



# CITY OF LONG BEACH

# R-17

DEPARTMENT OF DEVELOPMENT SERVICES

333 West Ocean Blvd., 3rd Floor, Long Beach, CA 90802 (562) 570-5237

July 24, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt a Resolution approving the acceptance of a Sustainable Communities Planning Grant from the California Department of Transportation (CalTrans), in the amount of \$733,610;

Authorize the City Manager, or designee, to execute all necessary documents with CalTrans relating to the Grant awarded to the Department of Development Services for professional planning services to study land use and mobility regulations for North Long Beach in the context of the City's proposed updated General Plan; and,

Increase appropriations in the Development Services Fund (EF 337) in the Development Services Department (DV) by 733,610, offset by grant revenue. (Districts 8, 9)

## DISCUSSION

CalTrans recently awarded the City of Long Beach (City) a Sustainable Communities Planning Grant (Grant) in the amount of \$733,610, to procure planning and community engagement services in consultation with CalTrans. The new Grant will fund Phase II of work already underway in the Uptown area of North Long Beach that is funded through a previously awarded sustainability grant. The purpose of this Phase II grant is to address physical and social barriers to mobility including hardscape and infrastructure, safety, and perceptions of safety through a multifaceted, interdepartmental, community-centered equitable planning process. Accordingly, the Grant provides funding for activities that will build the capacity of residents, businesses, organizations, and other local stakeholders to engage with and ultimately drive planning and development processes in North Long Beach. This scope of work expands upon the ongoing Uptown Planning Land Use and Neighborhood Strategy (UPLAN) project to address the development of underutilized land, housing policy updates, mobility (street and transit) enhancements, and industrial and residential zoning updates (Attachment A).

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Phase I of the UPLAN planning and outreach work began in 2017 through a \$250,000 Southern California Association of Governments (SCAG) grant. The Phase I SCAG grant provides funding through March 2019. Together, the combined Phase I and Phase II efforts allow for more community engagement and expands the geographic scope of the technical analysis and zoning code updates to more commercial and multi-family corridors such as Long Beach Boulevard, Atlantic Boulevard, Artesia Boulevard, Cherry Avenue, Paramount Boulevard, and South Street.

CalTrans requires a City Council Resolution for the acceptance of this Grant. Upon adoption of the Resolution, the City Manager and Development Services will enter into a detailed agreement with CalTrans, complete the consultant procurement process, and begin the project.

This matter was reviewed by Assistant City Attorney Michael J. Mais on June 11, 2018 and by Budget Analysis Officer Julissa José-Murray on June 21, 2018.

SUSTAINABILITY

This grant aims to capitalize on changes in land use and other investments to make the area more livable, resilient, and healthy by eliminating mobility barriers and enhancing connectivity to nearby mixed-use multimodal transportation corridors and job-generating land uses. It seeks to build upon existing community resources and assets in North Long Beach, and expand the retail, business, service, and housing opportunities in the area. Additionally, with local stakeholders driving the process, there will be increased engagement and commitment to the project goals. This effort will allow residents to drive shorter distances, and/or walk, take the bus or bicycle, to jobs, amenities, goods and services within their community, reducing trip lengths and associated air quality emissions.

TIMING CONSIDERATIONS

City Council action is requested on July 24, 2018, to meet the timing and procedural requirement of CalTrans.

FISCAL IMPACT

This action will allow the City to access \$733,610 in professional services funded by the Grant from CalTrans, for a planning and mobility consultant. The local match requirement of this grant is \$110,060, which will be provided through already budgeted staff time. An appropriation increase in the amount of \$733,610 in the Development Services Fund (EF 337) in the Development Services Department (DV) is requested, offset by grant funds. There is no local job impact associated with this recommendation.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

*Linda F. Tatum*

LINDA F. TATUM, FAICP  
DIRECTOR OF DEVELOPMENT SERVICES

LFT:CK:AS:vbc  
P:\Planning\City Council Items (Pending)\Council Letters\2018\2018-07-10\071018 Caltrans Uplan Grant Acceptance Council Letter v5.docx

APPROVED:

  
PATRICK H. WEST  
CITY MANAGER

Attachments: Resolution  
Attachment A – Grant Scope and Project Timeline

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING ACCEPTANCE OF GRANT FUNDING FROM THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR AN UPTOWN LONG BEACH NEIGHBORHOOD MOBILITY ENHANCEMENT PLAN GRANT IN THE AMOUNT OF \$733,610; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS NECESSARY TO COMPLETE THE PROJECT

WHEREAS, the City of Long Beach desires to receive and utilize funds available through the State of California Department of Transportation (CalTrans) for a recently awarded Uptown Long Beach Neighborhood Mobility Enhancement Plan Grant.

WHEREAS, said grant from CalTrans will fund Phase II work underway in the Uptown area. This work is a continuation of the UPLAN planning and outreach work begun in the uptown area of the City in 2017 to revitalize major commercial corridors.

NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

Section 1. The City Council appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the acceptance of an Uptown Long Beach Neighborhood Mobility Enhancement Plan Grant from the California Department of Transportation (CalTrans) in the amount of \$733,610 to be utilized for, among other things, a planning and mobility consultant to assist with UPLAN planning and outreach work.

Section 2. The City of Long Beach agrees to provide all matching funds required for said Project in the amount of \$110,060, and abide by the statutes and

1 regulations governing the CalTrans Uptown Long Beach Neighborhood Mobility  
2 Enhancement Plan Grant, as well as the terms and conditions of the Grant Agreement as  
3 set forth by CalTrans.

4 Section 3. This resolution shall take effect immediately upon its adoption  
5 by the City Council, and the City Clerk shall certify to the vote adopting this resolution.

