



CITY FLAG
DESIGNED BY
FREDERICK L. LANGE
JULY 6th 1964

CITY OF BELLEVILLE, ILLINOIS
SPECIAL CITY COUNCIL AGENDA
JUNE 26, 2013 – 7:00 PM

1. CALL TO ORDER BY MAYOR
2. ROLL CALL ALDERMEN
3. ROLL CALL DEPARTMENT HEADS
4. PLEDGE OF ALLEGIANCE
5. PRESENTATIONS, RECOGNITIONS & APPOINTMENTS
 - A. PRESENTATION BY KENDIG KEAST COLLABORATIVE
6. PUBLIC PARTICIPATION (2 MINUTES PER PERSON)
7. ORAL REPORTS FROM STANDING COMMITTEES, SPECIAL COMMITTEES,
AND ANY OTHER ORAL REPORTS FROM THE ELECTED OFFICIALS OR
STAFF
 - A. MOTION TO APPROVE A CONTRACT WITH KENDIG KEAST
COLLABORATIVE FOR THE COMPLETION OF THE CITY'S
COMPREHENSIVE PLAN.
8. RESOLUTIONS
 - A. RESOLUTION NO.3141, A RESOLUTION OF AUTHORIZATION FOR THE
CITY OF BELLEVILLE'S APPLICATION FOR ILLINOIS DEPARTMENT OF
NATURAL RESOURCES (IDNR) FOR 2013 OPEN SPACE LANDS
ACQUISITION & DEVELOPMENT (OSLAD) GRANT FUNDING.
9. UNFINISHED BUSINESS
10. MISCELLANEOUS & NEW BUSINESS
 - A. THE CITY COUNCIL MAY GO INTO EXECUTIVE SESSION TO DISCUSS
COLLECTIVE BARGAINING NEGOTIATIONS AND PENDING



LITIGATION.

- 11. ADJOURNMENT (ALL QUESTIONS RELATING TO THE PRIORITY OF BUSINESS SHALL BE DECIDED BY THE CHAIR WITHOUT DEBATE, SUBJECT TO APPEAL.)

CITY OF BELLEVILLE, ILLINOIS
SPECIAL CITY COUNCIL AGENDA
JUNE 28, 2012 - 7:00 PM

1	CALL TO ORDER BY MAYOR
2	ROLL CALL ALDERMEN
3	ROLL CALL DEPARTMENT HEADS
4	PLEDGE OF ALLEGIANCE
5	PRESENTATIONS, RECOGNITIONS & APPOINTMENTS
6	A. PRESENTATION BY KENDIG KEAST COLLABORATIVE
7	PUBLIC PARTICIPATION (5 MINUTES PER PERSON)
8	ORAL REPORTS FROM STANDING COMMITTEES, SPECIAL COMMITTEES AND ANY OTHER ORAL REPORTS FROM THE ELECTED OFFICIALS OR STAFF
9	A. MOTION TO APPROVE A CONTRACT WITH KENDIG KEAST COLLABORATIVE FOR THE COMPLETION OF THE CITY'S COMPREHENSIVE PLAN
10	RESOLUTIONS
11	A. RESOLUTION NO. 3441, A RESOLUTION OF AUTHORIZATION FOR THE CITY OF BELLEVILLE'S APPLICATION FOR ILLINOIS DEPARTMENT OF NATURAL RESOURCES (IDNR) FOR 2013 OPEN SPACE LANDS ACQUISITION & DEVELOPMENT (OSLAD) GRANT FUNDING
12	UNFINISHED BUSINESS
13	MISCELLANEOUS & NEW BUSINESS
14	A. THE CITY COUNCIL MAY GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING NEGOTIATIONS AND PENDING

not identified in the Scope of Services; (4) additional copies of deliverables including draft and final written reports and maps other than the number identified in the Scope of Services; (5) review and provision of recommendations relating to other planning or development related issues and matters other than those that are included in the Scope of Services; (6) incorporation of significant revisions into the draft or final plan document which have arisen since the plan, ordinance, document, maps or other materials delivered to the CLIENT were originally prepared; and, (7) other related or unrelated professional planning services that may be required by the CLIENT.

ARTICLE III **CONSULTANT PERSONNEL**

- 3.1 The CONSULTANT represents that it has or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the CLIENT.
- 3.2 The CONSULTANT may contract with Subconsultants for portions of the work or services under this Agreement with the prior written approval of the CLIENT. The subconsultants to be utilized include KASKASKIA ENGINEERING GROUP and MINDMIXER. Any work or services subcontracted hereunder shall be specified by a written Agreement and shall be subject to the provisions of this Agreement.

ARTICLE IV **SUPPORT SERVICES**

- 4.1 The CLIENT agrees to provide the CONSULTANT with support services during conduct of the services listed in Article II, Scope of Services. Support services will include the services described in **Exhibit "B" – Support Services**, which is attached and made a part of this Agreement.
- 4.2 To the extent authorized by law, the readily available existing data and documentation obtained by the CLIENT that are relevant to the accomplishment of the Scope of Services specified in Article II shall be made available by the CLIENT for use by the CONSULTANT.
- 4.3 The CLIENT shall consider and act on all documents and project work items submitted by the CONSULTANT that require review, comments or approval by the CLIENT within a reasonable period of time so as to enable the CONSULTANT to complete the work on schedule as provided in Article V of this Agreement.
- 4.4 The CLIENT agrees to provide the CONSULTANT with support services needed to organize, schedule, notify, provide meeting locations, conduct meetings, and prepare minutes of meetings including committees, workshops, public meetings, and public hearings as described in Article II, Scope of Services. The CONSULTANT will advise and coordinate with the CLIENT to accomplish these support services.

ARTICLE V **TIME OF PERFORMANCE**

- 5.1 The CONSULTANT shall commence services upon execution of this Agreement and receipt of written Notice-to-Proceed from the CLIENT.
- 5.2 The CONSULTANT shall complete the services described in Article II, Scope of Services within eighteen (18) months from receipt of written Authorization to Proceed by the CLIENT, unless terminated, or unless the Scope of Services and Time of Performance are changed in accordance with Article X, Changes or Termination.
- 5.3 The completion schedule set forth in Paragraph 5.2 may be subject to causes that result in delay over which neither the CONSULTANT nor the CLIENT has any control. Notification and justification for any such delays identified by the CONSULTANT must be made in writing and approved by the CLIENT. The schedule of work will be extended to include any such delays pursuant to Article X, Changes or Termination.
- 5.4 This Agreement shall terminate upon the CLIENT's final acceptance of work completed by the CONSULTANT, unless otherwise terminated or modified as hereinafter provided.

ARTICLE VI
COMPENSATION TO CONSULTANT

- 6.1 The CLIENT shall compensate the CONSULTANT for the professional services performed under this Agreement. For the Basic Services described in Exhibit "A" Scope of Services under Article II, Scope of Services, the CLIENT shall pay to the CONSULTANT on a percent complete basis an amount not-to-exceed ONE HUNDRED NINETY-THREE THOUSAND FIVE HUNDRED FORTY TWO DOLLARS (\$193,542.00). This total fee includes actual salary costs, overhead, direct expenses and profit. The maximum amount may be modified pursuant to Article X, Changes or Termination, in the event of increased cost, change in the Scope of Services, time of performance delays, or increase or decrease in the complexity or character of the work. Payment later than 60 days shall include interest at 1-1/2 percent per month from the date the CLIENT received the invoice until the date CONSULTANT receives payment. Such interest is due and payable when the overdue payment is made and is in addition to the above stated total contract amount.

For Additional Services rendered under Article II, Section 2.2, the CLIENT shall compensate the CONSULTANT in a manner similar to the Basic Services and in accordance with the maximum amount payable and other terms as specified in an Amendatory Agreement providing for the Additional Services.

- 6.2 Payment shall be made by the CLIENT upon receipt of a statement of the CONSULTANT's authorized cost of performing the required line item tasks. The itemized and certified billing statement shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current statement. Each invoice is due and payable by the CLIENT within sixty (60) days following the date of receipt by the CLIENT.
- 6.4 The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the CLIENT for the performance of this Agreement. If at any time during the period of performance under this Agreement, sufficient appropriations and authorization are not made by the CLIENT, this Agreement shall terminate upon written notice being given by the

CLIENT to the CONSULTANT. The CLIENT's decision as to whether sufficient appropriations are available shall be accepted by the CONSULTANT and shall be final.

2.2 The CONSULTANT shall maintain the services described in Article II, Section 2.1, of this Agreement until the CLIENT provides written notification to the CLIENT in writing that the scope of services described in this Agreement is to be terminated or modified. The CLIENT shall be responsible for the cost of any such termination or modification.

2.3 The completion schedule set forth in Paragraph 2.2 may be subject to change from time to time over which neither the CONSULTANT nor the CLIENT has any control. Notwithstanding and notwithstanding for any such delay identified by the CONSULTANT, the CLIENT shall be responsible for any such delay approved by the CLIENT. The schedule of work shall be extended to include any such delay pursuant to Article X, Changes or Termination.

2.4 The Agreement shall terminate upon the CLIENT's final acceptance of work completed by the CONSULTANT, unless otherwise terminated or modified as provided herein.

