

To view City Council's
2016/2017 Strategic Priorities
and
Individual Priorities,

please visit our website at

cityofpage.org/government/councilpriorities

or stop in at the City Clerk's Office in City Hall for a copy.

Thank you

**PAGE CITY COUNCIL
SPECIAL MEETING MINUTES
FEBRUARY 17, 2016**

A Special Meeting of the Page City Council was held at 5:30 p.m. on February 17, 2016, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Mike Bryan, Scott Sadler, Levi Tappan (arrived at 5:34), Korey Seyler and Dennis Warner were present. There was a moment of meditation. Mayor Diak led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager Crystal Dyches and City Clerk, Kim Larson.

EXECUTIVE SESSION

Pursuant to ARS § 38-431.03 (A) (1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that such discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with such notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether such discussion or consideration should occur at a public meeting.

Temporary City Attorney: Joseph D. Estes/Salamirad, Morrow, Timpane & Dunn, LLP, Rick Olson, and Gary Pearlmutter

Motion made by Councilor Sadler to enter into Executive Session at 5:34 p.m. The motion was duly seconded and passed upon a vote.

Mayor Diak reconvened the Special City Council Meeting at 6:11 p.m.

Discussion and possible action by the City Council pertaining to a temporary City Attorney

Vice Mayor Kocjan made a motion to direct staff to contact the three attorneys regarding their willingness to act as the City's interim City Attorney. The motion was duly seconded and passed upon a vote.

There was discussion.

ADJOURN

The meeting was adjourned at 6:14 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

Page City Council Special Meeting- February 17, 2015

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the City Council Special Meeting, held on the 17th day of February, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of March, 2016

Kim Larson, City Clerk

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 24, 2016**

A Regular Meeting of the Page City Council was held at 6:30 p.m. on February 24, 2016, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Scott Sadler, Levi Tappan, Korey Seyler and Dennis Warner were present. Councilor Mike Bryan was excused. There was a moment of meditation. City Manager Crystal Dyches led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Dyches; IT Director, Mike Bergner; Page Utilities General Manager, Bryan Hill; Page Utilities Engineer, Matthew Wood; Finance Director, Linda Watson; Human Resource Administrator, Kay Eddlemon; Community Development Director, Kim Johnson; Tourism Director, Lee McMichael; Fire Chief, Jeff Reed; Police Chief, Frank Balkcom; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

PRIORITY LIST

Discussion and possible action by the City Council pertaining to the City Council Strategic Priorities

There was no discussion by the City Council.

Discussion and possible action by the City Council pertaining to the City Councilors individual priorities

Councilor Seyler stated that he completed his individual priorities, and will go over them at the next City Council Meeting.

MINUTES

Special City Council Meeting – February 3, 2016

Regular City Council Meeting-February 10, 2016

Motion made by Vice Mayor Kocjan to approve the minutes. The motion was duly seconded and passed upon a vote.

CONSENT AGENDA

MINUTES

Airport Board – December 14, 2015

Planning and Zoning Commission – January 5, 2016

Page Utility Enterprises – January 12, 2016

INFORMATION

Resignation – R.B. Ward – Planning and Zoning Commission

Page City Council Regular Meeting- February 24, 2016

Motion made by Vice Mayor Kocjan to approve the consent agenda. The motion was duly seconded and passed upon a vote.

HEAR FROM THE CITIZENS

Steve Blevins, 327 Aero, stated concerns that he had not received a response from a complaint he submitted to the City Manager approximately six (6) weeks ago, and he stated that, per City Ordinance, during the "Hear From The Citizens" portion of the agenda, a citizen has 10 minutes to speak to City Council.

UNFINISHED BUSINESS

Discussion and possible action by the City Council pertaining to the sewer rates- tabled February 10, 2016

At the February 10, 2016 Regular City Council Meeting, City Council voted to table the agenda item until the next meeting when all members of Council were present.

Motion made by Mayor Diak to remove the agenda item from the table. The motion was duly seconded and passed upon a vote.

Vice Mayor Kocjan made a motion to direct Page Utility Enterprises (PUE) to set a Rate Hearing to implement the Commercial Sewer Rates recommended on Page 12 (attached hereto and by this reference made a part of herein) of the Rate Study of this fiscal year. The motion was duly seconded.

There was lengthy discussion.

Vice Mayor Kocjan stated that the commercial sewer monthly base rate is the only thing that will change effective July 1, 2016. With this change it should give the City a clearer view, after the first year, to see what needs to be done with the sewer rates, as there are too many unknowns.

There was discussion pertaining to the rate hearing process.

Mayor Diak asked PUE Manager Bryan Hill if this is what the PUE Board recommended.

PUE Manager Bryan Hill stated that the PUE Board was looking to see what direction the Council would like to take the utility. The budget states that \$400,000.00 should be put back into capital improvements every year. There is a long list of severe deferred maintenance items. He stated that within the past two decades automated equipment has become available to make the work at the sewer plant less labor intensive, as much of the work is currently being done manually. Some of the machines that were originally installed at the sewer plant are not functioning, and have not for over a decade. He then stated that the pond liners are in bad shape. The pond liners hold and store water after the water has been treated, and is pumped onto the golf course throughout the

Page City Council Regular Meeting- February 24, 2016

summer. The liners are in bad shape and are being patched every year; they are in stage 4 of being able to continue working. The pond liners are a seven figure project. The liners are below average to poor, and if something it not done it will become critical.

The consultant with GDS Associates, Inc. compared the City's sewer rates with the rest of the country. The survey points out that the higher the overall fixed revenue ratio, the more stable the revenue stream. Fixed revenue ratios of 30-40% provide a reasonable level of stability, and the City of Page is at 10%.

Vice Mayor Kocjan suggested changing just the commercial rate. Mr. Hill was not sure how much of the gap between \$140,000.00 and the \$400,000.00 needed that would close, but said it would certainly be helpful.

Lengthy discussion continued.

The motion passed upon a vote.

NEW BUSINESS

Discussion and possible action by the City Council pertaining to Page Utility Enterprises (PUE) utility rates

Vice Mayor Kocjan made a motion to direct PUE General Manager to begin Electric Rate Hearings. The motion was duly seconded.

There was discussion.

General Manager Bryan Hill stated that the electric utility was between very good to excellent. PUE has double the infrastructure capacity in the last 12 years with miles of underground cable being installed. There are still things to do, however the utility is in a good position.

He then stated the following cost savings items: The automated smart meters reduced 2 ½ positions equal approximately \$120,000.00 in personnel cost; there was a lot of IT contract work that PUE is no longer having to contract out; the plant purchased from Arizona Public Service has been fully depreciation and will go down \$160,000.00, and the power contracts with Western, the Native American Benefit contracts, are way outperforming the PUE budget. With the above he felt that a rate reduction could be offered to the PUE customers.

Mr. Hill also stated that the utility is structured, by ordinance, that each utility has a separate fund. Electric and sewer customers are different and they cannot use funds from one utility for another utility.

Councilor Sadler asked if the rate reduction was for both residential and commercial.

Page City Council Regular Meeting- February 24, 2016

Mr. Hill said it would be for both residential and commercial, and it would be roughly a 3.2% rate decrease in the energy rate.

The motion passed upon a vote.

Discussion and possible action by the City Council pertaining to an Events Assistance Program and Revised Special Event Permit Application

At the December 2015 Community Development Advisory Board (CDAB) Meeting there was discussion regarding the outcome of the November 18, 2016 Joint Work Session with the CDAB and City Council. The consensus of Council was to have staff make minor modifications to the existing Special Event Permitting Application, and make a separate handout for event assistance requests.

At the January 26, 2016 Community Development Advisory Board meeting, the Board voted to recommend approval of the Event Assistance Program and modifications to the Special Events Permit Application.

Kim Johnson introduced the agenda item and reviewed the Special Event Permit Application.

There was lengthy discussion pertaining to:

- The assistance the City would provide
- A separate grant application
- Funding 501c3's only
- Not participating in marketing
- Providing in-kind service such as closing streets, facilities, or public safety versus funding

Chief Balkcom stated that when someone having an event calls the Police Department, they ask what they can do for them and the expenditures for special events are tracked.

City Manager Crystal Dyches asked if event assistance of in-kind support consisted of things such as insurance, garbage or anything that the City of Page can do.

There was discussion.

Motion made by Councilor Warner to not change the existing Special Event Application, and not add the highlighted changes. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a funding request for the Page High School Unity Club for a Pow Wow Event

Staff approached the advisor of the Unity Club to inquire how to increase awareness and attendance to the annual Pow Wow.

Page City Council Regular Meeting- February 24, 2016

At the February 16, 2016 Community Development Advisory Board (CDAB) Meeting the Page High School Unity Club presented a request for funding in the amount of \$2,000.00 and requested a banner for marketing support for their event. The funding will assist paying for the event operation costs. The CDAB voted to recommend approval of the funding request in the amount of \$2,000.00 along with a banner, for promotions, for placement over Lake Powell Boulevard.

Kim Johnson presented the agenda item.

Brian Begay, Page resident, President of Unity Club, stated the event will bring in thousands of people, and will promote the Native American culture to the community. The funds will help pay for the Unity National Conference. The Unity fosters physical, mental, and social strength to Native American youth to get involved in the Unity Club and become future leaders.

There was discussion.

Tamara Rivara, Page resident, mother of one of the Unity Members, stated that for the Pow Wow, there is a \$5.00 per person fee for one day or \$8.00 for two days, and there is no charge for age five and under. She stated that people come from as far as Canada and back east to attend the Pow Wow. The event will be held in the Page High School gym.

Jaylynn Smallcanyon, Page resident, Unity Secretary, advised Council that people from the Pacific and Northeast region, Alaska, Massachusetts, Maine, The Iroquois people, Dakotas, Creed and Mohawks will be invited. A lot of people will be invited to the Pow Wow through their western representative Lisa Chavez. Ms. Smallcanyon stated that the four-points of view of the Pow Wow are: sport, spiritual, mental and social. The operating cost for the event will be \$10,000.00. The Unity Club will have Navajo taco sales and ticket sales for fundraising, and they will be asking the Chapter House and Trading Post for funding.

Mayor Diak asked if this fit the grant criteria.

There was discussion.

Motion made by Councilor Tappan to approve the Page High School Unity Club's funding request for funding and Pow Wow Promotions support in the form of a banner. The motion was duly seconded and passed 4 to 2 with Mayor Diak, Vice Mayor Kocjan, Councilors Tappan and Sadler voting in favor and Councilors Warner and Seyler voting against.

Discussion and possible action by the City Council pertaining to a funding request for event assistance for the Downriver Campfire Storytelling Festival

Page City Council Regular Meeting- February 24, 2016

At the January 26, 2016 CDAB Meeting, Steven Law, owner of Captain Mushroom Cloud Productions, presented a request for funding in the amount of \$3,175.00. The funds would be used to promote "Tales from a Downriver Campfire, Colorado River Trips." The event is scheduled for April 22, 2016 at the Colorado River Discover in conjunction with their official launch of an electric boat.

Councilor Seyler recused himself and stepped down from the dais at 8:10 p.m.

Kim Johnson introduced the item.

Steven Law, Page, AZ, presented his idea for "Tales from a Downriver Campfire, Colorado River Trips." He said that Amy Alexander, a travel writer, and Tim Cahill, writer for Esquire Magazine, would be telling a story of their experience on the Colorado River. He stated that both of the story tellers have huge followers around the world and that they would promote our area on social media. Mr. Law said that he planned on paying both Amy and Tim \$750.00, and \$3,000.00 would be used for advertising the event.

Councilor Warner asked Mr. Law how many people they plan on attending.

Mr. Law stated that they think there will be about 200 people.

Councilor Warner stated that the maximum revenue would be \$2,400.00 at \$12.00 per person.

There was lengthy discussion.

The consensus of Council was not to support this request. No motion was made.

Councilor Seylor returned to the dais at 8:24 p.m.

Discussion and possible action by the City Council pertaining to a Tourism and Marketing One-Year Plan 2016 and Five-Year Plan 2015-2019

At the November 17, 2015 CDAB Work Session, the Community Development Advisory Board discussed a one and five year marketing plan. The goals and objectives from the existing five-year plan were reviewed and amended, and then goals and objectives for 2016 were identified.

At the January 26, 2016 CDAB Meeting the Board voted to recommend approval of the One and Five-Year Marketing Plans.

Kim Johnson presented the agenda item and reviewed the one and five year plans.

There was discussion.

Page City Council Regular Meeting- February 24, 2016

Motion made by Councilor Sadler to approve the Tourism & Marketing Five-Year Plan 2015-2019. The motion was duly seconded and passed upon a vote.

Motion made by Councilor Sadler to approve the Tourism & Marketing One-Year Plan 2016. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a Coconino County Multi-Jurisdictional Hazard Mitigation Plan-Resolution 1158-16

The Coconino County Multi-Jurisdictional Hazard Mitigation Plan is a document that helps guide the County toward greater disaster resilience. The plan identifies hazard mitigation measures in the form of long term solutions intended to reduce the effects of future disasters throughout the County and lessen the impact to County residents. The plan is required to be updated every five years. This year the Page Fire Department actively participated on the revision committee. The Mitigation Plan must be formally adopted by each participating jurisdiction to qualify for Hazard Mitigation Grants.

Motion made by Vice Mayor Kocjan to introduce Resolution 1158-16 by title only. The motion was duly seconded and passed upon a vote.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, ADOPTING THE "COCONINO COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN" ("CITY OF PAGE JURISDICTIONAL SUMMARY") DATED 2015.

Fire Chief Jeff Reed presented the agenda item. He stated that the City of Page entered into the program in 2010. The program was established to allow funding for hazards in our area and that by entering into this agreement the City is eligible for different types of grants. The Page Fire Department attended many of the meetings and helped with data research.

Motion made by Vice Mayor Kocjan to adopt Resolution 1158-16. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an Intergovernmental Agreement (IGA) between the City of Page and the State of Arizona for a Pedestrian and Bicycle sidewalk on the western side of Lake Powell Boulevard -Resolution 1159-16

The City of Page received a Transportation Enhancement Grant in the amount of \$426,926.00 to construct a sidewalk along the west side of Lake Powell Boulevard from Quality Inn to Clubhouse Drive. The City is responsible for a match of 5.7%, (a total of \$25,624.00 over two years). The City is also responsible for any differences more than the estimates during the design/scoping and construction phases. The project will be administered by the Arizona Department of Transportation (ADOT).

Page City Council Regular Meeting- February 24, 2016

Motion made by Vice Mayor Kocjan to introduce Resolution 1159-16 by title only.

The City Clerk introduced Resolution 1159-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, APPROVING THE INTERGOVERNMENTAL AGREEMENT (IGA) FOR THE PROVISION OF FACILITIES FOR PEDESTRIANS AND BICYCLES ALONG THE WEST SIDE OF LAKE POWELL BOULEVARD.

PUE Engineer Matthew Wood introduced the agenda item.

There was discussion.

Councilor Warner asked about lighting.

City Manager Crystal Dyches stated that Matt Wood would provide an estimate for the pedestrian lighting, so that it can be included in next year's budget.

Motion made by Vice Mayor Kocjan to adopt Resolution 1159-16. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a renewal for the City of Page's General Liability Insurance

The City's annual liability policy renews each year on March 1st. The City's insurance broker is Willis of Arizona and Staff has been working with Willis updating the application data, and sought proposals from underwriters. Staff's recommendation to City Council is to approve underwriting with Travelers.

City Manager Crystal Dyches presented the agenda item. She stated that there was an increase in the premium due to an additional vehicle and cyber protection.

There was discussion.

Motion made by Vice Mayor Kocjan to purchase the City's Comprehensive General Liability insurance as presented by Willis of Arizona in the amount of \$225,054.04. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a renewal for Page Utility Enterprises Insurance

The insurance policy for Page's Water, Sewer, and Electric utilities is due for renewal on March 1, 2016. Hurtado & Associates are insurance professionals who specialize with the electric utility industry and have served Page Electric since 2005. PUE received a quotation for renewing the electric, water and sewer utility insurance program from Hurtado & Associates.

Page City Council Regular Meeting- February 24, 2016

At the February 9, 2016 Regular Page Utility Board Meeting, the Board discussed the insurance program proposal and voted unanimously to recommend to the City Council to award the insurance program to Hurtado & Associates.

The total program cost is \$141,462.00, a reduction of \$16,952.00 from last year's premium, with the Electric share at \$73,930.00, and the Water and Sewer share at \$67,532.00.

PUE General Manager Bryan Hill presented the agenda item.

Motion made by Vice Mayor Kocjan to authorize payment of the Utility insurance program to Hurtado & Associates for \$141,462.00 as presented. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to vacation leave overages

In June 2012, the City Council adopted Resolution 1090-12 that amended Section 10.1.D of the Personnel Rules. This section pertained to the Accrual of Vacation Leave. The Resolution states that vacation leave was to be capped at 240 hours and any vacation leave balances in excess of 240 hours at the end of the calendar year was to be forfeited.

