

vi. Work Plan and Project Schedule

APPROACH

Through this planning process and the policies created for the General Plan Elements, we will carry forward central values that are important to Glendale. These will inform our approach and timeline, and anchor the deliverables created through each task:

Climate and Environmental Sustainability:

Knowing that climate action and environmental sustainability are major priorities for the city, we further recognize that this project plays a pivotal role in moving those goals forward. In their physical footprint, open space and parks provide the city's greatest opportunities for carbon sequestration, increasing biodiversity, nature-based stormwater management, mitigating the heat island effect, and improving air quality. Providing safe spaces, routes, and points of access throughout the city will encourage alternative, active transportation use that can abate greenhouse gas emissions, and encourage residents to recreate locally.

Community Health:

While parks and open space intrinsically provide environmental benefits and improve air quality, increasing access to parks and helping to ensure that they are safely used and connected is vital to the health of the community at large. This plan will infuse the parks with programming appropriate to and desired by the community; it will create connections that are safe, with pleasant trails and sidewalks, and will furnish amenities that make Glendale residents enthusiastic about enjoying the outdoors—in places that are welcoming and reflective of their vision, needs, and preferences.

Community:

The RFP calls for a community-driven and inclusive process to have residents meaningfully involved in deciding the future of their parks. From our years of experience in park systems, long-range planning, and park design and programming, **we know that getting this right takes time and investment in the process.**

For that reason, we have created a robust and sustained community engagement structure to guide the process and policies, from end to end, involving community leaders at each step—to help spread the word, shape messaging, encourage participation, and ultimately shape the strategy itself. Our team includes professionals that have been working in Glendale and surrounding areas for years and know its community leaders and unique characteristics. This built-in trust of these relationships will allow us to work from a strong foundation.

Equitable Park Access:

Although Glendale has a great parks, open space, and recreation system, it is not equitably distributed. Access to high quality parks varies greatly between the Verdugo Hills and downtown. These Plan Elements will carry forward the holistic vision of equitable access—weaving it with the values and preferences of residents, so that future parks programming and assets will be reflective of Glendale's diverse cultures and communities—to be used, celebrated, and stewarded with pride.



WORK PLAN

To achieve the goals of the Open Space and Conservation and Recreation Elements in under two years, we have assembled a schedule that we believe will support the city and provide time for community engagement. The process is divided into seven tasks broken into five milestones across a 19-month planning process in order to provide room within the two-year timeframe to be adaptable to changing project conditions.

Task 1: Project Initiation and Project Management and **Task 2: Community Engagement** will span the duration of the project. These tasks include several recurring meetings and key engagement events such as the project kickoff meetings, project status meetings, city department and agency coordination, updates to city council, and various applicable commissions.

Task 3: Existing Conditions Analysis, will last for the first 16 weeks of the project timeline, including a 4-week review period.

Task 4: Research and Analysis will continue through the subsequent 22 weeks and culminate in a 4-week review period before starting on the Preparation and Adoption of Amendments to the Elements (**Task 5**) which, including internal review and the environmental review period, will last 20 weeks.

Task 6: Environmental Review Preparation will last nearly the duration of the project at 18 months. This will include various subtasks as described in the below Scope of Work section and will include public review and comment periods as well as public meetings—as is required for a successful CEQA process.



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PROPOSED SCOPE OF WORK

Task 1: Project Initiation and Project Management

1.1. PROJECT TIMELINE

a. The Consultant Team will develop a project timeline, to be shared with and agreed upon by the City's Project lead, that outlines tasks and deliverables and includes regular meetings with the Project lead and supporting City staff and incorporates community outreach. The timeline will be framed in efficient and budget-conscious manner and include:

- The process, timing, and schedules for the entire Project including environmental review and concluding with City Council consideration of the proposed GPAs.
- Allowances for progress reports to Parks, Recreation and Community Services (PRCS) Commission, and other Commissions if necessary.
- Time frames for staff review of administrative drafts, and return of edits.

1.2. KICK-OFF MEETING WITH PRIMARY TEAM

a. The Project will begin with a kick-off meeting with City staff and key Consultant Team members ("Primary Team") to review the Project timeline, develop communication protocols, and clarify roles and responsibilities. Project leads will be the CSP Director (Onnig Bulanikian) and Park Planner (Joseph Gonzalez) with support from City departments as part of the Primary Team, including:

- Community Services and Parks
 - Deputy Director
 - Park Services Administrator
 - Senior Park Services Managers
 - Community Services Managers
 - Senior Administrative Analyst
- City Manager's Office
 - Office of Sustainability
- City Attorney's Office
- Community Development Department
 - Planning
 - Building & Safety
- Public Works Department
 - Engineering
 - Facilities
 - Urban Forestry
- Glendale Police and Fire Departments

1.3. GOAL AND CONTENT FRAMING

a. The Consultant Team will meet with the City's primary team to refine the goals and framework for future tasks. This work will include careful target-setting, establishing a broad understanding of the City's opportunities, constraints, and policymaker priorities and realities. The Consultant Team will provide expertise, creativity, and strategic counsel in identifying and addressing important policy decisions early in the process, including:

- Developing a specific city-wide park access and development standard, potentially moving away from an acreage-per-capita standard and toward a proximity-to-park-space standard based, for example, on having a park within a 10-minute walk.
- Providing a better understanding of alternative park and recreation standards and showing what standards are achievable and currently used by other medium and large cities.
- Developing culturally sensitive and inclusive messaging, outreach, and project-design strategies.

The Consultant Team assumes a Negative Declaration or Mitigated Negative Declaration in Task 6 even if changing the existing park need assessment standard triggers a full programmatic EIR.

b. The Consultant Team will facilitate discussions with leadership from across the City organization, including:

- Community Services and Parks
- Public Works
- Community Development Department
- City Manager's Office
- City Attorney's Office
- Glendale Police and Fire Departments as applicable

1.4. KICK-OFF MEETING WITH STEERING COMMITTEE

The Consultant Team, in partnership with the Primary Team Members, will assemble and lead a steering committee that consists of representatives from City staff, community groups, homeowner/neighborhood associations, and other stakeholders (the "Steering Committee"). This Steering Committee will serve as a touch point for input on plan development, processes, and adoption. Additional meetings will be scheduled as needed or on a regular basis upon determination from the City's Primary Team Members and Steering Committee.



1.5. PROJECT MANAGEMENT, MEETINGS, COMMUNICATIONS

The Consultant Team shall provide:

a. Ongoing communication and participation in recurring meetings with City staff scheduled through the Project lead to discuss project management, project progress, task-specific issues and accomplishments, and to review data, analysis, findings, and conclusions.

b. Additional meetings with City departments and divisions as needed with Primary Team Members, Steering Committee, and other working groups to further discuss, refine and identify issues, programs, data, and plan development. It is anticipated there will be at least 3 updates to each the City Council, 4 updates to the Parks, Recreation and Community Services Commission, and one update to the Planning Commission.

c. Coordinated, ongoing communication with the issue-based working groups is critical to ensure representatives from City staff, community groups, homeowners associations, and other stakeholders are being included in the development of the GPAs.

d. Planning for and presentations at community workshops, events, and meetings organized in coordination with the Project lead and other City staff to ensure robust and engaging community outreach.

e. A Project Manager as point of contact for City staff who is available to respond to staff inquiries, requests for information and ensure adherence to Project schedule and scope.

f. Quality assurance on technical memorandums, work product deliverables and assurance of professional courtesy in all matters relating to the Project.

g. Timely billing upon completion of tasks and including detailed expenditure reports on labor hours and reimbursables. To avoid delays of payment, invoices shall be sent to the City's Project Manager for preliminary review/approval before submitting them to the City's payment portal.

h. Meetings and/or interviews with City representatives and key stakeholders as needed. This includes facilitation of 2-3 internal worksessions with the City Team.

i. The Consultant Team will coordinate closely with the City during the development of the Open Space and Conservation Element and Recreation Element, and Michael Baker will provide a compliance review at key milestones for compatibility of the Elements with State requirements. Compliance reviews may occur at the following milestones:

- Early Compliance List developed by OLIN
- Table of Contents for the Elements
- Administrative Drafts of the Elements
- Public Drafts of the Elements
- Final Drafts of the Elements

j. Progress Reporting: The Consultant Team will supply the City with at least one (1) copy of all draft, partial and or completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Elements update.

k. An online resource site that will allow for easy file sharing, access, and document review for all team members, ensuring access to latest reports and files.

l. Except where otherwise specifically noted in this scope of work, all submissions are assumed to be digital PDF's.

m. Draft deliverables will be provided to the City for a review period and will be finalized following receipt of a single set of consolidated comments. Note that specific review periods are described in the proposed schedule for major deliverables.

