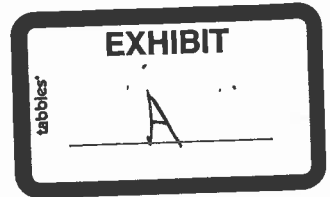




SECTION 6. WORK PROGRAM



COMPREHENSIVE PLAN SCOPE OF SERVICES

MANAGEMENT STRATEGY

Steering Committee. We recommend establishing a Steering Committee that will work with Woolpert/McKenna in developing the comprehensive plan. This group will represent a cross-section of the community and will be responsible for representing the community in working level meetings with Woolpert on the plan. There should be a balance of planning commission members, residents, businesspeople, developers, and other interested parties. This group will review plan submittals and participate in generating plan recommendations and ranking priorities.

Mason Staff Participation. We recommend that the city assign one staff member as the city's project manager for communication purposes. We will work closely with Mason staff on the comprehensive plan update. We will also need staff's cooperation and participation on the following items:

- Setting up committee meetings.
- Collecting/providing existing studies and resource materials.
- Providing GIS base mapping and aerial photos.
- Scheduling interviews.
- Distributing work products.
- Scheduling/logistics of public meetings and charette.
- Assisting at public meetings.
- Consolidating and providing comments on deliverables.
- Providing staff time for meetings with Woolpert/McKenna.

TASK ONE: VISIONING AND PUBLIC PARTICIPATION

Citizen participation and public relations are essential in educating the community and increasing support in implementation efforts. This task includes many techniques to ensure that Woolpert/McKenna and the citizens of Mason have a mutual understanding of important community issues.

1. **Steering Committee Visioning Meetings.** Woolpert/McKenna will hold **two visioning sessions** with the Steering Committee. The purpose of this task is to achieve a common group focus and vision in order to determine key community planning issues and effectively arrive at community goals and objectives.
 - a) **Key Issue Identification.** Woolpert/McKenna will commence the meeting by briefly presenting local and national market, land use and demographic trends, and a preliminary SWOT (strengths, weaknesses, opportunities and constraints) analysis. This information will provide context as the Steering Committee identifies the "key issues" in a fast-paced brainstorming exercise. The Woolpert/McKenna team will record all statements and ask participants to vote (prioritize) which issues are most important for Mason.

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- b) **Policy Development.** At a separate meeting, the Steering Committee will brainstorm policies, objectives, and strategies for each high-priority key issue identified in Task "a" above. Using the nominal group technique, participants will then vote on the top recommendations identified by the group. This exercise will serve as the basis for the formulation of comprehensive plan goals and objectives.
 2. **Stakeholder Interviews.** We propose holding 15 interviews with key community stakeholders to discuss their vision, desires, and perceived opportunities and constraints. Comments will be summarized and placed in letter format for the city's consideration. Individual comments will remain anonymous.
 3. **Project Webpage.** Woolpert will design and host the City of Mason Comprehensive Plan Update project webpage. Pertinent plan information, including drafts, maps, meeting minutes, press releases, and project schedules will be accessible to the public. Citizen questions, concerns, and additional feedback can be sent to the project team through an interactive comments feature.