The resolution also allows those employees who had accumulated balances greater than 240 hours, to utilize their earned hours through normal pay periods until earned hours beyond 240 hours were exhausted or be paid in full, at the City's discretion.

Employees with vacation leave balances that have accumulated higher than 240 hours have not been able to lower their vacation leave balances below the 240 hour cap. Staff is recommending paying out those employees that have vacation leave balances that exceed 240 hours. Currently there are 27 employees that have vacation leave balances in excess of 240 hours on the books.

City Manager Crystal Dyches presented the agenda item.

There was discussion.

Motion made by Mayor Diak to authorize the City Manager to reduce the maximum vacation hours of all regular employees to 240 hours and make a payment to those employees with vacation leave balances that exceed 240. The motion was duly seconded and passed upon a vote.

BID AWARDS

Discussion and possible action by the City Council pertaining to an award of bid for the Portable Toilet Rental and Service

Page City Council Regular Meeting- February 24, 2016

The City has contracted with Three Peaks Glass, Inc. for the rental and service of portable toilet units placed in City's parks and special event locations, including: Golliard Park, John C. Memorial Park, Children's Park, Tennis Courts and the Vermillion Cliffs Corrals. These units are located in heavily used parks that do not have appropriate alternative restroom facilities or the existing restrooms do not meet American With Disabilities Act requirements. In January staff conducted a competitive Request For Proposal (RFP) process to obtain proposals for a new contract. 3 Peaks Glass, Inc. was the lowest responsive bidder.

City Manager Crystal Dyches presented the agenda item.

Motion made by Vice Mayor Kocjan to authorize the City Manager to execute a contract for the rental and maintenance services of portable toilet units to 3 Peaks Glass, Inc. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an award of bid for the Infrastructure Upgrade Bid #200 for Page Utility Enterprises

Page Utility staff wrote and advertised a Request for Proposal (RFP) for the Infrastructure Upgrade Bid #200. The project location includes an area around North and South Wahweap, and Myrtle Drive in Greentown. The electrical infrastructure (some primary and mostly secondary) serving these customers are unprotected direct buried cable experiencing failures and has served beyond its projected end of life.

The competitive sealed Bids for the project were due at 4:00 p.m. on February 3, 2016. A total of three proposals were received from the following:

Niels Fugal Sons Co. for \$219,459.94
MP Nexlevel, LLC for 259,917.69
Nexworx Cabling Systems, Inc. for 257,833.10

The proposals were reviewed and staff recommended the award of this contract to Niels Fugal Sons Company of Washington, Utah. Their total base bid fell within the low bid description as well as their qualifications package as submitted.

At the February 9, 2016 Board Meeting, the PUE Board reviewed staff's summary of the bids and recommendation. The Board voted unanimously to recommend Niels Fugal Sons Company in the amount of \$219,459.94 to Page City Council.

Bryan Hill presented the agenda item.

Motion made by Vice Mayor Kocjan to award Bid #200 to Niels Fugal Sons Company of Washington, Utah in the amount of \$219,459.94. The motion was duly seconded.

There was discussion.

Page City Council Regular Meeting- February 24, 2016

The Motion was passed upon a vote.

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

BUSINESS FROM THE COUNCIL

Discussion and possible action by the City Council pertaining to appointment of liaison to Boards and Commissions

Mayor Diak appointed Councilor Seyler to the Planning and Zoning Commission.

Mayor Diak stated that Councilor Sadler would no longer be serving as board liaison for the Planning and Zoning Commission, due to a conflict in his work schedule. He thanked Councilor Sadler for serving as board liaison for the Planning and Zoning Commission.

BOARDS & COMMISSIONS

Discussion by the City Council pertaining to reports by Board Liaisons

Councilor Warner stated that the Parks and Recreation Advisory Board's mission was to create a master plan study for the City Parks. There was an all day park walk on February 18th with a consultant from Planet to begin working on the master plan.

DEPARTMENTS

None scheduled

CLAIMS

None scheduled

ADJOURN

The meeting was adjourned at 8:48 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

Page City Council Regular Meeting- February 24, 2016

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the City Council Regular Meeting, held on the 24th day of February, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of March, 2016

Kim Larson, City Clerk

Recommended Wastewater Rate Structure

Presented below is a side-by-side comparison of the current and recommended wastewater rates by class:

Current Residential Rates		Recommended Residential Rates	
Meter Size	Customer Charge	Meter Size	Customer Charge
All Meters	\$4.00	5/8"	\$12.52
		3/4"	\$12.52
		1"	\$12.52
		1.5"	\$31.30
		2"	\$50.08
		3"	\$93.90
		4"	\$156.50
		6"	\$313.00
<p><i>Volumetric Charge</i> All Gallons: \$4.18 per 1,000 Gallons</p>		<p><i>Volumetric Charge</i> All Gallons: \$4.18 per 1,000 Gallons</p>	
Current Commercial Rates		Recommended Commercial Rates	
Meter Size	Customer Charge	Meter Size	Customer Charge
All Meters	\$4.00	5/8"	\$12.52
		3/4"	\$12.52
		1"	\$12.52
		1.5"	\$31.30
		2"	\$50.08
		3"	\$93.90
		4"	\$156.50
		6"	\$313.00
<p><i>Volumetric Charge</i> All Gallons: \$4.18 per 1,000 Gallons</p>		<p><i>Volumetric Charge</i> All Gallons: \$4.18 per 1,000 Gallons Commercial Customers with meter sizes 5/8" - 1" billed the following monthly flat usage: 5/8" Customers - 5,000 Gallons 3/4" Customers - 5,000 Gallons 1" Customers - 10,000 Gallons</p>	

Below are the average usage bill impacts for each class and meter size:

Residential Bill Impacts @ 3,000 Gallons Winter Averaging Usage

Meter Size	FY 2015 Customers	Current Bill	Recommended	Increase (\$)	Increase (%)
5/8"	792	\$ 16.54	\$ 25.06	\$ 8.52	52%
3/4"	587	\$ 16.54	\$ 25.06	\$ 8.52	52%
1"	911	\$ 16.54	\$ 25.06	\$ 8.52	52%
1.5"	6	\$ 16.54	\$ 43.84	\$ 27.30	165%

**PAGE COMMUNITY CENTER BOARD
REGULAR MEETING MINUTES**

January 6, 2016

The regular meeting of the Page Community Center Board was held at the Page Community Center in Page, Arizona on Wednesday, January 6, 2016. Board members President Dele Fischer, Vice President Francine Hoover, Secretary Dawn Duggins, and, Trina Kaltmaier were present.

Virginia Nicolas was excused.

City Council Liaison, Levi Tappan was absent.

Staff present: Director Debbie Winlock

Guests: Ron Hoover

President Fischer gave the invocation. Member Duggins led the Pledge of Allegiance.

President Fischer called the meeting to order at 5:33pm.

MINUTES

Community Center Board Regular Meeting minutes of November 4, 2015

A motion was made by Member Hoover to approve the minutes. The motion was duly seconded and passed upon a vote.

HEAR FROM THE CITIZENS

Ron Hoover stated that he felt the Board was made to look as nonessential and ineffective because the Board is not informed about items pertaining to the Community Center; one example, the staff Christmas party, i.e. who was invited etc. Another example is items either taken to the Library or put up for auction without any input from the Board. Patrons ask the Board members questions that many times the Board members cannot answer.

UNFINISHED BUSINESS

Report on the status of the grant for the Double Doors

The current grant applied for was not granted. Director Winlock is in the process of applying for more grants and will add the double doors and a new phone system as capital items in the budget 2 years out.

It was mentioned that Safeway has heaters placed above their doors that come on automatically when the doors open. That seems to keep the heat in and the cold out. Director Winlock said she would look into it as a temporary possibility.

Discussion and possible action by the Board pertaining to future activities of/for the Center and/or seniors

A coloring class has been scheduled for Thursday, January 14th from 1:00 – 2:00pm. Future classes will be held in February on Thursdays from 1:00-2:00pm.

No trips have been planned for the next two months due to the cold weather.

Yoga classes are planned to be scheduled at the library. Dates and times have yet to be determined.

Report on activities held since the last meeting

Special luncheons were held the week before Thanksgiving and the week before Christmas. The Beehive residents and special guests attended as well as regular patrons. A special presentation of a card and gift was presented to, who all agreed, was the Volunteer of the Year, Estelle Roberson.

November 19th an Adult Coloring Class was scheduled and listed on the Activity Calendar.

The White Elephant Event was not held. The Board decided to drop it for the time being.

A Staff Christmas dinner was held at the Center for the staff and their families. Volunteers were not invited. A discussion was held and agreed that volunteers should be honored in some way.

Discussion and possible action by the Board pertaining to reestablishing Bingo at the Community Center one hour a week

Someone familiar with the State rules for Bingo will give a presentation and take questions at a future meeting, possibly the March 2nd meeting.

Discussion and possible action by the Board pertaining to receiving information from City Hall as to the Senior Donation Fund held by the City. The Board members would like an accounting of the Fund; how monies are spent and how it is now funded?

Director Winlock stated she would provide the Board with that information.

NEW BUSINESS

Discussion and possible action by the Board pertaining to how volunteers of the Community Center can be honored for their service.

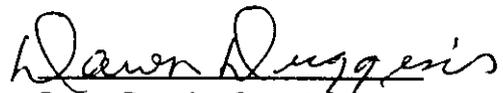
Since April is Volunteer month, an event is in the planning stage for the Library volunteers. The Board will decide at the March meeting whether to have an event with or separate from the library.

Next meeting date: Wednesday, March 2, 2016

ADJOURN: A motion was made by Member Duggins to adjourn the meeting at 6:23p.m. The motion was seconded and passed upon a vote.



Dele Fischer President



Dawn Duggins Secretary

**COMMUNITY DEVELOPMENT ADVISORY BOARD
MEETING MINUTES
JANUARY 26, 2016**

The regular meeting of the Page Community Development Advisory Board was held at 5:30 p.m. on January 26, 2016, in the Council Chambers at the City Hall in Page, Arizona. Chairman Ryan Zimmer presided. Members Bubba Kitchersid, Gay Ann Ward, Dennis Hinchey and Richard Buck were present. Community Director Kimberly Johnson, Tourism Director Lee McMichael. Vice Chair Lee Ann Warner and Council liaison Mike Bryan had excused absences.

Chair Zimmer called the meeting to order.

HEAR FROM THE CITIZENS

No citizens addressed the Board.

MINUTES

Regular Community Development Advisory Board Meeting – December 15, 2015

Motion made by Chair Zimmer to approve and duly seconded by Member Ward and unanimously passed upon a vote.

REPORTS/PRESENTATIONS

Powell Museum Director – Billie Wright

Director Wright was not able to attend so the Tourism Director made the Quarterly Visitation Report.

Tourism Director Report – Lee McMichael

Director McMichael gave a monthly report.

Community Development Director – Kim Johnson

Director Johnson informed the board of Corey Seyler's resignation letter, due to his recent election on to City Council.

OLD BUSINESS

Discussion and possible action concerning the Tourism Marketing plans

Both the revised one and five year plans were presented by Director Johnson. Members discussed choosing top priorities from the one year goals and removing the others. They also discussed streamlining the opening portions of the one year document as not to be as lengthy. They voted to keep goals three and four from the one year plan. They agreed to leave the five year plan intact, with minor revisions. Motion was made by Chair Zimmer to send both plans, with agreed upon revisions, to Council for their approval. Member Ketchersid seconded and the motion passed with a unanimous vote.

Discussion and possible action concerning the Event Funding Policy and Application

A revised application form was presented by Director Johnson. Discussion revolved around the location of the additional information on the city's special event application and it was agreed to leave off the program page and move the Events Assistance Program section to page one. The events assistance program was discussed and suggested changes were made. It was agreed to remove one criteria (The organizer is a non-profit, 501C3 organization, or equivalent.) and to offer a flat assistance package

Page Community Development Advisory Board Regular Meeting- January 26, 2016

of up to \$3000. Motion was made by Member Ketchersid to send the Events Assistance Program application, with agreed upon revisions, to Council for their approval. Chair Zimmer seconded the motion and it passed with a unanimous 5-0 vote.

NEW BUSINESS

Discussion and possible action concerning the Downriver Campfire Storytelling Festival

Chair Zimmer requested that this item move up in order from the agenda due to respect the presenter's time. Steven Law presented his concept for this festival and his budget requests to the board. The date of the festival will be April 23rd and will have three storytellers, plus other components. Chair Zimmer made the motion to approve the request of \$3175.00 to promote the event and to send to Council for their approval. Member Ketchersid seconded the motion and it passed with a unanimous vote (5-0).

OLD BUSINESS

Discussion and possible action concerning Sounds of Summer

This item has been discussed at previous meeting and tonight it was brought forward again to decide whether to continue or not continue this series. There was much discussion concerning the effectiveness of last summer's series. If continued, the location should be the amphitheatre in front of City Hall, and the most popular component was the Native American dancing. After much discussion the board agreed not to continue this series but if an event came forward that would fit the concept, they would consider it. The motion was made by Member Ketchersid to continue consideration of possible events like this in the future. Chair Zimmer seconded the motion and it passed with a unanimous vote. Then Chair Zimmer made the motion to discontinue the Sounds of Summer series. Member Buck seconded and it passed with a unanimous vote (5-0).

NEW BUSINESS

Discussion and possible action concerning Block 17

Director Johnson presented the Council priority concerning Block 17 and their desire to see some economic development growth there. There was much discussion about the space, the types of businesses that might be featured, how to find those types of businesses, who would manage them, what would it look like and how would it affect existing businesses in that area. In conclusion, the board decided to continue discussing this item and no action was taken.

Discussion and possible action concerning the Lake Powell Visitor Guide

Director Johnson presented a proposal from the Lake Powell Visitor Guide to increase advertising in the booklet. Director Johnson said we currently have a third page ad advertising the Powell Museum and Visitor Center (which the board paid half and the Museum paid the other half of the cost) and the proposal was to maintain that ad for the 2016 version and consider another ad for the Balloon Regatta. There was discussion

Page Community Development Advisory Board Regular Meeting- January 26, 2016

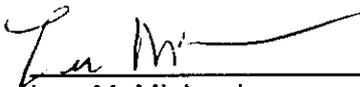
about costs and timeframes to get the ads produced. Member Ketchersid made the motion to renew the Museum ad (with Powell Museum paying half) and add a new third page ad for the Balloon Regatta. Chair Zimmer seconded the motion and it passed unanimously upon a vote (5-0).

Discussion concerning the Page High School Unity Club POW WOW

Director Johnson made the board aware of a meeting Staff had with the Page High School Unity Club advisor who discussed the upcoming POW WOW and the need for financial assistance. Director Johnson only presented details from that meeting since the Unity Club sponsor had not brought forth a specific request for financial support. The consensus of the board agreed that this type of event is one they want to support. Director Johnson suggested a possible need for a special meeting once the information is supplied to her, since the event is early April. The board agreed to meet if necessary and no further action was taken.

ADJOURN

The meeting was adjourned at 8:00p.m.



Lee McMichael
Tourism Director



Ryan Zimmer
Chairman

**PAGE PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
February 2, 2016**

A Regular Meeting of the Page Planning and Zoning Commission was held at 5:30 p.m. on February 2, 2016, in the Council Chambers at City Hall in Page, Arizona. Chair Leroy Wicklund presided. Vice Chair Bill Justice, Commissioners Bubba Ketchersid, Rob Peterson, John Mayes, and Shelley Johnstone were present. Commissioner R.B. Ward was excused. City Council Liaison, Scott Sadler was excused and Councilor Korey Seyler was present.

Chair Leroy Wicklund called the meeting to order at 5:30 p.m.

Staff members present: Planning and Zoning Director, Robin Crowther and Community Development Director Kim Johnson.

PRIORITY LIST

None.

MINUTES

Regular Planning and Zoning Commission Meeting-January 5, 2016

Motion made by Commissioner Rob Peterson to approve the minutes. The motion was duly seconded by Commissioner John Mayes and passed upon a unanimous vote.

COMMUNICATIONS

None.

HEAR FROM THE CITIZENS

None.

UNFINISHED BUSINESS

- A. Discussion and possible action regarding Zoning Ordinance update.

Community Development Director Kim Johnson stated that we had 7 RFP's but staff had decided that one would not be considered as it was \$235,000 and too high for what was budgeted.

Commissioner John Mayes asked if the review committee could meet prior to the RFP's being presented to the Planning and Zoning Commission discussion and decision.

NEW BUSINESS

- A. Discussion and possible action regarding the Lighting Ordinance.

Commissioner Rob Peterson went over his "quick fix" proposal. When there was discussion about having a workshop with the City Council he suggested that the Commission review Flagstaff lighting ordinance and International dark sky ordinance as

Planning and Zoning Regular Meeting-February 2, 2016

possible options to discuss with the Council.

