



CITY OF EL CERRITO

Safety Element Update

Proposal | September 26, 2023



800 Hearst Avenue | Berkeley, CA 94710
(510) 845-7549 | www.migcom.com



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CALIFORNIA
BERKELEY, FULLERTON,
LOS ANGELES, PASADENA,
RIVERSIDE, SACRAMENTO,
SAN DIEGO, SAN JOSE,
AND SONOMA

COLORADO
DENVER

NEW YORK
BROOKLYN

OREGON
PORTLAND

TEXAS
SAN ANTONIO

WASHINGTON
SEATTLE

Date

Persons Name

City/County

Address

City, State Zip

RE: TBD

Dear XX and Selection Committee Members:

TBD

Sincerely,

Name of PIC

Principal-in-Charge



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1. General Information

Company Information

Moore Iacofano Goltsman, Inc.

800 Hearst Avenue
Berkeley, CA 94710
(510) 845-7549
www.migcom.com

MIG has been in business for 41 years.

Primary Contact

Laura Stetson, AICP
Principal-in-Charge
401 W A Street, Suite 200
San Diego, CA 92101
(626) 744-9872 x 3090
lstetson@migcom.com

Secondary Contact

Shawna Brekke-Read
Project Manager
800 Hearst Avenue
Berkeley, CA 94710
(510) 845-7549 x 1810
sbrekkeread@migcom.com

2. Statement of Experience and Qualifications

About MIG Inc.

MIG, Inc., improves, adapts, and creates organizations, environments, and tools for human development. We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem-solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives. This belief shapes the principles that guide our work:

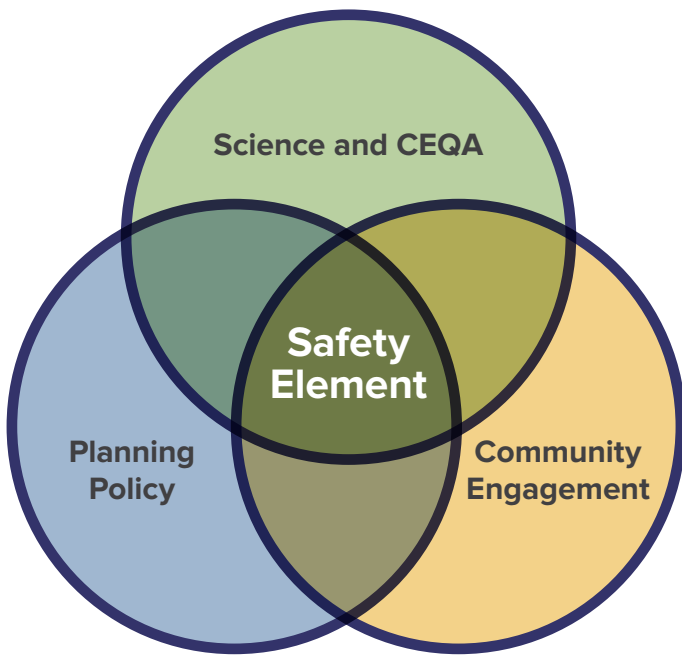
- » Communities can plan their own futures.
- » The world needs an ecological perspective.
- » Great projects work for everyone.
- » Elegant design inspires new thinking.
- » Every project presents an opportunity to advance racial and social equity.
- » All work must be context driven.

MIG is at the forefront of innovation. We are leading local, regional, and national planning and design initiatives to ensure accessibility and equity; engage, educate, and empower people through participatory processes; facilitate strategy development for social change; create playful and inclusive communities; reimagine streets and repurpose infrastructure; revitalize cities and restore ecosystems; and promote environmental stewardship by recognizing that the health of the natural and built world is mutually dependent. Following the lead of the State of California, MIG has incorporated climate change and resiliency planning into our overall approach to urban design and planning.

For over 40 years, MIG has served public and private clients of every size and jurisdiction—from single property owners to city, county, and state government to regulatory agencies and developers—as a full-service planning and environmental consulting firm. Our dedicated staff has the experience to prepare plans and design documents for a wide variety of projects, and guide clients in environmental regulatory compliance, restoration design and implementation, technical studies, and climate action plans. As a complement to our planning, design, and development services, we bring critical information into the process, and ultimately into key decisions impacting feasibility, livability, and successful project implementation.

AREAS OF EXPERTISE

- » General Plans/Development Codes/Specific Plans
- » Environmental Services (CEQA/NEPA)
- » Land Planning
- » Landscape Architecture & Ecological Design
- » Urban Planning & Design
- » Geographic Information Systems
- » Contract Planning (On-site and On-call)
- » Technical Services Including Air Quality and Climate Change Analysis, Energy Analysis, and Historic Resource Evaluation
- » Health Risk Assessments, Biological Resources Analysis, Acoustical and Vibration Analysis
- » Graphics/Visual Simulations and Analyses
- » Entitlement Processing



The City of El Cerrito Safety Element represents a project that requires the multidisciplinary approach MIG offers. Understanding the science behind the environmental threats to public safety requires the expertise of our environmental services team. Creating the strategies and policy language to address those threats requires the understanding our planners have of municipal practices. Learning from the community about their concerns and hearing their ideas for solutions requires a thoughtful public engagement process for which MIG is well known. Our environmental services team also can ensure CEQA compliance for this project, which is intended to avoid environmental impacts. And foremost, MIG knows El Cerrito well from our work on the San Pablo Avenue Specific Plan and EIR. MIG also prepared the 1999 El Cerrito General Plan, introducing a structure which, for its time, was considered innovative and integrative.

MIG has completed numerous Safety Elements, both as part of comprehensive general plan update programs and as focused efforts, most recently in conjunction with Housing Element update programs to fulfill State law requirements for aging Safety Elements. Our recent work has involved Safety Elements for Marin County and the cities of Redwood City and San Carlos, all of which incorporate the now more stringent Government Code requirements regarding vulnerability assessments, relationship to local hazard mitigation planning, and coordination with CalFire, the State Department of Mines and Geology, and the State Office of Emergency Services. For the cities of Santa Fe Springs and Whittier in Southern California, we prepared updated Safety Elements in conjunction with their general plan updates. The matrix on the following page identifies MIG's planning work most directly relevant to the El Cerrito Safety Element. Examples of our recent work can be viewed at the links below:

[Marin Safety Element](#)

[Redwood City Safety Element](#)

[San Carlos Safety Element](#)

[Whittier General Plan](#)

[Santa Fe Springs General Plan](#)

Project Matrix

	CEQA DOCUMENTATION	AIR QUALITY/GHG	NOISE IMPACTS	BIOLOGICAL RESOURCES	CULTURAL RESOURCES	VISUAL IMPACT/AESTHETICS
MIG SELECT CEQA DOCUMENTS						
City of Whittier General Plan Update EIR	●	●	●	●	●	
City of Clayton General Plan EIR	●	●	●	●	●	
City of Santa Fe Springs General Plan Update EIR	●	●	●	●	●	
City of Monterey Park General Plan Update EIR	●	●	●			
City of Walnut General Plan Update EIR	●	●	●	●	●	●
City of Desert Hot Springs General Plan Update EIR	●	●	●	●	●	
City of Cudahy General Plan Update EIR	●	●	●			
City of Garden Grove General Plan Update EIR	●	●	●			
Smoky Hollow Specific Plan EIR, El Segundo	●	●	●			
Duke Realty Warehouse EIR, San Bernardino County	●	●	●	●	●	
Duarte Station Specific Plan EIR, Duarte	●	●	●			●
Walnut Ranch Park EIR and HCP, Walnut	●	●	●	●	●	●
Garvey Avenue Specific Plan EIR, Rosemead	●	●	●		●	
Covina Town Center Specific Plan EIR, Covina	●	●	●			
Poway Road Specific Plan Amendment EIR, Poway	●	●	●	●		
Positive Investments, Krameria Tentative Tract Map IS/MND, Moreno Valley	●	●	●	●	●	
Olympic R.E. Holdings, Inland Center Drive Warehouse, San Bernardino	●	●	●	●	●	
7-Eleven at Perris Boulevard/Rider Street IS/MND, Perris	●	●	●	●		
Meredith Specific Plan EIR Addendum, Ontario	●					
Memorial Park Improvements IS/MND, Upland	●	●	●	●		
Condor Battery Energy Storage Facility IS/MND, Norwalk	●	●		●		
Cutter Way Residential IS/MND, Covina	●	●	●			
Sheila Street Warehouse EIR Peer Review, Commerce	●	●				
Costco Expansion IS/MND Addendum, Chino Hills	●	●	●			
Alere Telegraph Commerce Center IS/MND, Pico Rivera	●	●	●			
Outfront Media Digital Billboard IS/MND, Garden Grove	●					
South Alhambra Ave Senior Housing Project IS/MND, Monterey Park	●	●	●			
Blue Mountain Spruce Street Warehouse IS/MND, Riverside	●					
Eastern Municipal Water District Water Well 204 IS/MND, Perris	●	●	●	●		
S2A Modular Home Factory IS/MND, Hemet	●	●	●	●		
Atlantic Boulevard Improvement Categorical Exemption, Commerce	●					
Arbor Express Car Wash IS/MND and Technical Studies, Rancho Cucamonga	●	●	●			
123 Pomona Avenue Residential IS/MND, Monrovia	●	●	●			
Dhammakaya Meditation Center EIR Addendum, Azusa	●					
Garvey Square Mixed-Use Development IS/MND, El Monte	●	●				
Station Square South Specific Plan IS/MND, Monrovia	●	●	●	●	●	●
Avalon Monrovia Specific Plan IS/MND, Monrovia	●	●	●	●	●	●

