residential Subdivisions
- Site Development Reviews
- Wireless and Small Cell Facilities (Ministerial and Discretionary Reviews)
- Zoning Code Amendments
- Zoning Compliance Reviews (Ministerial and Discretionary)

Billing Structure

Due to the ongoing planning needs of the City of Coachella, a standard time and materials contract is recommended. For long-range planning assignments, the Project Manager will work with the Contract Supervisor to develop the scope of work and identify a maximum number of weekly hours to dedicate towards the project tasks to ensure work is completed within the Department's budget. For current planning assignments, costs will be based on the number of hours involved in reviewing and processing the entitlement applications. All work will be completed remotely outside of City Hall.

Fees

The Project Manager's hourly billing rate for the initial year of the contract is \$115 per hour. The hourly billing rate is subject to an annual Consumer Price Index adjustment of 3% over the term of the agreement.

We look forward to supporting the City of Coachella with current and future planning needs.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Tomaino". The signature is written in a cursive, flowing style.

Stephanie Tomaino, AICP
Owner and Principal