Commissioner Bubba Ketchersid asked about enforcement in residential zones. Community Development Director Kim Johnson discussed enforcement issues and how much staff it would take to enforce. She suggested a permit process might be in order. Commissioner John Mayes stated that he didn't expect enforcement to be that difficult as citizen complaints would help with non compliance. John Mayes stated that the City just needs to go through the process and Commissioner Rob Peterson agreed.

Christie Admiral, 364 Ironwood, a representative from the National Park Service stated that 65% of park visitors think that dark sky is important.

Planning and Zoning Director Robin Crowther will send out other lighting ordinances requested by the Commission.

B. Discussion and possible action regarding setbacks for the Gemella Cerchio Subdivision Final Plat.

Planning and Zoning Director Robin Crowther went over the history of the final plat approval for Gemella Cerchio and the oversight of not listing the setbacks on the plat during the approval process according to past meeting minutes.

Community Development Director Kim Johnson explained why adjacent subdivision setbacks could not be applied to this subdivision and why this needed to be approved by resolution.

There was discussion.

The resolution was distributed for consideration by the Commission.

Motion made by Commissioner Rob Peterson to approve the setbacks per the Resolution 01-16. The motion was duly seconded by Commissioner John Mayes.

Community Development Director Kim Johnson requested the motion include the resolution as recommended by staff, to be able to fix staff recommended revisions to Section 1 item 1 to clarify specific setbacks to each Block 252, Lot 32 and Block 250, Lot 21.

Amended motion made by Commissioner Rob Peterson to approve Resolution 01-16 as recommended by staff to fix typos. Amended motion was duly seconded by Commissioner John Mayes and passed upon a unanimous vote.

C. Update regarding Larkspur Motel.

Planning and Zoning Regular Meeting-February 2, 2016

Planning and Zoning Director Robin Crowther explained that the picture for the previously approved hotel is for information only. Larkspur Commons updated the elevation of the hotel according to the hotel brand they are going with.

Commissioner Bubba Ketchersid asked about an angled 53' section 10' wide on the roof line.

D. Discussion regarding City Council Strategic Priorities.

Community Development Director Kim Johnson wanted the Planning and Zoning Commissioner to have a copy of the City Council Strategic Priorities as a lot of the priorities will involve the Planning and Zoning Commission.

ADJOURN

Motion made by Commissioner John Mayes to adjourn the meeting at 6:45 p.m. The motion was duly seconded by Vice Chair Bill Justice and passed upon a unanimous vote.



Robin Crowther
Planning and Zoning Director



Leroy Wicklund
Chair

CITY OF PAGE
MONTHLY CASH ALLOCATION COMPARISON

		<u>Dec-15</u>	<u>Jan-16</u>
01-1110200	LGIP - GENERAL SAVINGS ACCT	3,967,290.48	3,791,219.94
01-1110300	CASH A/P CHECKING (COMBINED)	3,030,615.59	3,541,226.24
01-1110400	CASH P/R CHECKING (COMBINED)	125,777.93	121,111.94
01-1110600	U.S. BANK INVESTMENT ACCT	5,976,988.26	5,977,927.47
01-1170000	ACCTS RECV CASH CLEARING ACCT	0.00	0.00
01-1175000	UTILITY CASH CLEARING ACCT	0.00	0.00
15-1120300	LGIP - HURF SAVINGS ACCT	1,552,302.34	1,595,576.12
20-1520600	LGIP - SERIES 2011 BOND RESRV	2,419,574.36	2,420,145.22
32-1120400	JCEF SAVINGS ACCOUNT	57,614.44	56,053.11
72-1120700	FIRE PENSION SAVINGS	24,605.36	27,300.93
72-1121100	FIRE PENSION-INVESTMENT ACCT	447,195.92	418,265.62

17,601,964.68

17,948,826.59

<u>FUND</u>		<u>Dec-15</u>	<u>Jan-16</u>
10	ALLOCATION TO GENERAL FUND	10,150,461.38	10,080,016.45
15	ALLOCATION TO HIGHWAY USER FUND	1,534,742.64	1,581,349.35
16	ALLOCATION TO SUBSTANCE ABUSE FUND	21,252.86	18,607.17
20	ALLOCATION TO DEBT SERVICE FUND	3,021,841.33	3,216,815.83
25	ALLOCATION TO MISCELLANEOUS GRANTS	45,939.88	51,698.31
30	ALLOCATION TO LIBRARY MISCELLANEOUS GRANTS	0.00	0.00
32	ALLOCATION TO JCEF FUND	56,053.34	55,871.02
36	ALLOCATION TO DONATION FUND	61,667.07	61,481.65
40	ALLOCATION TO CAPITAL PROJECTS FUND	492,180.88	689,171.60
41	ALLOCATION TO BALLOON REGATTA FUND	0.00	0.00
42	ALLOCATION TO TOURISM & PROMOTION FUND	488,802.00	490,433.69
46	ALLOCATION TO AIRPORT FUND	978,344.84	980,270.23
47	ALLOCATION TO AIRPORT EVENTS FUND	0.00	0.00
48	ALLOCATION TO LAND FUND	0.00	0.00
50	ALLOCATION TO PAGE UTILITY ENTERPRISES	-1,424.81	-2,659.91
51	ALLOCATION TO WATER FUND	-790.46	-1,531.26
52	ALLOCATION TO SEWER FUND	-996.15	-2,586.35
57	ALLOCATION TO CEMETERY FUND	283,778.79	285,833.59
72	ALLOCATION TO FIRE PENSION FUND	470,111.09	444,055.22

17,601,964.68

17,948,826.59



Request for City Council Action

Title:	Planning and Zoning Commission Recommendation-Zoning Code and Map Update		
Meeting Date:	March 9, 2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input type="checkbox"/> New Business <input checked="" type="checkbox"/> Other Bid Award	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Community Development	Supporting Documents:	Michael Baker Int. Proposal Request for Proposals
Prepared By:	Community Development Director	Presented By:	Community Development Director
Reviewed By:		Approved By:	
Proposed Action:	Motion to Authorize Staff to enter into a professional services agreement with Michael Baker International with a not to exceed budget of \$59,901 for a Zoning Code and Zoning Map Update.		

BACKGROUND:

In November of 2015, the City Council authorized Staff and the Planning and Zoning Commission to solicit proposals for professional zoning services to Update the Zoning Ordinance and Zoning Map. Subsequently, a Request for Proposals for professional zoning services was published and distributed in November.

A number of RFP's were distributed and seven (7) firms responded. All proposals were considered complete, however, one proposal was eliminated from consideration due to an unreasonable project budget of over \$235,000. The remaining six proposals had project budgets that ranged from \$32,160 to \$87,678; and all were reviewed, scored, and tabulated. References were checked for the top two scoring firms only. An additional 10 reference points were assigned to each proposer, based on highly favorable comments during reference checks.

The two top-scoring proposers are separated by 7 points, but the budgets differ by approximately \$20,000. Michael Baker International, based in Phoenix, has an average score of 84 of 100 points and a budget of \$59,901. The second highest scoring firm, Weber Planning, based in Minnesota with Arizona subcontractors, has an average score of 77 out of 100 points and a budget of \$39,885.

Upon review and discussion, the Planning and Zoning Commission was of the consensus that either firm could do the job, but they were particularly impressed with the detailed work plan that is tied direct to a detailed budget and the extensive Arizona experience associated with the proposal by Michael Baker International. The Commission also favored that Michael Baker International is based in Phoenix.

BUDGET IMPACT:

The proposed project budget is \$59,901. The 2015-2016 budget has \$40,000 set aside for the Zoning Ordinance update. Additional funding in the amount of \$19,901 will need to be provided in the 2016-2017 budget.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

At their March meeting, the Planning and Zoning Commission voted to recommend that the City Council authorize Staff to enter into a professional services agreement with Michael Baker International for professional zoning services.

STAFF RECOMMENDATION:

I move to authorize Staff to enter into a professional services agreement with Michael Baker International, with a not to exceed budget of \$59,901 for professional zoning services to update the Zoning Ordinance and Zoning Map.

**The City of Page, Arizona Request for Proposals (RFP)
Zoning Ordinance Update
December 21, 2015**

Announcement

The City of Page, Arizona is announcing a Request for Proposals (RFP) from qualified Land Use and Zoning Consultants to provide professional services to update the City of Page Zoning Ordinance and create a digital Zoning Map. Proposals must be received by **4:30 PM on Thursday, January 21, 2016.**

SECTION I: BACKGROUND

A. Community Information

The City of Page is one of the youngest communities in the United States. It is located in northeastern Arizona, approximately 4.5 hours north of Phoenix and 4.5 hours east of Las Vegas. The town began in 1957 as a housing camp for workers building the Glen Canyon Dam. In 1958, some 24 square miles of Navajo land were exchanged for a larger tract in Utah, and "Government Camp" (later called Page in honor of Bureau of Reclamation Commissioner John C. Page) was born.

The location of Page is ideal for exploring many of the American Southwest's renowned national parks and monuments, and discovering the unique culture of the Navajo Nation. Lake Powell is a major focus of the community and tourism is the primary industry. Our friendly community offers visitors outstanding recreation opportunities and a wide variety of lodging and service options, which brings millions of visitors each year into the community. Providing a wide range of housing options for all income levels and which supports the lake lifestyle and lodging choices of the modern traveler is critical. Further, providing for a range of resort, motel, retail and service businesses to support the lake lifestyle and tourism industry is imperative.

Page has a population of approximately 7,500 within approximately 40 square miles (including over 20 square miles of national park and federal land) at the south end of Lake Powell and the Glen Canyon Dam. The community is considered a boarder city due to its proximity to surrounding national parks and is the service center for the area Navajo and Hopi Nations.

B. History

The Page Zoning Ordinance was last updated in 2001. The current code is outdated and does not provide adequate provisions or direction for the type of development occurring in the community. While portions of the Code have been amended from time to time over the years, such piecemeal revisions have left the City with a fractured and conflicting set of Euclidean zoning regulations that do not align well with the needs of the growing tourism market or the needs and desires of the community.

In the current code, many common modern land use issues and tourism uses are not addressed, and many commonly permitted uses require a conditional use permit. The code has nine residential zones which need review and possible consolidation; and seven Planned Development Districts which are not being used as overlays, and which have no base standards. Further, the

Zoning Map is not in digital form and has not been updated as annexation and rezonings have occurred over the years. This project is anticipated to be a complete rewrite and modernization of the Zoning Regulations.

SECTION II: REQUIREMENTS

A. General

1. The City of Page reserves the right to reject any or all proposals and to select the proposal which it judges to be in the best interest of the City.
2. All proposers are bound by the deadline and location requirements of this RFP as stated in the announcement.
3. All proposals shall remain effective subject to the City of Page review and approval for a period of sixty (60) days from the deadline for submitting proposals.

B. Project Goals

It is the intention of the City of Page to procure the professional services of a qualified Zoning and Land Use Planning Consultant to facilitate the proposed update of the City's Zoning Ordinance in accordance with current planning practices and it's Page General Plan. This will involve working through a collaborative process that involves a variety of municipal stakeholders. The process will culminate in a fully updated Zoning Ordinance by **December 31, 2016** complete with graphics, including a digitized and updated zoning map. The Consultant shall facilitate the updated Zoning Ordinance in a format agreed upon by the City. In updating the Zoning Ordinance, the City has established the following goals:

1. Create a parcel based zoning map, with a plan for zoning of adjacent right of way and zoning transitions/changes within large tracts of land. The City needs ownership of the zoning map shape files and is seeking an **alternate bid for ongoing zoning map maintenance**.
2. A Zoning Ordinance that includes updated terminology and uses, as well as graphics and tables to illustrate regulations and make the Ordinance easy to use.
3. A Zoning Ordinance that establishes a site plan review and approval process and provides streamlined CUP and Variance procedures, including submittal requirements and thresholds for code compliance upon change or expansion of use or amenities; and makes Planned Development Districts overlays district instead a standard zone. This may include establishing performance standards for certain types of uses that are currently conditional uses to allow them to be permitted uses with such performance standards.
4. A Zoning Ordinance that allows the community to be competitive in attracting new tourist oriented development and businesses while at the same time providing reasonable development standards to protect aesthetics and sensitive natural resources. Areas of particular interest are:
 - a. Parking Requirements: number of stalls; provisions for RV and boat parking on hotel/motel and other properties; surfacing, curb, landscape, and screening standards, access drive and aisle width, setbacks.
 - b. Building Setbacks
 - c. Accessory Uses and Structures

- d. Lot area and other Bulk Regulations
 - e. Review of Existing Zoning Districts: accessory, permitted, and conditional uses, including consolidation of individual uses into broader categories; the need to consolidate, eliminate, create new districts; Central Business District standards, procedures and exceptions; Gateway Overlay District locations and standards
 - f. Home Occupation Regulations and Helicopter Tours: no current provisions in this regard
 - g. Outdoor vendors
 - h. Use of Cargo Containers as occupied permanent/semi-permanent structures
 - i. Winery, Distillery, and Brewery Regulations, including tasting and pub facilities
 - j. Lighting: LED and other types of modern fixtures; need to have discussion about Dark Sky or not
 - k. Detailed review and discussion of sign standards
 - l. Detailed review of definitions
5. A Zoning Ordinance with updated and reasonable landscaping requirements for multi-family and commercial development, and updated screening requirements especially transitions between land use types
 6. Provisions related to mixed use development/resort communities.
 7. A Zoning Ordinance that promotes and supports tourism, biking, pedestrians, and a sustainable built and natural environment.

C. Scope of Work

The Consultant or team of Consultants shall provide full professional services as described below to assist the City of Page Planning & Zoning Commission/Zoning Ordinance Update Taskforce, City staff, and others with rewriting the City of Page Zoning Ordinance.

1. Public Participation Process

The Consultant or team of Consultants (collectively "Consultant") shall propose a broad-based public participation process that specifies how and when the public will be engaged throughout the Zoning Ordinance rewrite process. The Consultant shall specify the methods it will use to achieve meaningful public participation in the project

The Consultant shall provide a public participation timeline that identifies key points at which the public will be involved, how that involvement will occur, and how and when materials will be available and presented to the public

The Consultant shall be responsible for producing meeting materials (the City will provide copies of small scale items such as handouts, flyers, etc. designed by the Consultant), visual presentations, or any other resources or materials necessary to engage the public. The Consultant shall provide technical capabilities for graphically communicating needed information.

The Consultant shall also consider multiple means of obtaining input both during and outside of identified meetings.

Deliverables:

- a. The Consultant shall provide the City with a public participation plan for City review and approval that includes a detailed strategy and timeline for engaging the public and all stakeholders in the Zoning Ordinance rewrite process.
- b. The Consultant shall implement the City-approved public participation plan. The Consultant, in consultation with the City's Project Manager (Project Manager), shall be responsible for facilitating all public meetings/presentations. The Consultant shall be responsible for producing meeting materials (the City will produce copies of small scale items such as handouts, flyers, etc. designed by the Consultant), visual presentations, or any other resources or materials necessary to engage the public.

2. Project Orientation

At the outset of the project, the Consultant shall meet with City staff and the Planning & Zoning Commission for a project orientation meeting in order to provide an understanding of project goals and the project schedule, specific issues, City policies, interagency interaction, and opportunities and/or problems relating to growth and development within the City. The Consultant shall be responsible for reviewing and understanding the City's current Zoning Ordinance, Page General Plan, other City plans and policies as identified by the City, and all relevant and applicable local, state and federal laws.

The Consultant shall propose its strategy for introducing the project to the general public and others. The strategy shall be designed to foster and develop a common understanding of the project scope.

Deliverables:

- a. The Consultant shall be responsible in consultation with the Project Manager for arranging and facilitating a project orientation meeting with City staff and the Planning & Zoning Commission/Zoning Ordinance Task Force.
- b. The Consultant shall complete its project orientation strategy. The Consultant in consultation with the City's Project Manager shall be responsible for arranging and facilitating all public meetings and presentations.

3. Issue Identification

The Consultant shall describe its approach for gathering broad-based input about the existing Zoning Ordinance and map. City staff, the Planning & Zoning Commission/Zoning Ordinance Update Taskforce, City boards, commissions, and committees, the general public, stakeholders, and others shall be asked for their input concerning current Zoning Ordinance requirements, administration procedures, Zoning Ordinance deficiencies, suggested changes and implementation procedures. The Consultant shall prepare a draft and final memorandum that summarizes the input gathered during the issue identification process.

Deliverables:

- a. The Consultant shall implement its approach for gathering broad-based input about the current Zoning Ordinance and map. The Consultant in consultation with the City's Project Manager shall be responsible for facilitating all public meetings, presentations, workshops, etc.
- b. One original copy of a draft and final memorandum that summarizes input the Consultant received about the existing Zoning Ordinance and map during the issue identification process.
- c. Electronic (PDF) file of the draft and final Issue Identification memorandum.