TASK TWO: DATA COLLECTION AND ANALYSIS

1. **Existing Plan Inventory and Analysis.** As demonstrated on page 6 of the city's RFP, Mason has demonstrated a strong commitment to planning. An important component of the planning process is to therefore review previous planning efforts and determine which elements of past plans have been implemented and which elements need to be re-evaluated in light of new information and needs.
2. **Existing Land Use Inventory and Map.** The Woolpert/McKenna team will conduct a general land use inventory and analysis from existing data sources for Mason, primarily using the Warren County GIS Department database. Land use patterns will be identified and analyzed in sufficient detail to recommend policy regarding future development. The land use inventory will include an analysis of areas for residential, commercial, and industrial uses; and identify remaining developable land, undevelopable vacant land, public/semi-public land, parks, and recreational areas.
3. **Socioeconomic Analysis.** The population and economic characteristics of Mason will be updated using secondary data sources such as the U.S. Census and proprietary data providers. Population, employment, household, income, education, and labor force data will be analyzed to help identify future trends and community housing and service needs. Historic and projected population trends will be provided for the city and growth areas will be identified. Projections will be generated for a 20-year planning period in increments of five years.
4. **Economic Development Inventory.** Economic trends will also be summarized and areas with development activity or high potential for future development activity will be identified. This information will be gathered through interviews with local and regional development experts, business organizations, and the Chamber of Commerce.
5. **Community Facilities and Services Study.** An inventory of public facilities and services in Mason will be completed. The information gathered in this effort will be used to assess existing drinking water, sanitary sewer, and storm water drainage with a view toward future growth, as well as the ability of current services (e.g., fire, police and EMS) to meet the needs of Mason's current and future population.
6. **Transportation Analysis.** A review of existing transportation modes within the city will be performed. The existing Mason Thoroughfare Plan will be reviewed, as well as the current Warren

County Thoroughfare Plan. Coordination will be conducted both locally and with the Ohio DOT District 8 to identify issues and opportunities for improving the transportation system.

7. **Information Technology.** Each telecom company will be contacted by Woolpert/McKenna to identify existing service areas, infrastructure capabilities, and capacity to expand commensurate with planned growth. Strategies will be formulated to encourage investment in high speed data connections and telecommunications as part the city's ongoing efforts to create a competitive economic development environment and a high quality of life.
8. **Natural Resources Study.** This analysis will identify natural features, such as water resources, open space, wetlands, flood plains, ground water recharge areas, air and water quality, scenic views, and other major land/geologic formations that may pose challenges to development or opportunities for community enhancement and preservation.
9. **Composite Planning Issues.** The Woolpert/McKenna Team will prepare a summary of all the issues identified in the planning process to this point. The purpose of this exercise is to present a summary of the analysis performed in Phase I. It will include issues identified in the public input process and those identified in each of the planning elements. A Development Issues/Opportunities Map will be generated that translates the identified issues into a geographic format and shows potential areas of development.
10. **Interim Submittal/Steering Committee Meeting.** Twenty (20) copies of an Interim Submittal will be submitted to the City of Mason at this time. This submittal will summarize the work effort through Phase One (Tasks 1 and 2) of the work program. One week following submission of the interim document, the Woolpert/McKenna team will discuss the document with the Steering Committee.

TASK THREE: CONCEPTUAL PLANS

1. **Planning Charette.** Woolpert/McKenna will conduct an interactive planning charette with the Steering Committee and community at-large to test various land use and transportation scenarios. The planning charette will involve Woolpert/McKenna planners, city staff, Steering Committee members (as available), and the general public. During the charette, participants will discuss key planning issues and brainstorm ideas and solutions for future land use and development, transportation, community facilities, downtown, and community image. The intent is to explore new ideas and generate discussion on their merits and implications.

Key community planning issues and baseline information regarding local and regional land use and development trends will presented at the beginning of the meeting. The meeting participants will then break-out into smaller discussion groups. Each group will have base maps of the city, markers, and pens to identify the issues and concerns that each participant feels is important regarding pre-determined issues, such as parks and recreation, housing, land use/economic development, city services, infrastructure, etc.

Meeting participants will be challenged to look into the future and propose potential solutions to issues identified earlier in the meeting. Each group will choose a "volunteer" to present their preferred scenarios, issues, and concerns to the rest of the meeting participants. All responses will be recorded and considered in the plan.

2. **Land Use Plan.** The future land use plan will be prepared showing the generalized uses, locations, and densities (where applicable) of recommended future land uses for Mason. The land use plan will be guided by objectives and land use policies and strategies for the level of development that is

desired by the community. Input from the results of each of planning elements will be essential in crafting a land use plan that addresses key issues and reflects community desires. The future land use plan will describe the location, amount, and character of the various uses throughout the city. It will include descriptive text and a land use map which illustrates the proposed long-term land use development patterns in the city.