6 I hereby certify that the foregoing resolution was adopted by the City  
7 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2018,  
8 by the following vote:

9  
10 Ayes: Councilmembers: \_\_\_\_\_  
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14 Noes: Councilmembers: \_\_\_\_\_  
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16 Absent: Councilmembers: \_\_\_\_\_  
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City Clerk

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

**SCOPE OF WORK: Uptown Long Beach Neighborhood Mobility Enhancement Plan****INTRODUCTION:**

Surrounded by multiple freeways and goods movement corridors, industrial stationary polluters, and with direct environmental impacts from the largest stationary source of air pollution in Southern California (the Port of LA/Long Beach), Uptown Long Beach has long suffered localized negative environmental and economic externalities associated with an economic engine critical to our regional and national economy. Uptown Long Beach is an approximately 4,000-acre area with nearly 100,000 people in northern Long Beach comprised of several urban neighborhoods facing challenges related to poverty, overcrowding, unemployment, safety, mobility, and access to transit. Though crime has decreased significantly in North Long Beach over the past 25 years, perceptions of safety are still low and specific issues, such as human trafficking concentrated around north Long Beach motels on major corridors, make all residents, but particularly kids and teens, feel unsafe walking or biking in the area. Despite those concerns, data actually show that mobility safety takes more lives than violent crime. In 2017 more Long Beach residents died in a traffic collision than the number of residents who were murdered. Specific issues include underutilized and incongruent land uses along corridors (e.g. high levels of human trafficking along the region's motel corridors), disconnecting freeway underpasses, high traffic speeds, vacant lots and other elements of the built environment. Furthermore, street scenes and land use patterns in Uptown are in many areas not conducive to active transportation. Revitalization of Uptown Long Beach has been a high priority for the City Council due to its demonstrated status as a disadvantaged community (see demographic data attached to this scope and summarized in the Project Justification section of this application). In recent years, the City of Long Beach has devoted considerable effort to revitalizing Uptown Long Beach, as demonstrated by the following completed or in-progress planning activities:

- Uptown Planning Land Use and Neighborhoods Strategy (UPLAN) Phase 1
- North Long Beach Strategic Guide for Development
- North Long Beach Street Enhancement Master Plan
- North Long Beach Open Space Vision Plan
- HEAL Zone (Healthy Eating Active Living) initiative funded by Kaiser Permanente run by the Health Department
- The Gateway Cities Artesia Boulevard Master Plan and Complete Streets Evaluation—a complete streets and active transportation plan for Artesia Blvd.
- The North Long Beach Framework Plan and Disposition of Successor Agency Parcels Plan that makes recommendations for safety improvements to Atlantic Avenue, revitalization of the local economy, park use, and linkages to Jordan High School.
- The City's updated General Plan Land Use Element and new Urban Design Element (expected adoption mid-2018)
- The City of Long Beach General Plan Mobility Element (adopted 2013)
- Long Beach Bicycle Master Plan (adopted 2017)
- Long Beach Climate Action & Adaptation Plan (planning process began April 2017)

These activities have involved a broad range of City departments, stakeholder groups, and partner agencies. A notable point of pride is the investment associated with the new Michelle Obama Library (located in the plan area), which opened in 2016 and now serves as a significant cultural and community destination in Uptown and a catalyst for change in the community. The new library is seeing record usage by residents and has been the meeting location for preliminary visioning by residents and stakeholders for UPLAN.

The City sees increasing connectivity between homes, jobs, community amenities, and businesses as a way to create a more resilient community, reduce vehicle trips, and support state strategies for reducing greenhouse gas emissions. Connectivity efforts in Uptown, which will focus in High Quality Transit Areas as designated in SCAG's 2016 RTP, will primarily be centered on four corridors: Artesia Boulevard and Atlantic Avenue are envisioned as corridors with a mixed use and business revitalization focus, while Paramount Boulevard is seen as a primary connection linking residents to Uptown's industrial business district. Lastly, Long Beach Boulevard is home to the Metro Blue Line and has a high concentration of hotel and motel uses that have been linked to human trafficking activity. Though this has been an issue for decades, since the high profile murder of a human trafficking victim at an area motel in 2017, residents have become very vocal about the need for change. If it is found that there is not a strong demand for hotel and motel uses in the area, some of these uses could transition to other viable uses that activate the corridor, which makes it safer for adjacent residents to access transit in this area of town. The City considers this a matter of environmental justice.

In March 2018, the City will begin a planning and economic development effort called the Uptown North Long Beach Uptown Planning Land Use and Neighborhood Strategy (UPLAN), funded by a grant from the Southern California Association of Governments (SCAG). UPLAN will create a new vision, economic strategies, and mixed-use zoning to guide future development along Uptown's primary mixed-use corridors (Artesia Boulevard and Atlantic Avenue). The process is being informed by a UPLAN Advisory Group, which was formed in fall 2016 and has focused on establishing four guiding principles for development in Uptown: (1) For our Community, by our Community; (2) Celebrate and Showcase Uptown (3) Address Identified barriers to Investment and (4) Development that Works for our Health. The UPLAN advisory group has demonstrated an active, ongoing interest and investment in the forward progress and revitalization of Uptown and, based on prior experience, the City believes the ongoing partnership with UPLAN (with its established presence in the community) will be the ideal for further advancing collaborative partnerships that have been cultivated with the group (and consequently, the community) in prior efforts.

In 2016, the City of Long Beach established the first municipal Office of Equity in Southern California to help build a just and inclusive community by analyzing City policies and practices through an equity lens. Staff from planning, public works, health, parks and more have been going through equity training and are approaching their work differently in an effort to reduce disparities and improve quality of life in the highest need parts of the City. An example of how this is impacting transportation infrastructure spending is through the recent development of the City's Place-Based Neighborhood Improvement Strategy (PBNIS) for spending Community Development Block Grant funds (CDBG). In

2017, to comply with the U.S Department of Housing and Urban Development (HUD) requirement for grantees to target CDBG and other federal local resources on a Place-Based approach to address Fair Housing goals (such as segregation and disparities in access to opportunity), Long Beach, through its Assessment of Fair Housing (AFH) and Five-year Consolidated Plan (CP) and resource allocation process, decided to target considerable amount of its CDBG funds and other potential leveraged resources to neighborhoods demonstrating the greatest need.

Through its commitment of \$500,000 in CDBG funds for a Place Based Neighborhood Improvement Strategy (PBNIS) in a small subarea of North Long Beach along Long Beach Boulevard North of Artesia, the city is initiating a strategy of concentrating substantial resources in these highest-need neighborhoods until they reach the quantity of public investment needed to stimulate self-sustaining, private-market economic activity in these areas. This effort is designed as a comprehensive place-based approach that will incorporate multi-departmental resources and City initiatives and collaborate with area residents, active neighborhood organizations and stakeholders, to maximize impact and increase chances of sustained livability in a short period of time. The approach empowers active Neighborhood Associations in PBNIS areas, makes equitable investments that improve conditions and eliminates disparities in access to opportunity between residents of these neighborhoods and the rest of the Long Beach jurisdiction. The process will lead to identification of an infrastructure improvement project and a related beautification project selected through a deep community engagement process. Allocation of funds was codified through adoption of the City's most recent 5-year consolidated plan and will be specifically allocated in a future year budget process (probably FY20 to align with proposed work). The deep community engagement and participatory budgeting process to identify how the PBNIS funds will be allocated will provide a pilot for broader infrastructure investment and community partnership processes in the Uptown area. The process for allocating \$500,000 in PBNIS funds to a small subarea of Uptown Long Beach is creating a best practice model for participatory budgeting and equitable community engagement in Uptown.