4. Zoning Ordinance Analysis

The Consultant shall complete a technical analysis and evaluation of Page's current Zoning Ordinance and map, as well as other ordinances and initiatives, especially the City's Subdivision Regulations. This analysis and evaluation shall be made against the backdrop of issues identified in the issue identification process, applicable federal, state and local laws, the Consultant's experience with or knowledge of best practices in other communities, and the Consultant's knowledge of innovative zoning and land use practices as may be relevant to Page's process. City staff and the Planning & Zoning Commission have developed a list of Code section and/or issues that need to be addressed as part of the Zoning Ordinance update.

The technical analysis and evaluation shall assess the strengths and weaknesses of the existing Zoning Ordinance in terms of its structure, organization, clarity, ease of use, existing zoning districts and district standards, regulations of general applicability, definitions, and Zoning Ordinance procedures. Further, the analysis and evaluation shall include the Consultant's findings regarding how well the current Zoning Ordinance is integrated with the City's Subdivision Regulations and other relevant sections of the Page Code of Ordinances.

The Consultant shall provide a summary of consistencies or inconsistencies between the current Zoning Ordinance and the Page General Plan. The Consultant shall also gauge the public's perceptions about the strengths and weaknesses of the current Zoning Ordinance and map. The Consultant shall analyze the recommendations of the Page General Plan to determine whether or not regulatory frameworks that would help implement those plans exist.

Deliverables:

- a. One original copy of the technical analysis and evaluation report concerning the current Zoning Ordinance and map and discussion of new zoning concepts and approaches.
- b. Electronic (PDF) file of the technical analysis and evaluation report.
- c. Present technical analysis and evaluation report to City staff and the Planning & Zoning Commission/Zoning Ordinance Task Force.

5. Zoning Map Analysis

The Consultant shall digitize the existing Zoning Map to create a parcel based Zoning Map. In addition, the consultant shall update the zoning map with all zoning changes, including district name changes that have occurred since the

last map update. The Consultant shall update the Zoning Map to reflect required or recommended changes based on amendments to zoning districts as part of the Zoning Ordinance update. This process will include analysis of the existing zoning map to determine the need to change district boundaries to match property lines, or other man made or natural boundaries, based on the determined intent of the existing zoning map, adopted ordinances, the land use map, and/or proposed changes to the Zoning Ordinance.

Part of this analysis will include review of the City's current Zoning Map to identify areas of the City where there is a mismatch between the zoning district designation and the desired land use as recommended in the Plan; and make recommendations related to the need to rezone property, or change zoning districts.

City Staff will provide documentation related to the current non-digital Zoning Map, all known rezonings and district name changes.

Deliverables:

- a. One original copy of the technical analysis and evaluation report concerning the historic changes to district boundaries and district names and new zoning boundary and district name changes.
- b. Electronic (PDF) file of the technical analysis and evaluation report.
- c. Electronic (ArcView) Zoning Map file. Hard copies of Zoning Map as needed for review and public presentation.
- d. Present technical analysis and evaluation report to City staff and the Planning & Zoning Commission/Zoning Ordinance Task Force.

6. Annotated Outline

The Consultant shall identify and discuss new zoning concepts and approaches for potential inclusion in the draft Zoning Ordinance, with special attention given to addressing the project objectives as described in Section II. B., and the results of the issue identification and Zoning Ordinance analysis tasks as described in Section II. C. 3. and 4. above. Based on this discussion, the Consultant shall prepare an annotated outline that includes a chapter-by-chapter detailed description of the proposed new Zoning Ordinance, an overview of the proposed structure and substance of the new Zoning Ordinance, a discussion of zoning options, and a commentary explaining the rationale for the recommended approach to drafting the Zoning Ordinance.

The annotated outline shall include examples of how the new Zoning Ordinance would be used to implement the recommendations of the Page General Plan. The annotated outline shall also include recommendations for potential revisions to the City's Land Subdivision Regulations so that the new Zoning Ordinance and other regulations and ordinances are integrated and consistent with each other.

The Consultant shall present the annotated outline to City staff, the Planning & Zoning Commission/Zoning Ordinance Task Force, other City boards and commissions, and others for review and comment. After obtaining general agreement on the contents of the initial draft of the annotated outline, the Consultant shall provide the City with a final annotated outline based on the comments received.

Deliverables:

- a. Meeting(s) with the Planning & Zoning Commission/Zoning Ordinance Task Force, City staff and others. The Consultant in consultation with the City's Project Manager shall be responsible for facilitating all meetings.
- b. One original copy of the draft annotated outline.
- c. One original copy of the revised, final annotated outline.
- d. Electronic (PDF) files of all documents.

7. Discussion Draft Zoning Ordinance and Map

The Consultant shall prepare a discussion draft Zoning Ordinance that is based on the final annotated outline. The discussion draft shall reflect the project objectives listed in Section II. B., and the results of the issue identification and Zoning Ordinance analysis tasks as described in Section II. C. 3. and 4. above. The Consultant shall describe its approach to incorporating the project objectives into the discussion draft. After initial review and comments by City staff and the Planning & Zoning Commission/Zoning Ordinance Task Force, the discussion draft shall be widely distributed for review and comment.

The Consultant shall propose an approach for soliciting broad-based input about the discussion draft from City boards, commissions and committees; the general public; stakeholders and others. The Consultant in consultation with the City's Project Manager shall be responsible for facilitating all public meetings.

The discussion draft shall be presented in distinct modules that will permit easy review. At the Consultant's option, these may be grouped into the following divisions: (a) definitions; (b) general provisions; (c) zoning district regulations; (d) special development standards; and (e) administration and enforcement. The Consultant may recommend an alternative approach to presenting the discussion draft for review and comment, for consideration by staff. The discussion draft shall include extensive use of graphics, tables, flow charts, matrices or other methods for facilitating easy use and understanding of the proposed Zoning Ordinance, including in some form agreed upon by the City and the Consultant, to compare the original language to proposed language.

The proposal shall include the projected number of meetings, presentations, workshops, etc. the Consultant will conduct in order to gather input and complete reviews and revisions of the discussion draft. These meetings/presentations, etc. are anticipated to be part of the development of a consensus discussion draft Zoning Ordinance document and not part of the public hearing review and adoption process.

The Consultant shall describe its approach to conducting the discussion draft Zoning Ordinance evaluation, testing and revision process. It is expected that the discussion draft may have more than one round of drafting, circulation, revisions, testing, evaluation and recirculation. The Consultant is expected to test the discussion draft to identify effectiveness, appropriateness, practical problems, and other inadvertent impacts. At this stage in the Zoning Ordinance rewrite project the Consultant shall provide recommendations regarding a working map that shows how the Zoning Ordinance may be impacted by the Zoning Ordinance rewrite process.

Deliverables:

- a. One original copy of the discussion draft Zoning Ordinance.
- b. Electronic (PDF) file of the discussion draft Zoning Ordinance.
- c. One original copy of recommendations regarding a working map that shows how the Zoning Ordinance may be impacted by the Zoning Ordinance rewrite process.
- d. Electronic file (ArcView) of recommendations regarding a working map that shows how the Zoning Ordinance may be impacted by the Zoning Ordinance rewrite process.
- e. The Consultant shall work with the City to evaluate, test and revise the discussion draft Zoning Ordinance, and working map.
- f. Meetings/presentations, etc. with the Planning & Zoning Commission/Zoning Code Task Force, City staff, other City boards, commissions and committees, the general public and others to review the discussion draft Zoning Ordinance. The Consultant, in consultation with the City's Project Manager, shall be responsible for facilitating all meetings/presentations.
- g. The Consultant shall implement its approach to soliciting input from the general public and other Zoning Ordinance users about the discussion draft Zoning Ordinance.
- h. The Consultant shall modify the discussion draft Zoning Ordinance and make recommendation on modifications to the working map as needed.
- i. One original copy of the revised discussion draft Zoning Ordinance.
- j. Electronic (PDF) file of the revised discussion draft Zoning Ordinance.

SECTION III: ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSALS

A. Letter of Transmittal

The letter shall include the following elements:

1. Statement of understanding of the work to be performed.
2. Statement of affirmation of the firm's qualifications for professionally and expertly conducting the work as understood.
3. The firm's contact person concerning the proposal and a telephone number and e-mail address where that person can be reached.

B. General Profile of Firm

The general profile shall include the following information:

1. A brief statement indicating the firm's experience in conducting work of the nature sought by this RFP. Prepared brochures may be submitted as a part of this profile as long as they specifically address the experience of the firm related to the work to be performed.
2. The location of the firm's office serving this project.
3. Resumes of individual consultants or employees proposed to conduct the work for the City and the specific duties of each consultant or employee relative to the City's proposed work.
4. A brief reference list of other municipalities served by the firm shall be

provided along with telephone numbers and names of contact persons.

5. Any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

C. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to utilize in conducting the requested work for the City. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful.

D. Cost

A total, not to exceed, cost estimate for the project must be submitted. The cost shall be based on the number of hours of work provided and "out of pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the City. Such estimate shall provide the following information:

1. The number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels.
2. The proposed hourly rate for billing shall be included for each person.
3. The number of hours of work and cost shall be itemized for each major work element of the proposal.
4. An itemized estimate of "out-of-pocket expenses" must be included.
5. The total amount of maximum payment must be stated.
6. Your method of billing must be disclosed. (The preferred practice of the City is to pay for this type of consulting service upon completion of the work and receipt of the required report, however, the City will consider paying on a periodic basis as substantial portions of the work are performed, but not more than one time per month.)

SECTION IV: EVALUATION CRITERIA

All proposals will be evaluated based on the technical and professional expertise and the experience of the firm, the proposed method, and the procedures of the work, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

A. Technical Expertise

The technical expertise and experience of the firm will be determined by the following factors:

1. The overall experience of the firm in conducting similar work that is to be provided to the City of Page.
2. The expertise and professional level of the individuals proposed to conduct the work for the City of Page.
3. The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

B. Procedure and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

C. Cost

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the City and the overall level of expertise of the specific firm's personnel proposed to do the work for the City.

NOTE: All or selected firms submitting proposals may be invited to give an oral presentation explaining their proposal.

SECTION V: SUBMITTAL LOCATION AND DEADLINE

All submittals must be received no later than **4:30PM Arizona time on Thursday, January 21, 2016**, as follows:

Five hard copies and one electronic copy must be submitted. No e-mailed or faxed proposals will be accepted.

Proposals may be delivered and will be received until 4:30 p.m. Arizona time on Thursday, January 21, 2016, by the City Clerk, for the City of Page, Page City Hall, 697 Vista Avenue, Page, Arizona 86040-1180 in accordance with the scope of work outlined above.

Proposals may be mailed to City Clerk, P.O. Box 1180, Page, AZ, 86040-1180, and must be received by 4:30 p.m. Arizona time on Thursday, January 21, 2016.

Proposals sent through Federal Express, UPS, or other express mail agencies must be sent to City Clerk, Page City Hall, 697 Vista Avenue, Page, Arizona 86040-1180, and must be received by 4:30 p.m. Arizona time on Thursday, January 21, 2016.

Should you have any questions regarding this project or the Request for Proposals, please contact Kimberly Johnson at kjohnson@cityofpage.org or 928.645.4261 (Written/email questions are preferred.)

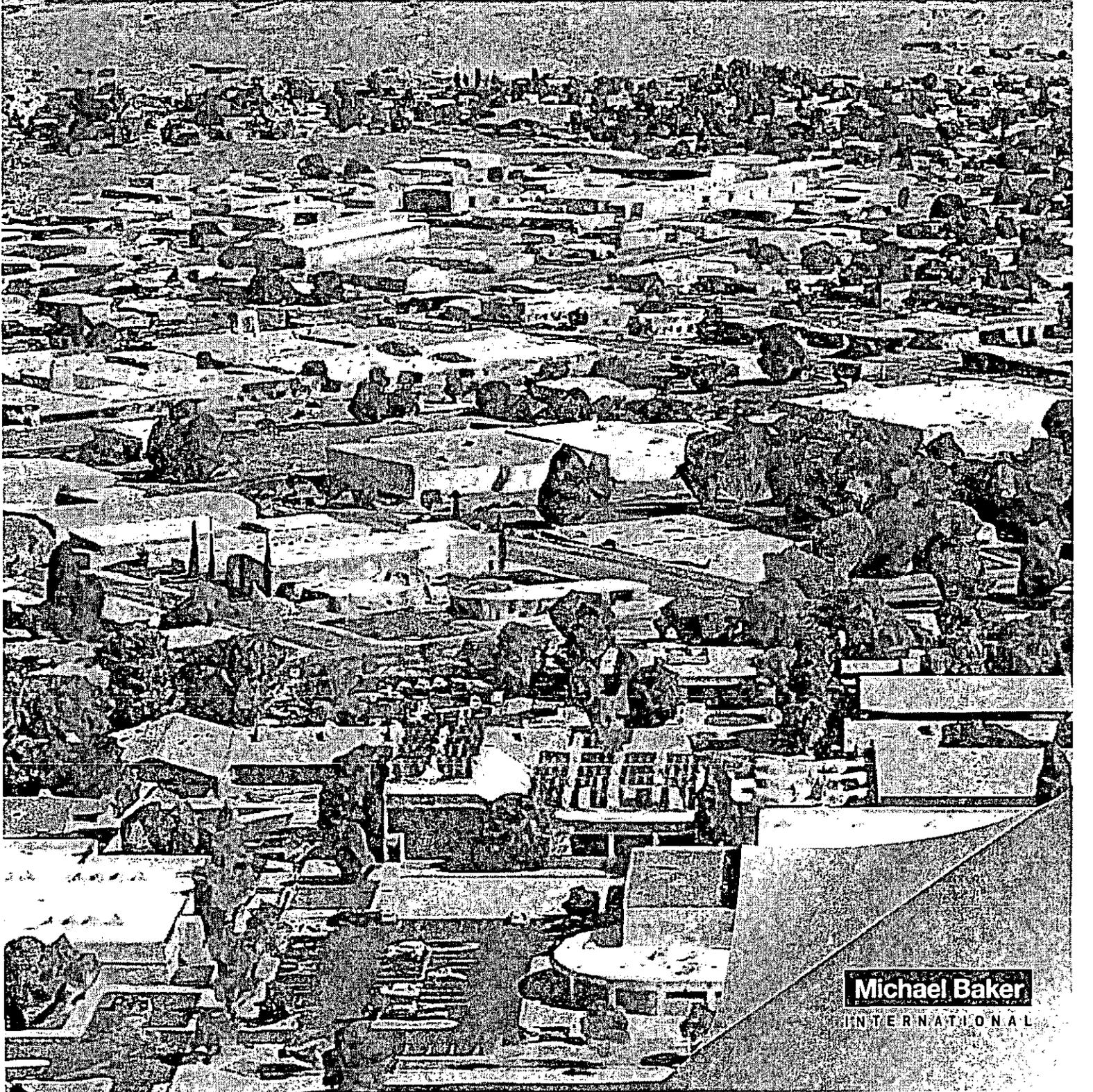
A link to the City of Page Zoning Ordinance can be found on the City's web site at: <http://cityofpage.org/planning-and-zoning-ordinance>

page

ARIZONA
THE CENTER OF CALIFORNIA COUNTRY

Proposal for
Zoning Ordinance Update

January 21, 2016



Michael Baker
INTERNATIONAL

A. Letter of Transmittal

Kimberly Johnson
City of Page
Page City Hall
697 Vista Avenue
Page, AZ 86040-1180

Michael Baker
INTERNATIONAL
2929 N Central Ave, Suite 800
Phoenix, AZ 85012
602.279.1234 | f: 602.279.1411

January 21, 2016

RE: Request for Proposals Zoning Ordinance Update

Dear Ms. Johnson and Members of the Selection Committee:

It is with great enthusiasm that Michael Baker International, Inc. presents our qualifications for the City of Page (City) Zoning Ordinance Update. A comprehensive zoning ordinance update is an important and sensitive task that deserves an experienced team with a focused and methodical approach to ordinance writing, packaged with an outstanding reputation for public engagement and consensus building amongst stakeholders with competing interests. The City needs a team with technical competency, legal counsel oversight, and the ability to successfully interact with community stakeholders and citizens – our team brings those highly coveted skills.

All members of the our team have worked together and individually on numerous zoning ordinances, mixed-use zoning districts, design guidelines, subdivision regulations, and other types of development regulations in communities throughout Arizona and California. We employ a unique blend of planners, designers, and land use attorneys dedicated to improving the built environment one project at a time. We have the staffing, resources, skills, and experience that will enable us to complete the project in a timely, cost efficient manner.