ARTICLE VI COMPENSATION TO CONSULTANT

6.1 The CLIENT shall compensate the CONSULTANT for the professional services performed under this Agreement. For the basic services described in Article II, Section 2.1, of this Agreement, the CLIENT shall pay to the CONSULTANT on a quarterly basis an amount not to exceed ONE HUNDRED MINUTELY THREE THOUSAND DOLLARS PER MONTH. THE DOLLAR AMOUNT shall be subject to change in the event of a change in the scope of services, time of performance or increase or decrease in the complexity or character of the work. Payment shall be due 15 days after the end of each month. Each invoice for work performed shall include a statement of the amount due and payable by the CLIENT. The amount due and payable shall be in addition to the above stated total contract amount.

6.2 For Additional Services rendered under Article II, Section 2.2, the CLIENT shall compensate the CONSULTANT in a manner similar to the basic services and in accordance with the maximum amount payable and other terms as specified in an Amendment Agreement provided for the Additional Services.

6.3 Payment shall be made by the CLIENT upon receipt of a statement of the CONSULTANT's account, including a statement of the amount due and payable by the CLIENT. The amount due and payable shall be in addition to the above stated total contract amount. Each invoice for work performed shall include a statement of the amount due and payable by the CLIENT.

6.4 The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the CLIENT for the performance of this Agreement. If at any time there is a period of non-payment under this Agreement, sufficient appropriations and authorization are not made by the CLIENT, this Agreement shall terminate upon a written notice being given by the

ARTICLE VII
PRODUCT OF SERVICES, COPYRIGHT

- 7.1 The CONSULTANT and the CLIENT mutually agree that reports, maps and materials prepared or developed under the terms of this Agreement shall be delivered to and become the property of the CLIENT. The CONSULTANT shall have the right to retain copies and to utilize the product of services for marketing purposes, except for any confidential information, as defined in Article XI, hereof.
- 7.2 The CONSULTANT shall furnish the CLIENT with the number of copies of reports as shown in Article II, Scope of Services.
- 7.3 Nothing produced in whole or in part by the CONSULTANT under this Agreement shall be the subject of an application for copyright by or for the CONSULTANT. The CONSULTANT will use existing proprietary software as required.

ARTICLE VIII
PRIVATE INTERESTS OF PUBLIC OFFICIALS AND CONSULTANT

- 8.1 No employee, agent, or member of the local public body of the CLIENT shall have any financial interest, direct or indirect in this Agreement or the proceeds thereof, except as allowed in Section 3.1 of this Agreement.

ARTICLE IX
CERTIFICATIONS OF CONSULTANT

- 9.1 The CONSULTANT has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, any commission, percentage, brokerage fee, or any other consideration, contingent upon or resulting from the award or making of this Agreement.
- 9.2 The CONSULTANT presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services under this Agreement.

ARTICLE X
CHANGES OR TERMINATION

- 10.1 This Agreement may not be altered, changed or amended except by instrument in writing executed by the parties hereto.
- 10.2 The CLIENT may, from time to time, request changes in the Scope of Services and/or time of performance for the services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT'S compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to this Agreement.

- 10.3 This Agreement may be terminated before the termination date stated in Article V, Time of Performance, by any of the following conditions:
- (a) Right of Either Party to Terminate for Cause - This Agreement may be terminated by either of the parties hereto for failure by the other party to perform in a timely manner and proper manner its obligation under this Agreement. A signed, written notice of such termination shall be delivered to the other party by registered or certified mail and such termination shall take effect twenty (20) days after the notice is deposited in the mail, provided that the failure to perform has not been remedied by that time. By such termination, neither party may nullify obligations already incurred for performance or failure to perform before the date of termination.
 - (b) Right of the CLIENT to Terminate for Convenience - This Agreement may also be terminated by the CLIENT for reasons other than failure by the CONSULTANT to perform in a timely manner and proper manner its obligations under this Agreement. A signed, written notice of such termination shall be delivered to CONSULTANT by registered or certified mail and such termination shall take effect not less than seven (7) days following the date the notice is received by the CONSULTANT.
- 10.4 Upon receipt of a notice of termination under any of the conditions under Paragraph 10.3, the CONSULTANT shall, unless the notice otherwise directs, immediately discontinue all services in connection with the performance of this Agreement. Within thirty (30) days after receipt of the notice of termination, the CONSULTANT shall submit a statement, showing in detail the services performed under this Agreement prior to the effective date of termination. Data and study products prepared by the CONSULTANT under this Agreement shall be delivered to the CLIENT if requested.
- 10.5 Upon the conditions specified in Paragraphs 10.3 and 10.4 being met, the CLIENT shall promptly pay the CONSULTANT allowable costs incurred, less previous payments. The CLIENT will only be obligated to compensate the CONSULTANT in a just and equitable manner for those services performed prior to the effective date of termination and upon the CONSULTANT'S submitting a statement of actual services performed and payment requested.
- 10.6 Notwithstanding the provisions of Section 10.5 above, the CONSULTANT shall not be relieved of liability to the CLIENT for damages sustained by the CLIENT by virtue of any negligent act or omission or any breach of the Agreement by the CONSULTANT.

ARTICLE XI **CONFIDENTIALITY**

- 11.1 Any information determined to be confidential that is provided to or developed by the CONSULTANT in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the CONSULTANT without prior written approval of the CLIENT.

ARTICLE XII
INSPECTION OF RECORDS

- 12.1 The CONSULTANT shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CLIENT to assure proper accounting for all project funds. These records will be retained for three years after the expiration of this Agreement.
- 12.2 Any time during normal business hours and as requested by the CLIENT, the CONSULTANT shall make available to the CLIENT for examination all of its project records with respect to all matters covered by this Agreement and will allow the CLIENT to review, examine, and make excerpts from such records, and to make copies of all contracts, invoices, materials, payrolls, records of personnel conditions of employment, and other data relating to all matters covered by this Agreement. The financial records of the CONSULTANT are maintained in its corporate office located in Sugar Land, Texas, and copies will be available upon request in a timely manner in this office for audit purposes to the CLIENT or its authorized representative.

ARTICLE XIII
INSURANCE

13.1 Insurance

- A. The CONSULTANT agrees to maintain Worker's Compensation Insurance to cover all of its own personnel engaged in performing services for the CLIENT under this contract in the following amounts:

Workmen's Compensation: Statutory

- B. The CONSULTANT also agrees to maintain Commercial General Liability, Business Automobile Liability, and Umbrella Liability Insurance, covering claims against the CONSULTANT for damages resulting from bodily injury, death, or property damage from accidents arising in the course of work performed under this Agreement, in the following amounts:

Commercial General Liability Insurance: Personal injury and property damage -- \$500,000.00 combined single each occurrence and \$500,000.00 aggregate;

Business Automobile Liability for all vehicles: Bodily injury and property damage -- \$500,000.00 combined single limit each occurrence;

Umbrella Liability: \$1,000,000.00

ARTICLE XIV
MISCELLANEOUS PROVISIONS

14.1 Neither the CLIENT nor the CONSULTANT shall be required to perform any term, condition, or covenant of this AGREEMENT while such performance is delayed or prevented by acts of God, material or labor restriction by any governmental authority, terrorism, civil riot, floods, hurricanes, or other natural disasters, any other cause not within the control of the CLIENT or the CONSULTANT that by the exercise of due diligence the CLIENT or the CONSULTANT is unable, wholly or in part, to prevent or overcome and supersedes all prior agreements and understanding between CLIENT and CONSULTANT concerning the subject matter of this Agreement.

14.2 This Agreement constitutes the entire agreement between the CLIENT and the CONSULTANT. No agreements, amendments, modifications, implied or otherwise, shall be binding on any of the parties unless set forth in writing and signed by both parties.

14.3 The CLIENT and the CONSULTANT agree that this Agreement shall be construed in accordance with the laws of the State of ILLINOIS. Any legal dispute between the parties shall be resolved in the following manner:

The parties will attempt in good faith to resolve any controversy or claim arising out of or relating to this Agreement promptly by negotiation between senior executives of the parties who have the authority to settle the controversy.

The disputing party shall give the other party written notice of the dispute. Within ten days after receipt of said notice, the receiving party shall submit to the other a written response. The notice and response shall include: (a) a statement of each party's position and a summary of the evidence and arguments supporting its position; and (b) the name and title of the executive who will represent the party. The executives shall meet at a mutually acceptable time and place within twenty days of the date of the disputing party's notice and thereafter as often as they reasonably deem necessary to exchange relevant information and to attempt to resolve the dispute.

If the controversy or claim has not been resolved within thirty days of the meeting of the senior executives, the parties shall endeavor to settle the dispute by non-binding mediation.

If the matter has not been resolved pursuant to the aforesaid non-binding mediation procedures within ninety days of the commencement of such procedure, parties are free to bring their claim in a court of law. Venue for all actions brought pursuant to this agreement is in ST. CLAIR County, ILLINOIS; and all parties consent to ST. CLAIR County, ILLINOIS, being the exclusive jurisdiction to resolved said claims or controversies arising pursuant to this agreement.