The MIG Team

For the El Cerrito Safety Element, MIG has drawn from our staff of experienced urban planners, environmental scientists, and policy analysts to create the interdisciplinary team critical for success.

The team will be led by Principal Laura Stetson, who brings 35+ years of experience working on complex planning projects, with a focus on general plans and zoning codes. She recently served as Principal-in-charge for the Whittier and Santa Fe Springs general plan programs and as consulting Principal for the Marin County update. Shawna Brekke-Read will serve as Project Manager. In this role, she will direct the work of the entire team and be the day-to-day contact for City staff. Shawna brings consulting experience, combined with 15 years as a public sector planner, including director positions in Benicia, Moraga, Susanville, and South Lake Tahoe.

Each project component will have a technical lead: Miranda Miller for Safety Element research and preparation, Bridget Brown for community engagement and policy analysis, and Ray Pendro for CEQA compliance. Barbara Beard, who led the Safety Element programs in Marin County, Redwood City, and San Carlos, will be the advisor for the element.

The organization chart below illustrates the MIG Team's structure. Resumes of key team members follow.





Laura Stetson, AICP

PRINCIPAL-IN-CHARGE

Laura Stetson’s leadership and award-winning expertise in land use planning and zoning has contributed to the thoughtful revitalization of many cities throughout California. It all started with Laura’s fascination for maps and the stories they tell about cities. Understanding the spatial layout of a community and its human impacts enables her to use policy to positively shape the environment. In turn, the policy documents she helps to craft— general plans, specific plans, zoning codes, and CEQA documents—guide positive change for the people in those communities. A self-defined “fixer,” Laura uses her management and facilitation skills to engage clients and stakeholders in collaborative problem-solving. She methodically analyzes and synthesizes the potential implications and outcomes associated with policies that regulate not only how land will be used, but what, where, and how desirable new construction occurs. Laura strives to ensure that plans meet multiple objectives and are adaptable to changing circumstances. With her 30+ years of experience, she offers a deep reservoir of knowledge to assist communities of every size and variety find the right path forward.

EDUCATION

- » BS, Environmental Earth Science, Stanford University
- » Graduate Coursework in Public Administration, American University

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)
- » American Institute of Certified Planners (AICP)
- » California Planning Roundtable

AWARDS

- » Redwood City General Plan, American Planning Association, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- » Riverside General Plan, American Planning Association Award, California Chapter

SELECTED PROJECT EXPERIENCE

- » Redwood City General Plan, Housing Element, and Focused Zoning Code Update, Redwood City, CA
- » Atascadero Housing Element, Atascadero, CA
- » Cupertino Housing Element Update, Cupertino, CA
- » Palo Alto 2015-2023 Housing Element Update, Palo Alto, CA
- » Monterey Park Housing Element Update, Monterey Park, CA
- » Azusa Housing Element, Azusa, CA
- » Loma Linda Housing Element Update, Loma Linda, CA
- » Burlingame General Plan and Zoning Code Comprehensive Updates, Burlingame, CA
- » Garden Grove Housing Element and Targeted Zoning Code Amendments, Garden Grove, CA
- » San Carlos Housing Element and Safety Element, San Carlos, CA
- » Baldwin Park Housing Element, Baldwin Park, CA
- » Baldwin Park Health and Sustainability Element, Baldwin Park, CA
- » Lancaster Housing Element, Lancaster, CA
- » Downey Housing Element, Downey, CA
- » Redwood City General Plan, Housing Element, and Focused Zoning Code Update, Redwood City, CA



Shawna Brekke-Read

PROJECT MANAGER

Shawna Brekke-Read primarily supports MIG's contract and environmental planning services. In this capacity, she oversees current planning efforts for local agencies in the Bay Area, reviews complex projects, and supports early career planners.

Shawna has over 30 years of experience in public, non-government, and private sectors. Her work has included directing Community Development, Planning, and Development Services Departments in Northern California, most recently in the City of Benicia. As a director and municipal manager, she oversaw planning, building, housing, economic development, and permit counter functions. Shawna also provided staff support to City Councils, managed agendas, and oversaw staffing of Planning Commission and historic and design review boards/commissions for the cities of Benicia, South Lake Tahoe, (Town of) Moraga, and Susanville. Her work included helping cities find ways to improve permit processing. For 13 years, Shawna provided contract planning services to Bay Area cities during times of staff transition and/or increased project workloads.

EDUCATION

- » BA, Environmental Studies and Planning, Sonoma State University, Rohnert Park, CA

SELECTED PROJECT EXPERIENCE

- » Sonoma County Permit and Resource Management Department, Sonoma County, CA
- » Sausalito Contract Planning Services, Sausalito, CA
- » San Rafael Contract Planning Services, San Rafael, CA
- » Martinez Contract Planning Services, Martinez, CA
- » Watsonville Contract Planning Services, Watsonville, CA
- » Director of community development and development services departments and satellite permit agency, Benicia, South Lake Tahoe, Placer County (Tahoe), Moraga, and Susanville, CA*
- » Entitlement processing and project management for commercial, lodging, mixed-use, college, hospital, and residential projects, Benicia, Berkeley, Lafayette, Oakley, Orinda, South Lake Tahoe, Sausalito, Moraga, and Placer County (Tahoe), CA*
- » Housing policy, including objective development standards, accessory dwelling unit and single-room occupancy ordinances, Benicia and South Lake Tahoe, CA*
- » Historic preservation policies, ordinances, and/or implementation, Benicia, Berkeley, Moraga, and Sausalito, CA*
- » Vacation home rental permit process and implementation, South Lake Tahoe and Benicia, CA*

**Projects performed prior to joining MIG*



Barbara Beard

TECHNICAL LEAD, SAFETY ELEMENT

Barbara Beard is a MIG Senior Project Manager and Senior Analyst with over 30 years of experience in preparing documentation pursuant to NEPA and CEQA. As a Senior Project Manager she has directed the preparation of CEQA documents on a wide variety of projects including those for Housing Elements, Safety Elements, Park Master Plans, utility infrastructure, commercial and residential development, landfills, transfer stations, and waste recycling projects, and public facilities such as a new county jail, an new medical building and multiple school projects. Many of the projects Barbara has worked on recently encountered one or more climate change issues such as being in a high fire hazard area or in a Sea Level Rise zone.

As a Senior Project Manager, Barbara maintains day-to-day communications with clients, directs the work of project team members, reviews and incorporates technical documents from outside contractors as well as prepares key sections of project documents. She assists clients with all aspects of the CEQA process including project scoping, notification requirements, public meetings and project findings.

With her years of experience, Barbara assists clients and CEQA lead agencies in successfully navigating the sometimes complex and nuanced CEQA process. She works with clients to identify potential problem issues and works with the project team to devise an acceptable solution to CEQA issues.

