

REPORT TO CITY COUNCIL

DATE: NOVEMBER 12, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

SUBJECT: APPROVAL OF AGREEMENT WITH PBS&J TO CONTINUE PREPARATION OF THE CITY'S GENERAL PLAN UPDATE

The purpose of this item is to seek City Council approval of a Professional Services Agreement with PBS&J to continue preparation of the City's General Plan Update and Environmental Impact Report (EIR). Under the contract, work would be performed on a time and materials basis, for a not-to-exceed fee of \$395,997 to complete the General Plan Update. Continued work on the General Plan Update is included in the Planning and Community Development Department's work program for the 2008-09 fiscal year, and there are sufficient funds allocated in the General Fund to cover this expense.

At its meeting on July 11, 2007, the City Council approved the selection of PBS&J to prepare the General Plan Update and EIR. This past year, PBS&J worked with staff and the General Plan Advisory Committee (GPAC) to complete four reports detailing: A Community Conservation and Growth Strategy, Land Use and Design Options for Transition Areas, A Community Places Conservation Strategy, and a Community Resource Conservation Strategy. Initial development scenarios for build out of the City over the next 20 plus years were selected based on the results of these reports.

The proposed scope of this next and final phase of work includes preparation of a fiscal impact analysis and a traffic and circulation analysis for the development scenarios noted above. The various elements of the General Plan would then be updated, including reassessing current policies and programs and creating new ones as appropriate, along with preparation of the Environmental Impact Report (EIR). The scope includes preparation of the General Plan elements and the EIR concurrently, so that, to the extent feasible, General Plan policies and measures would actually be created to resolve, or mitigate, potential environmental impacts as much as possible. The scope also includes a community meeting, and meetings at Planning Commission and City Council hearings. All of these tasks will require substantial coordination with the GPAC, which is also included in the scope of work.

It is anticipated that the vast majority of the General Plan work program will be completed by June 2009. However, it is possible that final components of the work program, such as the final

adoption of the General Plan Update and final Environmental Impact Report (EIR) may not occur until fall 2009. Therefore, any remaining work on the General Plan will be re-budgeted for the next budget cycle.

The agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve the Professional Services Agreement with PBS&J to prepare the City's General Plan Update and EIR for a not-to-exceed fee of \$395,997.

Attachment: Agreement (with Exhibits A and B)

AGREEMENT FOR CONSULTING SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	PBS&J
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Linda Tatum
CONSULTANT'S ADDRESS:	12301 Wilshire Boulevard Suite 430 Los Angeles, CA 90025
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attention: Greg Ramirez
COMMENCEMENT DATE:	November 13, 2008
TERMINATION DATE:	December 31, 2009
CONSIDERATION:	Not to exceed \$395,997.00

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**AGREEMENT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF AGOURA HILLS AND PBS&J**

THIS AGREEMENT is made and effective as of November 13, 2008 between the City of Agoura Hills, a municipal corporation ("City") and PBS&J ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**. This Agreement shall commence on November 13, 2008, and shall remain and continue in effect until tasks described herein are completed, but in no event later than November 30, 2009, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**. Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. **PERFORMANCE** Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **PAYMENT**

A. The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed \$395,997.00 ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 4.

6. DEFAULT OF CONSULTANT

A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

B. If the City Manager or his or her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing

data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. **INDEMNIFICATION.** The Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees and designated volunteers from and against any and all claims, demands, losses, defense costs or expenses, including reasonable fees and expert witness fees, or liability of any kind or nature which the City, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Consultant's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this Agreement, excepting only liability arising out of the negligence of the City.

9. **INSURANCE REQUIREMENTS.** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. **Minimum Scope of Insurance.** Coverage shall be at least as broad as:

- 1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88.
- 2) Insurance Services Office Business Auto Coverage CA 00 01 06 92 covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- 3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

B. **Minimum Limits of Insurance.** Consultant shall maintain limits no less than:

- 1) General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and designated volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and designated volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or designated volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or designated volunteers.

4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. Consultant shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Consultant's insurer may

provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

10. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES. The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

12. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to

provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. **NOTICES.** Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301
Attention: City Manager

To Consultant: PBS&J
12301 Wilshire Boulevard
Suite 430
Los Angeles, CA 91301
Attention: Woodie Tescher

14. **ASSIGNMENT.** The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

15. **LICENSES.** At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. **GOVERNING LAW.** The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. **PROHIBITED INTEREST.** No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

John M. Edelston,
Mayor

ATTEST:

Kimberly M. Rodrigues, CMC
City Clerk

APPROVED AS TO FORM:

Craig A. Steele,
City Attorney

CONSULTANT

PBS&J
12301 Wilshire Boulevard
Suite 430
Los Angeles, CA 90025
(310) 268-8132
FAX (310)268-8175

By: Will. Ziebron
Name: William S. Ziebron
Title: Senior Vice President

By: Catherine McCaffee
Name: Catherine McCaffee
Title: Associate Vice President

[Signatures of Two Corporate Officers Required]

EXHIBIT A
TASKS TO BE PERFORMED

CITY OF AGOURA HILLS GENERAL PLAN UPDATE

Scope of Work

PBS&J ■ September 10, 2008

The following describes PBS&J's understanding of the City of Agoura Hills' objectives for the preparation of an updated General Plan and Environmental Impact Report (EIR) and the work program to meet these objectives based on meetings with City staff. Work on this project will occur on a time and materials basis according to the hourly rates and fees outlined in the attached budget. This work program includes the work effort began by PBS&J in FY 2007-08 and the work proposed for FY 2008-2009 to complete the General Plan Update and EIR.

Understanding of Agoura Hills' Objectives

PBS&J has built upon work the City of Agoura Hills in the first phase of its General Plan Update, including the compilation and analysis of baseline data, a survey of community residents, and identification of community priorities by the City Council. The work that has been completed to date by PBS&J recognizes that Agoura Hills is largely built-out and the focus of the updated General Plan will be transformed from a guide for the development of greenfields and vacant properties to one that sustains and enhances existing neighborhoods, districts, corridors, and open spaces, while selectively providing for the evolution of older buildings and places that are underutilized and can better serve the community.

Understanding this emphasis, the update of the General Plan provides the opportunity to re-organize the document from its distinct state-mandated elements to one that may consolidate and supplement policies from multiple elements that mutually contribute to the conservation and enhancement of neighborhoods and districts. Similarly, updated goals and policies will be prepared in response to the City's vision as an environmentally sustainable community consistent with recent State legislation and court cases that call for global warming to be addressed in local General Plans.

Work Program

I Tasks Completed to Date (Phase II-A)

Working with City Staff and the General Plan Advisory Committee, to date PBS&J has completed the following tasks:

- **A Community Conservation and Growth Strategy.** This exercise confirmed the conservation areas (existing neighborhoods, districts, corridors, open spaces, and natural resources to be conserved) and transition areas (areas where changes to existing uses and densities should be considered). These areas were initially identified in Phase I but were revisited with GPAC by PBS&J to confirm their continued appropriateness.

- **Land Use and Design Options for Transition Areas.** For each transition area identified potential changes in land use and community design/urban form were identified. These changes include incremental addition to or replacement of existing uses, buildings, and/or site improvements such as:
 - Uses, buildings, and or improvements to be retained
 - New uses to be accommodated
 - Number of residential units and/or square footage of non-residential use to be accommodated (including overall site density/intensity)
 - Building height, scale, and site placement (e.g., frontage on sidewalks to enhance pedestrian activity)
 - Site design character including pedestrian walkways, public plazas and spaces, landscape characteristics, parking access, linkages with public streetscapes and adjoining neighborhoods/districts, and other, and
- **Community Places Conservation Strategies.** Strategies for the conservation and enhancement of residential neighborhoods, commercial and office districts, corridors, and open spaces for which change is not desired. For most areas of the City, policies for the maintenance of existing uses, character of development, and natural resources will be established.
- **Community Resource Conservation Strategies.** Policies for the conservation of the City and region's natural resources and strategies that support a more sustainable environment have been prepared to address how the built environment and infrastructure can reduce air pollution, energy and water consumption, and use of other non-renewable resources.

II. Work Program (Phase II-B)

I.0 Prepare Fiscal Impact Analysis for Revised Land Use Plan

Based on the proposed Land Use Plan, the Consultant will prepare a fiscal analysis of the proposed Land Use Plan at build-out with detailed analysis of the changes that occur within the focused areas of transition. The purpose of the fiscal analysis is to analyze the mix of proposed General Plan land uses in order to maintain a fiscal balance over the planning horizon. The analysis will also be used to understand the impacts of possible changes in fiscal policy and economic conditions on the City of Agoura Hills, including possible development options for key retail, office and industrial sites.