**PURPOSE:**

Although various planning, health, economic development, and public infrastructure efforts have been undertaken in recent years to address these issues, they have not been aligned or comprehensive. The Uptown Long Beach Neighborhood Mobility Enhancement Plan is the final phase of several City initiatives to revitalize North Long Beach. The purpose of the plan is to holistically address barriers to mobility including physical infrastructure, safety and perceptions of safety through a community centered planning process that builds capacity and strengthens physical, social and community infrastructure and resources in a sustainable manner via a neighborhood empowerment framework that develops skills through a shared learning process for developing a community based, community led and government supported Neighborhood Mobility Enhancement Plan that aligns and builds off various existing initiatives for greatest potential impact. To fully implement the strategies started under the UPLAN effort and others listed above, the City is seeking funding to proceed with the last phase of the project, which will identify discernable actions to connect land use changes with mobility improvements as described in this scope.



The proposed Neighborhood Mobility Enhancement Plan aims to capitalize on land use changes and other investments to make the area more livable, resilient, and healthy by eliminating barriers and enhancing connectivity to nearby mixed-use multimodal transportation corridors and job-generating land uses. The plan will assess access/connectivity, housing, parking and infrastructure needs of the community and establish a strategy to connect neighborhoods to transit. The plan will address sustainability in a broad sense- both by reducing vehicle miles traveled and by building community capacity for participating in and leading this and future planning processes. Therefore, the Community Engagement and Partnership Plan (CEPP) will be designed from an equity framework with a focus on developing community planning skills through training, data collection in partnership with the community, and tactical demonstration projects that empower young people, people of color, those who are transit dependent and others who have been historically marginalized and left out of planning processes.

Inherently, strategies and implementation actions addressing one of these topics may also contribute to another. For example, actions to eliminate connectivity barriers and enhance pedestrian activity in residential districts, job centers, and mixed-use centers to increase walking and enhance economic vitality will also contribute to reduction in vehicle trips and GHG emissions and support healthy communities objectives. Additionally, capacity-building strategies will foster community ownership of the plan and build local expertise to maximize implementation and advocacy efforts that emerge from the plan.

#### **RESPONSIBLE PARTIES:**

The City of Long Beach is the party responsible for executing the scope outlined below. As part of Task 1, the City will select a consultant team through a competitive RFP process in collaboration with Caltrans. The City of Long Beach will take the lead in completing all tasks with assistance from the Consultant and Caltrans as an active team partner, unless specified in each task. It is anticipated that the tasks outlined below will be completed within 29 months of the initiation of the project (from the time authorization is received from Caltrans and the RFP consultant selection process has been completed).

#### **OVERALL PROJECT OBJECTIVES:**

- Co-design a community engagement and capacity building process that seeks to engage the most vulnerable and impacted communities in North Long Beach including youth, low-income communities of color, carless households and non-native English-speaking communities.
- Address both safety and perceptions of safety by strengthening physical, social and community infrastructure via a Neighborhood Empowerment Framework that develops skills through a shared learning process between the community and the city
- Integrate land use and mobility to encourage active transportation and increase transit use, mobility and access for all members of the community, including carless households

- Update zoning code to increase equitable development opportunities around key transportation corridors while addressing the need for more housing in neighborhoods
- Revitalize neighborhoods in Uptown Long Beach to be more vibrant, walkable, and connected to the area's multimodal transportation corridors and job-generating uses (promote greater access between affordable housing and job centers)
- Facilitate the transition of industrial uses in Uptown into new sustainable employment opportunities and connect local Long Beach residents to those opportunities
- Address environmental justice issues in a transportation and land use planning context while empowering the community to identify and address these issues
- Build upon the City's current planning, health, and sustainability efforts in Uptown
- Reduce vehicle trips and trip lengths in Uptown Long Beach (actions to reduce commute trips)
- Reduce GHG emissions generated in Uptown Long Beach
- Advance the City's efforts to address the impacts of climate change
- Connect housing with parks, schools, and shopping
- Reduce physical and psychological barriers to movement in the community, including streetscape design, safety and perceptions of safety, and underutilized land uses
- Create context-sensitive solutions for each corridor
- Conduct interactive, educational, and empowering outreach to promote mode shifts to non-motorized or other forms of transportation
- Identify actions to improve access to social services and community amenities or destinations in a low-income, disadvantaged community

**SCOPE:**

This scope of work is grounded in community engagement and capacity building through development of a Community Engagement and Partnership Plan (CEPP) and a Neighborhood Empowerment Framework that is embedded into all project activities. For ease of understanding project deliverables, description of the Community Engagement & Capacity Building tasks is provided at the end of the scope to show how everything ties together, but the activities are referenced throughout the scope.

**1. Project Initiation**

This task will set the stage for preparation of the background studies (Tasks 3.1 through 3.3), Neighborhood Mobility Enhancement Plan (Task 5) and community engagement and community capacity building activities (Task 2). The City will coordinate with Caltrans to develop the scope of work and content to be included in the issuance of the Request for Proposals (RFP). After completing the consultant selection process, the City will conduct a kick-off meeting with Caltrans and the selected Consultant Team. The purpose of the meeting will be to confirm the work program and schedule, establish project coordination procedures, and learn about key planning objectives and issues through an engaged conversation with City staff. This task will also allow the consultant to collect and review relevant City documents to ensure that the proposed Neighborhood Mobility

Enhancement Plan is crafted in a way that aligns and builds upon various completed and ongoing planning, health, economic development, and public infrastructure efforts.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

<b>Task</b>	<b>Deliverable</b>
1.0	<i>Project Initiation</i>
	<i>Request for Proposals (conduct consultant interviews and selection)</i>
	<i>Kickoff Meeting with Caltrans and Consultant (agendas and summaries)</i>
	<i>Review of background documents</i>

## **2. Community Engagement and Capacity Building**

The City is committed to holistically addressing barriers to mobility including physical infrastructure, safety and perceptions of safety through a community centered planning process that builds capacity. The plan will strengthen physical, social and community infrastructure and resources in a sustainable manner via a neighborhood empowerment framework that develops skills through a shared learning process for developing a community based, community led and city supported Neighborhood Mobility Enhancement Plan. Building upon community engagement strategies identified in the CEPP (see Task 2.1), this task reinforces the City’s commitment to create a community-driven plan by tapping into local knowledge about opportunities and constraints in Uptown related to access, mobility, safety, and community design. This set of activities would build capacity and empower members of the community to get involved in the data gathering process to help build a community needs assessment that would inform the Neighborhood Mobility Enhancement Plan.