3. **Future Growth Areas.** Woolpert/McKenna will identify and map priority future growth areas, which may include undeveloped land within the city and/or extraterritorial areas. Each future growth area will be treated as a discrete sub-area with initialized analysis and recommendations, including the following elements:
 - a) **Land Use.** The Woolpert/McKenna team will describe desired future land use in detail, listing the appropriate and inappropriate types of uses for each growth area.
 - b) **Design Guidelines.** The team will prepare guidelines that clearly convey the city's expectations for future development. Guidelines will include items such as scale, form, and contextual relationship with surrounding areas.
 - c) **Phasing/Priority.** The team will provide land use and infrastructure improvement recommendations, including phasing and timing plans, to position the opportunity area for development that is consistent with community development expectations.
 - d) **Concept Schematic.** Woolpert/McKenna will provide a color conceptual street layout schematic for each growth area that illustrates how development could occur using the future land use, phasing, and design recommendations as guidance.
 - e) **Implementation.** McKenna will identify opportunities for intergovernmental agreements, public/private partnerships, financing, and regulatory development controls.
4. **Downtown.** Woolpert/McKenna will review the Downtown Plan, work products prepared by DMA, and designs prepared by KZF and make additional recommendations for the continued improvement of downtown Mason. Of particular focus will be the residential areas located behind Main Street frontage lots, business development, marketing, and transportation improvement strategies.
5. **Build-Out Impact Analysis.** McKenna will examine the impacts at full community build-out based on then land use recommendations and densities recommended in Task 3.2, Task 3.3 and Task 3.4. Information in this analysis will contain planning-level estimates of population, households, residential density, land use acreage, and employment and tax revenue.

The information derived from task 3.5 will help to determine whether infrastructure and public services are adequate to accommodate planned future growth. A basic trip generation model will determine the number of additional daily vehicle trips that will be generated in defined growth areas. The Steering Committee can use this data to select the most logical land use policy out of the alternatives contemplated. Trip generation will inform recommendations made in Task 3.7 below.

6. **Transportation Plan.** A transportation element will be produced, which will identify any recommended changes to the long-range thoroughfare system. The proposed land use plan will be analyzed to determine the future style, density, and location of future development and the transportation plan will be developed in response to these projections. The transportation plan will make recommendations for the following elements:

- Road extensions and connections to growth areas.
- Transportation improvements necessary to maintain a safe and efficient transportation system.
- Revisions to the city's Functional Classification System/Thoroughfare Plan based on planned future growth.
- Aesthetics, alternative roadway design, and traffic calming.

7. **Community Facilities Plan.** The community facilities plan will focus on the delivery of municipal utilities and services, including storm water drainage, and roadway infrastructure in defined growth areas and within the city. The plan will incorporate the parks and recreation master plan to illustrate areas where park and open space acreage should be developed based on public input and benchmarking standards. Likewise, public input will be used to determine if park equipment and facilities meet citizen expectations.

Preliminary feasibility regarding the construction and operation of a concert venue will be discussed based on citizen feedback and operating benchmarks from similar venues.

TASK FOUR: IMPLEMENTATION

The purpose of this work element is to establish the groundwork for carrying out the recommendations of the plan. Included in the implementation plan will be the following:

1. **Action Plan.** Woolpert/McKenna will summarize plan recommendations that require future action in table form for easy reference. The table will show recommendations in rank order as prioritized by the Steering Committee and Planning Commission and as ultimately adopted by City Council. Priorities will be linked to community goals. The implementation action plan will include performance benchmarks that establish short-, mid-, and long-range implementation targets.
2. **Growth Strategy.** Woolpert/McKenna will develop short-, mid-, and long-term term strategies indicating where development should occur over incremental five-year periods in-line with the city's desire or ability to grow at a sustainable rate and maintain Mason's superb quality of life and services. In this sense, the plan will answer the questions: "how do we grow?", "where do we grow?" and "when do we grow?"
3. **Capital Improvements.** Woolpert/McKenna will establish a prioritization and sequencing matrix for identified utility and roadway infrastructure improvements. This matrix will be easy to reference and will aid in the city's future capital improvement programming and budgeting efforts. Woolpert will prepare planning level cost estimates and identify the city department responsible for initiating the project and a timeframe for accomplishment.
4. **Regulatory Recommendations.** Woolpert/McKenna will provide preliminary recommendations for needed zoning code amendments and other development code adjustments. Recommendations will include standards to preserve the city's character and natural features, standards to achieve efficient use of all land, standards to achieve higher quality commercial development, use of innovative zoning techniques such as overlay districts and incentive zoning to achieve Comprehensive Plan goals, planned unit development strategies, open space developments, new urbanism, and other innovative development tools.
5. **Zoning Map Analysis.** Woolpert/McKenna will prepare a GIS map which compares existing zoning designations with the proposed land use plan. We will then provide recommendations for the zoning of the parcels where discrepancies exist.