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PROPOSED SCOPE OF WORK



Task 2: Community Outreach and Engagement

2.1. COMMUNITY OUTREACH PLAN

The Consultant Team will meet with City staff to develop a robust community outreach and engagement plan ("Community Outreach Plan") to obtain input from residents, community stakeholders and the public generally (broadly "Stakeholders"). The Community Outreach Plan will include Stakeholders in the decision making process so that Stakeholder input and recommendations are included in the draft GPAs presented to advisory bodies and to the City Council for review and approval. The Consultant Team will work with City staff to develop parameters for the Community Outreach Plan and will provide guidance for successfully conducting community and focus group meetings.



The Community Outreach Plan will include notifications and engagement activities throughout the Project and should use effective communication tools geared to the Glendale community, including traditional tools (e.g., fliers, announcements, etc.) and modern approaches (e.g., web, social media, etc.), and should build in iterative feedback from the public. The Community Outreach Plan will take advantage of existing community engagement channels that are proven successful and which include but are not limited to known Stakeholder groups such as the Glendale Chamber of Commerce, Glendale's Homeowner's Coordinating Counsel, Greater Downtown Glendale Association, Montrose Shopping Park Association, and various Homeowner's/Neighborhood Associations, The Glendale Historical Society, Tribal communities, and other community groups and associations. The Community Outreach Plan strategy will, at a minimum, include the following components:

- Formation of issue-based working/focus groups.
- Community workshops, events, and meetings to gather Stakeholder vision, ideas and comments on the proposed GPAs.



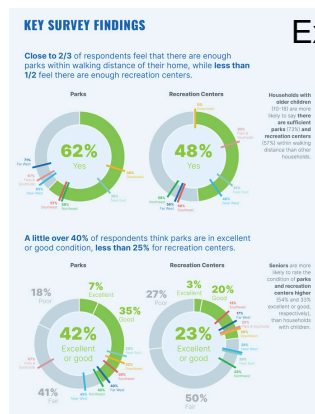
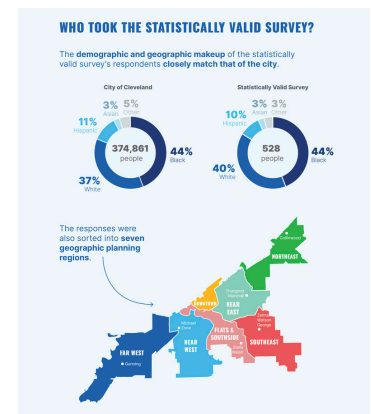
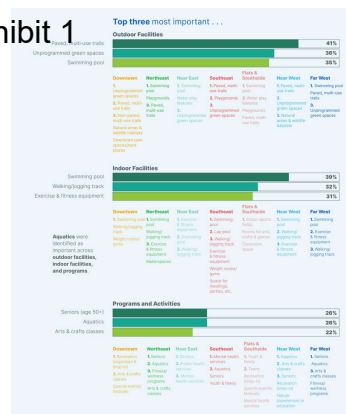


Exhibit 1



2.2. COMMUNITY ASSESSMENT

The Consultant Team will prepare targeted community assessments in order to determine the community's interests, needs, and concerns about existing and potential open space, conservation and recreation programs and facilities that considers all types of parks, athletic fields/courts, bike lanes, trails, open space areas, historical/cultural resources, and other recreation facilities and services ("Community Assessment"). As part of the Community Assessment process, the Consultant Team will:

- Conduct survey(s) and use any other proven information gathering methods/activities to engage the community and to gather Stakeholder feedback. Such engagement activities will include, for example, a "walk audit" with a return rate that accurately represents a sampling of the total population and community areas to best identify community needs and issues across the City.
- Capture demographic data and projections, assess the community's short and long-term needs and vision for open space, conservation and recreation. The Community Assessment Process will yield results that are statistically validated. A survey analysis report will be prepared to summarize the survey results and findings.
- Conduct and facilitate a minimum of six (6) community meetings, five (5) community pop-up events, and up to five (5) focus groups, and conduct Stakeholder interviews with individuals and groups to solicit input on the proposed GPAs, gather data, and prepare summaries of the results.
- Be prepared to attend and present up to eight (8) updates on the status of the GPAs to the PRCS Commission, other boards and commissions as applicable, and the City Council at regular meetings, special meetings, and/or study sessions if requested by the City.

- Produce all digital and printed Project materials, including but not limited to social media text and posts, event announcements, newsletter updates, website updates, flyers, meeting presentation, etc., which will be reviewed and approved by CSP and City Manager's office, and be translated into the City's identified languages, including English, Armenian, and Spanish.
- Focus on reaching participants that are underrepresented in governmental decision-making such as youth, underserved or disadvantaged communities, people with disabilities, and individuals with limited or no-English proficiency. This includes up to two (2) youth/equity focused engagement events.
- Focus on the formulation of policy goals and objects for the GPAs that support the conservation, preservation, and celebration of cultural, historical, archaeological, and paleontological resources through collaborative planning with key stakeholders, such as historical societies and tribal communities, as linkages to community identity.

2.3. PUBLIC INFORMATION

The Consultant Team will develop strategies to communicate the process for and status of the GPAs to Stakeholders using media outlets and creating social media engagement packages that employ informative graphics and/or short videos that can be posted on the City website and on other dedicated website(s) or platform(s). The Consultant Team will:

- Engage the City's media relations and public information officer to set up meetings with the Chamber of Commerce, Business Improvement Districts including the Greater Downtown Glendale Association (DGA) and the Montrose Shopping Park Association (MSPA) as well as homeowner/neighborhood association groups to learn the best outreach practices for their constituents, to provide information about the Project, and to increase engagement from the business and residential community.
- Contact local or cultural news channels, such as Glendale TV6, Telemundo, Armenian and other cultural channels to spread information.

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PROPOSED SCOPE OF WORK

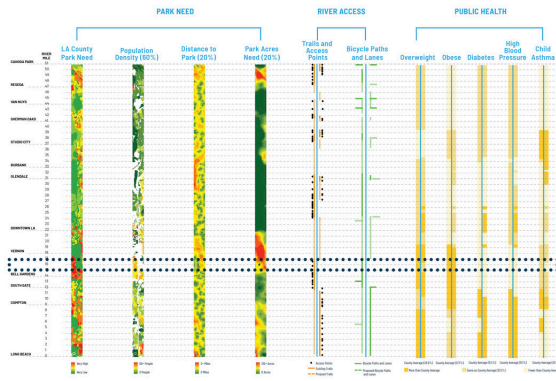
Task 3: Existing Conditions Analysis

3.1. REVIEW AND ANALYSIS OF RELEVANT EXISTING DOCUMENTS AND REGULATIONS

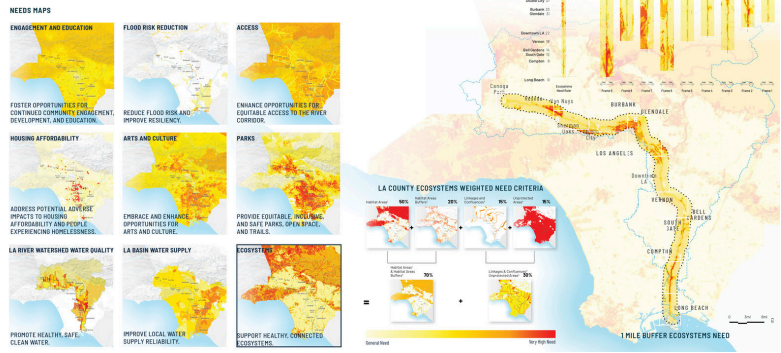
The Consultant Team will thoroughly review relevant existing plans, policies, projects, both internal and external to the organization, and collect data from existing resources that can be utilized in the GPA process. Data and research will be based on publicly available or City of Glendale datasets and GIS shapefiles. Editing existing Glendale or other Government and non-governmental entity datasets and shapefiles is not included in the base scope of work. The review, evaluation, and consideration will specifically include:

- a.** Reviewing the City's existing Open Space and Conservation Element and Recreation Element and any amendments to them as well as all other GP Elements, and drafts of any Elements currently undergoing amendment (e.g., Land Use, Mobility, and Safety), or new elements (e.g., Environmental Justice).
- b.** Identifying and evaluating any incomplete projects implementing the Open Space and Conservation Element and Recreation Element, the extent to which prior goals were accomplished or not, and identify which prior goals continue to be relevant.
- c.** Identifying existing partnerships, such as with the Glendale Unified School District, and determine whether the existing 1999 Joint Use Master Agreement between the City and GUSD remains relevant as a tool to provide for joint use of parks and open space facilities.
- d.** Reviewing the City's GIS data.
- e.** Exporting and reviewing static data on the City's park visitation from Placer.ai at specific moments in time (to be determined with the City) for use in the project.
- f.** Ensuring the GPAs conform with the State Office of Planning and Research General Plan Guidelines, and reviewing all applicable regulations, including but not limited to:
 - Government Code §§ 65560, 65562, 65564, 65566-7, 65910, et seq.
 - SB 1425 – Gov't Code section 65565.5 et seq.
 - SB 1000 – Gov't Code section 65302(h).
- g.** Reviewing and assessing other relevant reference documents that pertain or relate to the City's parks, open space, and recreation assets, with an eye to whether the current and future needs, improvements, design, and implemented site work remain valid within the context of the GPAs. These reference documents, include, but are not limited to:
 - Glendale's Public Works Department's (PW) 2023 City-wide Facilities Conditions Assessment. The PW's assessment should be included in the selected consultant's park facilities assessment.
 - Glendale Community Services & Parks' Capital Improvement Program Updates webpage
 - Glendale's Parks Facilities Inventory with acreage
 - Glendale's Trails Master Plan, Draft Map 2009
 - Glendale's Map of City Parks
 - Glendale Water and Power Wildfire Mitigation Plan
 - Glendale Fire Department Vegetation Management Program (VMP)
 - Glendale's Community Forest Management Plan (Draft)
 - Joint Use Agreement for the Edison School/Pacific Park Project
 - Verdugo Wash Visioning Plan
 - Glendale's Citywide Pedestrian Plan
 - Glendale's Safe and Healthy Streets
 - Glendale's Bicycle Transportation Plan
 - Glendale's ADA Survey Findings (2007)
 - Glendale's Safe Routes to Schools Program
 - South Glendale Community Plan, particularly Chapter 4
 - North Glendale Community Plan
 - Greener Glendale Plan
 - Glendale Climate Action & Adaptation Plan (draft expected Spring 2024)
 - Glendale Community Facilities Element (1975)
 - Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment, 2016
 - Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment Plus, 2022
 - Upper Los Angeles River and Tributaries Revitalization Plan, 2020
 - City of Los Angeles' 2020 Biodiversity Report
 - Vascular Flora Of The Verdugo Mountains And San Rafael Hills, 2013

Exhibit 1



DATA DRIVEN FRAMEWORK - NINE GOALS



- California's Native Tree Ranges map by the Urban Forest Ecosystems Institute at Cal Poly
- Other open space related case studies, policies, and best practices from other municipalities (including Los Angeles, Pasadena, and Burbank) to inform recommendations for this Project.

3.2. COMMUNITY PROFILE

The Consultant Team will provide a technical synopsis of the most current City demographics, growth trends, and relevant characteristics to provide context for the GPA policies and implementation. This will include a discussion of the natural resources, political boundaries, and the population/demographic profile, including discussion of special populations which may require specialized or disproportionate services and programming, such as seniors, teens, preschoolers, second language learners, individuals with disabilities, military family, and veterans. The Consultant Team will use the most up-to-date resources including but not limited to, the U.S. Census Bureau data, American Community Survey, US EPA's Environmental Justice Screening and Mapping Tool, California EPA's CalEnviroScreen tool, State Park's Community Fact Finder, ESRI Databases, Tribal Cultural Resources databases, historic resources databases, health assessment surveys, the City's web-based location intelligence application or platform that generates foot traffic insights into any location for deeper understanding of use trends and use factors for the past 5 years+. Key features such as data on visitors and passerby metrics to any location based on daily visits, hourly visits, and length of stay for all parks facilities, as well as visitor demographic information and information on visitor journey, will be used if available for informing use and trends.

3.3. PARKS NEEDS ASSESSMENT AND INVENTORY

The Consultant Team will:

a. Current Conditions of Parks

Inventory and analyze the current conditions of all of Glendale's developed parks and recreation facilities including community gardens, gymnasiums, exercise rooms, basketball courts, pools, etc. (the "Needs Assessment"). The Needs Assessment will inventory the various school fields and courts as part of the City's parks facilities inventory and will identify existing or potential joint-use opportunities. The analysis will include a review of overall facility conditions, current maintenance and operation programs, facility utilization, identify any deficiencies (such as lighting and signage needs), and assess the remaining useful life of amenities. This assessment will build off the existing Recreation and Open Space/Conservation Elements, and consider the existing CSP maintained park inventory logs, the LA County Park Needs Assessment, the LA County Park Needs Assessment Plus, City Public Works' City-wide Facilities Conditions Assessment, the Safe and Healthy Streets Plan, City-wide Pedestrian Plan, and Bicycle Master Plan.

b. Facilities as Community Resilience Centers

Evaluate opportunities to upgrade local recreation facilities to also serve as Community Resilience Centers (CRCs), providing shelter and resources during climate and other types of emergencies, including extreme heat events and poor air quality days, as defined by the California Strategic Growth Council's CRC Grant Program.

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PROPOSED SCOPE OF WORK

Task 3: Existing Conditions Analysis

Continued

3.3. PARKS NEEDS ASSESSMENT AND INVENTORY

CONTINUED

c. Urban Tree Inventory

Engage Public Works Urban Forestry staff to obtain the City's existing urban tree inventory, including types, health, and condition of trees, and develop priorities and recommendations for urban forestry in parks and along active mobility routes and networks, as applicable. Additionally, evaluate opportunities and policies to support maintenance and expansion of urban forestry such as establishing a protected tree database (potentially that also incorporates private trees that have an Indigenous Tree Permit), tree benefits dashboard and web maps (e.g. see Tempe, AZ's tree benefits dashboard), CA native park and street tree list (e.g. see City of Los Angeles Community Forest Advisory Committee's Native Trees List), native plant policies in parks and open spaces, and Parkway Landscaping ordinance, to name a few examples.

e. Inclusive Playground Assessment

Evaluate the level of inclusivity of the City's playgrounds. This would include evaluating play equipment throughout the City to determine the level of inclusivity, to be summarized in a final report. As an example, see Municipality of Anchorage's State of Play. This task would be subject to written task authorization before starting.

f. Inventory of Memorials/Cultural Resources

Prepare an inventory of all public and private memorials, historic and cultural resources and other installations on public land and facilities (the "Resources List"). The Resources List shall include any potential historic resources on public land and facilities. The Consultant Team will work with City staff to prepare the Resource List and develop estimates for the maintenance, repair, rehabilitation, restoration or relocation of improvements on the Resource List. The Resource List should be included as an appendix to the Open Space and Conservation Element and Recreation Element.

3.4. RECREATION PROGRAM AND SERVICES ASSESSMENT

The Consultant Team will:

a. Assess Recreation Programs

Analyze and assess the recreation programs and services currently provided by the City and identify any deficiencies in and opportunities for future recreation programs and services. This task involves determining the levels of services for parks and recreation facilities required considering projected growth and assessing park access issues. The Consultant Team will use the City Public Works Department's Facility Conditions Assessment, which is currently under development, to inform the assessment.

b. Evaluate How Facilities Meet Current/Future Needs

Evaluate how the City parks and recreation facilities meet current and future needs; summarize the regional, new, emerging, and declining trends in recreation activities locally; and assess whether modifications and/or additions will be required for existing programming.

c. Consider Gaps in Facilities/Recreational Needs

Consider current gaps in facilities or recreational needs (geography, activity, age/ability, accessibility, etc.) and identify potential future uses or desired amenities or remedies.