The planning process will center those most impacted by mobility barriers, including young people, those who are transit dependent, individuals and households with limited incomes, and those with Limited English Proficiency (LEP). To assure the broadest reach of public involvement, engagement events and materials will be developed through a lens for cultural competence and will be provided in multiple languages as necessary, including in English, Spanish, Tagalog, and Khmer. In addition to informing this planning process, by building community capacity for participating in and leading this and future planning processes, this task will address sustainability in a broad sense by empowering historically marginalized who have been left out of the planning process.

### **Task 2.1: Community Engagement and Partnership Plan (CEPP)**

The Consultant shall draft a Community Engagement & Partnership Plan (CEPP) outlining proposed engagement and communication strategies that provide a multitude of ways for community participation, partnership and capacity building. The CEPP will be grounded in a robust stakeholder analysis developed through key informant interviews and a landscape analysis that builds upon community organizational strengths and identifies opportunities for community capacity building. The CEPP will include a draft

outreach schedule and proposed means and methods of facilitating a meaningful community engagement process. The CEPP should create opportunities for building collaboration with and between active community participants (churches, community organizations, schools, Health Department, Uptown BID, etc.) to help deepen community partnerships and build community planning expertise such as through co-design of data gathering and analysis including surveying, cognitive mapping, walk audits and demonstration projects.

The CEPP will provide methods to ensure the meaningful use of community feedback, such as through a formal advisory group or written collaboration agreement. The CEPP will consider community demographics and will therefore include a multitude of methods for accessible engagement of Uptown Long Beach residents and stakeholders, particularly communities traditionally left out of the planning process, including through culturally competent, linguistically accessible methods of engagement including but not limited to: a variety of meeting types, locations and times; meetings with accommodations for translation, transportation and child care in a variety of community venues residents will feel comfortable in; online engagement; and community demonstration projects co-designed and co-led with the community.

The CEPP will include ongoing engagement with the existing UPLAN Stakeholder Advisory Group (Task 2.3) and development and facilitation of an Emerging Community Leaders Advisory Group (Task 2.4).

- **Responsible Party:** Consultant, City of Long Beach, and Caltrans

### **Task 2.2: Resident Livability Summit**

A Resident Livability Summit will take place towards the beginning of the planning process to engage a broad range of people who live, work and play in Uptown. As part of this task, the City's Livability Team (representatives from Health, City Manager's Office, Budget, Public Works, Planning, Parks & Rec) will be put through equity based community engagement training provided in-kind by the Office of Equity, to create a Resident Livability Summit for Uptown. Modeled after the first two Long Beach Livability Summits conducted in 2016 and 2017 which the Livability Team organized for City staff, the Resident Livability Summit will engage Uptown residents in a variety of activities including multiple small group site visits to Uptown neighborhoods and destinations (such as parks and business corridors) via walking, biking or transit; identification and analysis of opportunities and constraints for livability at and getting to/from the site visit locations; large group report-backs and discussion of findings; identification of common concerns and potential solutions; and voting on key areas of focus or solutions to move forward with. The summit will be an open-house style event held in the plan area at the onset of the project that provides the project team with early opportunities to engage with interested members of the public and local business community, facilitate a meet-and-great amongst community stakeholders, gather information about local needs, and provide an overview of the process and ways the community can get involved. Early

feedback from the summit will inform subsequent public engagement activities, including Walkability Audits (Task 2.6) and Community Demonstration Projects (Task 2.7).

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.3: UPLAN Advisory Group**

The project team will facilitate up to four meetings of the ongoing UPLAN advisory group (see Background section of this scope), a group of community members and leaders which include business representatives, Neighborhood Association leaders, the local Federally Qualified Health Center (FQHC), faith based leaders and community organizations. The UPLAN group will advise the project team on opportunities and constraints to access, mobility, and livability in the plan area.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.4: Emerging Community Leaders Advisory Group**

Under this task, the project team would recruit and establish an Emerging Leaders Advisory Group consisting of young student leaders at area schools and other interested youth. Based on the initial success for a summer youth leaders series in 2017, in summer 2018 the Health Department's HEAL (Healthy Eating Active Living) Zone will be hosting a Youth Participatory Action Research (YPAR) cohort to develop built environment and communications solutions to improve opportunities for healthy eating and active living in the two Uptown census tracts that comprise the HEAL zone. Participants in that cohort will be invited to the Emerging Leaders group as a next step in their leadership development training, and best practices for youth-led community data collection and analysis from the YPAR will be integrated into the Emerging Community Leaders activities through training and technical assistance from Health Department staff.

These young people are the future of Uptown Long Beach, and are therefore a key source of local knowledge and leadership. They will be trained in "Planning 101", basic skills including GIS and communications, and will be utilized to help design and conduct data collection and community research tasks including the Walkability Audits (Task 2.6), Community Demonstration Projects (Task 2.7), and project branding (Task 2.11). Training will be provided so that members can learn about the planning process, and develop research and communications skills for assessing community assets and needs and doing outreach with their peers. Students will be provided supervised opportunities to collect information in the field and the project team will aid the advisory group in developing memoranda summarizing their findings and recommendations for both demonstration projects and for the Mobility Enhancement Plan.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

## **Task 2.5: Neighborhood Empowerment Framework**

Incorporating best practices from equitable community engagement including the PBNIS initiative (see project background), a menu of Neighborhood Empowerment tools and opportunities will be provided to UPLAN, the Emerging Community Leaders Advisory Group, and other interested community groups identified under the CEPP (Task 2.1). Neighborhood Empowerment toolkits will consist of materials outlining interactive community assessment exercises, sidewalk surveys, prioritization exercises and other activities that will empower the aforementioned groups to directly facilitate engagement in the community. The project team (City staff and Consultant) will meet with each group to train them on how to implement the toolkits and will provide targeted oversight during their implementation.