The analysis will identify the major sources of public revenues and costs, and project the annual fiscal balance and revenue/cost ratios for the alternatives and preferred General Plan land uses. The fiscal factors will be based upon a review of the City's most recent adopted budget. The fiscal analysis will be developed through the following steps:

- a. Working closely with the project team, the land uses for the alternatives and preferred General Plan will be assembled into a data base for fiscal analysis, including: acres, square feet and valuation of non-residential development; housing

units by type, persons per household and household income; and infrastructure assumptions of public works, public buildings, parks, recreation facilities, open space, fire stations and other public facilities, as identified.

- b. Public revenue and cost fiscal factors will be developed through a current budget analysis and interviews with key departmental staff. These factors will be based on the City's current level of service standards.
- c. The fiscal analysis will be projected for the two alternatives and preferred General Plan at build-out and present key fiscal indicators, including: surplus (deficit), revenue/cost ratio, and the distribution and diversity of public revenue and cost sources by various land uses. We will also discuss the fiscal implications of phasing different non-residential land uses.
- d. The fiscal analysis will be documented in a technical report with a summary of key findings and fiscal issues that may result in refinements to the proposed General Plan land uses. A draft report of findings will be presented in one team meeting and revised, as appropriate.

Product

- *Fiscal analysis report and identification of key fiscal issues*

2.0 Mobility - Traffic Impact Analysis

At the outset of the study, discussions will be held with City of Agoura Hills staff to finalize and confirm the scope of services and key parameters for the traffic and circulation study. The study approach, study analysis locations (intersections and/or roadway links), forecasting methodologies, and key assumptions will be discussed and confirmed with city staff.

Coordination with city staff will continue throughout the study. Base data (e.g., project trip generation estimates, worksheets, tables, maps) will be provided to city staff for review and concurrence prior to completion of the impact analyses and traffic study report.

For the purposes of this proposal, the following study parameters are assumed:

- The traffic study will quantify potential impacts of the proposed land use plan only for inclusion in the EIR impact analysis.
- The study will utilize the city's traffic model and its associated database as the tool for analysis of existing and future traffic conditions.
- Roadway link analysis is traditionally the level of detail used in long-term programmatic analyses such as those for general plan elements. Intersection analysis is at once more detailed but also more speculative over a long planning horizon because of the lack of detail in the preparation of land use schemes associated with the development of general plans. Based on previous experience, it is recommended that the roadway links option be used in the study. It is anticipated that up to 35 key roadway links would be analyzed the study.

2.1 Data Collection

City files will be researched to determine the availability of recent traffic count data for the roadway links identified for analysis in the study. The study budget includes an allowance of \$3,600 in the event that new count data needs to be collected as part of this effort.

Information will be collected regarding street system characteristics, existing transit services and planned transportation system improvements within the study area. Data collected by the city in support of any previous planning studies will also be obtained and reviewed during this task.

2.2 Existing Conditions

An assessment will be made of existing operating conditions and constraints within the city. Peak hour levels of service will be quantified at the study roadway links. Existing traffic operational problems and congested areas will be identified. Existing transit service serving the city (Los Angeles County Metropolitan Transportation Authority [Metro] and any other relevant service) will be identified. The existing bicycle and pedestrian systems serving the city will be described. Existing conditions data and analyses from any other relevant traffic study previously conducted in the city will be incorporated into this task.

2.3 Identification of Key Issues

The results of subtasks 3.1–3.2 will be used to identify a series of key traffic and circulation issues that face the city and must be addressed in the development of the Circulation Element of the General Plan. The goal of this task will be summarize and discuss each of these issues in the context of the circulation plan. To the degree possible, these issues will be quantified and evaluated in terms of potential options available to address them. These discussions will serve as the starting point for the identification of the recommended strategies and programs to be included in the Circulation Element of the General Plan.

2.4 Circulation Element Development and Documentation

The focus of this task is to develop specific measures in response to the issues and challenges identified in Task 3.3 to identify potential priorities for implementation of these measures, and to refine the description of these measures in the context of regional transportation initiatives that affect the city.

2.4.1 Meet with City Staff and Officials. The needs and challenges identified in the meetings with elected and administrative representatives and relevant agencies will be reviewed in light of any transportation improvements already planned and/or funded as identified in Task 3.2. Brainstorming sessions will be held, first internally within the project team and then with city staff to identify additional transportation improvements that could be undertaken to address issues not met by the baseline improvements. Of particular importance will be the identification of those goals and objectives from the general plan process of relevance to the development of the city's circulation element. These will be used to indicate the direction of the city's philosophy on these subject areas and in the development of

policies that direct and define how the circulation element will be implemented. These measures would address needs such as improving mobility on major corridors and could include physical, operational, transportation demand management, intelligent transportation systems, and bus transit actions.

A review of all issues and challenges identified in Task 3.3 will be made to identify any implementation issues that must be addressed with respect to potential transportation solutions. Consistency with long-range regional plans enhances the viability of these improvements, especially in terms of funding availability.

2.4.2 Evaluate Projects and Identify Priorities. The various additional measures identified in Task 3.4 will be evaluated to identify potential project/program priorities. A matrix-based approach will be used in which each project will be qualitatively assessed in the context of various issues such as potential physical feasibility, institutional viability, cross-border coordination implications, potential benefits, preliminary environmental implications, urban design implications, regional and subregional significance, jurisdictional significance, etc. Advantages and disadvantages of each project will be identified.

A matrix will also be prepared to determine opportunities and constraints for each project as a method to group types of projects without regard to city borders, e.g., regional improvements, transportation systems management, intelligent transportation systems, gap closures, goods movement improvements, etc. Projects will be developed in terms of city goals, objectives, and policies, especially as they relate to the General Plan, and to federal, state, and regional programs and policies.

Based on this evaluation, the projects will be categorized as low, medium, or high priority for short-term or long-term implementation. This evaluation will form the basis for the selection in Task 3.4 of specific measures to be included in the Circulation Element. Of particular interest will be those measures requiring coordination with other jurisdictions and/or consistency with regional transportation plans.

2.4.3 Develop Circulation Element Projects. The focus of this subtask is to develop a strategic transportation improvement plan that will serve as a guide or roadmap in determining specific projects and identifying potential resources and approaches towards securing these resources. Based on the evaluation of potential projects and priorities in Task 3.4 the potential measures will be reviewed and those projects recommended for inclusion in the Circulation Element will be identified. The recommended projects will be listed and mapped and, where appropriate, relevant information will be identified for potential funding within the context of the ongoing planning process.

The final document will also include a discussion of the appropriate standards and design criteria, as well as policies and guidelines to ensure that the implementation of the circulation element will be consistent with the goals and objectives of the general plan. The final document will also ensure that the transportation needs

generated by growth and development in the city, as well as other changes in land use, will be addressed.

2.5 Land Use Testing and Impact Analysis

2.5.1 Forecast Future Traffic Conditions. The proposed approach to the traffic analysis for the City of Agoura Hills Circulation Element is to utilize the city's traffic model (Consultant will coordinate with AFA for use of existing City traffic model) as the source for traffic projections with future projections limited to the following:

a. Future base (no project) conditions

Future base conditions will include background traffic growth and anticipated cumulative developments throughout the city. It is anticipated that a standard list of future development projects to be used in this study will be provided by the city staff and the city's traffic model will be used to develop required traffic forecasts.

b. Traffic forecasts with project

Traffic forecasts will be prepared for the proposed land use plan for use and incorporation into the EIR impact analysis. The traffic forecasts will first be prepared assuming current trends regarding mode split.

3.0 Prepare Updated General Plan

Based on the preceding tasks, a comprehensive updated and reformatted General Plan will be prepared. While these focused on revisions of land use, community conservation, and circulation policies and strategies, the entire General Plan will be reviewed and policies modified as necessary to reflect the values expressed in the Phase I community survey, priorities established by the City Council, and overarching themes established in Task series 2.0. This may result in the re-organization of the existing Plan to provide a comprehensive approach in achieving Agoura Hills' objectives. For example, policies addressing public trails and community services that now may be contained in separate sections of the existing Plan may be consolidated into a "Neighborhood Conservation" section of the updated Plan. This reflects the philosophy that "complete and livable" neighborhoods result from not only housing, but the integration of schools, parks, services, trails, open spaces, pedestrian/traffic-calmed streets, and other amenities.