3.5. OPEN SPACE AND CONSERVATION ASSESSMENT

The Consultant Team will:

a. Inventory/Analyze Open Space System

Inventory and analyze City's entire open space system. California Government Code § 65560 requires an open space element to contain detailed information about several categories of undeveloped land. Specifically, the Open Space and Conservation Element will inventory the following broad categories of open space for:

- natural resources;
- managed production of resources;
- outdoor recreation;
- public health and safety;
- military support; and
- tribal resources

b. Prepare Habitat Conservation Plan (baseline, desktop analysis)

Prepare a habitat conservation plan ("Habitat Conservation

Plan") for the City's open spaces. The Consultant Team will use data provided by City, biological survey summarized in a technical report prepared for the 1993 Open Space and Conservation Element, and other publicly available ecological resources, including protection of cultural resources, to provide a comprehensive analysis of all resources that will inform the OSCR Elements.

In addition to the above, the Consultant Team will use new data related to vegetation and wildlife communities, including wildlife passages as required by AB 1889 and open space requirements per SB 1425, and rapid field assessment to verify habitat areas in Glendale's open spaces specifically related to areas with potential for significant or sensitive species.

Specifically, the Consultant Team will perform:

- i. Vegetation and Wildlife Surveys/Rapid Field Assessments to broadly identify the biological resources in Glendale's wilderness and foothill areas, especially areas with significant or sensitive species. The Habitat Conservation Plan will identify land management practices and climatesmart management programs that support habitat conservation, and shall consider Cheryl Swift, Ph.D.'s, biological survey summarized in a technical report prepared for the 1993 Open Space and Conservation Element.

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PROPOSED SCOPE OF WORK

Task 3: Existing Conditions Analysis

Continued

3.5. OPEN SPACE AND CONSERVATION ASSESSMENT

CONTINUED

ii. Identification of Opportunities for Restoration through targeted assessments for habitat protection, restoration, and enhancement in Glendale's open spaces as well as in wildland-urban interface areas.

iii. Identification of Opportunities for Climate-Smart OS Management such as invasive species management, fuel load maintenance, and prescribed grazing or burns, of natural lands to improve forest health and build resiliency to the impacts of climate change from wildfire, flooding, and water quality/supply. The identified climatesmart management strategies will comply with the city's ordinances and other applicable laws for fire fuel reduction and should consider best ecologically sensitive vegetative management practices (ESVM).

iv. Identification of Opportunities for Habitat Linkages and wildlife corridors that would enhance wildlife movement and biodiversity. Suggest policies and programs that support establishment, protection, and expansion of wildlife corridors.

v. Identification of Ways for Improving Wildfire Resilience and to improve fire safety and promote investment in wildlands management and workforce development.

vi. Protect Cultural Resources vulnerable to wildfire, if applicable (requires sacred lands search and coordination with and notification to local tribes).

c. Trails Inventory

Coordinate with City staff to complete a GIS-based trails inventory that reflects the status of the current trail system (including availability of parking, informational kiosks and signage; length of trail; altitude change; approved users; status of trail conditions, if known) and create a Trail Summary Report.

d. Incorporate Recommendations from 2009 Trails MP
Evaluate recommendations from the 2009 Trails Master Plan, create a list of potential trail projects, and address issues regarding trail design conformance, and trail maintenance requirements.

e. Trails Management Program Recommendations
Identify ways to support establishment of a sustainable trails maintenance program that incorporates stewardship, youth workforce development, and educational opportunities, and standardized signage towards development of a trails master plan

f. Identification of Opportunities to Increase Access
Identify opportunities to increase access points, trails, and other recreational opportunities within natural areas that balances wildlife and recreation needs/funding.

g. Identification of Opportunities to Expand Urban Forest
In consultation with relevant City staff (e.g., Urban Forester, Public Works), provide a high-level summary of opportunities and strategies for expanding urban greening to enhance the ecological function within the City and adapt to changing climates, in alignment with proposed Measures and Actions in the City's Climate Action and Adaptation Plan. The task will highlight recommended actions to urban forestry and green infrastructure, such as promotion of green infrastructure in and around parks and along streets, expansion of urban tree canopy, incentives for private property owners to plant natives, and park-related stormwater capture multi-benefit projects.

h. Evaluate Opportunities for Naturalizing/Daylighting Streams

Evaluate opportunities for naturalizing and/or daylighting streams, washes, and storm channels, and protecting natural waterways in open spaces. This will include a review of habitat management practices to recommend climate-informed management strategies for various habitat types. The Consultant Team understands that a Verdugo Wash Master Plan process is underway.

i. Identification of Partners

Identify and maintain a list of potential community, local and regional partners interested in helping bring the goals of the Conservation and Open Space Element and Recreation Element to fruition.



Task 4: Research and Analysis

4.1. PARK AND OPEN SPACE EXPANSION AND ACQUISITION STUDY

The Consultant Team will develop an inventory of vacant and underutilized parcels assessed for recreational opportunities and ranked/prioritized based on feasibility and other factors, including:

a. Studying the feasibility of and make policy recommendations for the use, maintenance, and acquisition of open space or underutilized urban land for park development and/or conservation (e.g., prioritizing land that has high ecological value and provides opportunities for enhancing native habitat, for maintaining and creating wildlife corridors and wildlife access, and/or suitable for land mitigation banking).

b. Identifying ways to expand existing parks by acquiring adjacent properties by identifying opportunity sites that could be considered for possible acquisition, joint use, and/or long-term lease (such as Southern California Edison rights-of-way), and identify possible acquisition methods and funding sources that may be available to acquire property for future park and open spaces.

c. Recommending funding strategies for long-term open space and park management, maintenance, and operation.

4.2. OSC&R ELEMENTS - GOALS, POLICIES, AND PRIORITY RECOMMENDATIONS

a. The Consultant Team will develop and update the goals, issues, policies, strategies, and priority criteria and methodology in each of the Elements based on the vision for City parks captured from the Community Outreach and Assessment tasks, including indoor and outdoor recreational facilities, open space, and desired level of service to meet current and future needs. This deliverable should include recommendations for:

- Access and park use practices that are accessible and inclusive;
- Maintenance, operation, repair, and rehabilitation of existing parks and recreational facilities;
- Opportunities for potential enhancement, access improvements, and expansion. All recommendations will reflect short and long-term maintenance needs and risk management considerations.

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PROPOSED SCOPE OF WORK

Task 4: Research and Analysis

Continued

4.3. FINANCIAL EVALUATION AND PRIORITIZATION

- a.** Develop financial cost estimates, alternative funding strategies, and optimal financial plans for implementation of the Project that consider the City's existing Development Impact Fee (DIF) ordinance and the use and application of DIF funds.
- b.** Identify additional park financing mechanisms and tools, e.g., Community Improvement Districts (CID), Tax Allocation Districts (TAD) Tax Increment Financing (TIF), Special Service Districts (SSD), and Public-Private Partnerships (PPP).
- c.** Create a framework for communicating and prioritizing the financial resources required to sustain current and desired assets at the appropriate level of service.
- d.** Evaluate the viability, cost-effectiveness, and return on investment of suggested strategies and recommendations.
- e.** Include an analysis of staffing levels and financial resources needed to properly program, maintain, and operate existing park resources. The analysis should identify existing gaps, any changes in staffing levels, and financial resources to support the policy recommendations for the GPAs.

This task will recognize the City's limited ability to levy additional fees or otherwise increase revenue; therefore, the use of grants, concessions, sponsorship, and other alternative funding mechanisms are of critical importance to the development and maintenance of the park system.

4.4. IMPLEMENTATION PLAN

- a.** Develop a Project Implementation Plan that identifies programming, staffing, responsible agencies, funding sources, implementation time frame, and other strategies for effective implementation.
- b.** Identify priority projects based on condition, community need, or funding/partnership opportunities.

4.5. POLICY TRACKING MATRIX APPENDIX

- a.** Provide a summary table of all existing Open Space and Conservation Element and Recreation Element and all recommended changes to the existing policies, goals, actions, and strategies (as applicable) for easy reference.
- b.** An additional table summarizing policies, goals, actions, and strategies from all General Plan Elements will be provided in an Excel spreadsheet. This spreadsheet shall help demonstrate consistency of the recommended changes to the Elements with all other General Plan Elements. This analysis should be structured to support the land use consistency analysis conducted as part of California Environmental Quality Act (CEQA) reports/studies. (The Consultant Team understands, the City is in the process of updating its Land Use, Safety, and Mobility Elements and is drafting a new Environmental Justice Element).