Neighborhood Empowerment activities will include a menu of topic specific “train the trainer” opportunities that community members or groups could be trained in to then lead in their own community settings. For example, the Public Works department will be expanding the city’s Bike Share program to Uptown, so they will be developing a “Street Ambassadors” program to partner with residents to engage and introduce bike share as a mobility option in North Long Beach, and possibly a low-income rate program. A second neighborhood empowerment tool will be “train the trainer” training provided to Uptown community members by the Health Department through SCAG and OTS funding, to train community leaders and community partners on how to do bike/pedestrian safety workshops and education with their community groups or at events such as Activate Uptown. As part of the Neighborhood Empowerment Framework, these trainees could provide educational bike/ped safety workshops such as at the local YMCA, after school programs, and other key locations to help encourage safe mode shift. Human trafficking awareness training will also be provided through the LBHTTF and the Health Department’s Human Dignity program.

Another available training will be on activating vacant lots. There are over 130 vacant lots in the project area, and in November 2017, the City adopted new legislation that changed the zoning code to allow urban agriculture and provide opportunity for tax breaks through AB551 for lot owners who allow people to grow food on their lots. The city also adopted a “Vacant Lot Registry” that requires vacant lot owners to pay a fee and maintain higher upkeep standards. Lot owners can be exempted from the fee if they allow their lot to be temporarily used for “community supporting uses”. These three pieces of legislation are designed to provide a “carrot and stick” approach to activating vacant lots. Through the empowerment framework, community groups and residents will be connected to city staff and the local food systems advocacy groups, including the Long Beach Fresh, who are working to support development of urban agriculture in North Long Beach. The new Uptown Long Beach Crop Swap and the Houghton Park Farmers Market (opening in March 2018) can serve as places for that food to be exchanged or sold in the community.

Participants will help identify additional tools they need and will be provided with information about City resources and services so that they can effectively serve as community ambassadors. Participation in these and other training and empowerment activities will develop community members’ capacity to support ongoing planning efforts, contribute to the success of strategies identified to improve these disadvantaged neighborhoods, and keep the momentum going.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.6: Community-Informed Walkability Audits**

The City of Long Beach, along with the UPLAN and Emerging Community Leaders advisory groups, will host up to four Walkability Audits with the community in designated areas of Uptown. These will be led by City staff and Consultant but will be designed to involve community residents in assessing opportunities and constraints. The audits could include an assessment of land use compatibility, perceived safety issues, and active transportation audits (using SCAG's Go Human walking and biking guide and the Health Department's CX3 pedestrian tool), or neighborhood design improvements. Participants will be encouraged to point out barriers to access and mobility, including connectivity to jobs, parks, schools, and businesses. Insights and observations from the walking tours will be used to help inform the Community Demonstration Projects (see Task 2.7) and eventually the overall Neighborhood Mobility Enhancement Plan document (see Task 5). In particular, the project team will be looking for ways in which Uptown's residents could be better connected to the area's transportation corridors (e.g., Atlantic Avenue and Artesia Boulevard) and sources of employment (i.e., industrial uses in the eastern plan area). Walkability Audits would also contemplate how and where the City's bike share program could be expanded to Uptown—including identification of new bike share locations—and identification of potential new bus shelters.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.7: Community Demonstration Projects**

Building on the community energy and excitement of the 2016 Activate Uptown Go Human event the City, Consultant, and project outreach partners will host two demonstration projects in Uptown to further engage the community in the process. These will serve as a continuation of the series of demonstration projects implemented as part of the UZIP process. Best practices from the participatory PBNIS infrastructure improvements being developed in a small subsection of the project area with CDBG funds (see Background section) could be used to facilitate a participatory budgeting process for selecting the demonstration projects.

Demonstration projects will directly relate to mobility and access and would test recommendations for transportation infrastructure improvements identified in the project's Emerging Community Leaders Advisory Group activities (Task 2.4) and Walkability Audits (Task 2.6). Projects could include creative mock-ups of future locations for bus shelters, bike lanes, or bike share facilities. The intention of the projects is to create a grassroots participatory process for prioritizing future neighborhood improvements. They would emphasize local knowledge and issues related to mobility and access.

While these activities will link directly to UPLAN and the Neighborhood Mobility Enhancement Plan, the City will also be pursuing future grant funding to develop its "backbone bikeway network" per the City's 2017 Bicycle Master Plan and these

demonstration projects could inform future permanent improvements funded by such grants.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.8: Open House**

Toward the latter portion of the project, with assistance from the UPLAN and Emerging Community Leaders advisory groups, the City and Consultant will facilitate an open house to present findings of the background studies (Tasks 3.1, 3.2, and 3.3) and public engagement activities (Tasks 2.2 through 2.7) and gain additional insights before bringing the Neighborhood Mobility Enhancement Plan and other recommendations to decision makers. Results of the community's efforts in the project will be highlighted. Members of the UPLAN, Emerging Leaders, and other active participants will co-design the open house and have opportunities to present their findings and engage other community members who attend in interactive activities. Collateral from the open house will be posted to the project web page so that additional feedback can be gathered from those who are unable to attend the workshop in person. Outreach efforts will engage the community groups that are well connected in the community (such as local churches, the Library Foundation, BID, and the Jordan High School PTA) to help network the event and encourage residents to participate and provide input. Translation services will be provided.

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant

### **Task 2.9: Technical Advisory Committee (TAC)**

City staff and the Consultant will coordinate and facilitate meetings with a newly-formed Uptown Technical Advisory Committee (TAC) comprised of a core group of agency representatives from City of Long Beach (e.g., Health and Human Services, Public Works, Development Services, Parks and Economic Development), Caltrans, Long Beach Transit, and Metro (particularly for insights related to the implementation of the First Mile/Last Mile Plan for the BlueLine Del Amo Station).

The TAC will be updated on findings collected by City staff and the consultant team and provided input on the content of work products outlined in Tasks 3, 4 and 5. The TAC will also be tasked with developing approaches to resolving issues illuminated during the planning process.