TASK FIVE: COMPREHENSIVE PLAN PREPARATION AND ADOPTION

1. **Draft Plan Submittal.** The results of the previous tasks will be synthesized and documented in a draft plan. This report will be sent to the city for distribution to staff and the planning advisory committee for review and comment. Twenty (20) copies of the draft plan will be submitted to the city.
2. **Citizen Open Houses.** Two informational "open houses" will be held before the draft plan is officially presented to the Planning Commission or City Council. Woolpert/McKenna and city officials will invite the general public to view draft recommendations of the comprehensive plan at a designated community facility in a relaxed setting. Comprehensive plan maps and other pertinent information will be displayed for view by citizens and other attendees. Woolpert/McKenna professionals will be available to answer questions and collect feedback from citizens. Woolpert/McKenna will address citizen questions and feedback in future revisions of the plan in consultation with the city.
3. **Steering Committee Meeting.** Following the last public input meeting, a review meeting will be held with the steering committee where Woolpert/McKenna will present the draft plan and the comments received at the community meetings. The intent of this meeting is to discuss the draft plan and comments generated at the community meetings, as well as discuss comments or questions from the committee.
4. **Planning Commission Public Hearing.** Woolpert/McKenna will prepare exhibits and present the draft plan to the citizens and Planning Commission at a public hearing convened after the Steering Committee finalizes the plan.
5. **City Council Public Hearing.** Woolpert/McKenna will prepare exhibits and assist staff in the presentation of the comprehensive plan to citizens and City Council at a public hearing convened after the Planning Commission makes a formal recommendation.
6. **Final Plan.** Once all public input meetings are complete, the plan has been presented to the Planning Commission and City Council, all directed changes are incorporated, and the plan is adopted, Woolpert/McKenna will submit one-hundred (100) copies of the executive summary and fifty (50) copies of the final comprehensive plan to the city. A reproducible master copy of the report and a computer disk containing all of the text, graphics, tables, etc. included in the plan will be submitted.

MUNICIPAL PROPERTY STUDY SCOPE OF SERVICES

INTRODUCTION

Over the years, the City of Mason has acquired numerous parcels of land across the community. These parcels have been acquired for a variety of reasons and account for a considerable amount of acreage. As land resources diminish in the community, the future of these parcels needs to be determined. The following scope of services outlines a process to evaluate these properties and develop a strategy for their future use or disposition by the city. We will help determine the best use for the city for each parcel and establish priorities for economic development.

PHASE I: SITE INVESTIGATIONS AND DATA COLLECTION

The first phase of the Municipal Property Study is focused on collecting and reviewing background information on city-owned property. As part of this phase, the Woolpert/McKenna team will complete the following tasks:

- Collect and assemble GIS data.
- Perform a site visit to each parcel.
- Review current reports and studies, including the following:
 - Station Location Analysis Report
 - Park Master Plan and Park Design Plan Summary
 - Public Works and Parks Maintenance Space Needs Analysis
 - The Mason Comprehensive Plan and Amendments
- Review the zoning of each parcel.
- Meet with city staff to gain their insights.

Background

PHASE II: ANALYSIS AND RECOMMENDATIONS

The second phase of the study is focused on determining the best use of each property from the city's perspective, and providing guidance to implement those recommendations.