4.6. MAPPING UPDATE

- a.** Utilizing the inventories and needs assessments from Tasks 3, the Consultant Team will develop final, user-friendly inventory lists and maps that update and improve the existing Open Space and Conservation Element maps and inventories for City parks and recreation facilities, Glendale Unified School District recreation facilities, open space coverage, memorials, and any additional mapping and inventory deemed necessary by City staff and integrated into the City's GIS database.
- b.** The Consultant Team will work with City's IT/GIS department to identify additional resource layers and information, such as natural resources, assets, and regional considerations that should be considered in map and inventory updates.

Task 5: Preparation and Adoption of Amendments to the Open Space and Conservation Element and to the Recreation Element

5.1. ADMINISTRATIVE DRAFT OF OSC&R ELEMENTS

The Consultant Team will develop Administrative Drafts of each of the GPAs which summarize, integrate, and analyze the relevant data and deliverables from Tasks 1-4. This task will include two (2) rounds of review comments.

5.2. STAFF REPORTS

The Consultant Team will assist City staff with preparing staff reports for the PRCS City Commission, Planning Commission, and other commissions as applicable, and for City Council study sessions and hearings. The Consultant Team will provide necessary information to facilitate adoption and implementation of the GPAs.

5.3. SECOND ADMINISTRATIVE DRAFT

The Consultant Team will prepare administrative drafts of the GPAs that incorporate City Council input (from study sessions, etc.), Stakeholder input, and City staff direction. The administrative draft GPAs will be presented to City Council, City commissions, and the general public for additional comments and feedback prior to final adoption. The draft GPAs shall be color blind friendly, Americans with Disabilities Act (ADA) accessible, include user-friendly graphics, and provide for inclusive language with a broad and diverse audience in mind.

5.4. FINAL GPA

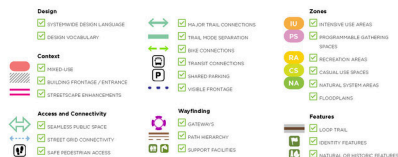
a. Following completion of the environmental review process outlined below in Task 6, the Consultant Team will develop the Final GPAs for City Council adoption. This deliverable will capture the short and long-range vision for open space, conservation, and recreation for the City, including prioritization of park equity. The Final GPAs will demonstrate how they draw from existing plans, are consistent with other GP Elements, grow the overall General Plan vision, and meet State regulatory requirements.

b. The Consultant Team will deliver twenty (20) printed and bound color copies and one (1) printed and unbound copy to the CSP office, as well as an electronic copy delivered via email. The Consultant Team will prepare written and graphic materials and support City staff in presenting the Project by making the technical presentation and answering questions at a minimum of four (4) City Council/Commission Meetings.

c. The final GPAs are assumed to reach a maximum length of no more than 250 pages.

APPLYING THE GUIDELINES

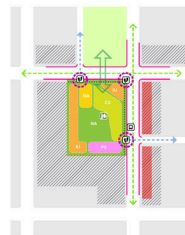
The following diagrams illustrate how the various design guidelines apply to different park classifications. Enlargements of each diagram can be found in the following section on park and facility classifications.



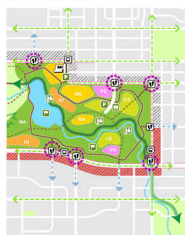
Neighborhood Park



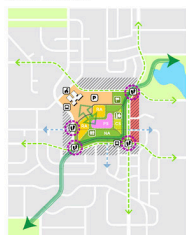
Urban Park



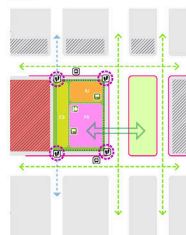
Community Park



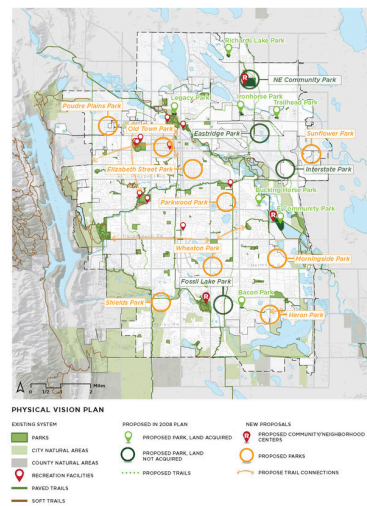
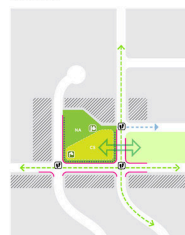
Schoolside Park



Plaza



Mini Park



vi. Work Plan and Project Schedule

PROPOSED SCOPE OF WORK

Task 6: Environmental Review Preparation

6.1. CEQA COMPLIANCE - NEG DEC OR MND

The Consultant Team will prepare an Initial Study/Mitigated Negative Declaration (IS/MND), leveraging data from the OSCR development process. If it is determined that technical reports are needed, for example due to outdated or inadequate information, the Consultant Team will advise the City immediately to discuss options.

The Consultant Team will perform the following subtasks to develop the IS/MND:

a. CEQA Kickoff and Project Description

The Consultant Team will work with the City to formally initiate the environmental review process. An IS/MND is anticipated for the OSCR Elements (project). The Consultant Team will work with the City to clarify the project objectives, refine the purpose and need for the project, and to provide the opportunity to discuss points of contact, communication protocols, status reports, project schedule, environmental issues, and any other logistical, technical, or procedural concerns. The Consultant Team will use all relevant and updated information on the Draft OSCR Elements and will prepare a Data Needs List that will inform the Project Description.

Task 6.a. Deliverables:

- Data Needs List (electronic)
- 1st Draft Project Description (electronic)
- 2nd Draft Project Description (electronic)
- Final Project Description (electronic)

b. Technical Analyses

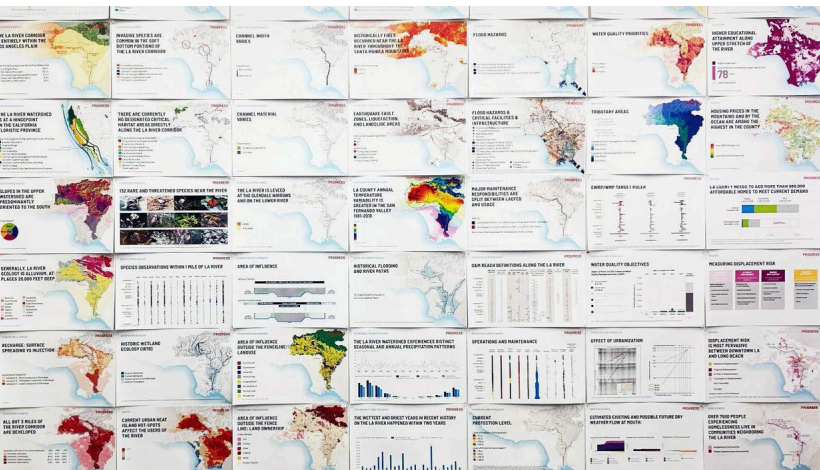
The Consultant Team will coordinate with City staff regarding the required technical analyses and get approval before proceeding. The technical analyses will be prepared by the Consultant Team and incorporated into the IS/MND. The Consultant Team assumes that the following technical analyses would be required:

- Air Quality
- Biological Resources
- Cultural Resources (Archaeological, Historical, Tribal)
- Energy
- Greenhouse Gas Emissions
- Noise

Technical analyses for Air Quality, Energy, Greenhouse Gas Emissions, and Noise will be incorporated into the IS/MND (no standalone reports) with accompanying modeling appendices. Technical analyses for Biological Resources and Cultural Resources will be provided in standalone reports.

i. Air Quality

The Consultant Team will prepare an air quality analysis and incorporate it into the IS/MND (no standalone report). The project is located within the South Coast Air Basin (SCAB), which is under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). Federal, State, Regional, and Local air quality regulations will be discussed. The analysis will describe and address the requirements set forth by the SCAQMD CEQA Air Quality Handbook. Short-term construction impacts will be qualitatively discussed as the General Plan Amendments will not directly result in construction activities. Operational (i.e., area, mobile, and energy source) emissions will be quantified based on the Existing and General Plan Amendments Buildout scenarios with CalEEMod and compared to the SCAQMD regional thresholds of significance. Emission reductions due to project design features will be incorporated into the operational emissions inventory. Primary sources of emissions will be related to area sources and local/regional vehicle miles traveled. Project consistency with the 2022 Air Quality Management Plan (AQMP) will also be addressed.