14.4 If one or more of the provisions of this Agreement, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of this Agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

14.5 Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be mailed by certified or registered mail addressed as set forth below or at such other address as may be specified by written notice:

CLIENT: MARK W. ECKERT, MAYOR
CITY OF BELLEVILLE
101 SOUTH ILLINOIS STREET
BELLEVILLE, ILLINOIS 62220

CONSULTANT: Bret C. Keast, President
Kendig Keast Collaborative
1415 Highway 6 South, Suite A-300
Sugar Land, Texas 77478

- 14.6 The waiver by either party of a breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of this Agreement.
- 14.7 The CONSULTANT shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the CLIENT thereto. Provided however, that claims for money by the CONSULTANT from the CLIENT under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the CLIENT.
- 14.8 Successors and Assigns: The CLIENT and the CONSULTANT each binds itself and its successors, executors, administrators and assigns to the other parties of the Contract and to the successors, executors, administrators and assigns of such other parties, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer, board member, commissioner, employee or agent of any public body, which is a party hereto.
- 14.9 Reports and Information: The CONSULTANT, at such times and in such forms as the CLIENT may require, shall furnish the CLIENT such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the cost and obligations incurred or to be in connection therewith, and any other matter covered by this Agreement.
- 14.10 Incorporation of Provisions Required by Law. Each provision and clause required by law to be inserted into the Agreement shall be deemed to be enacted herein and this Agreement shall be read and enforced as though each were included herein. If through mistake or otherwise any such provision is not inserted or is not correctly inserted, the Agreement shall be amended to make such insertion on application by either party.
- 14.11 Waiver. The failure on the part of any party herein at any time to require the performance by any other party of any portion of this Agreement shall not be deemed a waiver of, or in any way affect that party's rights to enforce such provision or any other provision. Any waiver by any party herein of any provision hereof shall not be taken or held to be a waiver of any other provision hereof or any other breach hereof.
- 14.12 Survival. Any and all representations and conditions made by the CONSULTANT under this Agreement are of the essence of this Agreement and shall survive the execution, delivery and termination of it, and all statements contained in any documents required by the CLIENT,

whether delivered at the time of the execution or at a later date, shall constitute representations hereunder.

- 14.13 Cumulative Remedies. In the event of default by any party herein, all other parties shall have all rights and remedies afforded to it at law or in equity to recover damages and to interpret or enforce the terms of this Agreement. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.
- 14.14 State or Federal Laws. This Agreement is performed in BELLEVILLE, ILLINOIS, and is subject to all applicable Federal and State laws, statutes, codes, any and applicable permits, ordinances, rules, orders, and regulations of any local, state, or federal government authority having or asserting jurisdiction.
- 14.15 Equal Employment Opportunity. In the performance of this Agreement, the CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, or national origin. The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of it, state that it is an Equal Opportunity Employer.
- 14.16 Multiple Originals. Two (2) copies of this Agreement are executed; each shall be deemed an original.

* * * * *

IN WITNESS HEREOF, the parties have executed this Agreement in duplicate originals in BELLEVILLE, ILLINOIS.

This _____ day of _____, 2013.

FOR BELLEVILLE:

FOR KENDIG KEAST COLLABORATIVE:

By: _____
MARK W. ECKERT
MAYOR

By: _____
Bret C. Keast, AICP
President

ATTEST:

Exhibit "A"

Scope of Services

Under contract to the **City of Belleville**, Kendig Keast Collaborative (KKC) will provide professional community planning services to assist the City in updating its Comprehensive Plan for guiding the long-range development and enhancement of the community. The consultant team will build upon and coordinate with other recent and concurrent planning efforts and studies to complete these tasks.

KKC will be assisted in this effort by two subconsultants: (1) **Kaskaskian Engineering Group (KEG)**, who will be involved in the Growth Capacity and Infrastructure task of the Comprehensive Plan, and who will also provide support on community outreach and leadership participation; and (2) **MindMixer**, who will be responsible for overseeing the "virtual town hall" and related community engagement activities throughout the Comprehensive Plan update process.

The consultant team's project involvement and facilitation will be carried out according to this Scope of Services and contingent upon the Support Services of the City outlined in Exhibit "B" to the Professional Services Agreement to make the best use of the available consultant budget. The City's Project Director will manage the overall process and direct the consultant team in performing the project services. The consultant team will coordinate with other agencies and entities, as needed, in conjunction with the City.

PROJECT ADMINISTRATION

KKC will complete project management activities in coordination with the City's Project Director to ensure schedule adherence, cost control and quality assurance. These activities will include:

- A **project kick-off meeting** with key City staff, via an online WebEx video or teleconference (following receipt of written Notice to Proceed from the City), to review the scope of services, detailed schedule, data/information needs and other project logistics. KKC will then **meet with City staff for project planning and coordination discussions on each scheduled visit** to the City. Discussions on the emerging plan content and overall direction will also occur during visits, as time permits, and will be supplemented by scheduled teleconferences and WebEx video or teleconferences to allow for more in-depth staff-consultant interaction.
- Monthly submittal of written **progress reports** in conjunction with each monthly invoice. These reports will describe the project status and document significant work accomplished and activities scheduled for the next progress report period, as well as noting any difficulties encountered and steps taken to address them.
- Preparation and maintenance throughout the project of a **detailed project schedule**, including due dates for all deliverables, anticipated meeting dates, plus adequate time for City review/approval of deliverables.
- Frequent **communication and coordination with the City's Project Director** by email, WebEx video or teleconferences, and written correspondence, as appropriate.

PHASE 1 – INITIATION, BACKGROUND AND COMMUNITY OUTREACH

TASK 1 – Existing Information Assessment

The consultant team will coordinate with City staff to identify and acquire available data, mapping and other information resources for the planning effort, both from the City and other sources.

Task Activities

1. Provide City staff a checklist of typical resource items for a comprehensive planning effort, including other recent and/or concurrent plans and studies, and any other policy processes or documents that aid City decision-making. Then coordinate with staff to determine which items will be available for the project.
2. Coordinate with City staff to identify key project contacts and relevant agencies and entities (e.g., Greater Belleville Chamber of Commerce, St. Clair County Economic Development Department, East-West Gateway COG, Scott Air Force Base, Illinois American Water Company, Illinois State Data Center Cooperative, and Illinois Department of Transportation).

TASK 2 – GIS Development in Conjunction with Comprehensive Plan

Given the City's lack of a functional and complete Geographic Information System (GIS), and the extent of digital mapping and data necessary for the scope of the comprehensive planning effort, the consultant team will complete early efforts, in conjunction with City staff and technical personnel, to prepare and assemble basic GIS layers that will satisfy immediate project needs and also position the City for further in-house development and enhancement of its own full-fledged, City-managed system. As part of this task, the consultant team will not be involved in any original data creation or editing for spatial accuracy (e.g., updating the GIS representation of the City boundaries so it coincides precisely with legal records, or completing data research or field checking to improve attribute information obtained from other sources).

Task Activities

1. **GIS Layer Preparation.** The consultant team will prepare ESRI ArcView "shapefiles" using data obtained by the City from St. Clair County, East-West Gateway COG, the State of Illinois, or other agencies for the following layers:
 - Municipal Boundaries will be prepared and updated on the basis of the latest information available from the City.
 - Natural Features, including water courses, lakes and ponds, wetland areas, floodplains, and topography. The consultant team will obtain the best available data on layers for these features from appropriate county, state, and federal agencies.
 - Streets and Highways, also supplied by the County or by the City Engineer, for the City and one-mile radius, cataloged and referenced by functional classification.
 - Railroads, Utilities and other Transportation Features, including pipelines and electric transmission lines.
 - Land Parcels (estimated 40,000 polygons), as supplied by St. Clair County, and cataloged for City properties and areas within a one-mile radius of the current City limits.

- Municipal Infrastructure data as available from the City Engineer or from consulting firms involved in preparing utility plans and studies for the City. Features will include, as available, sanitary and storm sewers, water lines, pumping station locations, and treatment facilities.
 - Public Facilities, including inventory information for schools, parks, playgrounds, publicly owned open space, and government buildings. The consultant team will obtain data from the agencies responsible for the management of these facilities and properties. Separate polygon sets will be extracted from the land parcel layer for each of these new layers.
 - Aerial Photo Coverage as supplied by St. Clair County, East-West Gateway COG, the City Engineer, or other sources.
2. **GIS Thematic View Preparation.** The consultant team will combine and organize the GIS data and layers collected above (assuming their ready availability) to provide a number of thematic views, including the following:
- Basic City Map showing streets and municipal boundaries over underlying aerial photography.
 - Natural Features Map showing streets with street names, watercourses, lakes, ponds, wetlands, floodplains, and major topographic features.
 - Transportation Map showing arterial, collector, and local streets; alleys; railroads; pathways (if available); and other available features.
 - Land Parcel Map showing existing lots, rights-of-way, streets with street names, and railroads.
 - Utilities Maps, with separate maps for sanitary sewer, storm sewer, and water distribution systems. Each map will display streets with street names, railroads, municipal boundaries, and pertinent data for each of the respective municipal utility systems.
 - Public Facilities Map showing streets with street names, parks, trails (if available), public open space, and government facilities.
3. **Map Template.** The consultant team will prepare an overall map template with borders, titles, legends, scale bar, north arrow, City seal or logo, and other traditional mapping features for use with each of the thematic views listed under item 2, above.
4. **Data Documentation.** The consultant team will catalog all coverage layers and mapping themes using appropriate GIS referencing techniques that indicate source of data, date prepared/updated, and geographical reference features such as the coordinate system and projection information.

Deliverables

- All **electronic files and templates** created and developed through this task.
- **Data documentation** for the City's ongoing reference and updating.

- A memorandum documenting identified errors or omissions in the data acquired by the City from other sources, which will need to be addressed by the City through ongoing data corrections and management.

TASK 3 – Community Background

The consultant team will compile and assess a base of information on Belleville's history and setting, and existing conditions and outlook, focusing especially on key influences that will shape the community's future. This will provide background and assumptions to support needs assessment and long-range planning decisions throughout the comprehensive planning process.

