

SCOPE OF SERVICES (2003-2004)
Golden Hill Community Development Corporation
(One-Year Implementation Plan)

1. STRATEGIC PLANNING

The Contractor, Golden Hill CDC, will continue to work with a qualified parking consultant to prepare the Golden Hill Parking and Mobility Strategy Plan (Part II).

Part two of the Plan will contain the following information:

1. Preliminary implementation plans that identify, by distinct area and by priority, solutions and recommendations.
2. Cost estimates for each recommendation or action/project.
3. General scope of work scenario for each action or project which clearly identifies all steps involved in the approval process prior to implementation.
4. Timing and phasing plans for each action or project.

A document reflecting the results of each part of the above will be completed by the Golden Hill CDC within the time of this Agreement, with a copy provided to the City.

2. PUBLIC INFORMATION

The Golden Hill CDC will continue to develop, and secure Commercial Revitalization Committee, Parking Advisory Board, approval of, a public information plan to accomplish two goals: (1) encourage efficient use of on-street parking; and (2) increase on-street parking. The plan may include, but is not limited to:

1. Flyers and newsletters to inform businesses and property owners about the purpose and intent of time limited on-street parking;
2. Door-to-door discussions with business and property owners;
3. Newspaper and other print advertising.

Golden Hill CDC shall complete the above plan through its own staff, and will implement the plan through its own staff. Golden Hill CDC shall ensure that the City obtains a copy of every public information piece produced pursuant to this Agreement, properly crediting the City.

3. PUBLIC IMPROVEMENTS

Golden Hill CDC may issue bids for and secure the services of a qualified engineer and

landscape architect in order to prepare preliminary plans and other documents identified in the Golden Hill Parking and Mobility Strategy Plan. The plan may require the following professional services, but is not limited to:

1. Diagonal on-street parking plans and improvements.
2. Traffic and pedestrian signage plans and improvements.
3. Sidewalk and/or curb and gutter plans and improvements.
4. Street and/or pedestrian lighting plans and improvements.
5. Street tree plans and planting.

A document reflecting the results of each part of the above would be completed by the Golden Hill CDC within 30 days after the end of this Agreement, with a copy provided to the City. Contractor shall withhold final payment to consultant until such document is delivered.

4. ADMINISTRATION

Golden Hill CDC (contractor) activities will include general operations, circulating petitions, working with property owners, contract management (oversight of consultants), staffing board meetings, preparing meeting notices and minutes, research, data organization, advertising, publicity, compliance with contract reporting requirements, reimbursement requests, development.

**GOLDEN HILL PARKING METER DISTRICT BUDGET
(2003-2004)**

PROGRAM / PROJECTS	4Q - 2003	1Q - 2004	2Q - 2004	3Q - 2004	BUDGET
A. STRATEGIC PLANNING					
Parking & Mobility Strategy Plan, Part II	\$3,305	\$5,652	\$2,980	\$0	\$11,937
B. PUBLIC INFORMATION					
Public Outreach & Advertisement	\$200	\$200	\$200	\$0	\$600
C. PUBLIC IMPROVEMENTS					
Parking & Traffic Calming Phase II Study	\$1,334	\$	\$2,158	\$0	\$3,492
D. ADMINISTRATION					
Overhead & Reserve	\$500	\$500	\$500	\$110	\$1,610
TOTAL BUDGET	\$5,339	\$6,352	\$5,838	\$110	<u>\$17,639</u>