EDUCATION

- » BS, Natural Resource Policy and Management, University of Michigan, Ann Arbor

SELECTED PROJECT EXPERIENCE

- » Town of Hillsborough Housing Element Update Program EIR, Town of Hillsborough, San Mateo County, CA
- » City of San Carlos Housing and Safety Element Update Project and Program EIR, City of San Carlos, San Mateo County, CA
- » Marin County Housing and Safety Element Update Project and Program EIR, Marin County, CA
- » Santa Clara Valley Medical Center Child & Adolescent Psychiatric Facility/ Behavioral Health Services Center IS/MND, Santa Clara County, CA
- » West Bay Sanitary District Flow Equalization and Resource Recovery Facility (FERRF) Levee Improvements and Bayfront Recycled Water Facility Project: Constraints Analysis, Living Shoreline Design, Grant Research, EIR, and Permitting, San Mateo County, CA
- » Coyote Point Recreation Area Eastern Promenade and Beach Rejuvenation Project, CEQA Compliance, San Mateo County, CA
- » California Water Tank and Pump Station EIR, Redwood City, CA
- » City of Cupertino Parks and Recreation System Master Plan IS/MND, Santa Clara County, CA
- » Half Moon Bay Building & Garden, Inc. Concrete Batch Plant Replacement Project EIR, City of Half Moon Bay, CA



Ray Pendro

CEQA LEAD / DIRECTOR OF ENVIRONMENTAL PLANNING

Ray Pendro is a highly accomplished planner and CEQA expert who has managed and prepared environmental documentation for projects associated with every planned environment at every scale—from street to freeway; single building or neighborhood to entire city; seaside to mountainside; urban to rural; and many spaces in between. Ray’s fascination with cities and human behavior drew him to the field over 30 years ago and continues to inspire him today. He engages people in collaborative problem-solving, bringing together the expertise of client staff and consultant teams to make informed decisions and find workable solutions. His comprehensive knowledge of CEQA guidelines and case law combined with his proficient writing skills enable him to communicate complex technical data clearly and concisely. Ray’s work makes it possible for projects to be implemented without confusion or legal entanglement, ultimately leading to the reactivation of a city block or construction of new housing or adoption of a general plan—all for the improvement of communities and the people in them.

EDUCATION

- » MS, Architecture and Urban Planning, University of California, Los Angeles
- » BA, Psychology, Boston University
- » Teaching Certificate in Early Childhood Education, University of California, Los Angeles
- » California Clear Multiple Subject Teaching Credential, Los Angeles District Intern Program

PROFESSIONAL AFFILIATIONS

- » Association of Environmental Professionals

SELECTED PROJECT EXPERIENCE

- » Redwood City Housing Element, Safety Element, and Focused General Plan Update EIR, Redwood City, CA
- » Marin County Housing and Safety Element Update Program EIR, Marin County, CA
- » San Pablo Avenue Specific Plan EIR and SEIR, El Cerrito/Richmond, CA
- » El Cerrito Hampton Inn CEQA, El Cerrito, CA
- » Burlingame General Plan and Zoning Ordinance EIR, Burlingame, CA
- » Downtown Precise Plan EIR and On-Call CEQA Services, Redwood City, CA
- » Stanford in Redwood City Precise Plan EIR, Redwood City and Stanford University, CA
- » Stanford Outpatient Center Project EIR, Redwood City, CA
- » San Bruno Transit Corridors Plan EIR and On-Call CEQA Services, San Bruno, CA
- » Palo Alto Public Safety Building and California Avenue Parking Garage EIR, Palo Alto, CA
- » Santa Rosa Fire Station #5 Replacement CEQA/NEPA, Santa Rosa, CA
- » Patrick Henry Drive Specific Plan EIR, Santa Clara, CA
- » Freedom Circle Focus Area Plan EIR, Santa Clara, CA
- » North Fair Oaks Community Plan EIR, San Mateo County, CA
- » Hayward General Plan Update EIR, Hayward, CA
- » Hercules Bayfront Master Plan EIR, Hercules, CA
- » Downtown Improvement Plan EIR, Sunnyvale, CA
- » Hercules Safeway IS/MND, Hercules, CA



Steve Ridone

SENIOR ENVIRONMENTAL PLANNER

Steve Ridone is a Senior Project Associate with 13 years of environmental planning experience. He has assisted in preparing environmental documents (initial studies and EIRs) and master plans, research for background conditions reports and constraints analysis, and other planning and land use analysis tasks. Steve's experience also includes environmental data review, land use analysis, technical editing and research, project application material review, technical editing, and subcontract preparation and coordination.

SELECTED PROJECT EXPERIENCE

- » Marin County Housing and Safety Element Update Program EIR, Marin County, CA
- » Town of Hillsborough Housing Element Update Program EIR, Town of Hillsborough, CA
- » San Pablo Avenue Specific Plan EIR, El Cerrito/Richmond, CA
- » Downtown Redwood City Precise Plan EIR On-Call CEQA services, Redwood City, CA
- » Burlingame General Plan Update – Existing Conditions Report, Burlingame, CA
- » 841 San Bruno Avenue Initial Study, City of San Bruno, CA
- » Heart of Fairfield Plan EIR, Fairfield, CA
- » Meadowoods Subdivision EIR, Hillsborough, CA
- » Crystal Springs Uplands School EIR, Belmont, CA
- » La Palma General Plan Update EIR, La Palma, CA
- » Sonoma County On-Call CEQA services, Sonoma County, CA
- » Claremont Hills Wilderness Park Master Plan, Claremont, CA
- » Tolay Lake Regional Park Master Plan and EIR, Sonoma County, CA

EDUCATION

- » BA, History, University of California, Davis

PROFESSIONAL AFFILIATIONS

- » Association of Environmental Professionals



Miranda Miller

ENVIRONMENTAL PLANNING ASSISTANT

Miranda Miller is an environmental planning associate with over four years of environmental planning experience. She has assisted in the preparation of CEQA environmental documents (Categorical Exemptions, IS/MNDs, and EIRs), a natural resources management plan, a recreation needs assessment, and Safety Element updates. Ms. Miller's experience with Safety Element updates includes preparation of the 2022 Marin Countywide Plan Safety Element and Vulnerability Assessment, the 2023 City of San Carlos Environmental Safety and Public Services Element, and the 2023 City of Redwood City Public Safety Element. Ms. Miller assisted in the preparation of the CEQA documentation for the 2022 Marin County Safety Element and 2023 Redwood City Public Safety Element.

Ms. Miller's experience also includes project application material review, technical report review, scope of work preparation, and editing and research.

EDUCATION

- » BA, Global Studies, Phi Beta Kappa Society, University of California at Santa Barbara

PROFESSIONAL AFFILIATIONS

- » Association of Environmental Professionals

SELECTED PROJECT EXPERIENCE

- » Hillsborough 6th Cycle Housing Element Update EIR, Hillsborough, CA
- » Redwood City Focused General Plan Update (2023-2031) and EIR, Redwood City, CA
- » San Carlos Focused General Plan Update (2023-2031), San Carlos, CA
- » Marin County Housing and Safety Elements Update (2023-2031) and EIR, Marin County, CA
- » 608 Harbor Boulevard Residential Project EIR Addendum, Belmont, CA
- » 405 Industrial Road Life Science Project IS/MND, San Carlos, CA
- » Hill Street Townhomes Project IS/MND, Belmont, CA
- » Cupertino I-280 Trail Project IS/MND, Cupertino, CA
- » Edison Way Residential Development Project NFO Plan EIR Consistency Analysis, San Mateo County, CA
- » Clipper Yacht Harbor Marina Replacement Project IS/MND, Sausalito, CA
- » Regional and Rural Edition of the Countywide Parks Needs Assessment, Los Angeles County, CA
- » American River Parkway Natural Resources Management Plan, Sacramento County, CA
- » Update of the Common Ground Watershed and Open Space Plan for the San Gabriel and Los Angeles Rivers, San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy, CA



Kathrine Wall

GIS ANALYST

Kathrine Wall is a Project Associate and GIS Analyst with a strong academic background in human geography, politics, environmental science, and data management. While attending UCLA, her research focused on using geospatial technology to study disparities in environmental justice issues stemming from historic urban planning decisions. Kathrine is passionate about studying the natural environment and how humans have interacted with it through time and into the modern day, especially in the face of environmental challenges. Her work with MIG has focused on utilizing geospatial technologies, data management practices, and cartographic design principles to address a variety of challenges faced by the human environment.