3.1 Review and Assess the Existing Agoura Hills General Plan

PBS&J will review the City's current General Plan policies for consistency with the updated Land Use and Mobility Elements and assess the current General Plan Elements for legal and technical adequacy relative to current State Planning law and General Plan Guidelines. The result of this review will be a memorandum by PBS&J that identifies any additional technical analysis that may be necessary to ensure consistency between policies in the updated Land Use and Circulation Elements and policies in other elements of the existing General Plan. PBS&J will work closely with City staff and provide direction for updating existing policies as necessary to achieve internal consistency. PBS&J can support the City in this effort by providing examples of relevant policies for the City to use to address areas of shortcoming

required by State planning law. It will be the responsibility of the City to prepare or provide any additional technical analysis necessary to support updated policies in other existing elements of the General Plan consistent with State planning law.

Product

- Technical Memorandum regarding adequacy of current General Plan elements and policies and identification of any required technical analysis (1 digital copy in Word format)

3.2 Preparation of General Plan Template

A meeting will be conducted with City staff to discuss the assessment conducted in Task I above, and to identify the objectives for the updated General Plan document generally including organization, format, and content as follows:

- Physical formats—printed copies, digital files, web page, and other
- Graphic design and layout
- Content and table of contents (e.g., introduction, vision, community profile, elements, and appendices and references)
- Hierarchy and definitions for goals, policies, and implementation programs
- Goal and policy wording (e.g., mandatory versus permissive actions, use of technical terminology, and so on)
- Linkage of implementation programs with policies
- Figures and other graphics, such as the land use and circulation diagrams, noise contour maps, and illustrative photographs and concept sketches

PBS&J will provide the City with optional approaches for the organization, format, and content of the updated Agoura Hills General Plan using examples of general plans from other jurisdictions. Specifically, PBS&J proposes to consolidate the eleven (11) elements in the City's existing general plan into four (4) elements. These elements may be organized in a manner similar to the format below, subject to further discussion with City staff. Based upon staff feedback from this meeting PBS&J will prepare a draft General Plan template for staff review and a final template for production of the updated Agoura Hills General Plan.

DRAFT OUTLINE OF GENERAL PLAN ELEMENTS

I. COMMUNITY CONSERVATION AND DEVELOPMENT ELEMENT

- Land use and Urban Form
 - Land Use Categories
 - Land Use and Community Character
 - Community Design

- Community Conservation
 - Transitional Development
 - Development Sustainability
- Historic & Cultural Resources
- Economic Development
- Housing (Summary/Goals and reference to the HE document)

II. INFRASTRUCTURE AND PUBLIC SERVICES ELEMENT

- Mobility
 - Roadway Network
 - Regional Facilities
 - Public Transit
 - Truck Routes
 - Trails (Pedestrian, Bicycle, Equestrian, Hiking)
 - Scenic Highways
- Infrastructure and Utilities
- Public Services (Civic, Cultural, Youth, Senior Services & Programs)
- Parks & Recreation Facilities
- Education

III. NATURAL RESOURCES ELEMENT

- Open Space Resources
- Biological Resources
- Visual Resources
- Air Quality
- Water Supply/Water Quality
- Energy Conservation

IV. COMMUNITY SAFETY ELEMENT

- Fire Hazards
- Flood Hazards
- Geologic & Seismic Hazards
- Hazardous Materials
- Noise
- Disaster Preparedness

Product

- Draft and Final General Plan Template (1 digital copy in Word format)

Task 4.0 Prepare Updated Land Use and Mobility Plans

4.1 Community Conservation and Development

Goals, policies, and standards will be defined to guide the conservation of the City's existing neighborhoods, districts, corridors, and open spaces, and provide re-use and development of the City's transitional areas. Policies will incorporate land use diagrams, text, and extensive illustrations to enable users of the Plan to fully understand the physical implications of the policies.

a. Land Use Diagram

In accordance with statute, the land use diagram will depict the distribution of uses throughout the City by type and density/intensity. The City's existing Plan land use designations will be reviewed and any modifications to reflect the policy directions defined in Tasks 2.2 and 2.3 will be considered. We will discuss with City staff the appropriateness of amending the categories to account for intentions for the type and character and physical form of place, such as "rural neighborhood," "suburban neighborhood," "community commerce," "employment center," and so on. This approach deviates from the traditional segregation of uses to consider the appropriate mix of use and design of places to maintain values that are present today and achieve more vital places where they do not exist. For example, the siting and design of development for Agoura Village, intended to promote pedestrian activity, may differ from other areas intended for highway-serving uses.

In addition to the citywide diagram depicting land use distribution, a diagram will be prepared that conveys the City's policies for conservation and transitional/evolutionary development. Boundaries will delineate areas where existing uses and development scale are to be maintained and those in which existing uses are encouraged to be expanded or redeveloped. This will provide clarity to both residents and developers regarding Agoura Hills' development objectives.

b. Land Use and Community Character Policies

Goals and policies will be defined for the overall structure and organization of uses throughout the City and each defined land use category. These will prescribe the intended role and character for the category, uses to be accommodated, and their physical design and development character. Photographs, plan concepts, and other illustrations will depict the intended quality of development to be achieved.

c. Community Conservation

For existing neighborhoods, districts, corridors, and open spaces to be conserved, policies to achieve these objectives will be defined, as developed in Task 2.2, above. These will articulate strategies for the long-term maintenance and quality of existing development, as well as how individual properties may be improved over time while sustaining the contextual character of their location.

Policies will also be define to add uses and improvements where needed to achieve “complete neighborhoods and districts.” As described in Task 2.2, these may include pedestrian trails, community centers, parks, neighborhood traffic calming, and similar elements.

d. Transitional Development

For each property identified for transitional and new development, as defined in Task 2.3, we will prescribe a vision for its role and character and the uses, density/intensity, and physical form and character of development to be accommodated. Again, graphics will be used to clarify for residents and developers City objectives for its evolution.

e. Development Sustainability

Policies for a more sustainable development approach and one that reduces impacts on global warming will be defined. These will address building design and site planning strategies for new development and properties to be re-used or otherwise redeveloped over time, as well as strategies for the retrofit and improvement of existing properties. Principles and techniques considered in Task 2.4, above, will be incorporated as Plan policies and standards.

4.2 Community Mobility

Fehr & Peers will provide input to the City of Agoura Hills with documentation of an updated Circulation Element to be developed as part of the project. Input could take the form of preparation of text and graphics, incorporating into a single report the efforts to develop the updated Circulation Element, and assistance with refinement of goals, objectives, and policies.

For consistency with the anticipated approach for the other elements of the general plan update, it is expected that the updated Circulation Element will be structured into (1) Conservation areas—policies and strategies for their protection; and (2) Areas of Transition—policies to facilitate achievement of the desired development/uses in areas that are targeted for change in either land use or development intensity.

It is expected that the Consultant’s role in framing and preparing the document will be clarified over time and flexibility will be required in this scope of work. Fehr & Peers Associates is prepared to be flexible and is willing and able to work with city staff to further define, clarify, and refine the scope of work for this task.

Goals, policies, and standards will be defined to guide mobility in the City and will address:

a. Streets and Highways

The City’s Master Plan of Streets and Highways, street standards, and improvement plans will be updated to reflect analyses of Task 3.3

b. Public Transit

Existing Plan policies will be reviewed and modified as necessary to expand public transit opportunities for Agoura Hills’ residents and employees. These will be coordinated with regional and local service providers.

c. Bikeways

The City's existing bicycle master plan will be reviewed and updated as necessary.

d. Pedestrian and Trails Plan

A diagram will be prepared designating public rights-of-way and trails that can be used to accommodate pedestrian activity and appropriate improvement standards (width, paving, amenity, and so on). Strategies will be defined for improvements of incomplete pedestrian networks.

e. Equestrian Plan

Diagrams, standards, and policies for existing and planned equestrian trails will be reviewed and updated as necessary.

f. Transportation Operations and Demand Management—Trip Reduction

Strategies to manage traffic flow and reduce vehicle trip demands in the existing General Plan will be reviewed and updated to reflect current technology and state-of-the-art practices. Techniques that have been or are anticipated to be used in managing traffic in residential neighborhoods will be reviewed with City staff and incorporated as policy, if appropriate. Policies for van pool, car pool, and other incentive programs will be defined.

4.3 Draft Goals, Policies and Implementation Programs

A comprehensive set of updated goals and policies will be prepared for the Circulation and Land Use Elements and existing policies in the General Plan will be reviewed and updated, as necessary, to assure consistency with the updated land use and mobility plans. Implementation program will be defined to carry out the policies of the updated General Plan. Each policy will incorporate a reference to one or more implementing actions. The programs will be structured to enable the City to annually monitor progress of the Plan's implementation in accordance with state legislation, including submittals to the Governor's Office of Planning and Research (OPR) and Department of Housing and Community Development (HCD). Recognizing the implementing programs are likely to change over time, particularly those that are budget-based, they will be structured to facilitate periodic updates without the need for formal General Plan amendments or CEQA review.