Representatives from the Southern California Association of Governments (SCAG), the Gateway Cities Council of Governments (COG), and neighboring cities (e.g., the City of Compton) will be invited to attend TAC meetings as topics arise that their organizations could provide input on or assist with. SCAG will be consulted specifically regarding the project's compliance with SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

- **Responsible Party:** City of Long Beach, Caltrans, and Consultant



### **Task 2.10: Planning Commission and City Council Study Sessions**

While approval of the project will occur after the proper environmental analyses and public hearings are held (and will be completed subsequent to the work program identified in this scope), City staff will need to hold study sessions with the Planning Commission or City Council to keep decision makers informed, get informal approval at key points, and provide an additional opportunity for community participation. This task involves consultant time for preparation and attendance at study sessions with Planning Commission or City Council as directed by City staff.

Four total meetings are proposed; two each with Planning Commission and City Council. Study sessions are expected to be required at two key project phases:

- Midway through the project to report findings of the background studies (Tasks 3.1, 3.2, and 3.3) and early community engagement activities (Tasks 2.2 through 2.7), and provide an overview of common themes and next steps
- At completion of the Neighborhood Mobility Enhancement Plan and Zoning Code Update recommendations to share the approaches for neighborhood revitalization outlined in those work products
  - **Responsible Party:** City of Long Beach and Consultant

### **Task 2.11: Project Branding, Webpage, City E-blasts, and Social Media**

The Consultant will develop a logo, fonts, color themes, document templates, etc. to be used for all project materials. Using the style guide and with input from the UPLAN and Emerging Leaders groups, a series of project fact sheets will also be developed. Fact sheets will be used to educate the public on key components of the project and process. The Emerging Community Leaders Advisory Group in particular will be involved in branding and messaging to create an identifiable brand that resonates with the community to make the effort resonate with young people and be recognizable and marketable to the entire community.

This task will provide support to develop text and content related to the effort that shall be integrated into the dedicated page for Uptown Long Beach on the City's Development Services website. Draft text will be crafted and provided to the City for posting on the site as well as draft text that can be used to email out to the City's distribution list for Uptown residents and interested parties on the LinkLB communications platform. The City will be responsible for maintaining and posting on the website; however, the Consultant will provide the draft content for the City's review and posting over the duration of the project. Draft text for the LinkLB distribution list can also be used for press releases as the City sees fit. It is intended that the website will become the home for all documents related to the project (e.g., information about community engagement opportunities (Task 2), links to the Neighborhood Mobility Enhancement Plan (Task 5) and related background studies (Task 3). Upon completion of the project, the site will transition from information related to

the Neighborhood Mobility Enhancement Plan to implementation of the plan for residents and businesses.

With assistance from the Consultant, the City will also use periodic e-blasts to keep interested parties apprised of activities and findings related to the project. In tandem with email communication and updates to the project website, the project team will provide content that will be used to update the City's social media accounts (including Facebook, Twitter, and Instagram) throughout the project process.

- **Responsible Party:** City of Long Beach and Consultant

**Task 2.12: Online Engagement Tools**

In addition to the electronic communication strategies outlined above under Task 2.11, the project team will explore the use of online engagement tools that provide residents, business owners, and other stakeholders with interactive ways to keep involved. For example, email correspondence will include links to online surveys (hosted on the project website) that will provide community members additional ways to provide input, especially when in-person participation is not possible. Other tools could include interactive mapping exercises and mobile web applications that will help facilitate Emerging Community Leaders Advisory Group activities (Task 2.4) and Walkability Audits (Task 2.6).

- **Responsible Party:** City of Long Beach and Consultant

<b>Task</b>	<b>Deliverable</b>
2.1	<i>Community Engagement and Partnership Plan (hardcopy and digital versions)</i>
2.2	<i>Resident Livability Summit (including City equity training, noticing, presentation materials, and meeting materials)</i>
2.3	<i>UPLAN Advisory Board (up to four meetings)</i>
2.4	<i>Emerging Community Leaders Advisory Group (up to eight meetings/trainings and meeting materials)</i>
2.5	<i>Neighborhood Empowerment Framework and training sessions (up to eight sessions with handout materials)</i>
2.6	<i>Walkability Audits (up to four; including memoranda summarizing audit observations; online version of audits for additional feedback)</i>
2.7	<i>Demonstration projects (two; including facilitation in the field)</i>
2.8	<i>Open House (including noticing; presentation and workshop materials)</i>
2.9	<i>Technical Advisory Committee meetings (up to four; including agendas, presentations, and summaries)</i>
2.10	<i>PowerPoint presentation and attendance at up to four study sessions</i>

2.11	<i>Project brand, logo and templates, content for website, eblasts (Link LB), press releases and social media</i>
2.12	<i>Creation of online surveys and other web-based mapping and community engagement tools</i>

### **3. Background Studies and Needs Assessments**

This task will generate data and analysis needed to shape strategies for improving mobility, access, and vitality within and between Uptown Long Beach’s neighborhoods. Work will be informed by public engagement activities outlined under Task 2.

#### **Task 3.1: Community Access and Connectivity Study (Opportunities, Barriers, and Gaps)**

This task will evaluate community access and connectivity within Uptown’s neighborhoods and between those neighborhoods and transportation corridors. The study will evaluate transitions of uses and physical barriers that help or impede movement in Uptown. As discussed in the Background section above, the plan area contains various such barriers, including freeway underpasses, the Union Pacific Railroad, the Los Angeles River, disjointed circulation patterns, vacant lots, and abrupt transitions in land use (e.g., industrial uses in the eastern portion of the plan area). This report will identify existing barriers, gaps, and neighborhood connectivity issues generated by land use patterns.

Existing traffic counts will be taken in this task to document the existing conditions for bike and pedestrian mode share. The goal of this task is to establish the starting point to define recommendations for improvements that need to be made to decrease the mode share for vehicles and increase mode share for bikes and pedestrians (reducing GHG as a result) that will be made in Task 5.

With consultation from the Technical Advisory Committee (Task 2.9) and accounting for data collected by the community (Task 2), the Consultant will analyze the design and use of streetscapes and right-of-ways in the plan area, highlighting opportunities and constraints related to existing infrastructure. This evaluation will focus on sidewalks, driveways, lighting, street furniture, landscaping, building facades, bus shelters, and other built elements of the streetscape that affect mobility and access. The Consultant will review the published Caltrans TCR report for the I-710 corridor concurrent to the evaluation of the plan area to ensure consistent recommendations for areas along the freeway corridor. The study will also include a cost-benefit analysis linking the cost of identified improvements to the value of their implementation. Tools that can be used to finance improvements will be identified in Task 5.