The City of Glendale is located within the SCAQMD's Source Receptor Area (SRA) 7 (East San Fernando Valley) and SRA 8 (West San Gabriel Valley). Based on localized meteorological data for SRAs 7 and 8, the Consultant Team will analyze localized impacts based upon the SCAQMD's Localized Significance Thresholds (LST) methodology. In addition, as a result of the California Supreme Court decision for *Sierra Club vs. County of Fresno (Friant Ranch L.P.)*, the resultant human health impacts from the project's short-term construction and long-term operational air emissions will be discussed.

ii. Biological Resources

The Consultant Team will prepare a Biological Resources Assessment as a standalone report and will incorporate the findings into the IS/MND. The Consultant Team will conduct a high-level, primarily desktop-based biological resources analysis of the City to determine its baseline conditions and verify existing data from the current General Plan Open Space and Conservation Element and Recreation Element. The Consultant Team will conduct a database search of the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database, the on-line California Native Plant Society's (CNPS) Inventory of Rare and Endangered Plants of California listings, and the on-line U.S. Fish and Wildlife Service's (USFWS) Information for Planning and Consultation environmental review tool to identify special-status biological resources known to occur within the City. In addition, The Consultant Team will review U.S. Department of Agriculture soil data, historic/current aerial photographs, and U.S. Geological Survey topographic maps to further assess the ecological conditions within the project site. The USFWS National Wetlands Inventory (NWI) Mapper, U.S. Geological Survey National Hydrography Dataset, and other sources will also be reviewed to identify aquatic resources within the City that may fall under federal and/or state regulatory jurisdiction. The Consultant Team will also review the description of the Los Angeles County-designated Verdugo Mountains Significant Ecological Area (SEA) to confirm the location of any existing biological constraints and identify any requirements that would

be needed for the proposed project to be consistent with the conservation goals and objectives of the SEA.

Following the literature review, the Consultant Team will visit strategic and accessible open space/conservation/recreation areas within the City, particularly portions of the Verdugo Mountains accessible via public parks and trails at the Verdugo Mountains Open Space Preserve, Verdugo Park, Brand Park, Crescenta Valley Community Regional Park, and undeveloped areas located within the far northern boundaries of the City, at Deukmejian Wilderness Park. Field reconnaissance will be conducted to verify vegetation communities and land cover types in areas that could not be verified to a certainty through Google Earth aerial and Street View imagery or other means. The location of any special-status biological resources, if detected (i.e., plants, wildlife, vegetation communities, jurisdictional features), will be recorded. The field reconnaissance will not include any comprehensive documentation of plant and wildlife species except as may be needed to help characterize existing vegetation communities. This field reconnaissance will provide a general understanding of the biological resources occurring within City boundaries and is expected to include up to two (2) field days following the literature review. The field reconnaissance survey does not include a formal jurisdictional delineation or focused surveys for plant or wildlife species.

A Biological Resources Assessment technical report will be prepared to present results of the literature review and field reconnaissance. This report will update the applicable regulatory setting for the City, will document vegetation communities/habitat types occurring within City boundaries, will note, on a general level, the special-status and non-special-status plant and wildlife species that have the potential to occur within the City, and will identify the presence of major aquatic/hydrological features (e.g., streams, lakes) that occur within City boundaries, with a focus on those that are potentially subject to the jurisdiction of the U.S. Army Corps of

vi. Work Plan and Project Schedule

PROPOSED SCOPE OF WORK

Task 6: Environmental Review Preparation

Continued

Engineers, the Regional Water Quality Control Board, and/or CDFW. The report will include photographs and Geographic Information Systems (GIS) figures to enhance written text and visually depict specific biological information as it relates to the City. GIS figures are anticipated to consist of aerial photographs that depict the General Plan and City boundaries; USDA soils; vegetation communities and land uses; aquatic features, and the boundaries of the SEA and any other habitat conservation plan area, if present in the City. In addition, the report will analyze potential impacts of the proposed amendments to the Open Space and Conservation Element and Recreation Element to biological resources, and identify any biological surveys, mitigation measures, regulatory approvals, and/or SEA requirements that may be needed in order to ensure the analysis of biological resources is compliant with current standards under the California Environmental Quality Act.

iii. Cultural Resources (Archaeological, Historical, Tribal)

Cultural Resources Technical Report

The Consultant Team will prepare a Cultural Resources Technical Report that will be incorporated into the IS/MND. The City of Glendale possesses 47 parks, and at least three of these (Brand Park, Casa Adobe de San Rafael & Park, and Catalina Verdugo Adobe) are centered around one or more historical buildings. Other parks, such as Deukmejian Wilderness Park, are known or reasonably expected to include additional historical or archaeological resources. Additionally, the City owns and manages over 5,000 acres of natural open space and over 30 miles of fire roads and 7.5 miles of single track trails. Collectively, we anticipate this to be the project site. As part of the cultural resources identification study, the Consultant Team will complete a cultural resources records search of each of the City parks and mapped open spaces with a 1/10 mile search radius at the South Central Coastal Information Center (SCCIC); request a Sacred Lands File search from the California Native American Heritage Commission; review additional inventories including the Built Environment Resources Directory and the City of Glendale Register of Historic Resources; conduct

a literature, historic map and aerial photo review; and conduct local historical society consultation. Available descriptions of the parks and open spaces will be reviewed to identify potential monuments and other features of significance located therein. The intent of this cultural resources identification efforts is to identify historical resources, as defined in Section 15064.5(a) of the California Environmental Quality Act, or potential tribal cultural resources, either within the project site or that otherwise might be impacted by the proposed project. It is assumed no field visits will be conducted as part of the inventory, but field studies may be recommended as a result of this study.

The findings of the cultural resources identification efforts will be summarized in a technical report describing the project site, methods, and results of the cultural resources identification efforts described above. The report will make recommendations or mitigation measures, as applicable. Further studies may be identified as part of these recommendations. Appropriate documentation, such as DPR 523 series forms, will be included as an appendix.

Resources List and Historic Resources Management and Maintenance Plan

The data collected during the cultural resources study will be used to create a Resources List. The Resources List will identify all resources previously evaluated and considered eligible for listing in the National, State, or Local register. If necessary, a secondary list will identify resources that are potentially eligible but require additional study. The Consultant Team will use the Resources List to develop a programmatic-level Historic Resources Management and Maintenance Plan. This plan will provide a recommended management framework to guide cultural resource protection efforts including routine and cyclic basic preservation maintenance treatments, and rehabilitation, restoration or relocation of improvements on the Resource List.

AB 52/SB 18 Consultation Support

The Consultant Team will support the City with tribal consultation efforts in support of Assembly Bill 52 (AB 52) and Senate Bill 18 (SB 18), if requested. The Consultant Team will prepare letters to appropriate Native American Tribes inviting them to participate in AB 52 and SB 18 consultation with the City. The consultation invitations for AB 52 and SB 18 will be made in a single letter. The Consultant Team will prepare suggested letter text, which will then be sent under City letterhead. The Consultant Team will email and mail the letters on behalf of the City and maintain a log of mailings. However, the City must lead any consultation that emerges as a result of these invitations. The Consultant Team will attend up to two (2) meetings with interested Tribes and the City and support coordination efforts for these meetings, including the drafting and review of potential mitigation measures.

iv. Energy

The Consultant Team will prepare an Energy analysis and incorporate it into the IS/MND (no standalone report). The Consultant Team will analyze the energy implications of the project pursuant to Public Resources Code Section 21100(b) (3) and Appendix G and Appendix F of the CEQA Guidelines. These statutes and guidelines require a project to describe, where relevant, the wasteful, inefficient, and unnecessary consumption of energy caused by a project. In addition, Appendix G of the CEQA Guidelines requires a consistency analysis with state or local plans for renewable energy or energy efficiency. The analysis will analyze energy consumption associated with short term construction activities and long-term operations using CalEEMod based on the project's land use data. The analysis will also discuss the effects of the project on regional and local energy supply, demand, and resources, and the project's consistency with energy standards and requirements. Additionally, the assessment of environmental impacts on energy resources will include mitigation measures to reduce inefficient and unnecessary consumption of energy, if necessary.