The scope of implementing actions that may be considered can be categorized as follows:

- c. Regulatory and policy (e.g., zoning, specific plans, building codes, and so on)
- d. Administrative
- e. Capital improvements
- f. Financing and budgeting
- g. Planning and studies
- h. Community services and programs
- i. Inter-jurisdictional agreements and coordination
- j. Joint partnerships with the private sector and quasi-public agencies

Each implementation program will incorporate

- k. Description of the action
- l. Responsible department, agency, or other entity
- m. Schedule
- n. Possible funding sources (limited application)
- o. Methods and processes to monitor program effectiveness in carrying out community policy

Product

- Administrative draft updated General Plan: one digital file and ten (10) copies

5.0 Prepare Draft General Plan

PBS&J will edit, reorganize, and reformat the content of the existing Agoura Hills General Plan according to the template established for the updated document. A draft of the content of each reformulated element will be prepared for staff review and comment. Upon receipt of staff comments on the draft elements, PBS&J will produce a final draft of the updated element.

This task assumes working from a digital version of the City's existing General Plan, which has been provided to PBS&J. The reformatted elements will be supplemented with graphic material provided by the City and generated by PBS&J including photos, tables, diagrams or other graphic tools. Graphics will be used wherever possible to convey information in a visually interesting manner that engages the reader and facilitates their understanding of the material.

5.1 Prepare Preliminary and Administrative Draft General Plan

Upon completion of General Plan Elements PBS&J will prepare a consolidated general plan that includes each of the updated elements as well as all other components of the plan including introductory parts such as acknowledgements, context, purpose, etc., and appendices, as necessary. For budgeting purposes, it is assumed that three rounds of edits will be made to the initial draft updated General Plan as follows. PBS&J will prepare a preliminary administrative draft General Plan for staff review and comment prior to distribution to GPAC (Round 1). PBS&J will prepare an administrative draft for GPAC review and comment and revise to reflect GPAC comments as directed by staff (Round 2) prior to distribution to the public. PBS&J will prepare a Draft updated General Plan for review and comment by the public, Planning Commission, and City Council and will revise this Draft as directed by staff to reflect feedback from these groups for production of a final General Plan (Round 3). PBS&J can prepare additional rounds of edits on a time and materials basis as requested by City staff.

Products

- Preliminary Administrative Draft General Plan (1 digital copy in Word format)
- Administrative Draft General Plan (1 digital copy in Word format)
- Draft General Plan (1 digital copy in Word format)
- Final General Plan (1 CD ROM that includes the General Plan in Word Format as well as PDF format; 1 printed copy of the General Plan)

6.0 GPAC Reviews Draft Policies/Updated General Plan

PBS&J will attend and facilitate two meetings with GPAC to present the Administrative Draft of the updated General Plan for review and feedback. Based on staff direction, PBS&J will revise the General Plan to reflect GPAC comments and transmit a Draft General Plan to the City for distribution for public review and comment. PBS&J will prepare presentation materials including wall graphics and a PowerPoint to communicate the key features of the updated general plan to GPAC.

Products

- Draft & final PowerPoint presentation – Summary of updated General Plan
- Draft & final presentation graphics/wallboards

7.0 PREPARE ENVIRONMENTAL IMPACT REPORT

PBS&J's methodology for the EIR for the City of Agoura Hills Land Use and Circulation Elements Update is intended to: (1) Complement the General Plan public outreach and involvement process by informing the public debate of alternative general plan policies or strategies; (2) Inform and educate the City's general plan consulting and staff team so as to provide the basis for an environmentally-sound and "self-mitigating" General Plan; (3) Provide an effective General Plan implementation tool by providing the basis for streamlined environmental review for projects consistent with the General Plan's goals, policies, and designations; and (4) Achieve the highest standards for legal defensibility.

PBS&J will assume responsibility for project initiation and organization, data compilation, technical analysis, impact assessment, selection of mitigation measures, report compilation, monitoring and review for CEQA adequacy, attendance at public hearings, response to public comments, and the preparation of a mitigation monitoring plan, findings of fact, and statement of overriding considerations, if required. PBS&J will also assume responsibility for completing and distributing public notices. Report format and content will be in full compliance with CEQA (as amended, January 2003) and the State CEQA Guidelines (also as amended, January 2003).

The proposed methodology has been organized into major tasks, as discussed below.

7.1 Project Initiation and Organization

PBS&J will work with the City to compile all relevant background information necessary to prepare the EIR for the element update. A detailed and comprehensive review of the

updated elements will be also undertaken to assure complete understanding of the components, and any associated potential environmental impacts. A Kick-Off meeting will be held to discuss the scope, content and schedule of the Program EIR (PEIR).

7.2 Prepare Initial Study (IS)

After the development potential of the updated elements has been identified, the project description for the Program EIR will be submitted to the City for review and approval. The finalized project description will be used to prepare the Administrative Draft IS, and submitted to the City for review. The City will then submit one set of unified comments on the document. PBS&J will complete revisions to the IS in conformance with the City's comments, and then provide the City with copies of the IS.

7.3 Prepare Notice of Preparation (NOP)

The PBS&J team believes publication of the Notice of Preparation (NOP) should fulfill two goals: (1) to provide agencies and the public an early notification of the City's intent to prepare an EIR for the General Plan Element Update; and (2) to provide the public and agencies sufficient information about the project so that they may provide informed comments on the scope of the EIR. The NOP will include a brief project description and the probable environmental effects of the project. The NOP, along with the Initial Study (IS/NOP), would be distributed for a 30-day public review and comment period (per CEQA Guideline requirements). PBS&J will be responsible for the distribution of the documents to the appropriate people and agencies. The comments received on the NOP will help PBS&J and the City of Agoura Hills determine the scope of the analysis to be included in the EIR.

7.3.1 Scoping Sessions

Since an update of General Plan Land Use and Circulation elements is considered to be a project of statewide, regional, or local significance, a scoping meeting is required. In the scoping meeting, the Lead Agency meets with members of the public and/or agency representatives after an IS/NOP has been distributed in order to learn about potential concerns, further define key environmental issues, identify feasible project alternatives, and discuss potential mitigation measures that may warrant analysis in the environmental document.

PBS&J will conduct one scoping meeting and prepare handouts that describe the general environmental process. The focus of the scoping meeting will be to solicit the involvement of responsible agencies, nearby residents, the community at-large, and local business organizations. It is assumed that the scoping meeting will be conducted during the middle of the review period of the IS/NOP.

7.4 Prepare Screencheck Draft EIR

PBS&J recommends that a Program EIR be prepared for this project. A Program EIR allows for the consideration of a broad range of environmental issues, and is designed to streamline the environmental review process. It may serve as a baseline for analysis, and covers the general environmental impacts of the proposed Land Use and Circulation

Elements. However, if a project arises that is beyond the scope of the original analysis, it can be revisited and amended.

The Program EIR will be prepared using the evaluation of existing conditions for each environmental issue to be discussed and the environmental setting of the City. The Technical Background Report will be used to describe the environmental setting. To reduce or eliminate any significant adverse impacts identified during the analysis, the Program EIR would recommend appropriate mitigation measures. It is our intention to specify mitigation measures early in the planning process as alternatives are identified and evaluated and as policies are formulated in response to key issues that have been identified. In this matter, the updated Land Use Element and Circulation Element can function as "self-mitigating" documents. However, we recognize that residual impacts may remain for which further mitigation and/or overriding considerations must be established.

7.4.1 Prepare Existing Conditions

As the updates to the Land Use and Circulation Elements are being completed, PBS&J will prepare the existing conditions for each environmental issue that will be analyzed in the EIR and will submit the Administrative Draft of the existing conditions to the City for review. The City will then submit one set of unified comments on the document. Existing conditions information for the EIR will be compiled using existing City documents and readily available resources. Additional information associated with utilities and public services will be obtained through contact with utility companies, public service providers, school districts, etc.

7.4.2 Identify Impacts and Mitigation Measures

PBS&J will conduct the impact analysis in compliance with the requirements of Section 15126 of the CEQA Guidelines. The standards of significance will be used to clearly identify the significance of environmental effects and determine the need for mitigation measures.

To reduce or eliminate any significant adverse impacts identified during the analysis, the Draft PEIR will recommend appropriate mitigation measures. It is intended that the mitigation measures will be specified early in the planning process as alternatives are identified and evaluated and as policies are formulated in response to key issues that have been identified. In this manner, the General Plan Elements can function as "self-mitigating" documents. However, PBS&J recognizes that residual impacts may remain and further mitigation may be warranted.