Task Activities

1. Conduct a review and evaluation of the City's current planning documents and other relevant materials to understand the past and recent history of community planning efforts in Belleville and the Metro East Region, and the key opportunities and challenges facing the community.
2. Identify action items in previous plans that were successfully accomplished, remain to be completed, or are not likely to be pursued due to changed priorities, resource limitations, or other factors. This will include the "development priorities" identified in the 1999 Plan.
3. Document and consider relevant regional factors, plans and projects that will influence the community over the 20-year planning horizon.
4. Complete an initial review of the City's existing development policies, regulations, incentives, and other factors influencing the area's development and redevelopment potential and practices.
5. Compile a summary of key indicators, from the latest available Census data and other sources, to illustrate historical, current and projected conditions, trends and context relevant to elements of the Comprehensive Plan (e.g., demographics, economy and labor force, land use and development, transportation and commuting, infrastructure, public services and facilities, housing, etc.).
6. Prepare a set of population projections, in five-year increments through the plan horizon year (2035), and work toward consensus on the most likely future population range that should be assumed for the new Comprehensive Plan (recognizing that such projections must be monitored and revisited year by year as actual trends unfold). Also take into account projections included in other City plans and studies and forecasts produced by regional, state, and national entities, including the East-West Gateway COG, Illinois State Data Center Cooperative, and U.S. Census Bureau.
7. Use available GIS mapping (coordinated with Task 2), aerial imagery, and targeted field work to update and translate the existing land use map (Figure 4) into a new map depicting not only the use of land but, more importantly, the character of development. Also, document the current range and pattern of uses, existing and emerging land use conflicts, compatibility and transition needs, and issues of community character and form.

Deliverables

- **Community Overview component** to be incorporated later into the Introduction element of the Comprehensive Plan. Through narrative discussion and associated charts and graphics, this overview will highlight key planning considerations emerging from the consultant team's initial background studies and leadership and community involvement activities, which will also help to focus later task work. The overview is also intended to avoid duplication of existing "community profile" reports and similar data compilations already available through local sources and/or websites (which will be cited as resources for obtaining more detailed community data).

TASK 4 – Community Engagement

The consultant team will coordinate with City staff to plan and facilitate a series of outreach activities intended to engage the community's public and private leadership, as well as residents, business owners, property owners, local organizations and others interested in setting strategic priorities for the city's future. Necessary coordination with other external agencies and organizations will also be initiated early on and throughout the process as needed for individual plan elements. The overall program will be designed to make the community aware of the comprehensive planning process and provide opportunities throughout to offer input and ideas and react to draft plan content and proposals. This approach will also ensure that the resulting plan reflects community values and priorities, and is in line with goals and expectations of the City Council and Planning Commission. The consultant team will build on the Belleville Neighborhood Partnership (BNP) while recognizing that this initiative is still at a relatively early stage, and more established in some areas of the city than others.

Task Activities

1. Facilitate an initial, informal **Issues and Needs Workshop** involving members of City Council, Planning Commission, and other City boards/commissions, as appropriate. The workshop purpose is partly orientation to the comprehensive planning process, but especially to obtain early input and set direction and priorities for the planning effort. [This workshop will be scheduled in conjunction with the same project visit as the "listening sessions" in the next item.]
2. Coordinate with City staff to arrange and conduct a series of up to eight (8) informal, one-hour "**listening sessions**," with two (2) sessions allocated to each of four groupings of neighborhood zones: (1) D,E,F; (2) B,C,G; (3) A,I,H; and (4) J,K,L,M. The sessions should involve a mix of residents, business and property owners, public officials, developers/builders/realtors, representatives of community organizations, and others as appropriate (e.g., high school age youth) to discuss their hopes, concerns and priorities for the city's future. Each session should involve no more than 15-18 persons to ensure effective dialogue, meaning that approximately 120-144 persons will be engaged through this activity. [These small group sessions will be split over two days during an early project visit.]
3. Establish in the early stages of the process an online "**Virtual Town Hall**," which will complement the other engagement activities and provide a conduit for continuous community participation throughout the planning process, and at each significant milestone in that process.

Step 1: Establish an Envision Belleville 2035 Virtual Town Hall site that enables convenient public interaction at any time and from any place, through a unique and easy-to-use web interface for both computers and mobile devices (with controls and screening processes built in to ensure a safe user experience, and to filter inappropriate content so it is not posted to the site).

Step 2: Use the website as an avenue to solicit general comments, ideas, and suggestions to complement those received through Workshop Round 1. In coordination with City staff, and using information and insights gained through the listening sessions and other face-to-face outreach activities conducted by the project team, the consultant team will organize the site into topic areas that address common themes and respond to unique planning considerations for Belleville. This aspect of the website content is designed to educate and excite participants while generating information about both diverse concerns and shared goals.

Step 3: Use the website to test ideas, gauge interest in and preferences for possible plan scenarios, understand community sentiment toward current and potential City policies, and weigh the likely support for different plan implementation approaches. At this stage, the emphasis is on generating data to support plan analyses, evaluate potential action strategies, and identify ways to measure effectiveness. In this way the Virtual Town Hall drives the continuing evolution of the plan and highlights the need for more targeted outreach efforts. The Virtual Town Hall will be used at this stage to gather additional feedback to complement what was learned through Workshop Rounds 2 and 3.

Step 4: Use the website to obtain community feedback on the overall draft Comprehensive Plan and, in particular, its recommended programs and initiatives, as well as implementation priorities to be highlighted in the plan through final review and deliberation by Planning Commission and City Council. This input will go toward determining these priorities and the overall plan direction.

4. Coordinate with City staff to arrange and facilitate **three rounds of Neighborhood Zone Workshops** as a way to bring the community's big-picture, long-range planning effort down to a more neighborhood-oriented level while still focusing residents' attention on citywide issues and needs. The workshops will be scheduled to occur at key milestone points in the plan update process, starting with a first round during the initial community engagement phase, a second round amid the plan development phase, and a final round at the draft plan phase to obtain feedback on the plan's overall direction and potential implementation priorities.

For each round, two-hour workshops will be held twice each day over the course of two days, for four (4) workshops total in each round. This will provide options for when participants can best attend. (A different area of the city could also host each workshop round to encourage participation across the community.) Each workshop will begin with a common presentation for all attendees, followed by break-out sessions for more area-specific discussions and activities based on four neighborhood zone groupings: (1) west Belleville with zones D, E and F; (2) west central Belleville with zones B, C and G; (3) central Belleville with zones A, H and I; and, (4) east Belleville with zones J, K, L and M. The focus for each workshop round will be:

Workshop Round 1—Vision, Principles and Preferences: Participants will contribute to the crafting of a new vision and the underlying principles for Belleville’s Comprehensive Plan update. The workshops will include both visioning and visual preferences exercises, as well as orientation to and guidance for staying involved through the online Virtual Town Hall.

[This workshop round will be scheduled during a project visit that follows completion of the listening sessions and when the Envision Belleville 2035 Virtual Town Hall site is ready to go live.]

Workshop Round 2—Community Building Blocks: Participants will have an opportunity to weigh in on all key topics for the plan (as reflected by the plan elements), but especially on those that typically elicit the most community interest and feedback, including growth, land use, mobility, housing, recreation and amenities, and neighborhood integrity and protection. A framework and principles for understanding, recognizing and enhancing community character will also be highlighted. The workshops will include hands-on “maps and markers” exercises, the results of which will factor especially into the updating and formulation of new future land use and thoroughfare plan maps for Belleville, along with associated policies and priorities for growth guidance, redevelopment, economic development, and capital investments.

[This workshop round will be scheduled in conjunction with the project visit for the interim briefing to City Council.]

Workshop Round 3—Action Agenda and Priorities: Participants will see how their input and interaction since early in the process has come together in an overall draft Comprehensive Plan document. Highlights will be presented, and then attendees will have an opportunity to suggest where implementation efforts and resources should be focused, plus ways to move forward toward achieving near-term priorities that should be reflected in the plan.

[This workshop round will be scheduled in conjunction with the project visit for the joint workshop between City Council, Planning Commission and Advisory Committee under Task 11, Implementation.]

5. Conduct **six (6) workshop meetings with a broadly representative Comprehensive Plan Advisory Committee.** Of the six meetings, two will be conducted in conjunction with the first two Neighborhood Zone Workshop rounds. Three other meetings will be conducted by way of WebEx video or teleconferences between the Neighborhood Zone Workshop rounds (which enables flexibility of scheduling and a cost-efficient means for consultant personnel to be available for more key committee deliberations within the resources available for consultant involvement). The consultant team will use these workshop meetings to present individual plan elements and seek comments and direction from the committee. The draft plan elements will be sent to the committee members in advance of each meeting to give them ample time for review and preparation for the meetings.

The Advisory Committee should be comprised of approximately 15-20 individuals (with representatives of various other agencies and organizations invited to attend as relevant topics are considered). The Advisory Committee will be charged with reviewing individual plan elements and entering into discussion and debate on all plan assumptions, themes and concepts and an eventual action agenda. The Advisory Committee should include several members of the Planning Commission, and at least one member of City Council to serve as a liaison on the committee throughout the process.