This task will explore the application of a community-led “green zones” concept that has been incorporated into the draft General Plan Land Use Element at the request of the Building Healthy Communities Environmental Health Working Group. Green Zones,

versions of which have been developed in other environmentally burdened communities in California such as Los Angeles and Commerce involves the transition of heavy-polluting industrial uses to cleaner, more neighborhood-friendly light industrial uses that promote local entrepreneurship. It would also explore the idea of expanding the City's existing Communities of Excellence in Nutrition, Physical Activity, and Obesity (CX3) program, which sets priorities for improving food access and physical activity in the City's low-income neighborhoods.

The findings of this study will be based in part on information collected through the Neighborhood Empowerment Framework activities, Walkability Audits and Resident Livability Summit (see Task 2). Recommendations will identify actions to address the safety issues, gap closures on the most travelled pedestrian corridors connecting residents to jobs and mixed-use corridors, implementation of complete streets and active transportation strategies, and actions that can be taken to reduce automobile trips.

This task will also involve the preparation of necessary GIS-based mapping that will be used over the duration of the project during subsequent tasks.

- **Responsible Party:** Consultant, City of Long Beach, and Caltrans

### **Task 3.2: Underutilized Land Use Study (Hotel and Motel Feasibility)**

Mobility and access in Uptown Long Beach is adversely affected by underutilized land uses and other community elements that create physical and perceived barriers to movement in the community. For example, residents in neighborhoods surrounding Long Beach Boulevard have voiced extensive concerns about the over-concentration of motels associated with human trafficking that create an unsafe environment for pedestrians, making walking to major transit corridors an undesirable option. Vacant lots and vacant store fronts are also distributed across many Uptown corridors, making pockets of the corridors feel unsafe. There are over 120 vacant lots alone in the project area, most of which are along major corridors like Long Beach Boulevard and Atlantic Ave (see map attached in the fact sheet).

The community has become very vocal over the past year on the need for immediate action to address human trafficking in North Long Beach. As described in the support letter from the Long Beach Human Trafficking Task Force (BLHTTF), human trafficking is a form of modern day slavery here in California and is highly concentrated at underutilized motels in the project area, particularly along Long Beach Boulevard which historically connected goods movement to/from the port (prior to the 710 freeway) and hosted truck drivers and tourists at motels. This is a pervasive issue that makes all residents, but particularly school children, feel unsafe walking or biking when they get approached by human traffickers. This has been a problem for decades, but since the April 2017 homicide at an area motel of a young woman who was a human trafficking victim, residents have become more vocal. They are organizing through their Neighborhood Associations, through the LBHTTF and by attending City Council to share personal stories of how this is impacting them and their children. On February 20, 2018, the City Council directed staff to explore options for addressing these issues through both

immediate and long term strategies. Therefore, a plan is needed to address the negative impacts of motels and other underutilized land uses along corridors while simultaneously addressing safety and perceptions of safety through a planning process that centers the people most impacted by these and other mobility barriers, including young people, those who are transit dependent, and individuals and households with limited incomes.

The report will study the feasibility of replacing underutilized land uses in this corridor with more neighborhood-serving uses and will include a hotel/motel demand study to determine the demand for lodging facilities. Interim actions will be developed with the community to increase perceptions of safety in the short term, such as through “Safe Zones” and Human Trafficking Awareness signage, training on the signs of human trafficking and what to do when you see it, or other community-based recommendations. Actions will be identified in the report regarding the cycling out of underperforming land uses and will make recommendations for new uses (transitional housing for example) that could be explored in its place. The goal of this task is to identify sites and actions that can aid in creating a more walkable and transit-friendly community and simultaneously address ways to counter the safety and health issues prevalent in the corridor.

- **Responsible Party:** Consultant

### **Task 3.3: Housing Policy Evaluation**

This task will evaluate the City's current zoning and programs/policies related to multi-family and affordable housing development to make recommendations for the City to consider specifically in context for the plan area. Results of this evaluation will inform zone change recommendations and will complement work to be completed under Tasks 3.1 and 3.2. Policies to review include Assessment of Fair Housing (AFH), the 29 Affordable & Workforce Housing recommendations adopted by City Council in 2017, the Housing Element Work Plan, the Land Use Element update and Urban Design Element (anticipated adoption mid-2018).

**Responsible Party:** City of Long Beach and Consultant

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Community Access and Connectivity Study (Opportunities, Barriers and Gaps)</i>
	<i>GIS mapping (establish basemaps and mapping preparation over the course of the project)</i>
3.2	<i>Underutilized Land Use Study (Hotel and Motel Feasibility)</i>
3.3	<i>Housing Policy Evaluation (memo)</i>

#### **4. Zoning Code Update**

The City's General Plan update has proposed new land use designations for the area, including the Founding and Contemporary Neighborhoods, Multi-family and Neo-Industrial designations, which together comprise over 60% of the proposed land use for the Uptown project area. Both designations require the creation of new zoning standards to implement a broader range of allowed uses envisioned there. For example, new zoning in residential areas will help to increase the mix of uses allowed in traditional single-family neighborhoods (e.g., integration of new duplexes, adding accessory dwelling units on existing residential properties, allowance of "corner store" type retail establishments embedded within single-family zoned areas, and/or refinement of parking standards to help reduce overcrowding and provide new affordable housing opportunities). Creation of new Neo-industrial zoning will provide the planning tools required facilitate the "green zones" transition requested by the BHC Environmental Health Working Group of existing high pollutant industrial uses in Uptown into new jobs and entrepreneurship opportunities that have a lower environmental impact on the surrounding community. Development of these zones builds off work already being done through UPLAN to develop new mixed-use zoning along corridors in the project area.

These changes will address broader environmental justice issues faced in Uptown, increasing livability and health for residents and providing greater access between affordable housing and future employment opportunities that would not otherwise occur without a change in zoning standards. The land use changes envisioned in this effort present opportunities to convert undesirable land uses to neighborhood-appropriate ones and introduce a broader mix of walkable land uses that are connected to nearby jobs and major transportation corridors.