The Administrative Draft PEIR will include the following technical sections:

LAND USE AND URBAN FORM

a) Aesthetics and Visual Resources

The visual character in the City of Agoura Hills is an important consideration to its residents. PBS&J will describe, with photographs and text, the character of the areas of Agoura Hills that are targeted for development that could alter the physical appearance of the area, and provide an index map, that illustrate scenic areas, scenic routes, open space

concerns, etc. Based on the characterization of the City's urban form, the EIR will identify physical and visual features that contribute significantly to community character and key design elements and characteristics that define the range of development patterns. The EIR will evaluate any potential changes to these key physical and visual features, which in the case of the Agoura Hills, could include view corridors including those from the 101 Freeway. This EIR section will consider the preservation of the natural character of the City. This EIR section will also consider evaluate potential impacts public view corridors relating to development on the City's hillsides.

b) Land Use:

The purpose of the planning and land use section of the Program EIR is to identify and evaluate potential conflicts between the proposed Land Use and Circulation Elements with other applicable regional or local land use plans and policies. The EIR will evaluate the compatibility of new development that would occur under the General Plan Land Use Element to surrounding land uses, as well as compatibility of any new land use designations with existing uses. Density of uses, interrelationship of uses, and environmental impacts will also be addressed from a land use impact perspective. Mitigation measures will be recommended, to reduce or eliminate adverse land use effects, where necessary.

c) Population, Housing, and Employment

Population and housing changes are the direct or indirect basis for many of the physical environmental impacts analyzed in an EIR, as well as the basis for some socioeconomic areas of analysis, such as housing demand and jobs/housing balance. This section will establish the scope of geographic impact for both direct and indirect impacts.

The EIR will establish a comprehensive database of growth conditions that will serve as an umbrella for future project EIRs. Baseline information will be utilized from the existing Housing Element of the City's General Plan. Information on population for the baseline year will include the total number of residents, as well as information on age group distribution and race. Employment baseline information will include figures on the total work force, unemployment rates, and occupation by industry from the most recent census or other comprehensive surveys. Baseline housing information may include the number of households in the region, the average number of persons per household, housing vacancy rates, and the number of dwelling units by type. Additional information from the most recent Census or survey will include data on household income, average housing rent, and purchase prices of single-family homes. Potential changes in several socioeconomic conditions will also be evaluated, such as a change in the City's population directly attributable to the implementation of the General Plan (a decrease in population as a result of displacement or an increase in population as a result of new housing), ability of future developments to meet projections of the Southern California Association of Governments, changes in community demographics and character (ethnicity, age, income, location, religion, family size, etc.), and changes in employment opportunities (such as an increase or decrease in available jobs and the balance of jobs with available housing).

INFRASTRUCTURE AND UTILITIES

d) Utilities and Service Systems

Infrastructure improvements will be evaluated with respect to "support capacity" for the proposed land uses identified in the proposed Land Use Element. The utilities and infrastructure section of the Program EIR will assess the impact of implementation of the General Plan on water supply, wastewater, and solid waste systems. For this program-level analysis, the EIR will compare projected utility needs, estimated current capacity, and anticipated capacity within the City associated with water supply, wastewater, storm drain, and solid waste. The utility analyses will focus on the need for additional equipment, infrastructure components, and treatment or disposal capacity, as applicable to each utility. Mitigation measures may include the expansion of existing infrastructure capacity, which generally involves adding equipment and/or infrastructure components, or the reduction of public utility demands.

e) Transportation and Circulation

The purpose of the traffic and circulation section is to describe existing and future traffic circulation patterns, and to evaluate the impact of the General Plan Land Use and Circulation Elements on these conditions. In addition, consistency of implementation of the proposed Land Use and Circulation Elements with applicable regional and local transportation plans will also be discussed. This information will be based on the traffic study prepared by Consultant. PBS&J will prepare the EIR section based on this summary. Although it is anticipated that the proposed Circulation Element will be self-mitigating, additional mitigation measures may be necessary. PBS&J will work with Consultant to recommend any feasible mitigation measures. Additional refinement of the City's traffic model and any supplemental analysis required for the Transportation and Circulation of the EIR will be charged on a time-and-materials basis.

Traffic Impact Assessment and Mitigation Measures

An assessment will be made of projected operating conditions, and traffic impacts will be identified for the proposed land use element to be quantitatively evaluated. This assessment will concentrate on impacts at the roadway links to be identified in Task I. Levels of service will be projected for the roadway links. Significance of project impacts will be assessed in accordance with City of Agoura Hills criteria.

Impacts of the proposed project on the regional transportation system will be evaluated in accordance with Transportation Impact Analysis (TIA) requirements of the 2002 Congestion Management Program for Los Angeles County (CMP) (Metro, 2002). This will include analysis of potential impacts on CMP arterial monitoring intersections and freeway monitoring segments and on the public transit system.

Mitigation measures to alleviate negative traffic impacts thus identified will likely consist of implementation of Circulation Element strategies to encourage use of alternative modes, protect residential neighborhoods, etc. Any unavoidable impacts will be identified.

Impact Analysis Documentation

A technical report will be prepared that presents the methodology, results and recommendations of the transportation impact analysis. The report will be submitted in draft form for review and comment and will be finalized after receipt of comments. The report will be suitable for use as an appendix to the EIR.

COMMUNITY SERVICES

f) Recreation and Open Space

As an extension to the analysis of Land Use impacts, the EIR will document the existing parks, open space, and recreational resources in the City. Policies of the existing General Plan Conservation and Open Space Element will be described. The projected provision of parks on a per capita basis will be presented. The impacts of the updated General Plan elements and Alternatives on parks, open space, and recreational resources will be evaluated. Standards for the provision of such resources, as established in the existing General Plan and as provided for in the General Plan Update and in the Quimby Act, will be compared and evaluated.

g) Public Services

The discussion of public services will focus existing capacity/service levels and potential impacts on law enforcement, fire protection, schools, and parks. This discussion will focus on a comparison of the projected public service needs with the levels of service currently provided or anticipated. Public services analyses will focus on the need for additional staff and equipment, as applicable to each service provider. Mitigation measures will typically consist of the expansion of existing services. As previously mentioned, this section will focus on the public service needs created by the additional growth allowed to occur under the proposed Land Use and Circulation Elements, as well as opportunities for meeting these needs within the City.

ENVIRONMENTAL RESOURCES

h) Air Quality

The City of Agoura Hills is located within the South Coast Air Basin. This area has some of the highest concentrations of air pollutants in the nation and has been classified as an extreme non-attainment area for ozone and a non-attainment area for carbon monoxide (CO) and fine particulate matter (PM10) by the federal government. It has also been classified as a non-attainment area for these same pollutants by the State. Air quality management throughout the air basin is the responsibility of the South Coast Air Quality Management District (SCAQMD). PBS&J will prepare an air quality section for the EIR that is consistent with the recommendations and methodologies of the SCAQMD for an air quality analysis in a CEQA document. The section will also incorporate information from SCAQMD's Rules and Regulations.

The existing regional and local air quality conditions affecting the City will be described based on information published by the SCAQMD. Sources of pollution within the air basin

and City will be described along with land uses that may be sensitive to air quality impacts (i.e., residences and schools).

The regulatory environmental affecting air quality within the air basin will be discussed, along with specific regulations and/or policies implemented by the City. Agencies that have jurisdiction over various aspects of air quality within the area include the U.S. Environmental Protection Agency, the California Air Resources Board, and the SCAQMD.

The potential air quality impacts associated with construction and operational activities of potential future land uses will be discussed qualitatively and evaluated with the thresholds of significance recommended by the SCAQMD. The long-term impacts will be based on the net increase in emissions of the future land uses over the emissions generated by the existing land uses within the City. Consistency of the project with the regional Air Quality Management Plan will be evaluated and discussed. Mitigation measures will be identified for potentially significant impacts, and their effectiveness will be quantified to the extent feasible.

Cumulative air quality impacts will be assessed following the methodology recommended by the SCAQMD.

i) Biological Resources

Consideration of the City's biological resources will be fully evaluated as it is an ongoing concern among the City's residents. The City has made preservation of natural habitats and indigenous species a priority. The EIR will describe the overall types of vegetative and wildlife habitats that exist in and around Agoura Hills, and the relative biological value of such habitats for species including those that are indigenous to the City. PBS&J will identify species that are listed for protection by various federal, state and local agencies for the long-term productivity of the environment and protection of the ecosystem. The EIR will discuss the City's Oak Tree Preservation Program as well as any existing General Plan policies and programs that serve to protect or enhance the habitat value of any special habitat areas. The EIR will describe the potential impacts on vegetative and wildlife species and their habitats of land use patterns resulting from the General Plan Update.

j) Cultural Resources

This section of the EIR will focus on the historic resources of the City. Because the City is largely developed, this analysis will emphasize historical archival research. A focus of the cultural resources evaluation will be the development of mitigation measures that encourage thoughtful re-use of existing historic structures, programs for artifact collection and recordation, on-site monitoring of construction activities, and/or avoidance strategies.