We propose a specialized and incremental module approach that will guide our efforts in the preparation of the Zoning Ordinance Update. Each module will be prepared with a sharp and directed focus that will ensure a pragmatic, thoroughly vetted, transparent, and engaging process that will represent the City well. Our extensive experiences with similar projects for small communities facing unique challenges, combined with our unparalleled understanding of public sector needs and private sector interests (and how to balance the two) provide Page with a winning formula to ensure this project's success.

The Michael Baker Team looks forward to assisting the City in successfully completely this important citywide document on time and budget. If you have any questions or need additional information, please contact Kevin Kugler, our Project Director, at 602.798.7521 or via email at kkugler@mbakerintl.com. I thank you in advance for taking the time to review our qualifications.

Sincerely,
Michael Baker International, Inc.



Doug Plasencia, PE, CFM
Vice President / Project Principal
602.798.7552
dplasencia@mbakerintl.com



Kevin Kugler, AICP
Project Manager
602.798.7521
kkugler@mbakerintl.com

Table of Contents

A. Letter of Transmittal.....	1
B. General Profile of Firm.....	4
1. Firm's Similar Experience.....	6
2. Office Location.....	7
3. Resumes.....	7
4. References.....	14
5. Additional Information.....	14
C. Explanation of Work to be Performed.....	15
D. Cost.....	24

B. General Profile of Firm

1. Firm's Similar Experience

Michael Baker International, Inc. has provided professional consulting for cities, towns, state, and federal agencies for 75 years. Michael Baker is a full service planning, engineering, architecture, surveying, and construction management firm. Our planning division combines municipal and policy planning and design specialties to develop award winning general plans, land use plans, transportation plans, recreation plans, zoning ordinances, subdivision ordinances, and design guidelines.

The City needs an experienced and knowledgeable, multi-disciplined team to bring this Zoning Ordinance Update to fruition. Our team offers a collaboration of experienced planners, designers and engineers that will provide all the services necessary to successfully plan, design, and implement this project.

Project Delivery Philosophy

Community members are the true planning experts when it comes to their towns, cities, and neighborhoods. Michael Baker believes in the value of community involvement and the importance of local ownership. As part of this commitment, community involvement is at the foundation of our projects. Recognizing that different people participate best in different ways, we utilize a range of creative, one-of-a-kind, and engaging opportunities to provide community members a variety of ways to participate which will be comfortable for them and that will yield meaningful responses.

Michael Baker's proactive, spirited approach to building positive team relationships while maintaining the mutual respect of all parties has been paramount to our success. Maintaining open lines of communication with City staff, elected officials, stakeholders, and the general public fosters cooperative teamwork and will result in the resolution of critical issues in a timely manner as well as gain the support of the individuals who will be tasked with implementing the plan itself.

Michael Baker Arizona: Our team has a combined **41 years** of planning expertise and we have been **working together for 12 years**, providing clients:



REGULATORY DOCUMENTS

- »» Zoning Ordinances
- »» Comprehensive Development Codes
- »» Lighting Codes
- »» Parking Codes
- »» Sign Codes
- »» Subdivision Codes
- »» Property Maintenance Codes



POLICY LEVEL PLANNING

- »» Comprehensive Plans
- »» General Plans
- »» Policy Development
- »» Specific Plans
- »» Design Guidelines
- »» Annexation Plans
- »» Downtown Master Plans



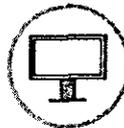
MUNICIPAL PLAN REVIEW AND STAFF SUPPORT SERVICES

- »» PAD Requests
- »» Zone Changes
- »» CUP's
- »» Water/waste Water Construction Drawings
- »» Design Guidelines
- »» Site Plan Review
- »» Subdivision Plans
- »» Grading & Drainage Plans
- »» Road Plans



OUTREACH AND PUBLIC ENGAGEMENT

- »» Workshops and charrettes
- »» Interactive Surveys
- »» Open Houses
- »» Focus Groups
- »» Web-Based Engagement
- »» Newsletters and Email Blasts



GEOGRAPHIC INFORMATION TECHNOLOGY

- »» Web-Based GIS and Mapping
- »» Needs Analyses
- »» System Planning
- »» Data Conversion
- »» User-Friendly Interface Design



MOBILITY PLANNING

- »» Travel Demands
- »» Land Use Patterns
- »» Connectivity Improvement
- »» "Green" Streets
- »» Planning, Evaluation, and Programming of Facilities



SUSTAINABLE DESIGN

- »» Sustainable Planning
- »» LEED Accreditations
- »» "Green" Plans
- »» Energy Conserving Designs
- »» Natural Resource Conservation
- »» Climate Action Plans



ENVIRONMENTAL PLANNING/DOCUMENTATION

- »» NEPA Environmental documents
- »» Clean Water Act, Clean Air Act, Endangered Species Act. etc.
- »» Technical Studies
- »» MS4 Compliance Report/ Monitoring

Michael Baker is well suited for the City's Zoning Ordinance Update project because we will bring you:

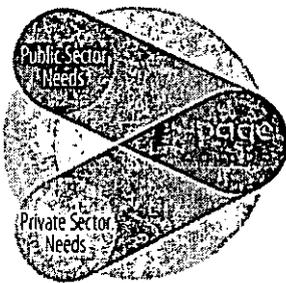
Extensive experience on similar projects for small, Arizona communities facing

Our team has successfully led zoning ordinance updates in Goodyear, Show Low, Florence, Safford, Chino Valley, Gilbert, and Somerton to name a few.

Cohesive Team & Experiences to Match the City's Needs

Our entire team has worked together on zoning ordinance updates (including stand-alone parking code and sign code updates), General Plan updates, design guideline documents and subdivision code updates for a wide variety of small, fast growing urban, suburban and rural communities for **12 years**. Each project represents a very successful examples of our high-quality work and ability to prepare documents that are legally defensible and politically adoptable and clearly reflective of the expressed needs of the client.

Comprehensive understanding of how to balance public sector needs and private sector interests



We have unparalleled, first hand "in the trenches" experience knowing the in's and out's of "both sides of the counter." Our Project Director, Kevin Kugler, has managed planning departments and administered zoning ordinances for some of the fastest growing cities in Arizona and the nation. Our entire team has a wide body of consulting experiences creating comprehensive zoning ordinance updates and numerous text amendments for public sector clients. These experiences are complimented by our insight in having represented private development interests throughout Arizona. Our collective experiences yield a deep and seasoned understanding of the diverse interests and issues that need to be balanced when undertaking a comprehensive zoning ordinance update.

Advanced outreach tools to engage the public in a cost effective manner

Michael Baker's team utilizes the latest in technology to engage the public in effective and meaningful ways. For example, the Michael Baker team will utilize state of the art **Interactive Audience Response Technology** during public meetings/open houses and with the City Council as needed. The **Interactive Audience Response Technology** allows audience participants to electronically "vote" in response to questions, preferences and visual preference surveys and immediately, in real time, witness the results for all in the room to see. Our experiences have shown that when the group can view the results in real time, we can focus the dialogue on the issues most important to the group, and avoid other issues that are not a priority. This technique allows us to streamline the discussion and essentially compress two meetings worth of data and dialogue into one meeting which will be a tremendous advantage to meeting the aggressive timeline and budget for the Zoning Ordinance Update. Our experiences have found this method of public participation to be extremely insightful and popular with participants.



Hand held polling device.

iPlanner



Michael Baker's team can also provide the City with remote access to our team on demand. The virtual planner or "**iPlanner**" concept uses an iPad device provided to the City with a simple sheet of instructions. During designated hours or set meeting times, staff members or the public can use the device to contact and speak to a team member located off-site, using real time video communications software.

GOODYEAR ZONING ORDINANCE UPDATE, City of Goodyear, Arizona



Michael Baker was retained by the City to work on various updates to the Goodyear Zoning Ordinance through incorporating Council approved text amendments. Working closely with City staff, our team completed separate work efforts for updating zoning ordinance provisions and development standards for permitted uses, detached residential structures, multi-family residential development standards, as well as park and open space requirements.

Project Team: Kevin Kugler, Matt Klyszeiko | Completed: 2005

The project examples detailed above are a small sample of our team's relevant project experience, which is further expanded in the table in Section B.5, found on page 15.

2. Office Location

Michael Baker opened its Arizona office over 30 years ago, and has been helping municipalities in the State plan, program, design, build, and maintain its infrastructure ever since. Our Phoenix office is located at:

2929 N. Central Avenue, Phoenix, AZ, 85012

Our local office has a total of over 80 staff members, including six planners and 29 licensed engineers, with planning and design specialties ranging from land use, public involvement, economic development, water resources, traffic and transportation, utilities, and facilities. In addition, we have over 6,000 employees in over 90 offices nationally and internationally that we can draw upon should the need arise.

Our team is dedicated to being responsive to the City's needs, and with the remote location, we offer several ways to bridge the gap, including the iPlanner service, teleconferencing, as well as setting up and maintaining a SharePoint secure internet site to share project files simultaneously.

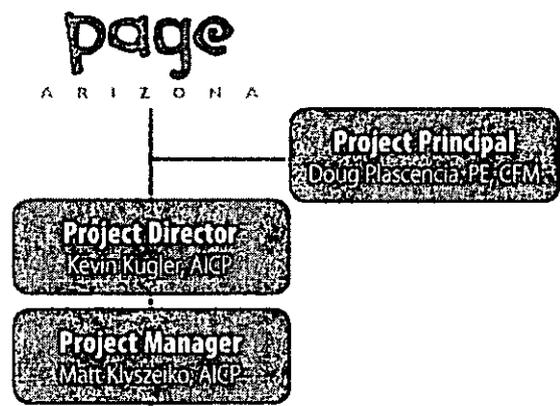
3. Resumes

Our team brings together outstanding capabilities through our team of qualified personnel, who are familiar with the City's requirements for this contract and are ready to begin work and will meet or exceed expectations. The following organizational chart shown illustrates our key team members and subconsultants.

For each key person assigned to this contract, resumes are included in the following section, which provide an in-depth review of their similar experience and qualifications.



Added Value: Michael Baker's plan for the **Town of Carefree Village Center**, which was awarded the **2015 Best Master Plan by the Arizona Chapter of the American Planning Association**, is an example of our successful experience working within small tourist based communities. This master plan combined the best in planning theory, economic development strategies, and new innovative ideas to define a revitalization program specific to Carefree's seasonal needs. We will apply this same dedication and creative thought to the development of the Page Zoning Ordinance Update.



Policy Planner
Matt Klyszeiko, AICP
Evan Fisher

Zoning Attorney
Edwin Bull
B&C

Mapping and GIS
Evan Fisher

Regional Regulatory Specialist
Pam Johns, AICP

Kevin Kugler, AICP

PROJECT DIRECTOR



Years Experience: 23
 Years with Michael Baker: 12
 Education: MS, Environmental Planning, Arizona State University (ASU); BS, Business Administration, ASU
 Registration: American Institute of Certified Planners #12996

General Qualifications

Kevin has extensive public and private sector planning experiences that encompass a wide array of planning projects, including direct management, oversight; and creation of zoning ordinances, subdivision code updates, General Plans, transportation corridor studies and master plans, rules of development, design concept reports, master planned communities, public meeting facilitation, residential subdivision platting, and design guidelines.

His work experience includes 12 years with the Cities of Phoenix, Show Low and Goodyear, Arizona. As the Planning Director for one of Arizona's fastest growing cities, Kevin has an in-depth understanding of the management and regulatory needs associated with the creation and implementation of zoning ordinances, subdivision standards/regulations, general plans, and design guidelines. Kevin is also highly regarded for his public engagement skills and is currently a preferred public involvement vendor at ADOT.

Relevant Experience

City of Somerton Zoning Ordinance, Somerton, AZ. Principal-in-Charge. Responsible for overall project oversight. Michael Baker is currently finalizing a comprehensive update to the Somerton Zoning Code and Subdivision Ordinance. Tasks included reorganizing existing zoning code provisions; introducing new uses and definitions; assembling dimensional and development standards into tables and graphically illustrating them; adding new provisions to implement State mandates; simplifying permitting procedures; and reformatting the document to improve readability. This project required the implementation of a broad city review and public involvement process.

Cocopah Indian Tribe Land Development and Procedure Code, Cocopah Reservation, AZ. Project Director. Michael Baker was retained by the Cocopah Indian Tribe to assist in the creation of their very first Development Code. This original document identifies and develops methods and procedures to provide for the social, physical, and economic advantages that arose from the comprehensive and orderly planned use of land resources. This project assisted the Tribe in creating land development procedures, standards, and guidance to ensure that the integrity of the Cocopah Tribe and its native culture, values, and preferences are maintained while also providing appropriate economic and technical consideration for the potential use and/or development of Tribal land resources in today's economy.

Town of Chino Valley Zoning Code Update, Chino Valley, AZ. Principle-in-Charge. Michael Baker provided comprehensive redrafting of the Town's Zoning and Subdivision Codes as well as coordinating with Town staff regarding the updating of applicable zoning maps. The updated Code documents allowed for the orderly implementation of the Town's General Plan and provided clear direction to the development community and the general public.

City of Goodyear Zoning Ordinance Updates, Goodyear, AZ. Prior to joining Michael Baker, Kevin served as the City's Project Planner and Project Manager for various updates to the Goodyear Zoning Ordinance. Under his supervision, Kevin guided separate work efforts for updating zoning ordinance provisions and development standards for detached residential structures, parking space allocations, landscape planting details, multi-family residential development standards, adding residential zoning districts to compliment current development practices, wall and fence designs, park and open space requirements, etc. He facilitated the crafting of the ordinance language, guiding and negotiating input from property owners, zoning attorneys and stakeholders and presentations to Planning Commission and City Council for adoption of these respective updates.

Kevin Kugler, AICP

PROJECT DIRECTOR

Town of Florence Zoning Code Update, Florence, AZ. Project Manager. Provided professional consultant services to the Town of Florence to update the Town's Zoning Code to accommodate the current rapid growth and to prepare for future growth. Services included the incorporation of two new chapters in the Code and the reformatting of the old Code to make the zoning ordinance more user-friendly.

Town of Gilbert Zoning Ordinance Enhancements, Gilbert, AZ. Project Manager. Provided supplemental definitions and graphic content to provide greater clarity and user friendly zoning language to the Gilbert Zoning Ordinance. Having previously received many complaints about the confusing and uncertain nature of many key development standards, Kevin assisted the Town by providing alternative language, enhanced definitions and graphic vignettes to illustratively convey the image of the zoning term being described.

City of Casa Grande Zoning and Subdivision Code Update, Casa Grande, AZ. Project Manager. Assisted this rapidly growing community with a comprehensive evaluation, update, mapping and implementation plan for the City of Casa Grande Zoning and Subdivision Ordinance revisions. The project included the evaluation of the existing zoning districts, development regulations, platting requirements and policies/procedures.

City Center Gateway Overlay District, Goodyear, AZ. Prior to joining Michael Baker, Kevin supervised the creation of this zoning overlay district for properties within a strategically significant 2-mile commercial corridor linking I-10 to the city center in the City of Goodyear. The overlay district provided a specific list of desired uses, parking standards, right-of-way hardscape and softscape standards, and performance-based site and building design regulations designed to promote high quality development in this area.

City of Show Low Zoning Ordinance and Subdivision Regulations Update, Show Low, AZ. Prior to joining Michael Baker, Kevin was the City's project manager for the comprehensive update to the City's Zoning Ordinance. The update included the creation of new commercial and industrial zoning districts, downtown zoning, new signage, contentious non-conforming use regulations, parking regulations and numerous development standards and procedural requirements.

City of Phoenix Sexually Oriented Businesses, General Provisions and Zoning Map Updates, Phoenix, AZ. Prior to joining Michael Baker, Kevin worked as a staff team member in the development of the Valley's first SOB ordinance. He conducted staff research, field study, drafting of code language and assisted in the adoption process.

Carefree Village Center Master Plan, Town of Carefree. Kevin served as the Project Director, assisting the Town with plan development and public involvement in the development of actionable implementation tasks. Tasks include enhancing branding, mobility, urban design, public spaces, organization and promotion amongst the retailers and business owners and economic restructuring of the Carefree Town Center.

Scottsdale General Plan Update, City of Scottsdale. Kevin has assisted in the facilitation of task force meetings and led the development and participation in community open houses for the City's ongoing General Plan Update planning process. Tasks have included strategizing and developing materials and techniques to provide notification to a broad constituency of citizens including workshops and discussions, open house series, focus groups, community presentations, social media, and other promotional materials for public consumption.

Surprise General Plan Update, City of Surprise. Kevin assisted in planning efforts for the City's General Plan Update. Michael Baker worked with city leaders to solicit citizen input; coordinate with other neighboring cities; and establish short-, medium-, and long-term goals that will mold Surprise into a well-rounded community where residents love to live, work, and play. The fast-track project entailed updating and revising the general plan in order to quickly establish sound goals and policy objectives to guide the city's growth. Michael Baker developed a coordinated overall framework that fit with existing development, yet was flexible, to manage this growth and to guide infrastructure and economic development throughout the city for the next 15 to 20 years. Following completion of the plan, Michael Baker continued working with the city to develop area plan updates used to fine tune the general plan by more precisely defining and balancing the city's needs for commercial, infrastructure, recreation, and transportation improvements driven by the current and future influx of residents.

