

# City of Desert Hot Springs Successor Agency & Oversight Board

Proposal to Provide Contract Services



September 7, 2017

Prepared by:

**UFI** URBAN FUTURES | Incorporated

# PROPOSAL TO PROVIDE CONTRACT SERVICES

Submitted By:

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September 7, 2017

Charles Maynard  
City Manager  
City of Desert Hot Springs  
65-950 Pierson Blvd.  
Desert Hot Springs, CA 92240

**Subject: Proposal for the Continuation of Contract Services**

Dear Mr. Maynard:

Urban Futures Inc. (UFI) is pleased to submit this proposal to continue providing contractual services related to the implementation of ABX 126, AB 1484 and the Agency's Long-Range Property Management Plan (LRPMP). As a full service municipal consulting firm, UFI possesses the knowledge, staff, and successful track record in providing the specific services required by the City of Desert Hot Springs Successor Agency and Oversight Board. Few firms are able to provide the variety of services offered by UFI, while simultaneously ensuring the highest quality product at the lowest possible cost to the Successor Agency.

We look forward to the opportunity to continue working with the City of Desert Hot Springs Successor Agency & Oversight Board. If you have any questions, please contact me at (714) 283-9334 or MichaelB@UrbanFuturesInc.com.

Sincerely,  
URBAN FUTURES INCORPORATED

A handwritten signature in blue ink, appearing to read "Michael Busch", with a stylized flourish at the end.

Michael Busch  
President & Chief Executive Officer

# Table of Contents

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Section 1 – Company Background ..... 1

Section 2 – Core Services ..... 2

Section 3 – Proposed Scope of Services..... 4

Section 4 – Fee Schedule..... 5

# Company Background

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1

Urban Futures, Inc. (UFI) is a full service consulting firm serving public agencies solely in the State of California. Founded in 1972, UFI is a closely held California corporation with offices in the cities of Orange and Walnut Creek, California.

Since our founding, UFI has served over 200 governmental entities in various capacities including, financial & management advisor, redevelopment consultant and interim staffing. We have helped many California public agencies serve local businesses and residents by working to create sound fiscal policies and management practices.

Here is what we believe UFI “brings to the table”:

- Extensive knowledge of the municipal operations and in-depth knowledge of current trends in Desert Hot Springs;
- A team of professionals with a combined 150+ years of municipal management experience;
- Analytic sophistication that fosters a multi-disciplinary approach to problem solving regardless of project size or type; and
- Continuity of service; UFI is small enough so that there is never a break in the client/professional network, yet large enough to offer a full range of services.

Our greatest strength lies in the fact that our firm can provide a well-diversified approach to service delivery through a comprehensive community, organization and sound management strategy. This combination enables UFI to develop and implement an innovative and community oriented strategy to providing management advisory and interim staffing services.

# Core Services

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2

UFI offers public clients a wide range of specialized services including finance, investment advisory services, management consulting and interim staffing services. Our core lines of business include the following:

**Financial Advisory Services**

**Investment Advisory Services**

**Project Feasibility Studies**

**Interim / Project Management Staffing**

**Management Advisory & Administration**

**Organizational Studies**

Urban Futures employs 25 individuals including 13 professionals and 12 paraprofessional and support staff. The firm has three offices, with the corporate office in the City of Tustin and two Northern California Locations in the Cities of Walnut Creek and San Mateo. The proposed work for this proposal will be conducted out of the Tustin office.

Our staff has served public agencies in many different capacities. We understand that each agency faces different circumstances and we acknowledge each as an independent organization with unique goals and objectives. Our services have included providing conducting budget and financial analysis, recommending revenue diversification strategies, economic development strategy development, and creating fiscal policies for agencies to adopt.

Our public finance and management advisory divisions are able to draw on the expertise of our staff to produce excellent results. Because of our diversity, our staff has been called upon to advise public agencies in many different capacities. We believe our proposed staff, which includes a former municipal financial professional, has the best qualifications to serve the City of Desert Hot Springs Successor Agency and Oversight Board.

# Proposed Scope of Services

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3

Urban Futures Inc. is pleased to submit this proposal to the City of Desert Hot Springs Successor Agency & Oversight Board to provide Contract Services. We understand that the City is seeking assistance with the implementation of ABX 1 26 and AB 1484.

As this proposal will demonstrate, Urban Futures has been a recognized leader in providing high quality finance and administrative consulting/interim staffing services to public agencies throughout California. Although we're best known over the years for our creative financial advisory practice, our multi-disciplinary approach makes Urban Futures a valuable member of any team on any level.

We are committed to initiating, facilitating, and maintaining open, collaborative communication with all parties. Urban Future's approach is characterized by the following:

- *CURIOSITY* - Asking the right questions and engaging the right people
- *CLARITY* - *Being proactive in identifying issues, opportunities, and solutions*
- *CREATIVITY* - *Being an advocate for comprehensive solutions and being flexible with alternatives and choices*
- *CONFIDENCE* - Ensuring thorough, frequent, and regular communication

Our team will work hard to meet the needs of the City of Desert Hot Springs Successor Agency & Oversight Board and to help you achieve all of your community goals

Given the nature of this engagement, UFI will continue to provide an expert project team based on Desert Hot Springs's unique needs. Michael Busch will provide overall direction and expert guidance for the project. Steve Dukett and Kathleen Robles will provide services related to the implementation of the Long Range Property Management Plan.



# Scope of Services

## **Successor Agency & Oversight Board Services**

Winding down the Redevelopment Agency will require a significant amount of work upfront. Urban Futures will provide the following:

1. Review the Agency's EOP's and ROPs schedules
2. Provide consulting services regarding communications with the Department of Finance
3. Attend Oversight Board meetings as requested
4. Assist in the implementation of post-redevelopment activities and programs aimed to assist the City's economic development goals and objectives including the Long Range Property Management Plan.
5. Provide legislative updates regarding the wind down of RDA's to the Oversight Board



# Fee Schedule

## PROPOSED FEE SCHEDULE:

The following proposed fee structure reflects a retainer for general Oversight Board services as well as a time & materials hourly structure for the implementation of the Long Range Property Management Plan (LPPMP).

### Successor Agency Services

The following proposed fixed fee structure is based on the scope of work provided.

#### Services

Oversight Board  
Services

Monthly  
Retainer

Hours

\$1350.00

As- Needed

#### Services

Implementation of the Long  
Range Property Management  
Plan

Hourly  
Rate

Time &  
Materials

\$245.00

As-Needed