Known cultural, archeological, and pre-historic resources will be identified based on research of the State Office of Historic Preservation database and review of other standard reference material. Those properties presently listed in, or determined eligible for, the National Register of Historic Places will be identified. Properties potentially eligible for inclusion based on age (resources 50 years old or more, the defined minimum age for a property to be considered historic) or their status as state or locally recognized cultural resources, will be identified through review of historic maps and other references. The

background research will be used to establish the historical context of the City's development and will include an evaluation of potential impacts to important resources in the City such as the Reyes Adobe Historical Site.

k) Hydrology/Water Quality

The City has made strides to ensure that drainage areas within City limits contain natural vegetation rather than impervious surfaces. The purpose of the hydrology and water quality section is to evaluate and describe the impacts of new development allowed to occur under the proposed Land Use and Circulation Elements on surface and groundwater resources. Key factors to be evaluated include the potential for flooding, impacts on surface and groundwater resources, and the potential effects of erosion and sedimentation, if any. The focus of this program-level analysis will be a comparison of existing drainage patterns and those drainage patterns that would exist after implementation of new development, including a qualitative discussion of any changes in the amount and rate of runoff associated with an increase or decrease in the amount of impervious surfaces. Current NPDES requirements will be assessed along with the need for a SUSMP and SWPPP.

COMMUNITY HEALTH and SAFETY

l) Geology and Soils, and Mineral Resources

This section of the EIR will evaluate whether the implementation of the proposed Land Use and Circulation Elements would create a fundamental change in the geologic framework of the area or would expose people or structures to major geotechnical hazards. Fundamental changes to the geologic environment include the damage or destruction of unique geologic/physical features or an increase in seismic-related hazards as a result of implementation of the project. Geotechnical hazards include the effects of seismically-induced ground shaking and fault rupture, landsliding, and weak or unstable soil conditions that represent potential risks to public health or that could result in damage to structures.

For a program-level EIR, this evaluation will be based on a generalized summary of seismic activity and features, such as fault zones in the region and/or soil and substrate characteristics. Any proposed program of development must also comply with the Alquist-Priolo Special Studies Zones Act, which restricts the construction of buildings near active fault traces. Furthermore, Title 24 of the California Code of Regulations regulates the design criteria for new buildings to ensure that they are structurally sound under static and dynamic conditions and free of geotechnical hazards.

m) Hazards and Hazardous Materials

This program-level EIR will present an analysis of the existing hazardous materials that could exist within the project area and the potential impacts (caused by any type of hazardous substance) that are likely to result from the development of reasonably foreseeable program facilities and the potential growth in population associated with that development. It is assumed that compliance with various laws and regulations will minimize or prevent potential adverse environmental impacts due to the use of hazardous substances, with site-specific analysis provided in any subsequent site-specific environmental document. If

necessary, PBS&J will design mitigation measures that reinforce these jurisdictional requirements and strengthen local programs for managing hazardous substances.

The impact analysis will include a review of the types of land uses and activities that would be allowed under the General Plan and will qualitatively evaluate potential effects associated with the use, storage, or disposal of hazardous materials at the project site. Activities to be evaluated would include, but would not be limited to, hazardous materials used during construction activities, chemicals used in operational activities, and fuels stored in underground storage tanks. The impact analysis will further describe the types of hazardous materials or features that could be present in buildings that would be demolished or renovated and potential effects associated with exposure to these items. Such materials can include, but would not be limited to, asbestos, lead-containing paints, PCB, or underground tanks that could be encountered during site preparation.

n) Noise/Vibration

The noise and ground borne vibration analysis will assess potential impacts of the project on background noise levels and the population's exposure to noise levels. The noise analysis will be based upon approximations of noise levels and associated changes in the ambient noise level that are likely to occur based on build-out of the General Plan. PBS&J will characterize the existing noise environment in the City, including noise measurements at up to ten locations within the City and identifying major noise sources in the City. Construction impacts will be addressed in a generalized manner because project-specific information will not be available. Construction noise levels at various distances from a typical construction site will be evaluated to determine areas of potential noise impact.

PBS&J will evaluate on-road vehicle and stationary noise sources. Vehicular noise will be calculated for "no project" and "project" conditions to determine whether the General Plan will affect sensitive receptor locations in the City. On-road vehicular noise will be evaluated using the Federal Highway Administration (FHWA) RD-77-108 noise calculation formulas. Noise contours that were created for the General Plan Noise Element will be incorporated into the noise impact analysis to determine areas that would be exposed to excessive noise levels. Noise contributions generated by build-out of the General Plan will be compared to the City of Agoura Hills noise standards to determine significance levels.

o) Energy and Climate Change

PBS&J will address the implications of the general plan policies on global warming and California Law AB32. Global warming (or climate change) will be addressed using the most up-to-date methodology recommended by the California Air Resources Board (CARB) and the VCAPCD. Based upon recently established guidelines from CARB and the SCAQMD, the environmental document must (1) prepare a quantitative estimate of the greenhouse gas emissions for the proposed project, (2) establish a link between the project's greenhouse gas emissions and potential impacts, (3) identify mitigation measures that would apply to the proposed project as published by the California Climate Action Team, and (4) make a significance determination. Pursuant to recent AGO recommendations, the EIR will also discuss potential impacts associated with changing environmental conditions associated with climate change such as reduced water supply, increased likelihood of wildfires, flooding, and

sea level rise. PBS&J will prepare a separate EIR section on global climate change in accordance with all current guidelines as established by the various State and local agencies.

p) Other CEQA-Required Sections

Cumulative impacts will be specified in the individual sections of the EIR, and summarized in the Long-Term Implications section of the document. The cumulative analysis will be qualitative in nature and will be based upon known projects, either approved or proposed (applications on file), within a geographic area that is appropriate to the issue area being evaluated. The cumulative impact assessment will be based on reasonably-anticipated potential development projects that may, in combination with the proposed project, create cumulatively considerable environmental impacts.

The EIR will discuss all significant unavoidable adverse impacts (in conformance with the State CEQA Guidelines) that can only be partially mitigated, but not to a level that is less than significant. The EIR will also discuss any potential growth-inducing and irreversible impacts of the proposed project. Potential sources of growth inducement and their corresponding impacts, such as removal of obstacles to growth, major new employment generation, or major economic influences, will be qualitatively analyzed, to the extent that they are applicable.

q) Alternatives

The EIR will include an alternatives section to qualitatively address the environmental impacts that would result from implementation alternative scenarios. PBS&J will work closely with City staff to develop up to three alternatives to the proposed project, including the: (1) no project alternative (including the no project/no development alternative and the no project/reasonably foreseeable use alternative); (2) continuation of the existing Land Use Map; and (3) reduced development alternative. The alternatives will be provided in sufficient detail for comparison with the proposed project. Each alternative will be evaluated with respect to each key impact category.

The advantages and disadvantages of each alternative and the reasons for rejecting or recommending the alternative will also be discussed, and the environmentally superior alternative will be identified. During the course of the environmental analysis, minor variations to the proposed project that could have the effect of reducing or eliminating environmental concerns may become apparent; these variations will be implemented, where feasible

7.5 Prepare and Distribute Draft EIR and Notice of Completion (NOC)

PBS&J will, after City review of the Screencheck, prepare the Draft EIR, based on one set of consolidated comments on the Screencheck Draft EIR. It is assumed that preparation of the Draft EIR will not result in any new technical analyses or substantial text revisions, and can be accomplished within the allocated budget. PBS&J will also prepare the Notice of Completion (NOC) and file fifteen (15) copies of the Draft EIR and NOC with the State Clearinghouse. If desired, PBS&J will submit an electronic version of the document to the State Clearinghouse and to the City for posting on the City web page, as encouraged by the

State CEQA Guidelines. PBS&J will handle distribution of the document to the appropriate members of the public and public agencies. This scope of work assumes that PBS&J will also prepare the Notice of Availability (NOA), mail notices to interested parties and advertise the document's availability in the local newspaper.

7.5.1 Attend Public Hearings

The EIR Project Manager will attend one public hearing to take comments on the Draft EIR. PBS&J will be available to present the findings of the Draft EIR, answer technical questions regarding the Draft EIR, answer general questions regarding the environmental review process, and make note of significant comments raised by the interested public. If additional public hearings are held on the Draft EIR, PBS&J will be available to attend additional meeting(s) on a time-and-materials basis.