Matt Klyszeiko, AICP

PROJECT MANAGER/
POLICY PLANNER



Years Experience: 15
Years with Michael Baker: 11
Education: BS, Urban Planning, ASU
Registration:
American Institute of Certified Planners #020529

General Qualifications

Matt offers over 15 years of planning experience with an emphasis in land use planning, land entitlement, and public involvement. As Senior Planner for the Somerton General Plan and the Upcoming Somerton Transportation Plan, Matt has an exceptional understanding of the Somerton Community. This understanding is complimented by a strong background developing General Plans, Zoning Ordinances, Design Standards, and Transportation Plans. He has been involved in a variety of projects throughout the State of Arizona, from small rural communities to larger urban cities, giving him a broad background in current planning theory and practice.

Relevant Experience

City of Somerton Zoning Ordinance, Somerton, AZ. Project Manager. Funded through a CDBG Grant, the project focused on "Re-Envisioning" Somerton by helping to guide development over the next 20-25 years. The project incorporated an extensive public involvement effort that included interviews with community leaders, steering committee members, and City staff; organizing many public workshops that incorporated interactive audience response technology and "Somerton the Board Game" design activities; conducting youth design workshops and surveys; as well as implementing newspaper articles and public ad campaign. To accommodate the City's diverse population, all public involvement services and materials were provided in both English and Spanish. The final work effort included updating all the existing elements of the General Plan, revision of the land use plan, and establishing a comprehensive implementation plan.

Town of Florence Zoning Code Update, Florence, AZ. Planner. Michael Baker assisted on updating their Zoning Code to accommodate the current rapid growth and to prepare for future growth. Services included the incorporation of two new chapters in the Code and the reformatting of the old Code to make the zoning ordinance more user-friendly.

City Of Goodyear Zoning Ordinance Update, Goodyear, AZ. Planner. Worked on various updates to the Goodyear Zoning Ordinance, incorporating council-approved text amendments. Coordinating closely with city staff, he completed separate work efforts for updating zoning ordinance provisions and development standards for permitted uses, detached residential structures, multifamily residential development standards, and park and open space requirements.

Town of Chino Valley Zoning Code Update, Chino Valley, AZ. Planner. Michael Baker provided comprehensive redrafting of the Town's Zoning and Subdivision Codes as well as coordinating with Town staff regarding the updating of applicable zoning maps. The updated Code documents allowed for the orderly implementation of the Town's General Plan and provided clear direction to the development community and the general public.

Cocopah Indian Tribe Land Development and Procedure Code, Cocopah Reservation, AZ. Project Manager. Michael Baker was retained by the Cocopah Indian Tribe to assist in the creation of their very first Development Code. This original document identifies and develops methods and procedures to provide for the social, physical, and economic advantages that arose from the comprehensive and orderly planned use of land resources. This project assisted the Tribe in creating land development procedures, standards, and guidance to ensure that the integrity of the Cocopah Tribe and its native culture, values, and preferences are maintained while also providing appropriate economic and technical consideration for the potential use and/or development of Tribal land resources in today's economy.

Carefree Village Center Master Plan, Town of Carefree. Matt served as Project Manager for this comprehensive downtown revitalization effort. This project focused on improving the vibrancy of this small town core by enhancing four key elements: Design, Economics, Promotion, and Organization. Following the completion of an extensive Town Center assessment that included stakeholder interviews, Council work sessions, and design charrettes, the project is now formulating specific project recommendations that will be implemented over near and long term periods.

Evan Fisher

POLICY PLANNER & GIS TECHNICIAN



Years Experience: 3
 Years with Michael Baker: 3
 Education: BS, Urban Planning and GIS,
 Arizona State University

General Qualifications

Evan has three years of project planning experience that is complimented by an additional two years of technical practice working with graphic design and data-based software applications. He has completed complex work assignments related to land use planning, multi-modal transportation planning, public involvement, and technical research. His experience includes:

- Graphic design and technical support for the completion of dozens of public policy documents including, general plans, specific area plans, and zoning codes for communities throughout Arizona.
- Advanced education in technical planning software including ESRI, Adobe, and AutoCAD applications.
- Supported the development, promotion, and facilitation of multiple public outreach efforts, including lead content publisher for the award winning Carefree Village Center Master Plan Community Workshop series.

Relevant Experience

City of Somerton Zoning Ordinance, Somerton, AZ. GIS/Planner. Funded through a CDBG Grant, the project focused on "Re-Envisioning" Somerton by helping to guide development over the next 20 -25 years. The project incorporated an extensive public involvement effort that included interviews with community leaders, steering committee members, and City staff; organizing many public workshops that incorporated interactive audience response technology and "Somerton the Board Game" design activities; conducting youth design workshops and surveys; as well as implementing newspaper articles and public ad campaign. To accommodate the City's diverse population, all public involvement services and materials were provided in both English and Spanish. The final work effort included updating all the existing elements of the General Plan, revision of the land use plan, and establishing a comprehensive implementation plan.

Cocopah Indian Tribe Land Development and Procedure Code, Cocopah Reservation, AZ. GIS/Planner. Michael Baker was retained by the Cocopah Indian Tribe to assist in the creation of their very first Development Code. This original document identifies and develops methods and procedures to provide for the social, physical, and economic advantages that arose from the comprehensive and orderly planned use of land resources. This project assisted the Tribe in creating land development procedures, standards, and guidance to ensure that the integrity of the Cocopah Tribe and its native culture, values, and preferences are maintained while also providing appropriate economic and technical consideration for the potential use and/or development of Tribal land resources in today's economy.

Carefree Village Center Master Plan, Town of Carefree. GIS/Planner. This project focused on improving the vibrancy of this small town core by enhancing four key elements: design, economics, promotion, and organization. Following the completion of an extensive Town Center assessment that included stakeholder interviews, Council work sessions, and design charrettes, the project is now formulating specific project recommendations that will be implemented over near and long term periods.

Surprise General Plan Update, City of Surprise. GIS/Planner. Michael Baker worked with city leaders to solicit citizen input; coordinate with other neighboring cities; and establish short-, medium-, and long-term goals that will mold Surprise into a well-rounded community where residents love to live, work, and play. The fast-track project entailed updating and revising the general plan in order to quickly establish sound goals and policy objectives to guide the city's growth. Michael Baker developed a coordinated overall framework that fit with existing development, yet was flexible, to manage this growth and to guide infrastructure and economic development throughout the city for the next 15 to 20 years. Following completion of the plan, Michael Baker continued working with the city to develop area plan updates used to fine tune the general plan by more precisely defining and balancing the city's needs for commercial, infrastructure, recreation, and transportation improvements driven by the current and future influx of residents.

Edwin Bull (*Burch & Cracchiolo*)

ZONING ATTORNEY



Years Experience: 33

Years with B&P: 33

Education: JD, Arizona State University

BA, University of Nebraska at Lincoln

Registration: Certified Specialist in Real Estate Law,

Arizona Board of Legal Specialization

State Bar of Arizona

Maricopa County Bar Association

General Qualifications

Ed is Burch & Cracchiolo's President, has practiced law for more than 30 years, and is a peer review rated AV+ Preeminent attorney who has been recognized by *Best Lawyers in America* every year since 2003, and was recently named the 2014 Best Lawyers "Lawyer of the Year"-Phoenix in Land Use and Zoning Law.

Ed is the senior member among the firms' zoning and real estate attorneys. Certified as a Real Estate Specialist by the State Bar of Arizona, his practice involves the full range of real estate entitlements including zoning, general plan amendments, specific area plan approvals and amendments, interpretations, variances, use permits, subdivision and site plan approvals, annexation, development agreements, construction permits, development impact fees, real estate transactions, right-of-way abandonments and other development related matters. Ed's practice also involves various administrative processes, eminent domain, and due diligence for potential purchasers of real estate.

Over the past 25 years, Ed has worked on development projects ranging in size from under one acre to nearly 20,000 acres. The diverse types of commercial residential and industrial development projects include for example: mixed-use master plans, PADs and PCDs, regional malls, retail centers, office developments, industrial developments, multi-family communities, single family subdivisions, automotive dealerships, churches, private and charter schools, electrical power plants, in-fill developments, service stations, truck travel centers, storage facilities, and other developments.

Representative Engagements

Quarterbacked hundreds of land use entitlements teams in obtaining the zoning and other approvals needed for numerous PADs, PCDs and mixed use developments, two regional shopping malls, several retail power centers and neighborhood shopping centers, office developments, industrial developments, single-family subdivisions, multi-family communities, mega-churches, electrical power plants, and other developments.

Often plays a key role in communications among developers, multi-disciplined staffs, and government officials to achieve solutions needed to break impasses, obtain permits, commence construction, and achieve occupancy.

Served as lead counsel on numerous development agreements.

Regularly facilitates communications between developers and concerned neighbors with the goal of providing information, addressing concerns, and resolving or mitigating opposition prior to public hearings.

Often leads or participates in due diligence for potential purchasers of raw land and partially improved or fully improved real property.

Honors & Awards

Selected, *Best Lawyers in America*, 2014 Lawyer of the Year, Phoenix, Land Use and Zoning Law

Selected, *Best Layers in America*

Land Use and Zoning Law 2003-2014 editions

Real Estate Law 2003-2014 editions

Pamela Johns, AICP

REGIONAL REGULATORY SPECIALIST



Years Experience: 22
 Years with Michael Baker: 14
 Education: BS, City and Regional Planning, California Polytechnic State University, San Luis Obispo
 Urban Design Program, Czech Technical University, Prague, Czechoslovakia

General Qualifications

Pam is a senior planner with Michael Baker International responsible for planning, design, and facilitation services. She has 22 years of progressively responsible experience in planning and project management in both the public and private sectors. Her primary responsibilities include management and preparation of policy and regulatory planning documents (general plans and zoning codes); urban design projects (specific plans and master plans), public outreach and meeting facilitation, and implementation programs. Pam possesses a unique combination of strong technical, analytical, organizational, and communication skills.

City of Atherton, Zoning Code Update. Project Manager. Managed the comprehensive update of the City's Zoning Code, including reorganization, new administration procedures, new provisions for infill and redevelopment, and clarification of provisions throughout with liberal use of graphics and illustrations.

El Dorado County, Sign Code Amendments. Project Manager. Prepare a comprehensive update to the County's Sign Code.

City of Elk Grove, Zoning Code Update. Project Manager. Responsible for development of the first Comprehensive Zoning Code for the newly incorporated city to implement the General Plan and establish innovative and flexible zoning provisions.

City of Folsom, Zoning Code Update. Senior Planner. Authored and managed a comprehensive Zoning Code update (Planning Commission Draft not adopted).

City of La Habra, Zoning Code Update. Project Manager. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of La Mirada, Zoning Code Update. Senior Planner. Responsible for organizing and writing the comprehensive update of the City's Zoning Code.

City of Napa, Sign Code Amendments. Project Manager. Prepared a comprehensive update to the City's Sign Code.

City of Patterson, Zoning Code Update. Project Director. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of Pinole, Zoning Code Update. Project Manager. Responsible for the comprehensive update to the City's Zoning Code, including the development of form-based zoning provisions for the city's central core area.

City of Rancho Cordova, Zoning Code Update. Project Manager. Responsible for the development of the City's first Zoning Code, including the development of form-based zoning provisions and an interactive Zoning Code and Map.

City of Rancho Cucamonga, Development Code Update. Project Manager. Responsible for the comprehensive update of the City's Development Code and Zoning Map.

City of San Pablo, Zoning Code Update. Project Manager. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of Huntington Beach, General Plan Update. Project Director. Provided oversight and quality assurance for the comprehensive update to the Huntington Beach General Plan update.

Pamela Johns, AICP

REGIONAL REGULATORY SPECIALIST



Years Experience: 22
 Years with Michael Baker: 14
 Education: BS, City and Regional Planning, California
 Polytechnic State University, San Luis Obispo
 Urban Design Program, Czech Technical University,
 Prague, Czechoslovakia

General Qualifications

Pam is a senior planner with Michael Baker International responsible for planning, design, and facilitation services. She has 22 years of progressively responsible experience in planning and project management in both the public and private sectors. Her primary responsibilities include management and preparation of policy and regulatory planning documents (general plans and zoning codes), urban design projects (specific plans and master plans), public outreach and meeting facilitation, and implementation programs. Pam possesses a unique combination of strong technical, analytical, organizational, and communication skills.

City of Atherton, Zoning Code Update. Project Manager. Managed the comprehensive update of the City's Zoning Code, including reorganization, new administration procedures, new provisions for infill and redevelopment, and clarification of provisions throughout with liberal use of graphics and illustrations.

El Dorado County, Sign Code Amendments. Project Manager. Prepare a comprehensive update to the County's Sign Code.

City of Elk Grove, Zoning Code Update. Project Manager. Responsible for development of the first Comprehensive Zoning Code for the newly incorporated city to implement the General Plan and establish innovative and flexible zoning provisions.

City of Folsom, Zoning Code Update. Senior Planner. Authored and managed a comprehensive Zoning Code update (Planning Commission Draft not adopted).

City of La Habra, Zoning Code Update. Project Manager. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of La Mirada, Zoning Code Update. Senior Planner. Responsible for organizing and writing the comprehensive update of the City's Zoning Code.

City of Napa, Sign Code Amendments. Project Manager. Prepared a comprehensive update to the City's Sign Code.

City of Patterson, Zoning Code Update. Project Director. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of Pinole, Zoning Code Update. Project Manager. Responsible for the comprehensive update to the City's Zoning Code, including the development of form-based zoning provisions for the city's central core area.

City of Rancho Cordova, Zoning Code Update. Project Manager. Responsible for the development of the City's first Zoning Code, including the development of form-based zoning provisions and an interactive Zoning Code and Map.

City of Rancho Cucamonga, Development Code Update. Project Manager. Responsible for the comprehensive update of the City's Development Code and Zoning Map.

City of San Pablo, Zoning Code Update. Project Manager. Responsible for the comprehensive update of the City's Zoning Code and Zoning Map.

City of Huntington Beach, General Plan Update. Project Director. Provided oversight and quality assurance for the comprehensive update to the Huntington Beach General Plan update.

4. References

Michael Baker prides ourselves on building long lasting relationships with our clients, and we are proud to have you contact our clients about our past work.

Carmen Juarez
Community Development Director
Town of Somerton, Arizona
928.722.7370
carmenj@cityofsomerton.com

Omar Heredia
Assistant Planner
Cocopah Indian Tribe
928.722.7425
oheredia@cocopah.com

Gary Neiss
Town Administrator
Town of Carefree, Arizona
480.488.3686
gary@carefree.org

Harvey Krauss
City of Eloy Manager (former Goodyear
Community Development Director)
520.466.3201
hkruass@ci.elay.arizona.gov

5. Additional Information

The Michael Baker team has extensive experience providing zoning updates to communities throughout Arizona as well as nationwide, and further illustrated in the table below. This will benefit the City because we know what zoning policy updates will provide the results the City is looking for with this project, and we will guide you on the most effective outreach efforts that will still maintain your budget and give you valuable results.

LIST OF PROJECT TEAM'S SIMILAR PROJECT EXAMPLES

	Graphics to Support Zoning Concepts	Zoning Ordinance and/or Subdivision Regulations	Detailed Codification Process	Coordination with General Plan	Coordination with Local Stakeholders
Somerton Zoning Code and Subdivision Regulation Update, City of Somerton, AZ	✓	✓	✓	✓	✓
Cocopah Indian Tribe Land Development and Procedure Code, Cocopah Reservation, AZ	✓				
Chino Valley Zoning Code Update, Chino Valley, AZ	✓	✓	✓	✓	✓
Gilbert Zoning Ordinance Enhancements, Town of Gilbert, AZ	✓	✓			✓
Show Low Zoning Ordinance & Subdivision Regulations Update, City of Show Low, AZ*	✓	✓	✓	✓	✓
Casa Grande Zoning and Subdivision Code Updates, City of Casa Grande, AZ	✓	✓	✓	✓	✓
Phoenix Sexually Oriented Businesses, General Provisions & Zoning Map Updates, City of Phoenix, AZ*	✓	✓		✓	✓
Goodyear Zoning Ordinance & Design Guidelines Update, City of Goodyear, AZ	✓	✓	✓		
Chino Valley Zoning Ordinance, Town of Chino Valley, AZ	✓	✓	✓	✓	✓
San Jacinto Zoning Code Update, City of San Jacinto, CA		✓			✓
Stanton Zoning Code, City of Stanton, CA	✓	✓	✓	✓	✓
Newport Beach Zoning Code Update, City of Newport Beach, CA	✓	✓			✓
Goodyear Large Retail User (i.e. "Big Box) Ordinance, City of Goodyear, AZ*	✓	✓	✓	✓	✓
Florence Zoning Ordinance Update, Town of Florence, AZ	✓	✓	✓	✓	✓
Safford Planned Area Development Ordinance, City of Safford, AZ		✓		✓	✓
Surprise General Plan Update with Zoning Ordinance recommendations for update/implementation, City of Surprise, AZ		✓		✓	✓
Queen Creek Zoning Ordinance Review, Town of Queen Creek, AZ	✓	✓			✓
Carefree Village Master Plan Update, Town of Carefree, AZ	✓	✓		✓	✓

* Projects completed by team prior to joining Michael Baker

C. Explanation of Work to be Performed

Project Understanding

While the request for proposal (RFP) describes Page's project objectives, the Michael Baker teams' understanding of this project goes deeper than what is outlined in the RFP. The current zoning ordinance is antiquated (last updated in 2001) and does not contain the specific provisions that reflect the type of development that has been occurring in the City over the last several years. Periodic and piecemeal revisions over the years have resulted in creating a conflicting set of zoning regulations that are counter-productive to the community's growth aspirations and not supportive of the tourism marketplace that has continually gained traction in the City over the years.