1. Property Valuation

Appraisal

The first step of the analysis will be to conduct a number of independent investigations and analyses concerning the properties and the market in which they are located to conclude the reasonable and likely uses given the specific use constraints dictated by the city of Mason or the market (absent specific use constraints). The appraisal will be prepared in conformity with the Uniform Standards of Professional Practice (USPAP), as required by Title XI of FIRREA, and in conformity with the Code of Professional Ethics of the Appraisal Institute.

The site data will be prepared subsequent to a physical inspection of the sites. Improvement descriptions will be prepared after an inspection of the interior and exterior of the buildings and a review of any plans or other materials that are available from the city.

Market data will be collected from public records and interviews with real estate professionals active in the specific property types and markets within which the properties compete. Absorption rates will

be obtained from other developers, buyers, and sellers active in the market area. Other market and relevant data will be gathered from competitive projects, data contained in Beck Consulting databanks, and interviews with other market participants.

For all properties, the sales comparison approach will be applied to the land as if vacant. This will recognize the highest and best use conclusion that is to be determined as part of the larger assignment and/or dictated by the city based on parameters provided by the city.

For improved property, one or more of the other three approaches to value will be applied. In the event that the improvements are a detriment to the land, the demolition cost to remove the improvements will be estimated and this amount will be deducted from the land value estimated previously in the report to indicate the as is value of the property.

If it is concluded that the improvements continue to contribute value to the value of the land as if vacant, all approaches to value that would be considered by a buyer of the property type will be applied. The sales comparison approach will be detailed based on process paid for competitive properties. If the property is the type that will likely be purchased by an investor for lease to one or more tenants, then the income approach will be applied. The cost approach will be applied in the event that the property is a special-use property, for which there is limited data market data, or it is a newer property that represents the highest and best use of the land; in this case the cost approach will be detailed along with other approaches to value.

The value indications from multiple approaches to value will be reconciled into a single value estimate for each property and the value of each property will be presented in a summary tabular format for easy review.

Site Investigations

The team will perform Phase I Environmental Screenings at up to six separate sites. The Phase I process is designed to determine if, based on a records search of previous property ownership and national databases and visual observations, materials or other site conditions might indicate that there is an environmental problem. Based upon data collected, Woolpert will determine if there is any reason to suspect existing or prior contamination.

Geotechnical analysis of the 104-acre city-owned site on the west side of S.R. 741 south of Bunnell Road will be performed. The objectives of this investigation will be to provide a preliminary evaluation of the existing subsurface conditions at the site and outline potential problems to the construction of structures of the site. Typically, one boring for each five acres is drilled for a preliminary exploration such as this. If problems are encountered, additional borings can be quoted at that time. The proposed subsurface exploration tentatively consists of drilling 21 soil test borings to depths of 15 feet. Split-spoon samples (ASTM D-1586) will generally be obtained at 2.5-foot intervals to 10 feet below expected foundation level and at five-foot intervals elsewhere. After completing the field investigation and laboratory tests, an engineering report will be prepared and submitted containing our recommendations to guide design and construction of the foundations and floor slabs for the proposed structure.

Woolpert will perform courthouse research and develop a boundary by records survey on up to 10 sites in the city of Mason where there may be encroachment issues. Woolpert field crews will locate existing property corners and the corners on adjacent property to make a best fit record boundary. Field crews will collect field location on any manmade features on or within one foot of the record boundary line and provide an exhibit drawing to show findings. Please note that these surveys can not be use as a legal survey document because they will not meet all county or state survey standards.

2. Property Recommendations

Based on the data from item 1 (above), the Woolpert/McKenna team will provide recommendations on the future use of each parcel. These recommendations will include decisions to sell the property, hold the property for future use, develop the property for municipal use, or other actions. These recommendations will be based on the data generated in the first phase of analysis but also the best interest of the City of Mason.

These recommendations will be provided in a tabular format that will be attached to the database of the City Owned Property GIS. For each property, we will identify specific information about the parcel (current use, structures, zoning, etc.), as well as recommended future actions. General costs will be provided for the implementation of the recommended action. The properties will be rank ordered by implementation priority to provide clear guidance on the appropriate sequence of events.