6. Provide an **interim briefing to the City Council**, in conjunction with the second round of Neighborhood Zone Workshops, to inform Council members of the project status and to ensure the plan is consistent with their expectations and policy direction.
7. Facilitate the **joint workshop** cited under Task 11, Implementation, which is an opportunity for the City Council, Planning Commission, and Advisory Committee to coordinate in their review of the plan and collaborate on revisions and preparation for public hearings.
8. Attend **one (1) Planning Commission and one (1) City Council public hearing** as outlined under Task 12, Public and Official Consideration.
9. Throughout the plan development process and in coordination with City staff, the consultant team will help to identify project-related items to be posted on the **City's website** by City staff (e.g., project schedule, interim draft plan elements and maps, etc.) for public information purposes.

Deliverables

- Suggested agenda items along with handouts and/or presentation materials, as appropriate, for each scheduled meeting and outreach activity.
- Proposed content for the Envision Belleville 2035 website for review and approval by City staff prior to online posting.
- Summary of each plan-related meeting and outreach activity which the consultant team facilitates.

PHASE 2 – PLAN DEVELOPMENT

TASK 5 – Vision, Principles and Preferences

Upon transitioning from the initial community engagement activities into the plan development phase, the consultant team will prepare a series of draft Guiding Principles for consideration by the Comprehensive Plan Advisory Committee. These principles set the stage for more detailed analyses when drafting each plan element. Each element will include a set of goals followed by detailed action recommendations. The action items are designed to help the community achieve its expressed goals in accordance with the broader guiding principles. Another specific community involvement activity that will drive the guiding principles and goals of the plan is a visual preferencing exercise as outlined in this task.

Task Activities

1. Coordinate with City staff to design a visual preference survey component that will be deployed at the Neighborhood Zone workshops under Task 4, as well as through the Virtual Town Hall for broader participation and response. In preparation for this exercise, build an extensive photographic library of community images, some of which will be paired with other local images, and some with visual examples from elsewhere to solicit meaningful responses. Then work closely with staff on the careful selection of community features and associated images that are relevant to and reflect real possibilities for Belleville so as to avoid misleading or unhelpful results. Also design the exercise to where participants must assign a level of importance to each visual feature to determine which community preferences rate

highest and should have the greatest support if and when acted upon – versus those that may be desirable but not practical or achievable. Then use the results to focus further assessments for individual plan elements, and to formulate key community choices that must be decided upon through the planning process to guide policies and strategies that will affect Belleville’s physical environment, image and character.

Deliverables

- **Introduction element**, with pertinent introductory and background information about the planning process and resulting new document, and incorporating the Community Overview component drafted through Task 3, Community Background.
- **Envision Belleville 2035**, a supplemental report, designed as an appendix to the Introduction element, that will document participation in and summarize input, aspirations and ideas expressed through the community engagement process. This will include the methods and outcomes from the visual preference exercise. The report will also include a proposed vision statement and the set of guiding principles for the Comprehensive Plan refined in conjunction with the Advisory Committee.

TASK 6 – Growth Capacity and Infrastructure

Through this plan element, the consultant team will document the City’s intent and policy regarding how growth and new development will be accommodated, consistent with other fiscal and community considerations – including efficient land, utility infrastructure, and roadway network utilization – to achieve and maintain a desired community form and character. This will include an evaluation of existing and projected infrastructure capacities and planning-level improvement needs to support and sustain desired growth and redevelopment. The consultant team will also assess the capacity of the City’s public safety services to accommodate ongoing growth and enlarged service areas.

Task Activities

1. Prepare summary narrative, tables and charts describing the condition and capacity of existing utility infrastructure (water, wastewater, storm drainage), any facility or service issues or deficiencies, and the future outlook, anticipated needs, and programmed improvements. This will be drawn from recent/ongoing plans and studies and discussions with City staff and any other service providers in the area. Also highlight implications for the city’s growth and development patterns, and likely demand for utility extension into areas not currently served.
2. Review demographic and socioeconomic data to project land use demands and implications for public facilities and infrastructure services.
3. Assess opportunities for and constraints to future development, infill development and redevelopment based upon significant land uses, use and property ownership patterns, the transportation network, infrastructure and public service capacity and availability, and environmental factors. Identify and quantify the areas available, most suitable, and preferred for new growth and targeted reinvestment, taking into account the fiscal implications of alternative growth patterns.
4. Draft goal and policy language to guide decisions regarding future provision of infrastructure and public services, the extent and timing of annexation, incentives to facilitate

infill and redevelopment, and other key activities and considerations pertaining to effective growth management.

5. Assess the City's public safety services to review current/planned service provision and anticipated staffing/facility/equipment/technology needs.
6. Draft policies regarding the appropriate siting, design and functionality of future community facilities. Also highlight opportunities to locate and integrate such facilities in strategic investment areas (e.g., downtown, key corridors) or other prime locations that would complement economic development and/or other community objectives.

Deliverables

- **Growth Capacity and Infrastructure element**, with appropriate tables and illustrations to accompany the narrative. This element will spell out the City's plans for accommodating and guiding expected growth and redevelopment in a manner that is fiscally responsible, sustainable, and aligned with community planning objectives and priorities.
- **Development Plan map**, which will be coordinated with the Future Land Use Plan, Thoroughfare Plan, and the City's policies and plans for new development and infill, annexation, and infrastructure investments and upgrades.

TASK 7 – Mobility

The consultant team will focus on policies and strategies designed to ensure orderly development and improvement of the area transportation system, considering not only facilities for automobiles but other modes of transportation as well. This includes "complete streets" considerations for pedestrian and bicycle circulation and safety, existing and future public transportation needs (as addressed by MetroBus and MetroLink), freight movement in and through the community (including truck traffic and railroad corridors), and the outlook for MidAmerica Airport. This task will be closely coordinated with growth and infrastructure planning, including the 2012 Long Range State Transportation Plan (LRSTP), and future land use planning to evaluate the impacts of different transportation investment decisions on future development and community character. The City's Thoroughfare Plan will also be revisited to ensure adequate preservation of rights-of-way concurrent with new development.

Task Activities

1. Review available data, studies and plans regarding the existing transportation system and specific facilities/services (including aviation, freight movement, and public transit), current and projected roadway and traffic conditions, and associated capital improvements programming. Also utilize the 2012 Long Range State Transportation Plan (LRSTP) in assessing existing conditions and needs and the future outlook for area transportation improvements, including planned widening of existing roadways, intersection improvements and/or new roadways.
2. Perform existing conditions analyses of the local street system to evaluate traffic safety, as well as the capacity, continuity, and connectivity of the existing and planned thoroughfare system. Also evaluate planned transportation improvements for their potential impacts on the city's growth and land use patterns.

3. Evaluate the City's current Thoroughfare Plan to identify any warranted adjustments or additions necessary to implement and ensure consistency with the Future Land Use Plan and other City growth policies. The updated map will indicate the general alignments of rights-of-way for future arterials and collector roadways, the planned locations of major intersections and interchanges, and the functional classification of all primary and secondary roadways in and around the community. The map will be tied to the associated cross section standards for these classifications, and the map review and updates will take into account community character objectives and the related transportation planning of other entities (county, regional, state).
4. In conjunction with the Implementation task, review the current subdivision regulations and recommend thoroughfare development standards and requirements, as needed (e.g., cross sections, access standards, continuity of major streets, etc.). This will include consideration of how multi-modal improvements are accommodated within rights-of-way, especially to support pedestrian and bicycle circulation and future transit services and utilization through a "complete streets" approach.
5. Determine the need for better management of property access along major roadways to protect roadway capacity and improve safety, as well as the need to "calm" traffic within neighborhoods and other pedestrian-oriented areas.
6. Draft policies to ensure consideration of vehicular and bicycle/pedestrian circulation needs in conjunction with future growth and land use planning, especially where major trip generators are involved. This will include review of the existing Parks Master Plan and other relevant plans, and evaluation of existing bicycle/pedestrian networks and facilities to identify gaps and improvement needs.
7. Assess the outlook for public transit services in the area.

Deliverables

- **Mobility element**, with appropriate tables and illustrations to accompany the narrative. This element will include a review of existing conditions and needs, identification of policies and new/revised standards, and recommended projects and programs, all coordinated with the 2012 LRSTP.
- **Updated Thoroughfare Plan map.**

TASK 8 – Housing and Neighborhoods

The consultant team will assess the local housing market through this task, and also evaluate the design of neighborhoods within the context of the City's current development regulations and the impact they have on housing development, community form, land use compatibility and connectivity. The underlying premise of this element is to ensure that there is an adequate supply of housing within varying price ranges so as to accommodate persons desiring to relocate within or to the community. Housing and neighborhood integrity are core issues in Belleville given the age of the City's housing stock and high vacancy rates. Therefore, this task will emphasize policies and initiatives for sustaining Belleville's value as an attractive place to live through housing improvements (including customized regulatory allowances for home additions and structural enhancements), targeted reinvestment, diligent code enforcement, and other neighborhood conservation strategies. The consultant team will also focus on the City's

subdivision regulations and other development standards to ensure there are provisions that allow new development and redevelopment to occur in a manner that meets neighborhood and community expectations, is feasible and profitable, and is compatible with adjacent uses and area character.