Creating a balance between the desires of residents and the needs of the tourism industry that is so vital to Page's economy is also an ongoing challenge within the City. The recently completed 2014-2015 Page tourism survey showcases the composition and importance of tourism in Page and can and should be used to help guide discussion topics with Task Force members and the community at large to ensure that the relationship between the code, tourism oriented development, and residents is firmly understood.

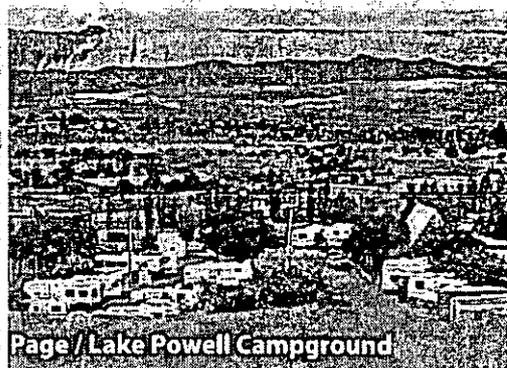
In our recent review of the existing zoning ordinance and discussions with individuals familiar with the application of the code in recent years, the antiquated nature of the code creates confusion and/or conflicting regulations that limit staff's ability to offer flexibility and rational administration of the code in many ways. The RFP notes that many common permitted uses require a conditional use permit.

One specific example of this is the evaluation of permitted and conditional uses in the service commercial (SC) zoning district. It just so happens that the SC district is the predominant zoning district located along the north side of Haul Road where many of the existing boat repair and service businesses are located. Boat sales, repair, and services are a key component because recreational boating is a central focus of Page's tourism.

Under the current zoning regulations specific to the SC district, "auto/boat service stations" are a permitted use in the SC district. However, "outdoor storage", "outdoor display", "detailing" and "small engine repair" are all identified as needing a conditional use permit (CUP) in the permitted use table in section four of the Zoning Ordinance. Outdoor storage, display, detailing and small engine repair are all activities that are expected to be routine operational characteristics of a boat service station. The requirement of a CUP creates conflict and confusion when the underlying "boat service station" is identified as an appropriate permitted use. Conflicting ordinance provisions such as these create confusion and frustration for staff and potential applicants alike.

Often times many auto and boat repair service centers prefer to maintain a small, on-site "watchmans quarters" to maintain 24-hour security over the valuable boat and automobile inventory being sold and/or repaired. The watchmans quarters is a typical function that is often complimentary to these businesses, but the current code requirement that the "watchmans quarters" requires a CUP has been the source of frustration for some business owners in the past.

The RFP also speaks to the fact that the Zoning Ordinance Update process will likely address the desire and/or appropriateness of a "dark sky" ordinance in Page. This issue has been particularly important to a few residents that live in the Page-Lake Powell Mobile Home Village just north of the service commercial businesses located along Haul Road. Many of the existing boat repair/service businesses located along Haul Road were in existence prior to the construction and residential occupancy of the Page-Lake Powell Mobile Home Village. However, some residents of the mobile home village have complained about the brightness or the outdoor lighting at these boat service businesses. The boat service centers need the outdoor lighting for security purposes as they store expensive boats overnight during normal repair activities. While there are provisions in section seven of the City's zoning ordinance that require shields and cut offs, there are



Page / Lake Powell Campground



Page / Lake Powell Hot Air Balloon Regatta

additional lighting design, wattage and location criteria that can be enhanced to minimize this ongoing issue in the City.

There are numerous "project goals" highlighted in the RFP - too numerous to respond to each in the context of this proposal. We do concur with the observation that there are currently too many planned development districts (seven) and residential districts (nine) that we believe can benefit from a reduction in the number of these districts that will enhance the administration and application of these districts. In fact, one or two planned development district categories is likely sufficient for application in Page. Our team will draw from our extensive experiences in working in large cities and small towns (for example Show Low with a tourism focus) to successfully develop a updated zoning ordinance that is functional, practical, and easier to administer and navigate.

The current zoning ordinance is somewhat difficult to navigate for experienced and inexperienced users alike. The current code must become more streamlined, user-friendly, and visually appealing. Graphics will be placed throughout the updated zoning ordinance where they assist users in visualizing the meaning and applicability of development standards, or otherwise improve understanding or ease of use.

The City is not looking for a form-based code, but wants a modern, progressive code that also maintains some flexibility, but also consistency of processes and predictability of requirements. As development activity is continually on the rise the City desires to undertake a collaborative process with key stakeholders, add graphics to explain specific concepts, update CUP and variance procedures and overall, make the modernized zoning ordinance more stream-lined and easy to read.

The code enforcement arena continues to be a challenge for the City - this update will need to prescribe a clear, concise and enforceable set of citation, prosecution and case management processes and procedures to enhance the consistency and predictability of this process and reduce the number of complaints to City Council that previously has led to friction between Council and staff.

SCOPE OF WORK

The Michael Baker team presents a work plan based on our current understanding of the City's needs and our experience with other similar projects. However, we recognize that we may be unaware of some specific aspects of this particular project and as such we can revise the work plan wherever necessary to more accurately meet the City's needs.

PHASE 1: REFINE PROJECT WORK PLAN & PREPARE THE PUBLIC PARTICIPATION & COMMUNICATIONS PLAN

TASK 1.1 Project initiation and scope refinement meeting

Utilizing our iPad technology or by phone conference, Michael Baker will initially meet with the City Project Manager, other select City staff and any elected officials (if directed by staff) to discuss the Zoning Ordinance Update work plan and understand from the City's viewpoint what stays, goes, or needs updating and why. In this meeting we will:

- ▶ Identify all pertinent City documents, policies and other regulatory documents
- ▶ Review previously identified and explore additional City objectives for the Zoning Ordinance Update
- ▶ Discuss the current electronic file and status of the zoning map update needs
- ▶ Review the general inventory of perceived weaknesses and issues associated with the current zoning ordinance. This part of the discussion will focus on gaining a working familiarity

We do award winning plans for small, Arizona communities!



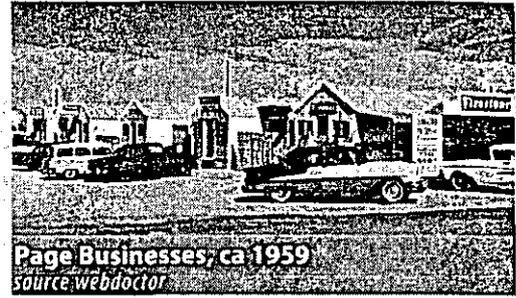
AZAPA 2015 Master Plan Award for Carefree Master Plan
 (L-R) Stacey Bridge-Denzak (Carefree Town Planner); Les Peterson (Mayor of Carefree); Matt Klyszeiko; Kevin Kugler and Evan Fisher



Page under construction ca 1858
 source: webdoctor

with the specific problems identified in the RFP as well as any other shortcomings in the substantive and procedural provisions of the current zoning ordinance.

- ▶ Discuss City land use, design and economic development-related preferences and how those influence the Zoning Ordinance Update.
- ▶ Explore potential outreach methods and opportunities to assist in preparation of Task 1.2.
- ▶ Discuss in what manner the City would like to see the code adopted. The Michael Baker team will offer suggestions for this process.
- ▶ Refine and detail the project scope, budget, and schedule, if necessary



Details obtained from this meeting will aide and inform the development of the community immersion process outlined in Phase 2.

TASK 1.2 Prepare a public participation and communications plan

The Michael Baker team will prepare a brief public participation plan (PPP) that will detail the strategies and tools for informing the public through the life of the project as well as eliciting meaningful input from community members. The PPP will establish communication goals, key messages, timeline, project milestones, where public engagement is targeted, Michael Baker and City staff roles and responsibilities, identify key project stakeholders, and levels of participation for each outreach event. The PPP is a fluid document, which can be revisited periodically, allowing for mid-project adjustments when necessary.

With the benefit of staff comments received during Task 1.1, we will also outline specialized outreach methods within the PPP that will maximize public involvement. Preliminary efforts may include posting on social media outlets or coordinating with the Lake Powell Chronicle and LakePowellLife.com, providing meetings-in-a-box exercises to reach out to local groups/organizations, conducting online surveys, or preparing mobile information booths for display at public events.

TASK 1.3 Develop zoning ordinance update taskforce contact list

Michael Baker will work with City staff to define a project Task Force to assist the team throughout the life of the project. It is recommended that this Task Force be comprised of select individuals and/or group representatives identified by the City's project manager as key stakeholders within the community (i.e. neighborhood groups, local builder groups, community representatives, major property owners, developers and employers, etc.). Due to their significance within the community or their enhanced familiarity with the content and impacts of zoning ordinance provisions, these Task Force members will be vital to assisting the project team in reviewing and drafting the Zoning Ordinance Update.

PHASE 2 & PHASE 3: PROJECT ORIENTATION & ISSUE IDENTIFICATION

The desired scope of work relative to the identified project budget and timeline requires a creative approach to achieving a successful project outcome. Michael Baker proposes the implementation of an intensive one-day "Community Immersion" process, where two Baker Team members will work directly in Page and alongside staff and community members to gain a clear insight into the needs of the City. This immersive process helps to quickly build relationships with key project stakeholders, while also compressing necessary project tasks (that often span months) into a more efficient and economical timeline.

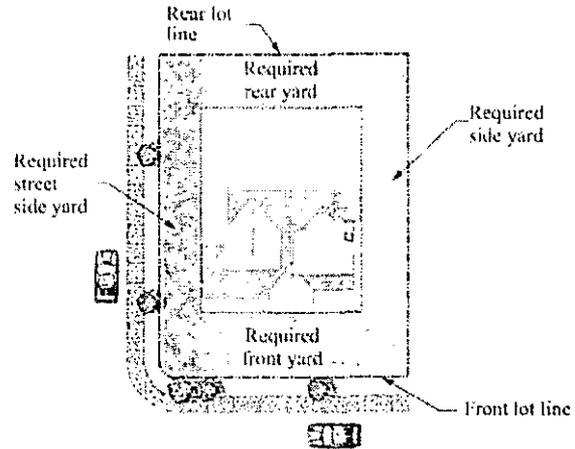
Added Value: To achieve a successful outcome, the consultant team must have an in-depth understanding of the City's expectations and objectives for the Zoning Ordinance Update before any drafting begins. The Michael Baker Team utilizes a "Community Immersion" process where members of the team embed themselves within the community to conduct a series of discussions with the City Project Manager, City Manager, other key City staff members, and the larger community in order to fully define the content and format of the Zoning Ordinance Update.

TASK 2.1 *Cursory review and familiarity with Page zoning ordinance*

Building upon our initial review already conducted, we will conduct a preliminary review of the existing zoning ordinance to establish a baseline familiarity of the current ordinance prior to the community immersion process. Areas of particular concern or interest will be identified in Task 1.1 to focus our attention on these areas of community interest. City staff will provide an electronic copy of the current zoning ordinance to the Michael Baker team in advance.

TASK 2.2 *Zoning ordinance update staff summit (morning)*

Michael Baker will facilitate an "all hands" interactive discussion with City-designated staff and/or other stakeholders (as directed by staff) to gain an understanding on how they interact with the code and learn how the existing zoning districts; entitlement, CUP and variance processes; treatment of non-conforming uses and code enforcement; and the particular areas of interest explained in the RFP (parking and commercial driveways, lighting – dark sky or not – signage, home occupations, winery/brewery, etc.) could be improved from their perspective. We will present and discuss preliminary thoughts pertaining to what works and what doesn't, identify what changes, modifications or new policies would improve the issues identified and ultimately determine a clear staff view of what information requires the greatest level of attention.



Sample graphic from previous Michael Baker project experience

The intent is to obtain City staff's perspective of the issues concerning the code and to identify how the zoning ordinance Update can better assist them in their duties. Potential data resources, including documents, plans, studies, programs, etc., not previously provided, will be identified and provided by City staff following the summit.

TASK 2.3 *Conduce field reconnaissance (late morning)*

A field tour of Page will be conducted by City staff with Michael Baker. We will collaborate with the City to prepare an itinerary that addresses pertinent land use, site design, signage, non-conforming uses and other characteristics of the City that represent the identified issues to be addressed in the zoning ordinance Update process. City staff will plan the logistics for the tour.

TASK 2.4 *Key stakeholder one-on-one meetings (afternoon)*

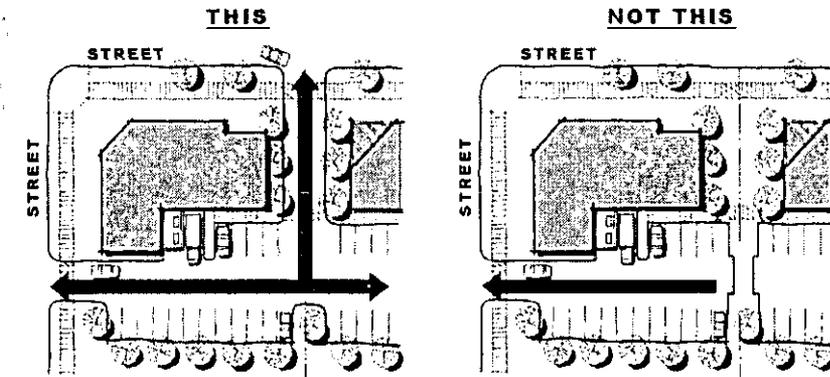
We have found through the successful completion of several Zoning Ordinance update efforts that early one-on-one meetings with key stakeholders - elected officials, Planning Commission members, Task Force members, committee and Commission members, select business owners and large landowners, allows for a more candid, thought provoking conversation than an initial group conversation. Therefore, Michael Baker recommends conducting a thorough stakeholder analysis that includes one-on-one interviews with up to 10 staff-identified project stakeholders. Michael Baker will review topics of interest with each stakeholder individually and identify perceived strengths and weaknesses of the zoning ordinance, their respective priorities and project objectives and issues for the Zoning Ordinance Update process.

TASK 2.5 *Planning and Zoning Commission workshop (late afternoon)*

We will collaborate with City staff to conduct a workshop with the Planning Commission and/or task force members to solicit their perception of the ordinance strengths and weaknesses; as well as their ideas, considerations and objectives for the Zoning Ordinance Update. A brief PowerPoint presentation to provide an overview of the process and project schedule highlighting key steps and milestone deliverables will be provided, followed by engaging exercises to elicit desired feedback in a fun and thought provoking way. If staff so chooses, this meeting could be conducted as a Joint City Council/ Planning Commission workshop.

TASK 2.6 Community open house and workshop #1 (evening)

It is important to provide the Page community – those who are affected by policy actions – an opportunity to participate in the Zoning Ordinance Update process. There are several key goals of this kick-off community workshop. In addition to introducing the overall project to the community, the workshop will engage the community to solicit their input and desires for the update of the zoning ordinance. The information gained as part of this workshop will help to validate all of the background data obtained from Tasks 2.2 through 2.5.



Sample graphic from previous Michael Baker project experience.

Due to the technical nature of the zoning code, Michael Baker has learned that zoning related community outreach efforts are most productive when detailed issues are synthesized into broader scenarios that allow community members to more easily understand and respond to. As a result, we will utilize a multi-media presentation and interactive exercises (e.g. hand help polling devices, Post-It Note exercises, etc.) to present different community and development scenarios and obtain community feedback. Our team will develop an agenda, sign in sheets, and produce all handouts and comment sheets to be used. We will also prepare a meeting notice and utilize traditional media to get the word out about the community workshop. The City will be responsible for any direct mail or non-traditional notification methods desired.