In this task, the zoning changes will be drafted for the Founding and Contemporary Neighborhood, Multi-Family and Neo-Industrial land use designations introduced by the draft Land Use Element, which would allow a more flexible range of building types and densities in historically single-family residential neighborhoods. Implementation of these designations would: help reduce overcrowding, increase job density, draw new sectors of use into Uptown, create nearby jobs for residents and create local destinations including retail and other needed services along the community's mixed-use and transportation corridors.

This task will include refinements to parking and development standards for each use to ensure standards are being implemented that help to facilitate new development and reinvestment in the area (which may be different than the City's historically-applied standards). The new zoning will be informed by the background document and literature review outlined under Task 3.3 and all community outreach identified in Task 2.

- **Responsible Party:** City of Long Beach and Consultant

Task	Deliverable
4.0	<i>Creation of new zoning regulations for Founding and Contemporary Neighborhood, Multi-Family and Neo-Industrial designations</i>

## 5. Neighborhood Mobility Enhancement Plan

This work product is designed to be the culmination of the other activities outlined in this proposal. The integration of land use planning and mobility options is key to achieving a livable Uptown Long Beach. The Neighborhood Mobility Enhancement Plan will focus on connectivity between Uptown's major transportation corridors (e.g., Atlantic Avenue, Artesia Boulevard, Long Beach Boulevard, and Paramount Boulevard), adjacent neighborhoods, infrastructure improvements, local sources of employment, and access to goods/services.

Grounded in community input and identified needs and priorities, the Consultant will prepare a Neighborhood Mobility Enhancement Plan that encourages active transportation for short trips and outlines linkages to retail and commercial destinations. The focus will be on safe bikeways, pedestrian paths/sidewalks, intersections, routes to school, and connections to open space beyond Atlantic Avenue and Artesia Boulevard.

The Plan will incorporate the Metro First Mile/Last Mile plan for proximate blue line stations, the North Long Beach Framework Plan for Atlantic Avenue and the Gateway Cities Complete Streets Master Plan for Artesia Boulevard to create connections throughout Uptown's disadvantaged communities that are served by these corridors. Other plans to incorporate may be identified by the TAC. The Activate Uptown Go Human event was a good prototype activity for implementing bikes on connectors such as Myrtle Avenue; however, Uptown needs a permanent and comprehensive approach to better connect the community. The Plan will be consistent with the City's General Plan Mobility Element and provide street sections that implement the City's Bicycle Master Plan, intersection and possible midblock crossing designs, as well as other traffic calming measures and active transportation features that complement the Land Use and Economic Strategies of the UPLAN project now underway. This approach could allow the City to provide alternative means for localized circulation that do not require the use of a car for short-distance trips. One advantage of these alternative options to traditional vehicles is that they reduce fuel usage and emissions, as well as increase healthy active living opportunities and foster community safety through shared ownership of public spaces. This plan will pull together the findings from the analyses performed under Tasks

3.1, 3.2, and 3.3 and identify a series of implementable actions that the City can take to achieve the recommendations made by the community, TAC, City staff, and consultant team for revitalizing the area.

The Plan will also include a comprehensive implementation strategy that will identify immediate, short-term, and long-term actions. As a first step, the Consultant will perform a survey of regional, state, and federal funding sources, developing a matrix for pursuing grants and implementing recommended improvements. The Consultant will then complete a comprehensive analysis of locally-generated and unconventional funding sources, including private foundations, corporate donors, local endowments, development impacts fees, public private partnerships, and community-oriented and -focused grant programs. These funding sources will likely have smaller dollar amounts than federal, state, and regional sources, but will also likely be less competitive and more tailored to the needs of Uptown Long Beach, increasing chances that smaller-scale local planning and program efforts will get funded quickly.

Once a funding matrix has been created, the consultant will create a project priority list of infrastructure projects that might be eligible for multiple grants (including Caltrans ATP and SB 1 programs), particularly those that support congestion management, air quality improvements, increasing affordable housing production, and VMT and GHG reduction. The implementation strategy will also identify creative finance approaches for higher-cost capital projects or longer-term programs, including the exploration of implementing an Enhanced Infrastructure Financing District (EIFD) in Uptown Long Beach, where improvement or rehabilitation of community infrastructure could support a continuous funding source for transportation infrastructure, transit facilities, and affordable housing district-wide. The implementation strategy will be summarized with a list of prioritized projects phased by immediate, short-term and long-term actions, with planning-level cost estimates provided for these projects and programs to further improve chances for securing grant funding.

Informed by information gathered in the Resident Livability Summit (Task 2.2), Emerging Community Leaders Advisory Group meetings (Task 2.3), Walkability Audits (Task 2.4), and Community Demonstration Projects (Task 2.5), the location and design (preliminary concepts) of bus shelters will be explored in the plan. As the City is preparing to expand bike share to North Long Beach, the plan will also help ensure appropriate siting or re-siting of bike share stations based on data and community input.

The final Neighborhood Mobility Enhancement Plan—which will include summaries of the other activities and work products outlined in this scope—will be submitted to Caltrans upon its completion.

- **Responsible Party:** Consultant, City of Long Beach, and Caltrans

Task	Deliverable
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5.0	<i>Neighborhood Mobility Enhancement Plan with comprehensive implementation strategy (hard copy and digital versions)</i>
	<i>Submittal of plan to Caltrans</i>

## 6. Project Management

This task accounts for the ongoing operational and coordination activities that are essential for keeping a project on schedule and within budget. This task includes activities such as project start-up, minutes and agendas, budget and schedule tracking, ongoing coordination with the City and consultant team. The selected Consultant will be responsible for coordination with any subconsultants, reviewing and managing deliverables, ensuring quality control, adherence to the schedule and ongoing updates with the Project Managers from the City and Caltrans.

The Consultant's Project Manager will attend meetings at the City at key junctures in the process to coordinate public engagement activities, develop key products, and to review findings. The consultant team will also meet with City staff in person or via conference call weekly and will combine team meetings with others when possible.

- **Responsible Party:** City of Long Beach and Consultant

### Task 6.1: Coordination with Caltrans

The City will submit complete monthly invoice packages to Caltrans district staff. The City will also submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party:** City of Long Beach

Task	Deliverable
6.0	<i>Day to day project management</i>
	<i>Weekly team meetings</i>
6.1	<i>Submission of monthly invoices to Caltrans</i>
	<i>Submission of quarterly reports to Caltrans</i>