v. Greenhouse Gas Emissions

The Consultant Team will prepare a Greenhouse Gas (GHG) Emissions analysis and incorporate it into the EIR (no standalone report). The Consultant Team will review the land use data and will prepare an inventory of the GHG emissions (i.e., nitrous oxide, methane, and carbon dioxide) from both direct (i.e., area and mobile sources) and indirect sources (i.e., energy/water consumption and wastewater/solid waste generation). CalEEMod will be used to quantify GHG emissions. Short-term construction impacts will be qualitatively discussed as the General Plan Amendments will not directly result in construction activities. Reductions from recently adopted programs and regulations will be included, such as improvements in fuel efficiency, state building code energy efficiency, and water efficiency. The analysis will also review project consistency with the Southern California Association of Governments 2024–2050 Regional Transportation Plan/Sustainable Communities Strategy (2020–2045 RTP/SCS; Connect SoCal 2024) and the California Air Resources Board 2022 Climate Change Scoping Plan for the purpose of reducing GHG emissions.

vi. Noise

The Consultant Team will prepare a Noise analysis and incorporate it into the IS/MND (no standalone report). The applicable noise and land use compatibility criteria will be reviewed and noise standards regulating noise impacts will be discussed for land uses under Existing and General Plan Amendments Buildout scenarios. A site visit will be conducted, and short-term noise level measurements will be taken. The noise monitoring survey will be conducted to establish baseline noise levels in the project area. This scope excludes long-term (24 hour) measurement. Short term construction noise and vibration impacts will be qualitatively discussed as the General Plan Amendments will not directly result in construction activities. For operations, the noise environment in the study area will be presented in terms of noise related to transportation and stationary sources associated with changes to the associated Element updates. The stationary noise impacts will be discussed qualitatively. Compliance with applicable noise

vi. Work Plan and Project Schedule

PROPOSED SCOPE OF WORK

Task 6: Task 6: Environmental Review Preparation *Continued*

Task 6.b. Deliverables:

- Draft Air Quality analysis (incorporated into the IS/MND)
- Final Air Quality analysis (incorporated into the IS/MND)
- Draft Biological Resources Assessment Technical Report
- Final Biological Resources Assessment Technical Report
- Draft Cultural Resources Technical Report
- Final Cultural Resources Assessment Technical Report
- Draft AB 52/SB 18 Consultation Letters
- Final AB 52/SB 18 Consultation Letters
- Draft Energy analysis (incorporated into the IS/MND)
- Final Energy analysis (incorporated into the IS/MND)
- Draft GHG Emissions analysis (incorporated into the IS/MND)
- Final GHG Emissions analysis (incorporated into the IS/MND)
- Draft Noise analysis (incorporated into the IS/MND)
- Final Noise analysis (incorporated into the IS/MND)

Assumptions:

- This scope of work assumes that no new or expanded recreational facilities that would induce regional vehicle trips are identified during the Park Needs Assessment; therefore, a Vehicles Miles Travelled (VMT) study is not included for the CEQA document.
- All Draft and Final analyses/reports will be submitted electronically; no hardcopies provided.

c. Administrative Draft Initial Study/Mitigated Negative Declaration

The Consultant Team will prepare an IS/MND in compliance with CEQA and the CEQA Guidelines (California Code of Regulations Section 15000 et seq.), as amended. The IS/MND will clearly describe existing conditions (i.e., baseline), regulatory guidelines (where applicable) and thresholds of significance and will incorporate the technical analyses described under Task 6.2, as well as address the other issue areas contained in the CEQA Environmental Checklist (CEQA Guidelines Appendix G). The IS/MND text will be supplemented with graphics and summary tables, as necessary, to present this information in a manner that will clearly inform the public, responsible agencies, and the decision makers. The IS/MND will include, but not be limited to the following sections:

Introduction. The IS/MND will include an introduction that provides and overview and discusses the regulatory guidance, identifies the lead agency, identifies the Project applicant (in this case, the City), describes the purpose for and organization of the IS/MND, provides a summary of the findings, and lists contact information for public comment. Project Description. As noted above, the project description prepared under a separate task will be incorporated into the IS/MND.

Environmental Impact Evaluation. The Consultant Team will complete the CEQA Environmental Checklist (per Appendix G of the CEQA Guidelines) with explanations and analyses for each response, including “No Impact” responses. The level of analysis and degree of impact will vary depending upon the environmental topic. For each environmental issue, the Consultant Team will describe existing conditions; identify the significance criteria, methodology, and approach; assess potential environmental impacts and their significance; and recommend feasible mitigation measures, if required. Other federal, state, or local agencies with permit requirements or other approval authority will be identified in the Regulatory Framework section of each topic area in the CEQA Checklist.

Mitigation Measures. The Consultant Team will present feasible mitigation measures, including any necessary monitoring activities, to reduce potentially significant impacts to less than significant levels.

Determination - Recommended Environmental Documentation. Based on the environmental analysis, the Consultant Team will determine which level of CEQA documentation is appropriate for the proposed project. It is anticipated that an IS/MND will be the appropriate level of documentation. However, in the event that a different level of documentation is determined to be required, the Consultant Team's scope of work and budget will require an amendment.

Preparation and Coordination/Consultation. The Consultant Team will include a listing of persons who prepared the IS/MND and those who were consulted during the preparation of the document.

References. The Consultant Team will include footnote references throughout the IS/MND, as well as a references section that lists all sources of information used in the preparation of the IS/MND.

Upon completion, the Consultant Team will conduct an internal quality assurance review to ensure the document meets CEQA requirements and is well written. The Consultant Team will submit the 1st Administrative Draft IS/MND for review to City staff. Upon receipt of comments, the Consultant Team will incorporate edits and produce the 2nd Administrative Draft IS/MND, which will be submitted to City staff for review. The Consultant Team will incorporate comments from the review of the 2nd Administrative Draft IS/MND.

Task 6.c. Deliverables:

- 1st Administrative Draft IS/MND (electronic)
- 2nd Administrative Draft IS/MND (electronic)

d. Distribute Notice of Intent and Public Review Draft IS/MND

Upon receipt of comments from the City on the 2nd Administrative Draft IS/MND, the Consultant Team will prepare an electronic Screencheck Draft IS/MND for review and approval by City staff prior to finalizing for public review. A Notice of Intent (NOI) will be prepared and provided for review and will be finalized upon receipt of City comments. The Consultant Team will work with City staff to develop the agency/stakeholder distribution mailing list for the NOI, which will be circulated for a 30-day public review period. Given the nature of the project, it is assumed that a radius mailing to owners and occupants will not be required. The Consultant Team will submit the NOI and IS/MND to the State Clearinghouse and appropriate review agencies per a list compiled by the City and the Consultant Team, will file the NOI with the County Clerk, and place the notice in a local newspaper and pay the associated fees. In addition, the NOI and IS/MND will be submitted in PDF format so that they may be placed on the City's website. It is assumed the City will distribute the NOI to a radius mailing list of owners/occupants. The Consultant Team will print and distribute the NOI up to 3 hardcopies of the Draft IS/MND for local repositories for public viewing (no appendices). The Consultant Team will submit the IS/MND and NOI electronically (through the CEQA Portal) to the State Clearinghouse along with the Notice of Completion (NOC) form. Due to State Clearinghouse posting requirements, the PDF documents of the IS/MND, NOI, and NOC will be formatted for WCAG and accessibility compliance, including flattening documents and making them text recognizable.

Pursuant to CEQA Guidelines 15202, a public meeting is not required during the IS/MND process. Nonetheless, the Consultant Team assumes that the City will hold a public meeting to solicit agency and public comments. During the 30-day public review period, the Consultant Team assumes attendance at a public meeting to receive comments from the public on the Draft IS/MND. This scope assumes that a virtual public meeting will be conducted.

vi. Work Plan and Project Schedule

PROPOSED SCOPE OF WORK

Task 6: Task 6: Environmental Review Preparation *Continued*

The Consultant Team will coordinate with the City to plan and moderate the meeting. All meeting planning will be documented in a simple logistics plan that will serve as a roadmap to executing the meeting, and will outline the agenda/timing, speakers, meeting materials, roles and responsibilities, etc. Our work plan assumes meeting attendance by two (2) Consultant Team members. The Consultant Team will assist the City with developing the presentation slides and preparing a written summary of the environmental issues raised by the public at the public meeting. No language interpreter or court reporter is included in this scope of work.