EDUCATION

- » BA, Political Science and Geography/Environmental Studies, Minor in Geospatial Information Systems and Technology; Summa Cum Laude; University of California, Los Angeles

SELECTED PROJECT EXPERIENCE

- » Lake Oswego ADA Self Evaluation and Transition Plan, Lake Oswego, OR
- » Albany ADA Self Evaluation and Transition Plan, Albany, OR
- » Stockton ADA Self Evaluation and Transition Plan, Stockton, CA
- » Newberg ADA Self Evaluation and Transition Plan, Newberg, OR
- » Hercules Parks Master Plan, Hercules, CA
- » Canyon Lake General Plan Update, Canyon Lake, CA
- » San Carlos General Plan and Zoning Update, San Carlos, CA
- » Santa Fe Springs General Plan Zoning, Santa Fe Springs, CA
- » Whittier General Plan Zoning, Whittier, CA
- » Devil's Tower Cultural Landscape Report, Devils Tower, WY
- » Fort Vancouver CLR & Update, Fort Vancouver, WA
- » Chehalis Basin Flood Damage, Chehalis, WA
- » Clayton General Plan Update, Clayton, CA
- » Los Angeles County Region and Rural Edition of the Parks Needs Assessment, Los Angeles, CA
- » Los Angeles County Public Works Equity in Infrastructure Assessment, Los Angeles, CA



Bridget Brown

ENGAGEMENT LEAD

Bridget Brown has four years of experience in public policy, research, and community engagement. As a Council Assistant, Bridget worked with community members, businesses, stakeholders, and government agencies to address issues ranging from COVID-19 recovery and public safety to transportation and housing for constituents in District 3, Downtown San José. Her writing, design, and communications skills have contributed to a range of public education and engagement materials, including newsletters, press releases, social media posts, and policy reports. Bridget is dedicated to policymaking and reform to enhance quality of life for those whose needs have not been prioritized in the past. Her experience with the intricacies of city government and interaction with the public enable her to support a variety of planning and engagement processes to ensure that project outcomes are community-centered and equitable.

EDUCATION

- » BA, Political Science & Public Affairs, University of California, Los Angeles

PROFESSIONAL AFFILIATIONS

- » New Leaders Council, Fellow

PRESENTATIONS

- » UCLA Undergraduate Research Week / UCLA Center for American Politics and Public Policy, “The Continuum of ‘All Deliberate Speed’”, 2019

PUBLICATIONS

- » “In Gilroy and beyond, unchallenged racism contributes to violence”, San Francisco Chronicle, 2019

SELECTED PROJECT EXPERIENCE

- » King Road Complete Street Plan, San José, CA
- » Covina Active Streets and Multimodal Connectivity Plan, Covina, CA
- » Vision Zero Community Outreach Campaign, San José, CA
- » Department of Public Works Equity in Infrastructure Initiative, Los Angeles County, CA
- » Richmond Green-Blue New Deal Workforce Development Plan, Richmond, CA
- » City of Atascadero General Plan Update, Atascadero, CA
- » Recreation and Parks Master Plan, MLK Park Redesign and Revitalization, Bakersfield, CA
- » Diversity, Equity, and Inclusion (DEI) Plan, Forest Grove, OR
- » Justice, Equity, Diversity, and Inclusion (JEDI) Plan, Gilroy, CA
- » Environmental Justice Element Criteria, San Diego County, CA
- » Downtown San José Economic Recovery Task Force, San José, CA*
- » Project Homekey application for Pacific Motor Inn, San José, CA*
- » Villas on the Park Permanent Support Housing, San José, CA*
- » Pellier Park Master Plan, San José, CA*

* Completed prior to joining MIG



Ramona McCabe

ENGAGEMENT SPECIALIST

Ramona McCabe offers enhanced skills in project management, engagement, and strategic problem-solving from a decade of experience in direct service to vulnerable populations, program management, and public agency/nonprofit partnerships. Ramona’s previous work providing equitable community services gives her a nuanced perspective on how well-designed spaces and services can impact long-term outcomes for communities, especially those that are under resourced or historically disadvantaged. She understands how to interpret regulations and navigate bureaucracies that dictate how programs and services are delivered. This understanding supports Ramona’s commitment to innovation and finding solutions that will move the needle on equitable practices. Her relationship-building facility, Spanish fluency, and passion for authentic and collaborative engagement supports communities, colleagues, and clients in examining and recreating systems and spaces that function for all.

EDUCATION

- » Master of Public Administration, San Francisco State University
- » BA, American Studies, Macalester College, Magna Cum Laude

PRESENTATIONS

- » Racial Equity in Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), Head Start Region 9, 2022

SELECTED PROJECT EXPERIENCE

- » Richmond Green-Blue New Deal Community Engagement, Richmond, CA
- » Ferndale Community Transportation Outreach, Ferndale, CA
- » Kalmanovitz Child Development Center Strategic Plan, San Francisco, CA
- » California Biodiversity Network Stewardship Workforce Development Programs Environmental Scan and Implementation Planning, Statewide, CA
- » Bay Area Air Quality Management District Community Engagement, San Francisco, CA
- » Vision Zero Community Engagement, San Jose, CA
- » Community Assessment for Head Start and Early Head Start, Santa Cruz County, CA*
- » Development and Implementation of COVID-19 Response for Head Start and Early Head Start, Santa Cruz County, CA*
- » Policy Council Training and Support Revamp, Watsonville, CA*
- » Board of Trustees Training, Santa Cruz, CA*
- » Housing Policy Analysis: Empty Homes Tax, San Francisco, CA*
- » Housing Policy Analysis: Eliminating Single Family Zoning, San Francisco, CA*
- » Drug Medi-Cal Certification, Watsonville and Santa Cruz, CA*
- » CACFP Food Vendor RFP and Selection, Watsonville, CA*
- » Janitorial Contract RFP and Selection, Watsonville, CA*

* Work completed prior to joining MIG

3. Cost Proposal

The following budget matrix identifies MIG's estimated fee to complete the work scope described in this proposal. In the work scope, we set forth assumptions regarding rounds of review for each deliverable, meetings, and MIG staff participating in each engagement event. This budget will be refined with the City as part of the scope refinement process.

4. Approach, Scope, and Timelines

City of El Cerrito Safety Element Update – Scope of Work

TASK 1. DATA COLLECTION AND RESEARCH/ DEVELOP DETAILED OUTLINE OF SAFETY ELEMENT

To understand where updates to existing policies need to be focused, MIG will review existing documents; General Plan goals, policies, and implementation measures; and El Cerrito Municipal Code regulations. We will develop a reference table that documents gaps in existing City policies and regulations that need to be addressed for compliance with State law specifying the content of Safety Elements. Preparation of the reference table will include review of the following documents, among others:

- » City of El Cerrito General Plan
- » City of El Cerrito Municipal Code
- » San Pablo Avenue Specific Plan
- » 2018 Contra Costa County Hazard Mitigation Plan (LHMP) update (including Volume 2 El Cerrito Annex)
- » 2019 Update Contra Costa County Community Wildfire Protection Plan (CWPP) prepared by Diablo Fire Safe Council.
- » 2013 Climate Action and Adaptation Plan (CAAP) and updated CAAP expected in 2024
- » Special Study Hazards Map
- » 2011 Contra Costa Operational Area Emergency Operations Plan and the emergency response data available

MIG staff will specifically review the available information on the severity of wildland fire hazard and the spatial distribution of hazards. We will also consider analyses developed by the CAL FIRE Forest and Resource Assessment Program (FRAP), as well as the California Public Utility Commission Threat maps. These analyses include review of existing documentation on Very High Fire Hazard Severity Zones (VHFHSZ), wildland urban interfaces, historic fire perimeters, vegetation and ecological conditions, water supplies, infrastructure, terrain, and weather conditions.

MIG will review the existing CAAP and materials available from the CAAP update to identify what Safety

Element update requirements are covered in the CAAP update and can therefore be referenced in the Safety Element, and what requirements remain to be addressed in the Safety Element.