TASK 2.7 Issue identification summary memorandum

Our team will prepare a draft and final memorandum that summarizes the input, key findings and priority objectives of the community immersion and issue identification process. A Word document and pdf copy of the memorandum will be provided to staff.

PHASE 4: ZONING ORDINANCE ANALYSIS AND PREPARATION OF THE ANNOTATED OUTLINE

(Note: The Annotated Outline identified in the RFP as Phase 6 is combined with Phase 4 to enhance work flow and project efficiency)

To help inform the code writing process, the Baker Team will prepare a technical memorandum that provides a detailed analysis of the strengths and limitations of the current regulations, outlines benchmarks from comparable communities, identifies for consideration alternative concepts and “best practice” approaches, and provides a detailed outline of the new code. The summary report will include the following specific subtasks:

TASK 4.1 Team analysis and diagnosis

This task includes a complete technical evaluation of the current code and related regulations, including but not limited to the general plan, subdivision regulations, engineering design manual, relevant specific plans, ARS provisions, and any other planning policy or regulatory documents.

The zoning ordinance will be reviewed in regards to its structure, organization, clarity, ease of use (“readability”), zoning district hierarchy and inter-relatedness, development standards, procedures, definitions and general applicability.

As part of this subtask we will conduct a **“SLOT” analysis (strengths / limitations / opportunities / threats)** of the entire zoning ordinance to help identify key areas for proposed change. This exercise will build upon the initial areas of proposed change listed in the scope of work and identify during the community immersion process that need to be addressed as part of the code update effort.

TASK 4.2 Identify alternative concepts for consideration, best practices

Drawing from past experiences in crafting Zoning Ordinance Updates for municipalities, we will also evaluate the zoning ordinances of other communities in Arizona and nationwide to “benchmark” against. This best practices review will provide insight and critical analysis of key ordinance provisions important to the City, including the areas of interest outlined in the RFP, and particularly in the context of a rural community that is dependent upon tourism as a primary means of its economic base.

TASK 4.3 Summary of Zoning Ordinance deficiencies and suggested changes

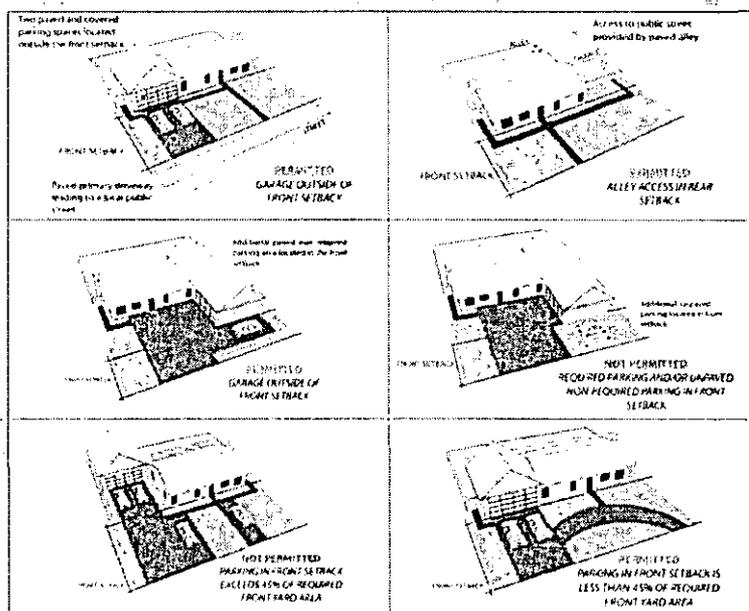
After the conclusion of tasks 4.1 and 4.2 and with the benefit of the public and stakeholder input provided in Phases 1-3, the Baker Team will then prepare a Technical Memorandum of identified Zoning Ordinance issues, suggested edits and recommended additions. The technical memorandum will identify specific opportunities and deficiencies in the existing zoning ordinance and define recommended revisions or present alternative concepts for consideration where necessary. This step will help organize proposed changes as well as map a strategy for incorporation into the new code. The Technical Memorandum can also be used to track significant revisions to the existing ordinance and assist in the preparation of staff reports for public hearings, leading to adoption of the updated ordinance.

TASK 4.4 Preparation of the annotated outline

We will prepare a draft annotated outline that reflects all inputs and findings derived from the previous tasks, including the technical review and input received from the task force, Planning Commission, key project stakeholders and general public.

The annotated outline will provide a preview of the draft new ordinance structure by illustrating a chapter by chapter detailed description of the entire codes contents in an outline format prior to the preparation of each individual ordinance chapter to explicitly identify the intended changes and rationale for those changes. The annotated outline will serve as the “roadmap” for the actual update process and will include:

- ▶ An overview of the structure and organization of the zoning ordinance
- ▶ Descriptions of all zoning districts
- ▶ Examples of how the code can be used to implement the general plan
- ▶ Highlight potential conflicts and/or relationship to the subdivision regulations and how the suggested new zoning Ordinance provisions may trigger recommended changes to the subdivision regulations
- ▶ Notation of obsolete areas removed and new content introduced



Sample graphic from previous Michael Baker project experience

TASK 4.5 Review existing code analysis and annotated outline with City staff

We will meet telephonically (initially) followed by a second face to face meeting with City staff to receive comments on the technical memorandum and annotated outline. The Michael Baker Team will incorporate suggested changes into the final annotated outline.

TASK 4.6 Planning and Zoning Commission / Task Force workshop to review annotate outline

Our team will meet with the Planning and Zoning Commission and/or Task Force to receive comments on the draft zoning code analysis and annotated outline. We will incorporate suggested changes into the preparation of the draft ordinance. This workshop can be combined as part of a larger public meeting to allow for enhanced input from additional participants such as additional board or committee members and other interested stakeholders.

TASK 4.7 Preparation of the final annotated outline

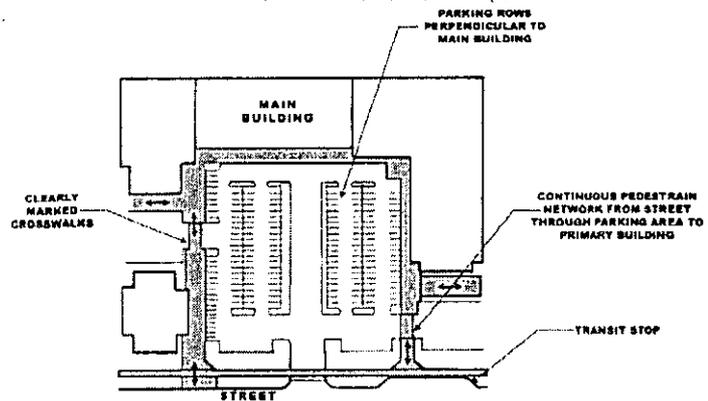
Our team will prepare the final annotated outline that incorporates comments and observations provided by staff, the task force and other stakeholders.

PHASE 5: ZONING MAP ANALYSIS

TASK 5.1 Digitize the existing zoning map

Michael Baker will obtain GIS data from Coconino County, including, but not limited to, right-of-way and parcel linework, as well as pull from our own extensive in-house GIS library to develop a project specific GIS inventory necessary to create a digital basemap of the City. Michael Baker's experienced GIS staff will then recreate the existing City zoning map by digitizing the existing zoning district boundaries and placing them into the GIS basemap.

All new or updated data derived from this collection effort relative to roadways, parcel configurations, zoning designations or other key elements will be organized and compiled in GIS format by Michael Baker's GIS staff and made available to the City for their records.



Sample graphic from previous Michael Baker project experience

TASK 5.2 Staff review/redline of existing zoning map

Michael Baker will prepare large format prints of the existing zoning map and seek staffs assistance in analysis of the map to determine the need for changes to the zoning district names; the district boundaries to reflect current parcel lines or other man made or natural boundaries; undocumented rezones, and conflicts between existing zoning and general plan land uses.

TASK 5.3 Documentation of recommended zoning map changes

Michael Baker will utilize staff comments and redlines from Task 5.2 along with necessary changes based on potential creation or amendment to any existing or proposed zoning districts as part of the overall Zoning Ordinance Update process subsequent to community review and dialogue in Phases 6 & 7 below, final adjustments to the map will be completed and develop a revised, GIS based, zoning map. We will supplement this map with an evaluation report to document the recommended map changes and reasoning behind those changes.

PHASE 6: PREPARATION OF THE DISCUSSION DRAFT ZONING ORDINANCE & MAP

(Note: This Phase identified as Phase 7 in the RFP).

This task, not surprisingly, will comprise the most significant time period of the project schedule. It is an iterative process, working from the annotated outline to more detailed code language and illustrations. Our team will prepare the draft zoning ordinance for each module incrementally and in succession based on level of importance.

TASK 6.1 Draft ordinance and module development

As the Zoning Ordinance Update process progresses, we will together with staff develop a "roadmap" that will establish a prescribed protocol and standard procedures for the creation, and review of the draft Zoning Ordinance Update. The draft ordinance language will be based on the objectives, issues and findings of all prior Tasks. Due to the sheer volume and complexity of the information within this effort, Michael Baker agrees with staff's desire (and our previous experience) to manage the draft ordinance development process through a series of "modules". Though the number of modules and the sequence of adoption of each module are uncertain at this early stage (and will be refined upon selection and preparation of the final work plan), a preliminary number and drafting sequence of the Ordinance could consist of:

- ▶ Module 1: Zoning District and Specific Use Provisions & Regulations
- ▶ Module 2: Special Development Standards
- ▶ Module 3: Administration and Enforcement
- ▶ Module 4: General Provisions and Definitions

**It is anticipated that each module would be complimented with three to four graphics to aid in describing zoning themes or concepts.*

TASK 6.2 Test mapping

After drafting each module, we will evaluate and "troubleshoot" the draft ordinance language.

As part of this task, each module of the code will be "test-mapped" by applying new district regulations or standards to selected locations within the City, including established neighborhoods of several densities and housing types, major retail/commercial districts outside the City center, and planned new neighborhood areas. Drafts will be adjusted as necessary based on the results of the test mapping process.

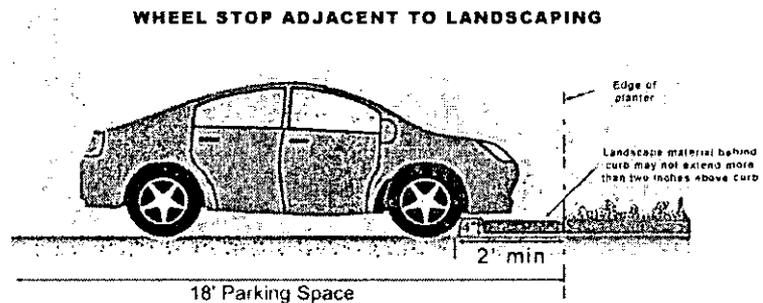
TASK 6.3 City staff review and comment of each draft ordinance module

For each module of the ordinance update, our team will provide staff with a draft copy for internal review and comment by all relevant City departments. The City's project manager will then consolidate all internal staff comments into one master comment matrix form supplied by the Michael Baker team. We will then utilize this master comment matrix and our iPlan technology to conduct a detailed staff review meeting of each module. We will incorporate desired changes into each draft module prior to commencement of phase seven.

PHASE 7: PUBLIC REVIEW DRAFT ORDINANCE

TASK 7.1 Planning Commission / Task Force workshop: review revised draft (modules)

In order to minimize changes and avoid unexpected issues raised by City Council members during the formal adoption process, we suggest a services of Planning Commission / Council workshops are held to incrementally review those modules that are found to include the most significant code revisions or additions. It is also suggested that any interested project stakeholders also be invited to this worksession to share their input. The Task Force will receive a presentation from City staff and the Michael Baker team on these key modules. The presentation will give a brief overview of identified issues, explanation and rationale used in the creation of the proposed revisions, stakeholder input and Task Force guidance



received. Feedback will be taken and used in the preparation of the final Zoning Ordinance Update. A preliminary schedule of three Planning Commission/Task Force worksessions would be organized as follows:

- ▶ Module #1: Zoning District and specific use provisions and regulations – *Commission/Council Worksession #3*
- ▶ Module #2: Special development standards – *Commission/Council Worksession #4*
- ▶ Module #3: Administration and enforcement – *Commission/Council Worksession #5*

TASK 7.2 Community meeting / public workshop #2

Due to the complexities of the zoning ordinance, it has been our experience that the facilitation of multiple code specific community meetings can foster workshop "fatigue" and cause residents to lose interest in participating at this key stage in the process. In the context of a technical zoning ordinance update process, those stakeholder and participants most interested in the process will be an active contributor in the prior workshops, etc. Therefore, it is our recommendation that one community workshop be held to review only those key issues within each module that were identified as a priority or central focus of community dialogue or debate as a result of the staff and Task Force worksessions. This meeting will utilize multi-media presentations to give a brief overview of identified issues, along with explanations and the rationale used in the creation of the proposed revisions.

If it is found during the Zoning Ordinance Update process that the level of zoning ordinance modifications and corresponding community participation levels necessitates more detailed discussion, individual community workshops can be scheduled to coincide with planned Commission/Council Worksessions. These three community meetings/open houses would be organized as follows:

- ▶ Module #1: Zoning District and specific use provisions and regulations – *Community Meeting #2*
- ▶ Module #2: Special development standards – *Community Meeting #3*
- ▶ Module #3: Administration and enforcement – *Community Meeting #4*

Beyond reviewing the code update with the general public in a community workshop, we will also work with staff to utilize additional methods for receiving public comments, such as placing draft copies of zoning ordinance material on the City's webpage and accepting email inquiries or placing our iPlan system within City Hall to accept and address walk-in questions or comments.

PHASE 8: FINAL CODIFICATION

TASK 8.1 Code codification

Both new and revised chapters (modules) will need to be packaged into a single coherent and readable document, with consistent format, table numbering, cross-references, and hyperlinks. The complete draft will go through public review prior to formal review and adoption by the Commission / City Council. If desired by City staff, we will assist with the final codification of the code as outlined above.

TASK 8.2 Digital Zoning map ongoing maintenance

The Michael Baker team stands ready with GIS personnel to assist the City with any ongoing maintenance of the updated Zoning Map. Because it is premature to accurately identify and measure the potential breadth and depth of these services at this juncture (and because these services can be expensive and may not be the most effective use of City budget resources), we suggest that this task be more creatively explored in our project scoping meeting once selected.

PHASE 9: PUBLIC HEARING & FORMAL ADOPTION

Although not outlined in the RFP's Scope of Work, Michael Baker can provide technical support to City staff during the formal adoption process of the Zoning Ordinance Update. If desired by the City, a team member(s) will attend Planning and Zoning Commission and City Council hearings to complement City staff or present specific technical aspects of the new code.

D. Cost

	Project Director	Project Manager	Sr. Planner	Planner/GIS Tech	Attorney Consultation (Optional)	TOTAL HOURS	TOTAL COST
HOURLY RATE	\$195	\$126	\$112	\$68	\$300		
Phase 1 - Refine Project Work Plan & Prepare PPP	10	10				20	\$3,210
Phase 2 & 3 - Project Orientation & Issue Identification	12	20		13		45	\$5,744
Phase 4 - Zoning Ordinance Analysis and Annotated Outline	18	40	8	20	(8)	86	\$10,806
Phase 5 - Zoning Map Analysis	5	15		60		80	\$6,945
Phase 6 - Preparation of the Discussion Draft Zoning Ordinance and Map	25	80	12	30	(10)	147	\$18,339
Phase 7 - Public Review Draft Ordinance	32	10		10		52	\$8,180
TOTAL HOURS (PER RFP SCOPE OF WORK)	102	175	20	133	(18)	430	\$53,224
REIMBURSABLES							
Lodging							\$800
Mileage							\$1,469
Printing							\$300
Misc. (online surveys, room rentals, meeting snacks, etc.)							\$200
Reimbursable Total							\$2,769
TOTAL COST (PER RFP SCOPE OF WORK)							\$55,993

* Optional Attorney hours and fees not included in Total Project Hours or Costs

OPTIONAL TASKS							
Phase 8 - Final Codification							
Code Codification		15		20		35	\$3,250
Digital Zoning Map - Ongoing Maintenance						0	T&M
Phase 9 - Public Hearing and Formal Adoption	16					16	\$3,120
OPTIONAL TOTAL HOURS	16	15	0	20	0	51	
Reimbursables							\$788
OPTIONAL TOTAL COST							\$7,158
TOTAL COST, WITH OPTIONS							\$63,151

* The Michael Baker team believes our proposed scope and fee reflects the level of work needed to provide Page with a high quality Zoning Ordinance Update that meets all the desired work efforts outlined in the RFP, however, we also recognize that the City currently has \$40,000 budgeted for the Zoning Ordinance Update in this fiscal year. During the scope refinement process we look forward to collaborating with staff to explore alternative project delivery methods or budget scenarios to define a project approach that best balances the zoning work and economic needs of the City.