3. Public Works Facility and Parks Maintenance Facility Space Needs Analysis

The Woolpert/McKenna team will re-evaluate the space needs analysis report for a public works facility and park maintenance facility. Our efforts will be focused on evaluating the existing report, determining if it is still viable, and providing updated recommendations for each facility. As part of this task, the team will do the following:

- Review the previous study and determine if recommendations are still viable.
- Evaluate appropriate city-owned sites to determine if any of them are appropriate for the facilities.
- Evaluate the feasibility of reusing Fire Station #52 as a public works facility.
- Benchmark public service facilities with similar communities.

EXHIBIT "A"
PAGE 9 OF 14

Proposal Addendum

City of Mason Comprehensive Plan and Municipal Property Study Woolpert, McKenna Associates, and Beck Consulting November 13, 2007

Additional work is proposed below by Task in addendum to Section 6 Work Program as contained in Woolpert's August 10, 2007 proposal submitted to the City of Mason to prepare a Comprehensive Plan and Municipal Property study.

I. COMPREHENSIVE PLAN

TASK ONE: VISIONING AND PUBLIC PARTICIPATION

Kick-off Meeting. Woolpert offers a variety of public participation skill sets for Mason to choose from. Woolpert team members will meet with the city at the onset of project to create a final public participation plan and schedule within the original intent of the proposed scope and budget. At this meeting, desired public participation techniques and meeting locations, dates and times will be identified. Content on the project webpage will also be agreed upon.

On-line Survey. Woolpert will post an on-line resident preference survey within two months after the project webpage is accessible. The survey will contain up to 20 questions that are pre-selected by the city.

Public Participation Techniques. The following five public participation principals will be incorporated:

1. **Advertisement.** Woolpert will launch an effective advertisement campaign prior to each public meeting. Our goal is to raise awareness and excitement as a means to achieve greater meeting attendance. To achieve this goal, a master meeting calendar will be posted on the project webpage; meeting related press releases will be sent out to all forms of media; and a "stakeholder" meeting notification email distribution list will be created.
2. **Fun.** Each public meeting will include an enlightening presentation about Mason's past, present and future aimed at generating enthusiasm and civic pride. Light refreshments will be provided by the City.
3. **Brainstorming.** Public participation meetings are crucial to the success of the planning process. Woolpert meeting facilitators will utilize brainstorming techniques at Steering Committee Meetings #1 and #2 and at the Planning Charrette to ensure that each meeting runs efficiently and to maximize time. Brainstorming techniques create a positive and fast paced environment. Debates are discouraged. All points will be recorded and prioritized at the end of the meeting using the nominal group technique or similar method.

"A"

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4. Visual Aids. The Woolpert team will incorporate visual aids such as renderings, site plans, and photos to communicate and simplify planning concepts during Steering Committee and public participation meetings.
5. Break-out Sessions. Woolpert will utilize small-group, break-out sessions during the planning charrette meeting. Each small group will identify expectations for future land use and design (form and function).

TASK THREE: CONCEPT PLANS

Revitalization Sub-area Plans. Woolpert will prepare three “sub-area” plans for areas in need of revitalization or reinvestment. Land use, design, and utility recommendations will be provided for each sub-area.

Performance Based Policies. This Comprehensive Plan update will depart from traditional, single use land use recommendations to policies that offer land use flexibility in return for higher quality, sustainable development. Developments must meet or surpass the city’s minimum performance (design) standards in return for greater flexibility.

Integrated Systems. Land Use, design, and infrastructure are interrelated and synergistic systems. Our plan will include policy recommendations for all three in a manner that recognizes this relationship.

TASK 5: FINAL PLAN

Graphics Based Plan. Few residents and community stakeholders have time to read and contemplate hundreds of text laden pages from cover to cover. We propose a graphic-oriented planning document that relies on visual aids to communicate complex planning policies. Key points and policy statements will be summarized to the extent possible. Support documents will be included in a separate bound document or as an appendix item.