MIG will also evaluate existing documents which address existing flooding and sea level rise (SLR) projections and SB 379 requirements for flooding and SLR to the extent relevant considering the hazard level in the City. According to the Contra Cost County LHMP, only a small portion of the City along the southern and western City boundaries is currently located in a FEMA flood zone. MIG will use existing documents and research produced by regional agencies and the State to evaluate the potential effects of climate-change induced SLR, more frequent high tides and king tides, and rising groundwater levels on flooding in the southwestern corner of the City and surrounding areas.

We assume that the City will want to address crime prevention and public safety preparedness in the element. Thus, we will also consult Police Department crime reports, CERT program information, and other relevant data available from the Police and Fire Departments.

The existing El Cerrito General Plan does not contain a stand-alone Safety Element but incorporates the Safety Element requirements across multiple General Plan Elements. The City is requesting the preparation of a stand-alone Safety Element. MIG will work with the City to determine the most efficient way to address State legislative requirements by developing a detailed Safety Element outline for City approval.

Deliverables:

- » Reference Table of City Policies and Regulations and Safety Element Requirements
- » Detailed Outline of Proposed Safety Element

TASK 2. COMMUNITY ENGAGEMENT

2.1 Community Engagement Strategy

MIG will develop a community engagement strategy that clearly outlines engagement objectives, target audiences, and outreach activities. Included in this strategy will be a proposed schedule of outreach

activities and how these activities will overlay with the overall project timeline and tasks. The strategy will identify partnership and alignment opportunities to amplify awareness of the Safety Element and encourage participation, such as partnering with the Fire Department's community events and social media communications. MIG will review engagement findings from CAAP and Housing Element outreach in order to thoughtfully build upon previous activities and avoid outreach fatigue. MIG assumes two rounds of consolidated edits and feedback from the City to finalize the strategy.

MIG proposes two phases of community engagement to ensure that community members can provide input to inform guiding policies and refine the Draft Safety Element.

2.2 Promotional Materials

MIG will develop one fact sheet to provide education about the Safety Element and the importance of community engagement in the planning process. MIG will design two flyers and two social media graphics to promote the survey and draft commenting period on social media platforms and in community group e-blasts and newsletters.

MIG will develop a promotional guide which includes newsletter content and language for three social media posts to help the City, Fire Department, and community organizations easily promote the Safety Element, survey, and opportunities to engage.


2.2.1 Optional Task - Promotional materials can be translated into languages other than English to ensure language accessibility. MIG assumes language translation for up to two additional languages other than English.

2.3 Phase 1 Community Engagement: Understanding Community Concerns and Ideas

2.3.1 Map-Based Survey

MIG will develop an online map-based survey to gather community member input on existing safety concerns in El Cerrito and ideas for addressing these concerns. The survey will also be an opportunity to educate residents on the purpose and scope of the Safety Element. The survey will include various question types including both closed and open-ended questions.

MIG will share a draft version of the questionnaire with the Project Team for feedback and input before finalizing. MIG assumes two rounds of consolidated edits from the City. MIG will finalize the survey and test its functionality on mobile, tablet, and computer devices.

2.3.1A Optional Task - ~~MIG will strongly encourage the Project Team to consider accessibility concerns.~~  A paper version of the survey can be developed to bridge digital-divide concerns. The survey can be translated into languages other than English to ensure language accessibility. MIG assumes language translation for up to two additional languages other than English.

2.3.2 Community Group Meetings

MIG will work with the City to develop a Key Community Groups contact list including community organizations, neighborhood associations, and other groups who may have a specific interest in safety topics. These community groups may include but are not limited to Make El Cerrito Fire Safe, Lamorinda CERT, local neighborhood associations, the Chamber of Commerce, local parent-teacher associations, and families with young children.

MIG will reach out to each of these community groups to 1) encourage circulation of the survey and 2) request to be added to the group's next meeting agenda to share a brief presentation about the Safety Element and facilitate some brief discussion questions. Discussion questions will be aligned with the open-ended questions in the survey. These community touch points will provide residents with a convenient opportunity to learn more about the Safety Element, ask questions, and share their input in forums they already regularly access. MIG assumes up to ten community presentations and discussions will be facilitated with up to five in-person and the remaining five virtual.

A brief presentation will be developed to help convey the purpose of the Safety Element and the questions we would like attendees to consider and answer. MIG will utilize engaging tools and techniques, including interactive polling, small and large group discussion, and visual note taking to encourage participation.

2.3.3 Community Tabling Events

While many community members may have input to share relevant to the Safety Element, not all are

connected to the City through traditional communication channels or organized groups. Tabling and pop-up events meet people where they are at and engage a broad range of residents. MIG will host three tabling/pop-up events at existing community events or popular locations such as parks, farmers markets, or shopping centers. Groups engaged in the Community Group Meetings and key agencies such as the El Cerrito Fire Department will be engaged to determine if there are opportunities to collaborate.

MIG will share information about the Safety Element and encourage community members to complete the survey. Community members will have the option to sign-up for email updates to be notified of future activities. Copies of the fact sheet and survey flyers will be available for community members to take home with them. Alternatively, MIG will print a large poster of the City and encourage participants to document their concerns and ideas on sticky notes. Pop-ups will be in-person and last for a duration of three hours.

2.3.4 Phase 1 Community Engagement Summary

MIG will develop a comprehensive summary analyzing community input gathered through all Phase 1 engagement activities including the survey, community group meetings, and community tabling events. Key themes will be identified to inform the guiding policies of the Safety Element.

2.4 Phase 2 Community Engagement: Refining the Draft Safety Element

2.4.1 Draft Commenting Period

MIG will use a document engagement platform to allow residents to comment their questions, concerns, and refinements directly on the Draft Safety Plan. MIG will promote this commenting opportunity directly with the community groups and community members engaged in Phase 1.

2.4.2 Community Workshops

MIG will coordinate and host one virtual community workshop to present the guiding principles of the Draft Safety Element. This workshop will provide community members the opportunity to validate safety priorities and provide additional nuance and perspective. Groups engaged through community group meetings and community members who signed up to receive updates

at community tabling events will be notified of the workshop. MIG will determine co-hosting opportunities to encourage more participation such as partnering with community groups or relevant agencies such as the Fire Department.

A brief PowerPoint presentation will be developed to present the guiding principles and key components of the Safety Element. MIG will facilitate group discussions and use interactive polling and note taking tools to encourage participation.

This workshop can be recorded and linked on the City websites to allow residents to access later if they were unable to attend or would like to reference what was discussed.

2.4.2A Optional Task - MIG will host one workshop in person. Wall graphic notetaking will be utilized to encourage participation and provide effective documentation.

2.4.3 Phase 2 Community Engagement Summary

MIG will develop a comprehensive summary analyzing community input gathered through all Phase 2 engagement activities including the draft comments and workshops. Relevant edits will be identified to refine the Draft Safety Element

TASK 3. VULNERABILITY ASSESSMENT

California Government Code 65302(g)(4)(A)(i) specifies a Vulnerability Assessment be prepared that identifies the risks that climate change poses to the local jurisdiction and the geographic areas at risk from climate change impacts, including, but not limited to, an assessment of how climate change may affect the risks addressed in the Safety Element.

MIG will prepare a vulnerability assessment that identifies the risks that climate change poses to the City of El Cerrito. Pursuant to State laws and as referenced in the California Adaptation Planning Guide, MIG will use existing available documentation and data to update climate change vulnerabilities, specifically referencing information in the LHMP, CWPP, Contra Costa County Sea Level Rise Vulnerability Report (as it relates to El Cerrito), and the Integrated Climate Adaption and Resiliency Program (ICARP). The Vulnerability Assessment will also present information on the City's demographics and identify populations that are most

vulnerable to the impacts of climate change hazards. Additional documentation and resources MIG may review include:

- » Cal-Adapt tool and California Adaptation Planning Guide
- » Types of assets, resources, and populations that will be sensitive to various climate change exposure
- » Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged
- » Existing and planned development in identified at-risk areas, including structures, roads, utilities, and essential public facilities available from the City
- » Federal, state, regional, and local agencies with responsibility for the protection of public health and safety and the environment, including special districts and local offices of emergency services

MIG will approach the Vulnerability Assessment generally following the recommended four-step process contained within the 2020 California Adaptation Planning Guide 2.0 (APG) prepared by the California Governor’s Office of Emergency Services. A Vulnerability Assessment that follows the APG recommendations may facilitate future grant funding opportunities for the City, including any future rounds of the ICARP Adaptation Planning Grant Program.

