

EXHIBIT A

A. Project Description:

1. The Project shall consist of providing planning services in support of CLIENT's update to its Comprehensive Land Use Plan, including a Community Action Plan Phase 1.

B. Anticipated Project Schedule:

1. PEC shall commence its services on the PROJECT within seven (7) days after receiving CLIENT's notice to proceed.
2. PEC and CLIENT agree that the scope of services will be completed in accordance with a mutually agreed upon schedule.
3. CLIENT acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC's services. PEC will not have control over or responsibility for any contractor or vendor's performance schedule.

C. Project Deliverables:

1. Community Action Plan Phase 1 - Comprehensive Land Use Plan Update (.pdf format)
 - a) Community Profile
 - b) Summary of Community and Stakeholder Input
 - c) "What's Important To Us" Handout
 - d) Community Growth Assessment
 - e) Existing and Future Land Use Maps
 - f) Community Growth Decision Making Framework

D. Scope of Services:

1. Community Action Plan Phase 1 - Comprehensive Plan Update:
 - a) Compile a Community Profile – a short summary of the key demographic, population, and economic information.
 - b) Perform cursory review of previous plans, community surveys, City policies, and recent news articles.
 - c) Facilitate a joint listening session with City Council and Planning Commission to review the existing guiding principles, vision, values, and compile candidate priorities.
 - d) Solicit input from area stakeholders including schools, developers, and community groups, anticipate a maximum of 10 individual meetings.
 - e) Solicit public input at a local community event.
 - f) Facilitate a workshop with City Council to finalize priorities.
 - g) Summarize agreed upon priorities into a "What's Important to Us" document.
 - h) Carryout a Community Growth Assessment – a high level evaluation of significant factors that will impact economic development opportunities.
 - i) Develop an existing land use map and future land use map.
 - j) Review current development related regulations, processes, and policies. Develop a decision-making framework for evaluating future development proposals and land use changes.
 - k) Compile all previous deliverables into a summary document, along with summary of process and list of participants.

- 1) Assist with Plan Update adoption process.
2. Project Management
 - a) Provide project correspondence and consultation with CLIENT.
 - b) Provide quality control review prior to submission of project deliverables.

E. Additional Responsibilities of CLIENT:

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Attend all PROJECT progress meetings.
2. Coordinate among City staff for infrastructure assessment input.
3. Promote the public engagement opportunity.
4. Write and send correspondence for meetings with City Council, Planning Commission, public, and stakeholders.

F. Additional Services:

The following services can be provided by PEC at an additional cost by Supplemental Agreement:

1. Community Action Plan Phase 2: Chart Course
2. Community Action Plan Phase 3: Make Progress
3. 3D views of existing land use
4. 3D views of future land use
5. Provide site/corridor/area concepts
6. Provide design guidelines
7. Additional services associated with an expansion of the PROJECT or increase in PROJECT site and construction cost.

G. Exclusions:

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Printing costs.
2. Outside consultants.
3. Engineering design services.

H. PEC's Fees:

1. PEC's Fee for its Scope of Services will be on a lump sum basis in the amount of \$53,000.
2. Taxes are not included in PEC's Fees. CLIENT shall reimburse PEC for any sales, use, and value added taxes which apply to these services.