Task Activities

1. Analyze housing market data for the city and region to evaluate the existing housing stock, assess current and future housing needs of area residents, and consider market potential for significant housing reinvestment and neighborhood redevelopment.
2. Identify deficiencies in or barriers to local housing development, especially in established neighborhoods and developed areas, with recommendations on programs and strategies for overcoming them.
3. Identify options for other types of housing development besides typical “cookie-cutter” forms and layouts, including recommendations as to the necessary ordinance adjustments to facilitate and encourage such varied development. Also recommend standards for mixed housing outcomes that promote neighborhood sustainability while protecting the intended neighborhood character.
4. Identify the elements of quality, livable neighborhood environments and recommend strategies for maintaining or integrating these elements into existing neighborhoods (e.g., neighborhood gathering places, walkable infrastructure, neighborhood connections, convenience services, parks and open space, defensible edge treatments, etc.).
5. Evaluate existing neighborhood conditions and characteristics and their risk of experiencing deterioration or disinvestment.
6. Outline strategies for conserving the character and integrity of existing neighborhoods, including protection against the encroachment of incompatible uses, standards for infill and redevelopment, and adequate property maintenance. Also craft guidelines for areas that may be difficult for infill development or redevelopment to protect their long-term viability and value.
7. Recommend strategies and programs for returning “tired” neighborhoods to a quality, livable standard through techniques of improved organization, infusion of new investment, rental conversion, and other approaches.

Deliverables

- **Housing and Neighborhoods element**, with appropriate tables and illustrations to accompany the narrative. This element will include policies, programs, strategies, and recommendations to safeguard the character and integrity of existing neighborhoods, provide for future housing needs, and achieve quality living environments.

TASK 9 – Economic Development

Within the context of the overall Comprehensive Plan, the consultant team will prepare a set of strategies for growing, sustaining, strengthening, and diversifying Belleville’s economy and tax base in a way that is both feasible and compatible with the character of the community. The resulting plan element will be designed to complement any other economic development studies

or plans of the City or St. Clair County Department of Economic Development, including updates of previously compiled economic data and indicators, and integration of their key policies and program recommendations into the Comprehensive Plan. Of particular importance to this plan element are the physical planning components that contribute to the City's readiness to accommodate new development and reinvestment. Key considerations will include the provision of sufficient space in appropriate locations for commercial business parks and industrial development; adequate public facilities and services; available, affordable, and quality housing; and an attractive and sustainable living environment for all residents of the community.

Task Activities

1. Compile and review relevant analyses and studies. The purpose of this review is to identify relevant programmatic recommendations, metrics, case studies, and other elements that may inform the planning process.
2. Prepare a targeted analysis of updated demographic and economic factors that are of greatest concern to economic decision-makers. This will include review of labor market information from the standpoint of current and prospective employers, with particular emphases on the City's primary and target industries. Factors to be considered include overall growth in the labor force, employment (historical and projected) by industry type, educational attainment and higher education enrollment, commuting patterns, wage rates, and occupational statistics.
 - As part of the early "listening sessions" under Task 4, interview real estate brokers and developers, business owners, relevant institutions, and others to ensure the most current understanding of the markets in Belleville.
 - Assess the region's appeal to prospective employers, including its industrial composition and major employers; geographic location and transportation access; telecommunication and other utility infrastructure (planned and existing); available sites; and incentives.
 - Facilitate discussion of long-term trends at the regional, national, and global levels and the opportunities they may provide for the community.
 - Prepare an analysis of the City's economic strengths, weaknesses, opportunities, and threats (SWOT), which informs the development of strategies later in this task.
3. Based on inputs from the community engagement process:
 - Highlight areas where Belleville can differentiate itself from the competition. Examine industry recruitment, as well as retention and expansion. Also consider how City initiatives relate to the work of the St. Clair County Economic Development Department, the St. Louis Regional Chamber and Growth Association, and any other regional efforts.
 - Identify workforce development issues that may affect the City's ability to support future growth sectors. These strategies would address issues related to the development of talent ("growing your own"), retaining existing workers, and the recruitment of talent.
 - Help translate community values into economic strategies. The roles of "place and character" are essential parts of promoting economic vitality. This element will highlight what makes Belleville unique, and explore ways to leverage local advantages.

4. Prepare an implementation matrix that includes:
 - A list of actions to support the strategies, including identification of responsible parties and potential partnership opportunities, timelines and key milestones, and potential funding sources.
 - Consensus priorities from among potential courses of action.
 - Suggested performance measures to gauge progress on economic development goals, and guidance for collecting the necessary data.

Deliverables

- **Economic Development element**, with appropriate tables and illustrations to accompany the narrative. This element will include sufficient economic analysis and background to set out a proactive program for strengthening and sustaining the area economy in a manner that is consistent with the desired community character.

TASK 10 – Land Use and Character

The consultant team will assess Belleville’s long-range development outlook and establish the necessary policy guidance for making decisions about the compatibility and appropriateness of individual developments – and proposed redevelopment and infill projects – within the context of Belleville and its larger planning area. Other considerations will include City capabilities for managing ongoing development while protecting the integrity of neighborhoods, safeguarding community character, and enhancing Belleville’s image and aesthetics. Another special focus involves conservation of land, water and air resources and valued open spaces that are important to the economic health, livability and sustainability of Belleville. This plan element will also address urban design considerations, focusing on the existing design context of the public realm within Belleville. The consultant team will consider how building scale and height, setbacks, streetscape, landscape, pedestrian amenities, connectivity and wayfinding contribute to the “look and feel” of the city, and to residents’ “comfort” with their community.

Task Activities

1. In conjunction with the existing land use and character inventory under Task 3, complete GIS mapping of natural resources (floodplains, riparian areas, wetlands, woodlands, wildlife habitat), key physical features, prime agricultural land, and cultural and historic assets.
2. Highlight environmental constraints and potential hazards that should factor into future land use planning, public acquisition and conservation activities, and the City’s development regulations, either to minimize incompatible development or to promote preservation and use of natural features as development focal points and value-adding amenities.
3. Assess development opportunities and redevelopment needs by identifying undeveloped and underdeveloped parcels and key corridors and intersections, and evaluating their residential and/or nonresidential potential within the context of the overall community and broader regional development trends. This will include consideration of residential and commercial design practices and how this impacts community form, connectivity and development compatibility.

4. Prepare a Future Land Use and Character map to illustrate the generalized pattern and character of future development and redevelopment. The selected land use classifications will be designed to reconcile with the zoning districts, which may involve specific recommendations for amending the existing zoning regulations to ensure effective plan implementation.
5. Prepare policy statements and recommend strategies and sensitive planning criteria for preserving the City's valued natural, historic and scenic resources, and to protect neighborhood integrity and community character. This will include initiatives that enhance public access to community amenities and build on Belleville's successes in park and open space planning and trail network development.
6. Explore recent and emerging principles in planning for their relevance and application in Belleville. This may include the concepts of traditional neighborhood development (TND), conservation design, sustainable development, and alternative implementation mechanisms (form-based coding, character-based standards, hybrid approaches, etc.).
7. Identify high-profile corridor segments, community entries/gateways and other unique "community framework" areas in terms of how they help to establish community character and image. Document recent and ongoing beautification efforts, and outline potential strategies for achieving quality outcomes through private development practices, preservation of natural amenities and open space, and enhancements within the public realm (e.g., "context sensitive" roadway design, building and site design, landscaping and screening, signage and wayfinding, public art and other amenities, etc.).
8. In conjunction with the Implementation task, evaluate current code provisions and recommend regulatory and incentive-based strategies for improving land use compatibility, advancing housing objectives, protecting valued areas, and enhancing development outcomes and aesthetic appearance via revised standards and other mechanisms.

Deliverables

- **Land Use and Character element**, with appropriate tables and illustrations to accompany the narrative. This element will include policies, guidelines, strategies and recommendations to achieve the intended future pattern, character, and form of development.
- **Future Land Use and Character Plan map** denoting the type, pattern and character of future development – rather than only its use and density – and aligned with community growth and capital infrastructure plans.

PHASE 3 – PLAN IMPLEMENTATION

TASK 11 – Implementation

The consultant team will utilize the recommendations of the individual plan elements to consolidate an overall strategy for executing the updated Comprehensive Plan, particularly for the highest-priority initiatives that will be first on the community's action agenda. This plan element will also outline crucial procedures for monitoring and revisiting the plan policies and action priorities every year, and for completing future plan updates at appropriate milestones. These processes provide an essential "feedback loop" into the City's long-range planning and

strategic decision-making, leading to necessary plan adjustments based on implementation successes and challenges and ongoing changes in physical, economic and social conditions in the community and region. Through this task, the consultant team will also review the City's existing zoning and subdivision regulations — as the plan's key implementing regulations — to identify amendments that are necessary to achieve the community's vision and objectives and ensure consistency between plan and codes.

Task Activities

1. Coordinate with City staff to compile from the various plan elements those action statements that are considered "strategic" in nature so they may be linked to specific implementation tools, strategies and potential funding mechanisms and thereby ensure that the new Comprehensive Plan is a "plan of action."
2. Assess the City's "implementation readiness" and outline a recommended organizational framework to ensure successful implementation of the plan. This will include strategies for staffing, roles of boards and commissions, and linkages between the plan and the City's annual budgeting and capital improvements programming.
3. Embed an annual review and reporting function into the implementation program to provide a means of gauging progress and ensuring accountability.
4. Highlight opportunities for the City to coordinate planning and implementation efforts with other key agencies and entities, with other jurisdictions, where appropriate, and with other private and non-profit partners.
5. Facilitate a joint workshop of the City Council, Planning Commission and Advisory Committee to provide an overview of the overall draft plan and identify near-term action priorities. Also lead discussion on available, feasible tools for accomplishing priority actions, particularly for steps to be taken immediately within the first six months following plan adoption; anticipated timeframes and assigned responsibility for each priority action item; and, strategies for maintaining community support and awareness – and momentum and energy for plan implementation – beyond plan adoption. Community input on potential action preferences, as obtained through the Virtual Town Hall, will also be highlighted for the workshop prioritization exercise.
6. In conjunction with the growth and land use planning tasks, evaluate the effectiveness of the City's current development regulations given the policies and guidelines identified in the new Comprehensive Plan. This will result in a series of recommendations for potential amendments and/or administrative changes, along with other observations from this independent review. Recommended amendments will be compiled as action statements with brief supporting commentary.