Stand-alone, Pull-out Documents. Our approach is to treat each major section of the Comprehensive Plan as a stand-alone, pull-out document, to the extent practical. Each pull-out document will center on a common theme, topic or policy. Key points will be summarized and include supporting tables, graphs, figures, maps and exhibits. Each stand-alone, pull-out section will be included in the Comprehensive Plan Update.

Stand-alone, pull-out documents will be saved individually in Adobe PDF for downloading ease off of the project webpage and the city’s webpage. The city can use this section as part of its communications and marketing efforts.

Review Engineer. A state registered, third-party civil engineer will review civil and transportation related analysis and recommendations and prepare a review letter for the project management team’s consideration.

Coordination with OKI. As part of the City's ongoing commitment as a regional partner, Woolpert will give OKI's Land Use Director an interim draft and final draft copy of the Comprehensive Plan Update. All feedback will be forwarded to the city and revisions made, if requested.

II. MUNICIPAL PROPERTY STUDY

PHASE II: ANALYSIS AND RECOMMENDATIONS

Data and Decision Making Matrix. The data and results gained from *Phase II Analysis and Recommendations* will be summarized in a GIS based "Data and Decision Making Matrix" in order to keep track of, compute, and analyze several layers of disparate property attributes. This matrix will contain the criteria by which all city owned properties will be evaluated including, but not limited to the following items:

- 4 primary test of highest and best use
- Location
- Adjacent roadway frontage/functional classification
- Surrounding land use
- Surrounding zoning
- Utilities availability
- Public good and need

Municipal Property Recommendations Map. Phase II municipal property recommendations will be summarized on a Municipal Property Recommendations Map. The map will include the location of high-priority properties along with development and/or disposition strategies.

Comprehensive Plan Integration. The results gained from the Municipal property study will be integrated into and inform Comprehensive Plan land use and infrastructure recommendations.

Site Investigations. Based on direction from staff, we have reduced the number of Phase I Environmental Screenings from six to two. We have also reduced the number of boundary surveys from ten to five. A revised cost breakdown is attached which shows a new total fee of \$150,600.00.

III. CUSTOMER SATISFACTION

To give the City the best plan possible, a mutually agreeable communication structure will be devised so the city can provide real-time, performance based feedback throughout the planning process. The Woolpert Team will analyze city feedback and adjust our approach on an ongoing basis. A simple survey is suggested as one tool to track city satisfaction.