7.6 Prepare Responses to Comments on Draft Program EIR

This task will result in the preparation of a Screencheck Final Program EIR, which will contain a list of commenters, comment letters, and responses to comments on the Draft EIR, including responses by Fehr & Peers pertaining to traffic and transportation. The City's project coordinator will compile and transmit all written comments on the Draft EIR to PBS&J as one unified set of comments. PBS&J will confer with City staff to review written comments on the Draft Program EIR, including comments from public meetings and hearings, to develop a general strategy for preparation of responses. The format of the Final EIR will be as a stand-alone document including responses to comments on the Draft EIR. It is suggested that the Draft EIR text be marked with strikeout/underline formatting to show revisions in response to comments until the Final Program EIR is adopted with the certified language.

Responses that are within this proposal's scope of work and budget consist of explanations, elaborations, or clarifications of the data contained in the Draft Program EIR. If new analysis, issues, alternatives, or substantial project changes need to be addressed, or if the effort exceeds the budgeted amount because of the number or complexity of responses, a contract amendment may be required. In lieu of a contract amendment, time required for response to comments could be charged on a time and materials basis per PBS&J's professional fee schedule.

7.7 Prepare Administrative Draft Final EIR

The Administrative Final Program EIR will be submitted to City staff for review and comment. The City's project coordinator will compile and transmit all written comments on the Administrative Draft Final EIR to PBS&J as one unified set of comments. PBS&J will incorporate the City's comments and submit a Screencheck Final EIR.

7.8 Prepare and Distribute Final EIR

PBS&J will, based on one set of consolidated comments on the Screencheck Final Program EIR, incorporate all final City comments and prepare the Final EIR. It is assumed that preparation of the Final EIR will not result in any new technical analyses or substantial text

revisions. It is assumed that the Final EIR will be distributed at least ten (10) days prior to the EIR certification hearings. PBS&J will prepare and file the Notice of Determination, with any appropriate filing fee to be paid by the City.

7.8.1 Prepare Mitigation Monitoring Program (MMP)

Section 21081.6 of the Public Resources Code requires all state and local agencies to establish monitoring or reporting programs whenever approval of a project relies upon a mitigated negative declaration or an environmental impact report. The monitoring or reporting program must ensure implementation of the measures being imposed to mitigate or avoid the significant adverse environmental impacts identified in the Program EIR. In conjunction with the Program EIR, PBS&J will prepare a MMP that clearly identifies mitigation measures identified in the Draft Program EIR, mitigation implementation responsibility, implementation timing, and reporting procedures in a format effectively and efficiently implemented and monitored by the team. The MMP will follow standard City format and will be bound separately.

7.8.2 Findings and Statement of Overriding Considerations

PBS&J will prepare findings for each significant effect identified in the EIR, and a statement of overriding considerations, if unavoidable significant impacts occur.

7.9. EIR Management and Team Meetings

The purpose of this task is to manage the PBS&J project team, manage the EIR preparation effort, and maintain close communication with City staff. This task is also intended to ensure that the project is running on time and within budget, and that all work products are of the highest quality. The PBS&J Project Manager would communicate, as necessary, with the project team members and the City to ensure compliance with the schedule, scope of work, and budget.

The PBS&J environmental Project Manager and other staff, as required, will be available for up to six (6) team meetings, excluding the kick-off meeting, of up to three (3) hours each. Additional meetings, including travel time will be charged on a time-and-materials basis. PBS&J will provide the City with status reports documenting progress to date.

Products

- Six (6) copies of the Screencheck Draft EIR
- One (1) unbound original of the Screencheck Draft EIR
- Two (2) CD-ROMs of Screencheck Draft EIR
- Six (6) copies of the Draft EIR
- One (1) unbound original of the Draft EIR
- Two (2) CD-ROMs of Draft EIR
- Fifty (50) copies of the Draft EIR for public distribution
- Twenty (20) copies of the Final EIR for public distribution
- Two (2) CD-ROMs of Final EIR
- One (1) unbound original of the Final EIR

8.0 Community Workshop

PBS&J will prepare materials for presentation of the updated Draft General Plan to a Community Workshop. Work in this task will supplement the materials prepared for the Land Use and Mobility Elements and include a PowerPoint presentation as well as wall graphics and other workshop materials necessary to summarize the content of the updated General Plan.

9.0 Public Hearings and Adoption

PBS&J will attend one (1) public hearing before the Planning Commission and one (1) public hearing before the City Council for consideration of the updated General Plan. We will prepare a PowerPoint and graphics for presentation of the updated General Plan, to aid in the understanding and discussion of the updated General Plan with Planning Commission and City Council.

Products

- Draft & final PowerPoint presentation – Summary of updated General Plan
- Draft & final presentation graphics/wallboards
- Final General Plan (One hard copy; one print ready copy; one CD with Word and pdf versions of the final general plan)

10.0 Final General Plan

Once adopted by the City Council, PBS&J will prepare a final General Plan document that reflects comments from the Planning Commission and City Council as directed. This document will be provided to the City for printing and posting on the City website.

Products

- Final General Plan (One hard copy; one print ready copy; one CD with Word and pdf versions of the final general plan)

11.0 Project Management

Project Team coordination meetings will be held as necessary to maintain ongoing communication with the City team, preliminarily scheduled as two (2) meetings per month). Bi-weekly conference calls and quarterly updating of the schedule will be provided. PBS&J will be responsible for sub consultant coordination and product submittal to client. Monthly project reports will be submitted to the City's project manager.

Products

- Monthly project reports documenting progress to date for PBS&J and subconsultants submitted with monthly invoice
- Quarterly schedule update (1 electronic copy)
- Meeting and Conference call agendas and notes.

EXHIBIT B
PAYMENT RATES AND SCHEDULE



An employee-owned company

HOURLY BILLING RATES AND JOB CLASSIFICATIONS California Sciences and Planning Division

Senior Division Manager/Principal Technical Professional.....	\$190-\$300/hour
Senior Group Manager/Project Director/Senior Planner IV/Senior Scientist IV/ Senior Engineer IV.....	\$175-\$300/hour
Group Manager/Senior Project Manager III/Project Director/Senior Planner III/ Senior Scientist III/Senior Engineer III.....	\$140-\$200/hour
Project Manager/Senior Planner II/Senior Scientist II/Senior Engineer II/ Senior GIS Analyst II.....	\$120-\$170/hour
Associate Project Manager/Senior Planner I/Senior Scientist I/Senior Engineer I/ Senior GIS Analyst I.....	\$95-\$135/hour
Planner II/Scientist II/Engineer II.....	\$85-\$120/hour
Planner I/Scientist I/Engineer I.....	\$65-\$100/hour
Senior Administrator.....	\$90-\$130/hour
Senior Word Processor/Regional Graphics Specialist.....	\$75-\$110/hour
Word Processor.....	\$65-\$100/hour
Administrative/Field Technician II.....	\$55-\$90/hour
Planner Intern/Scientist Intern.....	\$45-\$75/hour
Mileage.....	\$.505/mile

In addition, identifiable, nonsalary costs that are directly attributable to the project (i.e., travel, meals, lodging, auto rentals, printing and copies, graphic materials, phone charges, equipment and specialized computer charges, etc.) and subcontractor fees include a 15% administration charge to cover overhead and administration.

1. This schedule is effective until January 1, 2009, and is subject to annual and/or periodic revisions thereafter, as necessary to accommodate inflationary trends, salary adjustments, and the general costs of business.
2. Invoices will be submitted by Consultant monthly. Client will notify Consultant, in writing, of any objections to an invoice within ten (10) days of the date of invoice. Otherwise, the invoice shall be deemed acceptable by the Client. Amounts indicated on invoices are due and payable immediately upon receipt.
3. A late payment finance charge at a rate of 18% per annum (or the maximum amount allowed per law if lower) will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice.
4. Fees for litigation and expert witness services will be charged at \$450.00 per hour with a 4-hour minimum per day.