Deliverables

- **Implementation element**, with appropriate tables and illustrations to accompany the narrative. This element will include an action agenda of near-term and longer-range implementation steps; an associated organization and management plan; and, a strategy and schedule for regular plan reviews, amendments, and periodic updates.
- **Revised draft versions of all other plan elements and maps**, in PDF format, for printing and advance distribution by City staff to the joint workshop participants.

- Summary memorandum, separate from the Comprehensive Plan document, outlining the findings and recommendations of the **development regulations appraisal**.

PHASE 4 – PLAN FINALIZATION AND ADOPTION

TASK 12 – Public and Official Consideration

Following the joint workshop under the Implementation task, the consultant team will coordinate with City staff to compile a final proposed Comprehensive Plan for public hearing and official consideration.

Task Activities

1. In coordination with City staff, present highlights of the final proposed plan at a public hearing before the Planning Commission, and assist in responding to public comments and questions, as appropriate. Then proceed into a Commission workshop, immediately after the hearing, to work through revisions the Commission deems necessary before making a recommendation of plan adoption to City Council.
2. In coordination with City staff, present highlights of the final proposed plan, including further adjustments recommended by the Planning Commission, at a public hearing before the City Council. Also assist in responding to public comments and questions, as appropriate.

Deliverables

- All elements and maps for the final proposed Comprehensive Plan document, in PDF format, for printing, distribution and website posting by City staff prior to the public hearing phase.

TASK 13 – Plan Finalization and Summary

Following plan adoption by City Council, the consultant team will finalize the Comprehensive Plan document to reflect all further adjustments made through final City Council review and deliberation.

Deliverables

- **One hard copy, full-color original of the final adopted Comprehensive Plan document**, including all maps, illustrations and related attachments (provided in a binder for ease of reference and updating by the City).
- A **supplemental binder** of meeting summaries and other supporting documentation resulting from the comprehensive planning process (e.g., PowerPoint presentations, community outreach materials, detailed data tables, etc.).
- **Electronic files on compact disc** for all elements of the final plan document (in their native format in Microsoft Office Suite or Adobe InDesign, Adobe PDFs, and all map-related files in ESRI-compatible formats).
- An attractive **summary brochure** for the updated Comprehensive Plan, created in an electronic desktop publishing format for visual appeal and quality printing. The brochure

will include a highly readable summary of each plan element along with tables, charts, illustrations, and maps. The consultant team will coordinate with City staff to integrate any specific ideas into the layout and design, leading to a digital proof for review by staff prior to the consultant team submitting all final revised files for production by the City through its selected print shop.

APPROACH TO DELIVERABLES

The consultant team will provide draft deliverables through each task of the project. These deliverables will facilitate workshop meetings, periodic releases of information to the media and public, and the orderly completion of the project. All such interim deliverables will be provided to the City in Adobe PDF format for ease of file transfer and reproduction and distribution. The PDF versions are also suitable for posting on the City's website. The consultant team will also provide the text of the interim project deliverables to the City's Project Director in Microsoft Word format to facilitate internal document review/comment. Maps, illustrations and other graphics will be produced in color (unless they are black-and-white line sketches) in a format suitable for display during meetings and at public events/hearings.

Whenever the consultant team submits draft deliverables, it will be the responsibility of the City's Project Director to coordinate, compile and forward in a consolidated manner all review comments on and requested/suggested revisions to such deliverables. As part of each review phase, guidance from the Project Director should be included, as needed, on whether and how the consultant team should address certain comments which may be for information only (e.g., comments from outside reviewers) versus those involving specific, staff-recommended revisions.

The project budget assumes original drafting of each deliverable and one consolidated revision upon receipt of compiled comments from the City's Project Director. Only minor revisions will be made following adoption of the plan to produce a final plan document. Substantive revisions may require additional services depending on their nature and the current budget status.

ADDITIONAL OR CONTINUING SERVICES

During the course or at the conclusion of the project, the City may deem it necessary to schedule more meetings, request further issues research, or otherwise engage consultant team personnel in additional work efforts not anticipated at project initiation and through the Scope of Services currently outlined. Any such additional services shall be specifically authorized by the City Council, as appropriate, and documented through a written amendment to the Scope of Services and approval of a corresponding increase in the maximum not-to-exceed amount (and, if necessary, the time of performance) of the original professional services agreement.

Exhibit "B" Support Services of City

The City of Belleville will provide administrative and technical support services to assist the Consultant in performing the Scope of Services described in Exhibit "A." The support services to be provided by the City will include the following types of general services and specific tasks for the work program:

- ♦ Identify a single individual as the City's Project Director, who will serve as a primary point of contact and source of day-to-day work program direction for this collaborative planning effort involving both City and Consultant personnel, resources and capabilities.
- ♦ Provide all available data, maps, air photos, previous reports/plans/studies and other information that is available to the City in digital or printed format and is pertinent and necessary for development of each deliverable. *Prompt compilation and delivery of such resource materials to the Consultant is an essential prerequisite for initiation of work and timely progress on various initial study tasks.* The City will reproduce all materials, to the extent feasible, such that they will not require return upon project completion.
- ♦ Assist the Consultant in establishing contacts with agencies and organizations for data collection and coordination purposes, arranging meetings as needed, and making these entities aware of the project.
- ♦ Ensure that key City personnel, board/commission members, and elected officials will participate as needed in the planning process and be available upon request, through arrangements made by the City's Project Director, to provide information and referrals and offer opinions, insights and suggestions that are necessary for the project. This will include potential formal or informal meetings and briefings with the City Council as specified in Exhibit "A," Scope of Services.
- ♦ Immediately upon project initiation the City's Project Director will coordinate with the Consultant to transfer spatial data and mapping that the City can make available for the project, including data sets and GIS coverages and AutoCAD layers already developed/maintained by the City for its entire planning area or readily available to the City from other sources. *Delay in transferring this data to the Consultant may compromise the overall project and the schedule of deliverables. Availability of a workable base map and dataset is an essential prerequisite for initiation of work and timely progress on various initial study tasks.*
- ♦ Reproduce and forward each draft project deliverable submitted by the Consultant (via email) to advisory committee members, key City staff members, and other project participants as appropriate. In addition, each draft deliverable should also be provided to the Planning Commission (if an advisory committee is established) and City Council for courtesy review and discussion as the planning process proceeds. An item should be added to the Planning Commission and City Council agendas throughout the duration of the project to provide ongoing discussion opportunities for these bodies and to allow for overall direction of the process. City staff will be responsible for providing briefings to the City Council at regular intervals throughout the process, in addition to any Consultant briefings specified in Exhibit "A," Scope of Services.

- ♦ Conduct public information activities in conjunction with major public meetings and other fitting project milestones. The City will be responsible for news media contacts, preparation and distribution of news releases and any other public information materials, and posting of meeting notices and project information and updates on the City's Internet home page.
- ♦ Use the City's website to disseminate information and inform, update and educate the public about the ongoing project. The Consultant will provide already-completed documents or GIS maps in an Adobe *.pdf format, which can be easily posted on the City's website.
- ♦ Provide three-ring binders (2" size) with section dividers (based on number of project elements plus some extra tabs for other project materials) for all advisory committee members, involved City officials and staff, and others as needed for purposes of organizing and maintaining project materials throughout the process. The Consultant will be responsible for presentations and preparation of necessary graphic aids for all meetings. The Consultant will provide one (1) reproducible original of notebook materials for reproduction and distribution by the City.
- ♦ Arrange and provide use of public meeting facilities for each scheduled public involvement event and meeting identified in Exhibit "A," Scope of Services, including adequate setup for presentations (PowerPoint projector, sound system, screen or white wall, reduced lighting, extension cords and multi-plug power strips, easels, flip pads and markers, etc.). The City's support services will include providing public and news media notification of public meetings, preparing sign-in sheets, producing/ mailing/ distributing notices, reproducing agendas and other handout materials, and providing refreshments. The Consultant will be responsible for presentations and preparation of necessary graphic aids for all meetings. The City will also be responsible for inviting members of City boards and commissions and representatives of other key agencies and community organizations to attend public meetings related to the planning process.
- ♦ Commit the necessary resources to prepare adequately for, promote citizen participation in, and ensure media coverage of key community involvement events. The City might consider inviting other community organizations to co-sponsor or "co-host" such key events and provide further logistical support. The City's responsibilities will include securing a meeting location with adequate setup and seating for large gatherings and presentations (PowerPoint projector, sound system, screen or white wall, reduced lighting, extension cords and multi-plug power strips, easels, flip pads and markers, etc.), distributing promotional posters and/or flyers, distributing any other public information materials, publicizing the event through informal networks and "word of mouth" means, encouraging major businesses and institutions to highlight the event on high-profile marquee signs and message boards (as appropriate), making arrangements for snacks/beverages and entertainment (as appropriate), providing greeters and City staff or volunteers to staff a sign-in table, assigning City staff to assist Consultant personnel with any planned small-group break-out sessions, arranging for City officials to welcome attendees and provide brief opening remarks, inviting any guest speakers as needed, arranging one or more door prizes to encourage attendees to stay for the entire event (as appropriate), and reproducing a program/agenda for the event. The Consultant will provide a checklist and other guidance and sample materials based on its experience in conducting and facilitating many similar events in other communities.