Task 6.d. Deliverables:

- Screencheck Draft IS/MND (electronic)
- Public Review Draft IS/MND (electronic)
- Agency/Stakeholder mailing list (electronic)
- NOI (electronic)
- Publish NOI in local newspaper
- Distribute NOI to agency/stakeholder mailing list (50 hardcopies)
- Distribute NOI, NOC, and Draft IS/MND to State Clearinghouse (electronic)
- Distribute NOI and Draft IS/MND to local repositories (3 hardcopies)
- NOI filing at County Clerk
- Public meeting PowerPoint presentation (electronic)
- Public Meeting Logistics Plan (electronic)



e. Final Initial Study/Mitigated Negative Declaration

Following the close of the 30-day public review period, the Consultant Team will consolidate all the comments received during the Draft IS/MND public review period and prepare a written response to each substantive comment received (i.e., those raising significant environmental issues). The level of detail contained in the response will reflect the level of detail provided in the comments, so that general responses will be prepared when a comment does not contain or specifically refer to readily available information or does not explain the relevance of evidence submitted with the comment. Up to ten (10) substantive comments are assumed, and no new analysis will be required as the result of public comments. Comments received are assumed to be non-repeating discrete comments, and the level of effort assumes that the responses will address comments to correct information, clarify or elaborate upon analyses and the rationale for the significance conclusions and/or mitigation measures. A change to the scope, budget, and schedule may be necessary if there are more comments than specified or require additional research beyond clarification, such as lengthy attorney/union comment letters; new analyses that involves additional field work, modeling or consultations; or the discussion and/or analysis of new alternatives.

The Administrative Final IS/MND will be prepared consistent with the City's process and format requirements. It is assumed that the Administrative Final IS/MND will include: an introductory chapter, enumerated list of all persons, organizations, and public agencies commenting on the Draft IS/MND; copies of all written comments received on the Draft IS/MND; responses to significant environmental issues raised in the review process; and revisions in errata format (underline/strikethrough) to the full Draft IS/MND based on the responses. As part of the Final IS/MND, the Consultant Team will also prepare the Mitigation Monitoring and Reporting Plan (MMRP) in accordance with Section 15097 of the CEQA Guidelines based on the mitigation measures put forth in the IS/MND.

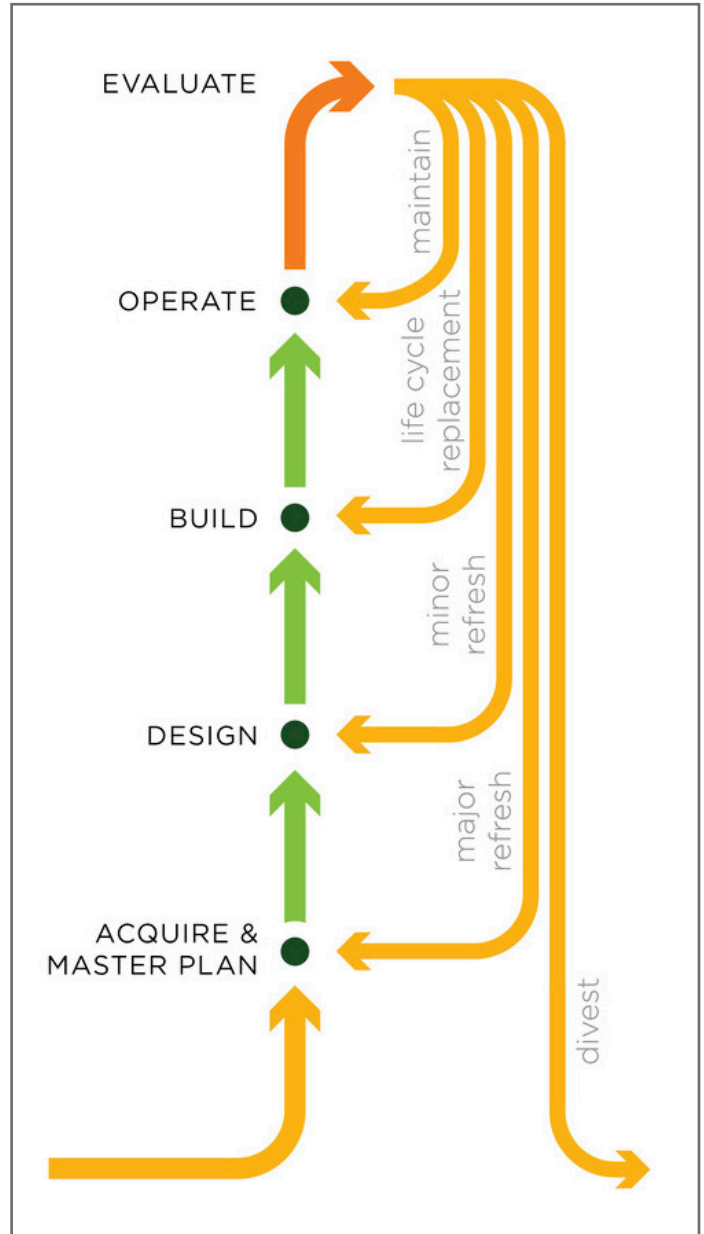
The Consultant Team will submit the 1st Administrative

Draft Final IS/MND for review to the City. Upon receipt of comments, the Consultant Team will incorporate edits and produce the 2nd Administrative Final IS/MND, which will be submitted to City staff for review. The Consultant Team will meet with City staff as necessary, to review the comments on the 1st and 2nd Drafts of the Administrative Final IS/MND. The Consultant Team will incorporate comments from the review of the Administrative Final IS/MND and prepare the Screencheck Final IS/MND for review and approval by the City prior to finalizing the Final IS/MND. It is assumed that the Consultant Team will distribute the Final IS/MND to public agencies commenting on the Draft IS/MND. The Consultant Team will work with the City to draft a letter to those individuals commenting on the Draft IS/MND to inform them that the Final IS/MND is available for review and where copies can be viewed.

Upon approval of the project and adoption of the IS/MND by the City, the Consultant Team will prepare a Notice of Determination (NOD) to be signed by the City. The Consultant Team will file the signed NOD and NOC electronically with the State Clearinghouse (through the online CEQA portal) within five days of approval of the project. The Consultant Team will also file the NOD with the County Clerk (County Clerk NOD filing fee for an MND is \$2,991.75 for the year 2024 and increases annually so \$3,300 is assumed for year 2026). The Consultant Team will provide the City with a clean copy of the Final IS/MND, including the responses to comments and errata that documents changes to the Draft IS/MND, and the Mitigation Monitoring and Reporting Program.

Task 6.e. Deliverables:

- 1st Administrative Final IS/MND (electronic)
- 2nd Administrative Final IS/MND (electronic)
- Screencheck Final IS/MND (electronic)
- Distribute Final IS/MND (electronic)
- Draft Notice to Commenters (electronic)
- NOD (electronic)
- File NOD and NOC with State Clearinghouse (electronic)
- NOD filing at County Clerk
- Clean version of the Final IS/MND and MMRP (electronic)



EVALUATION TOOL CREATED FOR OLIN'S FORT COLLINS PARKS AND RECREATION PLAN. PARKS AND RECREATION FACILITIES NEED TO BE EVALUATED PERIODICALLY TO DETERMINE IF THEY ARE MEETING COMMUNITY NEEDS.

Exhibit 1

vi. Work Plan and Project Schedule

	2025							2026			
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		
TASK 1: Project Initiation + Project Management	PROJECT DURATION										
Project Kick-off Meeting	●										
Goal and Content Framing		●		●		●					
Project Kick-off Meeting with Steering Committee				●							
Project Status Meetings (16)		●		●		●		●		●	
City Council Updates (3)						●					●
PRCS Commission Updates (4)					●						●
City Dept./Rep Meetings + Interviews (6)				●	●			●	●		
Agency Coordination (SCE, LA County, Planning Commission, etc.) (5)						●					●
Task 2: Community Outreach + Engagement	PROJECT DURATION										
In Person Community Meetings (6)						●	●			●	●
Stakeholder/Focus Group Meetings, Virtual (5)			●	●					●		
Community Pop-ups, In-Person (5)						●	●		●	●	
Task 3: Existing Conditions Analysis	12 WEEKS + 4 WEEKS REVIEW				REVIEW						
Conceptual Design Meetings (Project Working Group) (2)				●		●					
Task 4: Research + Analysis								22 WEEKS + 4 WEEKS REVIEW			
Task 5: Prep + Adoption of Amendments to the Elements											
Task 6: Environmental Review Preparation				18 MONTHS							
30-Day Public Comment Period & Scoping Meeting										●	
45-Day Public Comment Period & Public Meeting											
Environmental Coordination and Meetings				●		●		●		●	

Exhibit 1

KEY

- **Meetings or Engagement Events**

[illegible]