Based on the findings from the Vulnerability Assessment, MIG will identify required updates and revisions to the Safety Element, inclusive of text and exhibits, to ensure compliance with State law. If not fully addressed in the LHMP, we will work with the City to review current mitigation capabilities—e.g., programs, staffing, funding, and other resources—as well as current infrastructure that is potentially vulnerable during a disaster.

Likewise, we will identify the status of existing policy implementation to determine consistency with State law related to climate change hazard mitigation and resiliency planning.

GIS Mapping: Graphical representation of the environmental hazards is an important part of the Vulnerability Assessment. Using existing maps from relevant reports and online resources and GIS data from the City and other agencies, MIG will prepare

maps illustrating each of the environmental hazards discussed in the Vulnerability Assessment, as well as required maps such as the map of residential areas with only one point of ingress/egress. MIG has assumed the preparation of 30 maps and the hours indicated in the budget for for a GIS analyst to prepare them.

An Administrative Draft Vulnerability Assessment will be submitted for City review with one round of review. MIG will use the City’s consolidated comments to prepare a Public Review Draft Vulnerability Assessment to be used in the public engagement process and presentation City decision makers. Comments from the public and other entities will be used to prepare the Final Vulnerability Assessment. MIG will prepare up to 30 new, relevant maps for the Vulnerability Assessment to identify hazard zones, evacuation routes, roads with one point of ingress/egress, and at-risk critical infrastructure systems.

The Vulnerability Assessment would reflect information gathered during public outreach efforts particularly concerning the identification of the most vulnerable populations to climate change hazards, and to specific location where climate change impacts are already impacting residents. MIG will hold at least one public workshop and/or small group meeting with identified vulnerable populations to help inform the Vulnerability Assessment.

Meetings:

MIG would begin work on the Vulnerability Assessment during Task 1. We have allocated budget for up to two meetings with City staff during this task to: 1) identify key issues to be analyzed in the VA and in the Safety Element, 2) identify any existing Safety Element related General Plan policies/ City ordinances that staff would like to edit, and 3) identify actions that will be used to formulate preliminary policies, objectives, and implementing measures.

Budget Assumptions: MIG’s budget assumes a specific level of effort for responding to public comments on the Vulnerability Assessment. Should the amount of public comment exceed the specified level of effort, MIG would notify the City of the need for additional services. We have assumed preparation of up to 30 GIS maps and the allotted hours of GIS analyst time to support the Vulnerability Assessment. We have also budgeted for two working meetings with City staff with two MIG staff participation (2 hours/meeting for each MIG staff

person).

Optional Task:

As an optional task, MIG could present the Vulnerability Assessment to the Planning Commission in a study session. A presentation and meeting attendance would require 16 hours for two MIG staff to attend remotely. In-person attendance would need to include travel time.

Deliverables:

- » Administrative Draft Vulnerability Assessment
- » Public Review Draft Vulnerability Assessment
- » Final Vulnerability Assessment
- » Two working meetings with City staff (2 hours per/ meeting for each MIG staff person)

TASK 4. POLICY DEVELOPMENT

MIG proposes to commence this task upon MIG’s submission of the administrative draft Vulnerability Assessment to the City. Using the Vulnerability Assessment and other prior research conducted under Task 1 and Task 3 and input obtained from the community engagement conducted in Task 2, MIG will develop the guiding policies of the Safety Element.

MIG will use CAL FIRE’s General Plan Safety Element Assessment checklist during the development of Safety Element policies to ensure wildfire-related policies are responsive to specific CAL FIRE requirements for Safety Elements (see Task 5.2). Doing so will facilitate a smoother CAL FIRE Safety Element review process and potentially prevent delays in receiving CAL FIRE approval of the Safety Element Update.

Per Government Code Section 65302 (g)(8), the City is required to consult with the California Geological Survey of the Department of Conservation for review of Safety Element policies related to geologic hazards. MIG will use information from past projects to present Safety Element policies the Geologic Survey will approve. MIG may also rely on other sources of recommended policy language such as the State’s Cal-Adapt tool, the California Adaptation Planning Guide, and the Association of Bay Area Governments.

MIG will prepare a first and second draft of a Safety Element policy document that will contain the main goals and policies proposed for the Safety Element. MIG assumes the City will provide one set of consolidated

comments on each draft policy document.

MIG will also inform the City of the sections of the General Plan that would need to be updated for consistency with the Safety Element Update, focusing on the two existing elements that contain Safety Element related policies; Chapter 6 Public Facilities and Services and Chapter 7 Resources and Hazards. MIG will provide a document containing Chapters 6 and 7 of the General Plan and indicate which policies are being moved to the new Safety Element by striking out relevant text. MIG will also flag text in other elements of the General Plan that may require revisions by the City to be consistent with the new Safety Element. MIG does not propose to modify any sections of the General Plan aside from those required to update the Safety Element; however, if it is desired by the City, MIG is open to developing a comprehensive approach to revising the General Plan to ensure consistency with the Safety Element as an optional task.

Meetings:

MIG will work with City staff through up to eight virtual coordination meetings to develop guiding Safety Element policies. The number of coordination meetings required may be reduced if the City’s assigns a single lead staff member who facilitates the review and comment by other City staff. Coordination meetings will focus on identifying key issues from the Vulnerability Assessment to be incorporated into the Safety Element and actions that will be used to formulate preliminary policies and implementation measures. Meetings may focus on specific policy language to ensure common acceptance of the new General Plan goals and policies. With the assistance of City staff, MIG will schedule the meetings with relevant City staff, host the virtual meeting, and provide a meeting summary. MIG will require the City to identify the staff needed to participate in these meetings and to facilitate resolution of conflicting policy approaches. We have allocated 4 hours for each meeting including meeting preparation, hosting the meeting, and providing the meeting summary.

MIG is proposing one study session with the Planning Commission during this task to present draft policies and receive input on addressing the most significant Safety Element hazards through policy direction. MIG will assist City staff in the presentation by developing the PowerPoint presentation for the study session, and up to two MIG staff will attend the study session virtually. MIG

has allocated 8 hours for preparation of the PowerPoint presentation and 8 hours for two MIG staff members to attend the workshop.

Budget Assumptions: MIG will conduct up to eight meetings with City staff to develop Safety Element goals and policies. Should additional meetings be necessary, these could be conducted under additional services. MIG has allocated four hours for each meeting. MIG will provide a first and second draft of the Safety Element goals and policies based on one set of consolidated comments from the City. For the Planning Commission study session, MIG has allocated 8 hours for preparation of the PowerPoint presentation and 8 hours for two MIG staff members to attend the workshop.

Deliverables:

- » 1st Administrative Draft Safety Element Policy document
- » 2nd Administrative Draft Safety Element Policy Document
- » Final Policy Document
- » General Plan Elements identified for editing
- » Planning Commission Study Session Presentation Slides
- » Participate in Planning Commission Study Session

TASK 5. PREPARE DRAFT SAFETY ELEMENT

Task 5.1 Administrative Draft Safety Element

This task will begin upon the release of the Public Review Draft Vulnerability Assessment and will continue through all of Task 4. State law requires the General Plan to include a Safety Element (SE) for the protection of the community from unreasonable risks associated with various geologic hazards, flooding, and wildland and urban fires, and now climate change. State laws require the City to update the SE in conjunction with the following bills.

- » SB 379 (Government Code 65302(g)(4)) requires safety elements of general plans to be reviewed and updated to include climate adaptation and resiliency strategies. The review and update must consist of the following components: 1. A vulnerability assessment that identifies the primary exposure risks climate change poses to the local jurisdiction and the geographic areas at risk from climate change. 2. Set of adaptation and resilience goals, policies,

and objectives based on the information specified in the vulnerability assessment. 3. Set of feasible implementation measures designed to carry out the goals, policies, and objectives identified in the adaptation objectives.