2008-2009 Estimated Budget

City of Agoura Hills
General Plan Update and EIR

TASK	HOURS							COST				Total
	Project Director	Project Manager/ EIR Project Manager	EIR Project Manager/ Sr. Manager/Sr. Planner	Associate Manager/Planner	Planner/ Environmental Professional	GIS	Administrative/ Production/Graphics	Subcontractors		Task Grp		
								PBS&J	F&P		SHRA	
\$230	\$170	\$160	\$120	\$100	\$115	\$115						
LAND USE AND CIRCULATION ELEMENT UPDATES												
1.0 PROJECT ORIENTATION											\$0	
1.1	Prep for and attend an Orientation meeting with City Staff											
1.2	Field Reconnaissance with City Staff											
2.0 COMMUNITY CONSERVATION AND GROWTH STRATEGY											\$20,000	
2.1	Confirm Conservation and Transition Areas											
2.2	Identify Land Use and Community Design Options for Transition Areas											
2.3	Identify Community Places Conservation Strategies											
2.4	Identify Community Resource Conservation Strategies											
2.5	Conduct Fiscal Analysis of Land Use Plan										\$20,000	
3.0 COMMUNITY MOBILITY											\$9,400	
3.1/3.2	Data Collection, Existing Conditions, Issues										\$3,400	
3.3	Impact Analysis (Including Traffic Modeling)										\$6,000	
4.0 PREPARE UPDATED GENERAL PLAN (Draft)											\$67,603	
4.1	Confirm Updated General Plan Format and Organization										\$2,300	
4.2	Prepare Administrative Draft Land Use & Mobility Elements										\$13,745	
	<i>Community Conservation and Development</i>										\$3,720	
	<i>Community Mobility</i>										\$920	
	<i>Review Policies in Other GP Elements & Revise</i>										\$11,020	
	<i>Implementation Programs</i>										\$3,840	
4.3	Review Preliminary Policies with GPAC (See GPAC below)										\$0	
4.4	Review Public Draft of Draft Updated General Plan (See Public Hearings Below)										\$0	
5.0 PREPARE ENVIRONMENTAL IMPACT REPORT											\$0	
[See below for EIR budget detail]											\$0	
6.0 PUBLIC HEARINGS AND ADOPTION											\$35,800	
	Planning Commission										\$5,020	
	City Council										\$5,020	
	Prepare Final General Plan										\$14,560	
7.0 GENERAL PLAN ADVISORY COMMITTEE											\$27,140	
	Prep for and attend 6 GPAC Meetings										\$15,520	
	Prep for and attend one Community Workshop										\$9,120	
8.0 PROJECT MANAGEMENT AND TEAM MEETINGS											\$14,500	
	Project Management and Team Meetings										\$14,500	
	Total GPU Hours										619	
	TOTAL GPU LABOR										\$194,445	
Estimated GPU Direct Costs/Expenses												
	Reproductions/Printing										\$4,250	
	Materials and Supplies										\$2,400	
	Travel										\$1,200	
	Messengers, Telecommunication, Delivery										\$500	
	Traffic Counts										\$0	
	Subtotal Direct Costs										\$8,350	
	Administrative Fee (15% of subcontractors labor)										\$18,016	
	Administrative Fee (15% of direct costs)										\$1,253	
TOTAL GPU DIRECT COSTS/EXPENSES											\$27,619	
TOTAL GPU BUDGET											\$222,064	

2008-2009 Estimated Budget

City of Agoura Hills
General Plan Update and EIR

TASK	HOURS							COST				
	Project Director	Project Manager/ EIR Project Manager	EIR Project Manager/ Sr. Manager/Sr. Planner	Associate Manager/Planner	Planner/ Environmental Professional	GIS	Administrative/ Production/Graphics	PBS&j	Subcontractors		Task Grp	Total
	\$230	\$170	\$160	\$120	\$100	\$115	\$115		F&P	SHRA		
PREPARATION OF ENVIRONMENTAL IMPACT REPORT (TASK 5.0)												
EIR Project Initiation and Organization												\$2,750
5.1 EIR Project Initiation and Organization			8	2	10		2	\$2,750			\$2,750	
Prepare and Distribute Initial Study and NOP/Conduct Scoping												\$7,915
5.2 Prepare Initial Study			8	6	26		8	\$5,520			\$5,520	
5.3 Prepare Notice of Preparation (NOP)			2		4		1	\$835			\$835	
5.3.1 Scoping Meeting			4				8	\$1,560			\$1,560	
Draft Program Environmental Impact Report												\$102,560
5.4 Prepare Screencheck Draft Program EIR												
5.4.1 Prepare Existing Conditions			22		62		32	\$13,400			\$13,400	
5.4.2 Identify Impacts and Mitigation Measures												
a) Aesthetics/Visual Resources			4		20			\$2,640			\$2,640	
b) Land Use			16		20			\$4,560			\$4,560	
c) Population, Housing, and Employment			4		20			\$2,640			\$2,640	
d) Utilities and Service Systems			2		32			\$3,520			\$3,520	
e) Transportation and Circulation			4		24			\$3,040			\$3,040	
f) Recreation and Open Space			2		24			\$2,720			\$2,720	
g) Public Services			2		32			\$3,520			\$3,520	
h) Air Quality			4	26				\$3,760			\$3,760	
i) Biological Resources			16		26			\$5,160			\$5,160	
j) Cultural Resources				8	16			\$2,560			\$2,560	
k) Hydrology and Water Quality			4	20	8			\$3,840			\$3,840	
l) Geology, Soils, and Mineral Resources			4	20	8			\$3,840			\$3,840	
m) Hazards and Hazardous Materials			4	16				\$2,560			\$2,560	
n) Noise/Vibration			6	26	8			\$4,880			\$4,880	
o) Energy and Climate Change (GHG)			12	32				\$5,760			\$5,760	
o) Other CEQA Sections			4		20			\$2,640			\$2,640	
p) Alternatives			36		20			\$8,080			\$8,080	
Review and Production			32				32	\$8,800			\$8,800	
5.5 Prepare and Distribute Draft Program EIR and NOC												
Prepare Draft EIR	2		18	10	24		24	\$9,700			\$9,700	
Prepare Notice of Completion			1		2		4	\$820			\$820	
Distribute Draft EIR/NOC			2		4		8	\$1,640			\$1,640	
5.5.1 Attend Public Hearings			8		12			\$2,480			\$2,480	
Final Program Environmental Impact Report												\$24,420
5.6 Prepare Responses to Comments			12	8	46		8	\$8,400			\$8,400	
5.7 Prepare Administrative Final Program EIR			12		18		18	\$5,790			\$5,790	
5.8 Prepare & Distribute Final Program EIR			8		20		14	\$4,890			\$4,890	
5.8.1 Prepare MMP			4		16		2	\$2,470			\$2,470	
5.8.2 Prepare Findings and Statement of Overriding Considerations			4		20		2	\$2,870			\$2,870	
Project Management and Team Meetings												\$21,080
5.9 Project Management and Team Meetings (up to 6)			118		22			\$21,080			\$21,080	
Total EIR Hours	2	0	389	174	564	0	163	1,292				
TOTAL EIR LABOR	\$460	\$0	\$62,240	\$20,880	\$56,400	\$0	\$18,745	\$158,725	\$0	\$0	\$158,725	\$158,725
Estimated EIR Direct Costs/Expenses												
5.10 Delivery of Documents												
Reproduction (Assumes up to 82 bound and 3 unbound documents at \$115 per document)												\$9,775
Delivery/Postage (cost assumes a total of 70 mailed items at approximately \$10/item)												\$700
Other EIR Direct Costs/Expenses												
Mileage												\$450
Photos/Graphics (Includes figures for the EIR)												\$500
Historic Records Search												\$1,800
Subtotal Direct Costs												\$13,225
Administrative Fee (15% of subcontractors labor)												\$0
Administrative Fee (15% of direct costs)												\$1,984
TOTAL EIR DIRECT COSTS/EXPENSES												\$15,209
TOTAL EIR BUDGET												\$173,934
TOTAL GPU & EIR BUDGET												\$395,997

Notes: Assumes no more than 150 low- to medium-complexity comments are received on the Draft MEIR; if additional comments are received or their complexity is high, EIP may request a budget augment for this task.

2008-2009 Estimated Budget

City of Agoura Hills
General Plan Update and EIR

TASK	HOURS							COST				
	Project Director	Project Manager/ EIR Project Manager	EIR Project Manager/ Sr. Manager/Sr. Planner	Associate Manager/Planner	Planner/ Environmental Professional	GIS	Administrative/ Production/Graphics	PBS&J	Subcontractors		Task Grp	Total
	\$230	\$170	\$160	\$120	\$100	\$115	\$115	F&P	SHRA			

PBS&J September 16, 2008

**City of Agoura Hills
General Plan Update EIR
Draft Project Schedule 2008-2009**

Task	Month																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
GENERAL PLAN UPDATE - Phase II B Work Program																				
1.0 Fiscal Impact Analysis																				
2.0 Traffic Impact Analysis																				
3.0 Update General Plan																				
4.0 Update Land Use and Mobility Plans																				
5.0 Draft General Plan																				
6.0 GPAC Review Draft GP Policies																				
PROGRAM EIR																				
7.0 Project Initiation and Organization																				
Initial Study/NOP & Scoping Meeting																				
Draft EIR																				
Final EIR																				
Public Hearings																				

Month 1 is December 2008

- ▶ GPAC Meetings
- Community Workshop
- ◆ Public Hearings (PC and Council)
- C Completed Tasks