- ♦ Consider and act on all documents and project work items submitted by the Consultant that require City review, comments or approval within a reasonable period of time so as to enable the Consultant to complete the work on schedule. Delays encountered during the project will be documented in the monthly progress reports and may delay the delivery of work products and/or the completion date of the project.
- ♦ Provide the Consultant written summaries, and copies of any handouts/materials, from all project-related meetings not attended by the Consultant.
- ♦ Provide such public notice of meetings and hearings as is required by law or deemed desirable by the City.

Project Schedule

Belleville Comprehensive Plan Update

NOTE: This preliminary draft Project Schedule, prepared prior to contract approval, outlines the sequence and potential timing of project meetings and deliverables. It will then be the basis for comparing City and consultant calendars to avoid scheduling conflicts and finalize dates.

Activity	Due	Meeting	Notes
Planning Commission and City Council Meetings	--	Tue-Wed 06.25 & 06.26.13	Contract approval
Project Kick-Off Meeting (via teleconference)	--	Week of 07.08.13	Review project scope, timeline, information needs, and logistics
Listening Sessions	--	Week of 08.12.13	8 one-hour sessions over two days
Issues and Needs Workshop with City Council and Planning Commission	--	Week of 08.12.13	Evening of first listening sessions day
Introduction element draft, with Community Overview component	Week of 08.26.13	--	
Envision Belleville 2035 Virtual Town Hall site	Week of 09.02.13	--	Review and approval of initial site content, to go live prior to Neighborhood Zones Round 1 Workshops
Neighborhood Zones Round 1 Workshops	--	Week of 09.09.13	Two-hour workshops held twice each day over two days
Comprehensive Plan Advisory Committee Meeting 1	--	Week of 09.09.13	Orientation, Introduction element, vision and guiding principles
Envision Belleville 2035 draft appendix to the Introduction element	Week of 09.23.13	--	Including draft vision statement, guiding principles, and visual preference results
Growth Capacity and Infrastructure element draft, Development Plan map draft	Week of 09.23.13	--	
Comprehensive Plan Advisory Committee Meeting 2 (via videoconference)	--	Week of 10.07.13	Community input to date, Growth Capacity and Infrastructure element
Mobility element draft, Thoroughfare Plan map draft	Week of 11.04.13	--	
NOTE: Selected 11.18 versus 11.04 week to avoid Election Day on Tue 11.05			
City Council Briefing	--	Mon 11.18.13	Evening before two days of Neighborhood Zones Workshops
Neighborhood Zones Round 2 Workshops	--	Week of 11.18.13	Two-hour workshops held twice each day over two days
Comprehensive Plan Advisory Committee Meeting 3	--	Week of 11.18.13	Community input to date, Mobility element
Housing and Neighborhoods element draft	Week of 11.25.13	--	
Comprehensive Plan Advisory Committee Meeting 4 (via videoconference)	--	Week of 12.09.13	Housing and Neighborhoods element
Economic Development element draft	Week of 12.30.13	--	
Comprehensive Plan Advisory Committee Meeting 5	--	Week of 01.13.14	Economic Development element
Land Use and Character element draft, Future Land Use and Character Plan map draft	Week of 01.27.14	--	
Implementation element preliminary draft	Week of 01.27.14	--	
Comprehensive Plan Advisory Committee Meeting 6 (via videoconference)	--	Week of 02.10.14	Land Use and Character element, preliminary Implementation element

Activity	Due	Meeting	Notes
Revised draft versions of all plan elements and maps for Joint Workshop	Week of 03.24.14	--	
Neighborhood Zones Round 3 Workshops	--	Week of 04.07.14	Two-hour workshops held twice each day over two days
Joint Workshop of City Council, Planning Commission, and Advisory Committee	--	Week of 04.07.14	Presentation of Draft Plan highlights, prioritization of near-term action items
Draft Comprehensive Plan (public hearing version)	Fri 04.25.14	--	
Development regulations evaluation summary memorandum	Fri 05.02.14	--	For City staff review, separate from Comprehensive Plan document
Public Hearing and Workshop – Planning Commission	--	Wed 05.07.14	Presentation of plan highlights and assistance with questions and discussion in workshop immediately after hearing
Final Draft Comprehensive Plan	Mon 06.02.14	--	With itemization of revisions to Planning Commission public hearing version
Public Hearing – City Council	--	Mon 06.16.14	Presentation of plan highlights and assistance with questions and discussion
Final Adopted Plan Version (1 full-color paper original, and all electronic files on disk)	2 weeks after adoption	--	Plus a supplemental binder of meeting summaries and other supporting documentation resulting from the process
Deliverables from Task 2, GIS Development	3 weeks after adoption	--	All electronic files and templates created, data documentation, memorandum documenting identified errors or omissions in data acquired by the City from other sources
Plan Summary Brochure	1 month after adoption	--	All final revised desktop publishing files for production by the City through its selected print shop

Regular City Meetings

- City Council 1st and 3rd Monday at 7:00 PM
- Planning Commission 1st Wednesday at 7:00 PM
- Board of Adjustment 4th Thursday at 7:00 PM

Proposed Project Budget

Belleville Comprehensive Plan Update

This sheet displays the proposed project budget. The upper portion details estimated labor hours and direct expense factors. The lower portion shows the dollar costs for these hours and expenses. The light green highlighting indicates project meetings that require travel by KKC personnel, which personnel will participate in each trip, and the associated expenses.

As a product rather than a consulting service, MindMixer involves a fee to KKC and not any labor hours. Therefore, it is shown as a direct expense for the Community Engagement task (Task 4).

Firm		Bret Keast	Gary Mitchell	A
Key Personnel		Bret Keast	Gary Mitchell	A
Title		President	Vice President	I
Hourly Rate		\$145	\$145	
COMPREHENSIVE PLAN UPDATE				
Work Elements				
Comprehensive Plan				
Project Administration		4	16	
Phase 1 - Initiation, Background, and Community Outreach				
1. Existing Information Assessment		0	2	
2. GIS Development (in conjunction with Comp Plan)		0	4	
3. Community Background		0	16	
4. Community Engagement (including MindMixer)		0	28	
City Council and Planning Commission Introduction		0	4	
Issues/Needs Workshop, Listening Sessions		0	10	
Neighborhood Workshops 1, CPAC 1		0	10	
Neighborhood Workshops 2, CPAC 3, City Council		8	12	
CPAC 5		0	2	
Neighborhood Workshops 3, Joint Workshop		0	10	
<i>Subtotal</i>		8	98	
Phase 2 - Plan Development				
5. Vision, Principles, and Preferences		2	6	
6. Growth Capacity and Infrastructure		2	6	
7. Mobility		0	16	
8. Housing and Neighborhoods		2	14	
9. Economic Development		0	12	
10. Land Use and Character		8	48	
<i>Subtotal</i>		14	102	
Phase 3 - Plan Implementation				
11. Implementation		8	16	
<i>Subtotal</i>		8	16	
Phase 4 - Plan Finalization and Adoption				
12. Public and Official Consideration		0	8	
Planning Commission Public Hearing and Workshop		0	4	
City Council Public Hearing		0	4	
13. Plan Finalization and Summary		0	8	
<i>Subtotal</i>		0	24	
Person Hours		34	256	
Percent Hours		2%	18%	

Firm		Bret Keast	Gary Mitchell	A
Key Personnel		Bret Keast	Gary Mitchell	A
Title		President	Vice President	I
Hourly Rate		\$145	\$145	
COMPREHENSIVE PLAN UPDATE				
Work Elements				
Project Administration		\$580	\$2,320	
Phase 1 - Initiation, Background, and Community Outreach				
1. Existing Information Assessment		\$0	\$290	
2. GIS Development (in conjunction with Comp Plan)		\$0	\$580	
3. Community Background		\$0	\$2,320	
4. Community Engagement (including MindMixer)		\$0	\$4,060	
City Council and Planning Commission Introduction		\$0	\$580	
Issues/Needs Workshop, Listening Sessions		\$0	\$1,450	
Neighborhood Workshops 1, CPAC 1		\$0	\$1,450	
Neighborhood Workshops 2, CPAC 3, City Council		\$1,160	\$1,740	
CPAC 5		\$0	\$290	
Neighborhood Workshops 3, Joint Workshop		\$0	\$1,450	
<i>Subtotal</i>		\$1,160	\$14,210	
Phase 2 - Plan Development				
5. Vision, Principles, and Preferences		\$290	\$870	
6. Growth Capacity and Infrastructure		\$290	\$870	
7. Mobility		\$0	\$2,320	
8. Housing and Neighborhoods		\$290	\$2,030	
9. Economic Development		\$0	\$1,740	
10. Land Use and Character		\$1,160	\$6,960	
<i>Subtotal</i>		\$2,030	\$14,790	
Phase 3 - Plan Implementation				
11. Implementation		\$1,160	\$2,320	
<i>Subtotal</i>		\$1,160	\$2,320	
Phase 4 - Plan Finalization and Adoption				
12. Public and Official Consideration		\$0	\$1,160	
Planning Commission Public Hearing and Workshop		\$0	\$580	
City Council Public Hearing		\$0	\$580	
13. Plan Finalization and Summary		\$0	\$1,160	
<i>Subtotal</i>		\$0	\$3,480	
Total Professional		\$4,930	\$37,120	
PROJECT BUDGET				