- » AB 2991 requires the SE to address CAL FIRE Board of Forestry and Fire Protection requirements to ensure robust fire hazard mitigation policies.
- » SB 1241 requires the Safety Element to address wildland fire in a variety of ways. It specifically requires that “A set of feasible implementation measures designed to carry out the goals, policies, and objectives that avoid or minimize the wildfire hazards associated with new uses of land in areas of Very High Fire Hazard Severity Zone or for sites in any State Responsibility Areas, and designing infrastructure for a new development in those designated lands including safe access for emergency response vehicles, visible street signs, and water supplies for structural fire suppression.
- » SB 99 requires Safety Elements to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes. It also addresses peak load water supply requirements, and minimum road widths and clearances around structures, and similar items related protection of the community from unreasonable risks associated with the effects of various geologic and seismic hazards, flooding, and wildfires.
- » AB 747 (Planning and Zoning, General Plan, Safety Element) requires jurisdictions to, after January 1, 2022, review and update the safety element of their general plan as necessary to identify evacuation routes and evaluate their capacity, safety, and viability under a range of emergency scenarios.
- » AB 1409 (General Plan: Safety Element) requires local agencies to amend the safety element of the general plan to identify evacuation locations, in addition to evacuation routes, for identified fire and seismic hazards within the jurisdiction. This information must be completed upon the next revision of a local hazard mitigation plan on or after January 1, 2022.

Per the RFP, MIG will prepare a standalone draft Safety Element document that will specifically identify which portions of the current General Plan are proposed to be replaced by the revised Safety Element. MIG proposes to track inserted, deleted, and modified General Plan text through the use of underline and strikeout. The following scope focuses on changes required to meet

the requirements of SB 379, SB 99, and AB 2991; it does not propose a comprehensive General Plan update and, as a result, would not include any revisions related to hazardous materials and hazardous waste management, airports, crime reduction, and terrorism.

The General Plan creates an integrated approach to addressing Safety Element issues and incorporates goals, policies, and implementation measures in Chapter 6: Public Facilities and Safety and Chapter 7: Resources and Hazards. For the purposes of our proposal, we refer to the multiple elements collectively as the Safety Element. MIG will prepare a new standalone Safety Element that will be in the same format as other elements of the existing General Plan. We may propose to create new appendices for technical information not suited to the existing format of the General Plan. Because resiliency planning is evolving and other required planning documents (local hazard mitigation plans, climate adaptation plans, SLR plans, wildfire response plans, etc.) contain goals, policies, and actions for the same hazards covered in the Safety Element, MIG will work with the City to establish a vision for the structure and content of the Safety Element that references other planning documents to ensure the General Plan does not quickly become outdated and irrelevant as policies in other planning documents change.

Using the detailed outline prepared in Task 1, MIG will prepare the Safety Element Update to identify all applicable risks to the safety of the El Cerrito community and to ensure compliance with State law. The policies would be focused on addressing environmental safety (geologic hazard, flooding) and climate change impacts (extreme weather, SLR, etc.) on El Cerritos' most vulnerable populations as identified in the Vulnerability Assessment. The Safety Element will include the local setting and existing conditions related to each risk included in Government Code Section 65302(g). The Safety Element will discuss the roles of regional, State, and federal agencies regarding safety risks in the City.

We will draft the wildfire section using the latest information and resources to be considered in the Safety Element. As required by AB 1409, MIG will update the Safety Element to identify evacuation locations in addition to evacuation routes for fire and seismic hazards. The level of detail included in the Safety Element evacuation assessment is highly dependent on

the type and depth of evacuation-related information provided by the City and the El Cerrito-Kensington Fire Department and MIG's close coordination with the Fire Department to identify and map, if mapping does not already exist, evacuation locations, evacuation routes, roads with one point of ingress/egress, and choke points that may impede effective evacuation. The evacuation assessment will inform our proposed policies and implementation measures to maximize safe and efficient evacuation procedures in the event of a major emergency. The Safety Element will also address climate adaptation and resiliency, including extreme heat conditions, droughts, severe storms, and related climate change topics pursuant to SB 379.

MIG will evaluate the relevancy of the existing goals, policies, and implementation measures in the current General Plan. We will prepare updated goals, policies, and implementation measures to address our findings from the Vulnerability Assessment (Task 3), incorporate existing documentation (Task 1), community outreach and engagement (Task 2), and State law. MIG will prepare up to 10 new relevant maps for the Safety Element to identify hazard areas. Maps generated in previous tasks, including the Vulnerability Assessment (Task 3), will be used in the Safety Element as needed.

MIG will provide two Administrative Draft Safety Elements to the City for review. Our budget assumes we will receive one set of consolidated comments from the City on each of the administrative drafts.

Deliverables:

- » 1st Administrative Draft Safety Element
- » 2nd Administrative Draft Safety Element

Task 5.2 CAL FIRE Consultation and Board of Forestry and Fire Protection Review

As the City of El Cerrito includes Very High Fire Hazard Severity Zones, the City must submit the Draft Safety Element to the CAL FIRE Board of Forestry and Fire Protection for approval. As stated above under Task 4, MIG will use CAL FIRE's General Plan Safety Element Assessment checklist to develop wildfire-related goals, policies, and implementation measures. MIG will consult with a CAL FIRE representative from the Land Use Planning Program to ensure that relevant goals, policies, implementation measures, and maps are integrated in the Safety Element before submitting to

the CAL FIRE and Board of Forestry and Fire Protection for review and approval. We have included two draft checklists as deliverables for this task based on our past experience with CAL FIRE’s Safety Element review process. Responses from the Board will be integrated into the Public Review Draft Safety Element (Task 5.4). MIG has also budgeted for one staff member to attend and observe the Board of Forestry and Fire Protection’s hearing to review and approve the Draft Safety Element. MIG has budgeted a total of 30 hours for this task.

Deliverables:

- » 1st Draft CAL FIRE General Plan Safety Element Assessment Checklist
- » 2nd Draft CAL FIRE General Plan Safety Element Checklist
- » Attend Board of Forestry Hearing

Task 5.3 California Department of Conservation Review

Per Government Code Section 65302 (g)(8), the City is required to consult with the California Geological Survey of the Department of Conservation. MIG will act as the City’s representative in submitting the Draft Safety Element to the Department of Conservation, corresponding with the Department of Conservation’s representative, and ensuring the Department of Conservation’s feedback about the Draft Safety Element is incorporated into the Final Safety Element. MIG proposes to contact and send the Draft Safety Element geologic policies to the Department of Conservation via email upon the submission of the first Administrative Draft Safety Element to the City. MIG estimates a 3-week consultation time period for this task.

Task 5.4 Public Draft Safety Element

Once edits to the 2nd Administrative Draft are complete, MIG will prepare a Public Draft Safety Element that is made available to the public and is presented to both the Planning Commission and the City Council (see Task 2 and Task 4). MIG will make the Public Draft Safety Element available on the project website. The Planning Commission and City Council may direct revisions to the update of the Safety Element. Because the extent of the revisions cannot be known at this time, we have provided an allowance that assumes revisions will be relatively minor because both bodies will have reviewed

the Draft Safety Element during the study session and based in our prior experience with such documents.

Deliverables:

- » Public Review Draft Safety Element (electronic version only)

Task 5.5 Final Safety Element

MIG will address all comments received during Task 5.4 and prepare the Final Draft Safety Element for the Planning Commission and City Council. The Final Safety Element will be presented to the City Council for adoption. The Final Draft Safety Element will be the document analyzed in the CEQA analysis (see Task 6).

Deliverables:

- » Final Draft Safety Element (electronic version only)

TASK 6. CEQA DOCUMENTATION

OTHER STAFF TO PREPARE THIS SECTION.

TASK 7. SAFETY ELEMENT ADOPTION/CEQA DOCUMENT CERTIFICATION PROCESS

Task 7.1 Public Hearings and Final Documents

Per the RFP, the MIG Team will participate in two public hearings on the Final Draft Safety Element. We anticipate this will include one hearing with the Planning Commission and one hearing with the City Council. City staff will be responsible for public notices and staff reports. MIG will prepare presentations for each of the hearings and will respond to questions as appropriate. At least two MIG Team members will attend each hearing. Following adoption of the Safety Element by the City Council, MIG will prepare a final version, including any changes to the draft required by City staff and officials. Because the scope of the revisions cannot be known at this time, we have provided an allowance for this task.

Deliverables:

- » Hearing Presentations
- » Final Documents to Incorporate Directed Revisions

Ensuring Successful Outcomes

MIG’s staffing for the Safety Element includes several people who are expert CEQA analysts who will also work on the CEQA document. At least two of MIG’s staff members we propose to draft Safety Element policies

have in-depth knowledge of CEQA and have drafted numerous CEQA documents in the past. These two staff members have worked together on three housing element/safety element update projects, including the CEQA documents for each of these projects in the past year and a half. The use of staff who are knowledgeable in CEQA during the development of Safety Element policies will allow MIG to develop robust policies that will reduce potential environmental impacts to be analyzed during the CEQA documentation stage of the project. This in turn would make the development of the CEQA document more efficient.

Project Schedule

5. References



Marin County Housing and Safety Element Update Program EIR

Marin County undertook an update to the 2015-2023 Housing Element as required by state housing law, and a focused amendment to the Countywide Plan (General Plan) to update the portions of the General Plan that contain Safety Element-related policies to address climate change resiliency planning. MIG was hired to prepare the Housing and Safety Element updates, identify edits to the General Plan and Municipal Code that would also need updating, to create project branding materials, create a digital atlas for mapping of environmental hazards within the County, conduct public outreach, and prepare the EIR for the project. MIG worked tirelessly throughout the entire project to meet the state's mandatory adoption deadline of January 31, 2023. Marin County was able to locally adopt the Housing Element and certify the EIR on January 24, 2023.

MIG prepared a Vulnerability Assessment and updated the County's Safety Element to meet state planning law. Marin County has significant environmental hazards including several geologic faults, risk of dam failure from several dams, moderate to high fire hazard severity zones in approximately 80% of the County, Sea Level Rise and significant rising groundwater issues, inland flooding, and extreme weather events including severe storms and drought. The Vulnerability Assessment followed the recommended four-step process and included matrix tables identifying the most at-risk infrastructure and vulnerable populations to the risk of climate change hazards. MIG mapped the County's vulnerable infrastructure and community assets in relation to the environmental hazards, and prepared goals, policies, and actions to address the hazards and create a more climate resilient community. MIG coordinated with CalFire to obtain approval of the wildfire portion of the Safety Element.

PROJECT DETAILS

Client: Marin County

Location: Marin County, CA

Reference: Leslie Lacko,
Senior Planner
Marin County Community
Development Agency
415-473-4333
llacko@marincounty.org

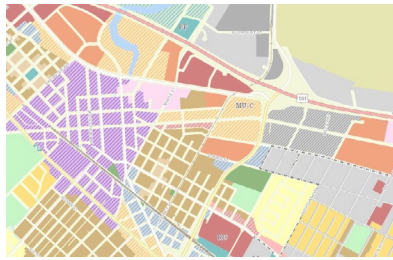
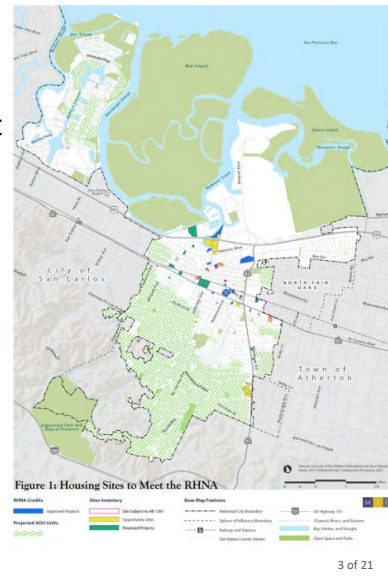
Dates: 2021 - 2023



General Plan Land Use Elements



- Housing Element
- Public Safety Element
- Built Environment (Land Use) Element
- Building Community Element
- Natural Resources Element



Program H3-1 Senior Housing: “Amend the Zoning Ordinance to ensure that assisted living, senior living, and cottage-style housing are permitted uses in residential zoning districts (in accordance with applicable ALUC Safety Compatibility policies and state law).”

Program H3-2 Residential Care Facilities and Group Homes: “Review, and revise as needed, the Zoning Ordinance to provide more clarity on the provision of residential care for non-seniors in larger group settings. Specifically, revise zoning and permit procedures to permit residential care facilities for seven or more persons with objectivity to facilitate approval certainty in all residential zones (in accordance with applicable ALUC Safety Compatibility policies and state law).”



Redwood City Housing & Safety Elements and EIR

Based on over 20 years of serving the City of Redwood City in planning initiatives and CEQA documentation, including the City’s 2010 General Plan Update, the 5th Cycle Housing Element, the Downtown Precise Plan EIR, and numerous other projects in the City, MIG was selected to work with the community to prepare the 6th Cycle Housing Element and Safety Element updates, along with an associated Environmental Impact Report and consistency updates to other General Plan Elements.

The Housing Element and Safety Element program was designed to: (1) facilitate new housing growth in Redwood City and comply with State-required housing requirements; (2) address evolving natural and built environment hazard risks to the community, such as wildfire hazard in the western hills, sea level rise along the Bay shoreline, and extreme heat and weather events due to climate change; and (3) identify and address “disadvantaged communities,” which are disproportionately affected by environmental pollution and other hazards, through Environmental Justice goals, policies, and implementation programs throughout the General Plan.

The draft Housing Element reviewed by the State Department of Housing and Community Development (HCD) in 2022 included analysis of parcel capacity and extensive evaluation of potential housing strategies via land supply and regulation, funding, incentives, and partnerships. The City-MIG team’s success in finalizing the Housing Element and Safety Element updates, including the concurrent preparation of the EIR, illustrates the City’s commitment to meeting its required housing allocation for all income levels, utilizing MIG’s technical and environmental analysis expertise. Redwood City was the first jurisdiction on the Peninsula to have its 6th Cycle Housing Element approved by HCD, and the EIR is now being utilized to streamline the CEQA process for new housing and for safety improvements throughout the city.

PROJECT DETAILS

Client: City of Redwood City

Location: Redwood City, CA

Reference: Apollo Rojas,
Senior Planner,
Community Development &
Transportation,
(650) 780-7365
arojas@redwoodcity.org

Dates: 2021 - 2023



City of San Carlos Housing and Safety Element Update and Project EIR

The City of San Carlos undertook an update to the existing 2015-2023 Housing Element as required by state housing law, and a focused amendment to the Community Safety and Services Element (“Safety Element”) to address climate change resiliency planning, and minor amendments to the Land Use Element, Circulation and Scenic Highways Element, Environmental Management Element, and Noise Element for internal consistency within the General Plan. MIG worked closely with the City during this project to update the Housing, Safety, Land Use and other General Plan Elements, create project branding materials, conduct public outreach, and prepare the EIR for the project. MIG worked tirelessly throughout the project and successfully met the State’s deadline for adoption of the Housing Element and certification of the supporting CEQA document.

MIG prepared a Vulnerability Assessment and updated the City’s Safety Element to meet state planning law. San Carlos faces environmental hazards from Sea Level Rise and rising groundwater levels along the San Francisco Bay shoreline, Very High Wildfire Hazard Severity Zone (VHWHSZ) in the western part of the city, geologic hazard, inland flooding, and extreme weather events. MIG mapped the City’s vulnerable infrastructure and community assets in relation to the environmental hazards, and prepare goals, policies, and actions to address the hazards and create a more climate resilient San Carlos. MIG coordinated with CalFire to obtain approval of the wildfire portion of the Safety Element and consulted with the State Department of Mines and Geology.

MIG prepared the EIR for the Housing and Safety Element update project. The program-level EIR was intended to serve as a public information and disclosure document identifying and analyzing those environmental impacts resulting from the project that are expected to be significant and describing mitigation measures and alternatives that could avoid or reduce significant adverse impacts and increase beneficial effects. After mitigation all impacts were found to be less than significant, except for air quality impacts which were significant and unavoidable.

PROJECT DETAILS

Client: City of San Carlos

Location: San Carlos, CA

Reference: Lisa Porras,
Planning Division,
City of San Carlos
LPorras@cityofsancarlos.org
(650) 802-4264.

Dates: 2021 - 2023

6. Consulting Services Agreement

MIG has read the Consulting Services Agreement, and meets the insurance requirements therein. If selected for this project, we will agree to contract terms consistent with our current contract with the City of El Cerrito.