City of Mason Comprehensive Plan

TASK	DESCRIPTION	Project Manager \$170.00	Deputy Project Manager \$125.00	Senior Planner \$100.00	Planner \$87.00	Landscape Architect \$90.00	Civil Engineer \$105.00	Traffic Engineer \$105.00	CADD/DGIS Techn \$70.00	Admin. \$60.00	TOTAL HOURS	TOTAL LABOR
1	Visiting and Public Participation	17	16	10	36	0	0	0	30	8	100	\$11,472.00
	Steering Committee Meetings	12	12		10				6	8	30	\$3,960.00
	Stakeholder Interviews	4	4	10	26				24		36	\$3,400.00
	Project Web Page	1									51	\$4,112.00
2	Data Collection and Analysis	10	12	60	162	10	10	9	40	16	329	\$39,169.00
	Existing Plan Inventory and Analysis	4	4	8	14				7		18	\$1,566.00
	Existing Land Use Inventory	4	4	6	14						35	\$2,926.00
	Socio-economic Analysis	4	4	4	16						18	\$1,566.00
	Economic Development Summary	6	6	4	16						22	\$1,914.00
	Community Facilities and Services Study	2	2	2	10						11	\$900.00
	Transportation Analysis	2	2	2	10						11	\$900.00
	Information Technology	2	2	2	10						11	\$900.00
	Natural Resources Study	8	8	8	18						40	\$3,322.00
	Composite Planning Issues	2	2	10	18						40	\$3,322.00
	Interim Submittal/Steering Committee	8	10	12	24	2	2	1	12	16	87	\$8,037.00
3	Conceptual Plans	25	32	112	140	16	4	6	39	11	385	\$36,054.00
	Planning Charter	12	12	16	16				8	2	66	\$7,004.00
	Land Use Plan	4	6	20	30				6	2	68	\$6,320.00
	Future Growth Areas	4	6	26	32				12	2	82	\$7,416.00
	Downtown	2	2	12	20	10			4	1	51	\$4,614.00
	Build-Out Impact Analysis	1	4	18	12				2	1	38	\$3,480.00
	Transportation Plan	1	1	8	12			6	3	1	32	\$2,915.00
	Community Facilities Plan	1	1	12	18		4		4	2	48	\$4,265.00
4	Implementation	4	12	34	78	0	0	0	12	0	140	\$12,764.00
	Action Plan	2	2	8	20				22		32	\$3,025.00
	Growth Strategy	2	2	10	22				4		38	\$3,624.00
	Capital Improvements	2	2	6	14				2		22	\$1,990.00
	Regulatory Recommendations	4	4	6	14				12		24	\$2,240.00
	Zoning Map Analysis	4	4	4	8						24	\$1,884.00
5	Final Plan Preparation and Adoption	23	25	32	36	0	0	0	30	29	152	\$16,791.00
	Draft Plan Submittal	6	8	18	14				12	16	74	\$6,604.00
	Citizen Open Houses	3	3	6	6				4	1	29	\$1,154.00
	Steering Committee Meeting	3	3	3	6						6	\$885.00
	Planning Commission Public Hearing	3	3	3	6						6	\$885.00
	City Council Public Hearing	3	3	3	6						6	\$885.00
	Final Plan Production/Summary	2	2	8	16				14	12	54	\$4,378.00
	TOTAL - HOURS	79	97	248	452	26	14	15	151	64	1106	\$106,250.00
	TOTAL - LABOR DOLLARS	\$13,430.00	\$12,125.00	\$24,800.00	\$39,314.00	\$2,340.00	\$1,470.00	\$1,575.00	\$10,570.00	\$3,840.00		\$106,250.00
	EXPENSES											
	Travel											\$650.00
	Printing											\$2,700.00
	Miscellaneous (shipping, photography, supplies)											\$100.00
	TOTAL EXPENSES											\$3,750.00

TOTAL - DOLLARS

\$110,000.00

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**City of Mason
Municipal Property Study**

TASK	DESCRIPTION	Project Manager \$170.00	Deputy Project Manager \$125.00	Planner \$90.00	Property Appraiser \$150.00	Senior Architect \$110.00	Architect \$85.00	Environmental Scientist \$90.00	CADD/GIS Tech. \$70.00	Two Man Survey Crew \$148.00	Admin \$60.00	TOTAL HOURS	TOTAL LABOR
1	Site Investigation & Data Collection	0	2	90	0	0	0	0	8	0	0	100	\$14,310.00
	Collect & Assemble GIS Data			6								6	\$840.00
	Perform Site Visits			72								72	\$10,800.00
	Review Current Reports			8								8	\$1,200.00
	Review Zoning		2	4								2	\$600.00
	Meet with City Staff												
2	Analysis and Recommendations	6	11	64	0	80	150	0	42	0	18	368	\$7,566.00
2.1	Prepare Property Appraisal												
	Collect Site and Market Data												
	Determine Absorption Rates												
	Calculate Demolition Costs												
	Prepare Value Estimates												
	Environmental Screenings (2 Slices)	1										1	\$100.00
	Geotechnical Analysis (104 acre site)	1										1	\$100.00
	Geotechnical Analysis (5 slices)	1										1	\$100.00
2.2	Property Recommendations												
	Property Strategies	2	6	36							6	50	\$6,850.00
	Implementation	1	3	16					26		4	24	\$3,185.00
	GIS Development			12									\$3,620.00
2.3	Space Needs Analysis												
	Review & Verify Previous Study					12	24					36	\$3,360.00
	Evaluate Potential Sites					18	34		4			56	\$5,150.00
	Station 52 Feasibility					18	34					56	\$5,150.00
	Benchmark Similar Communities					12	24					36	\$3,360.00
	Final Recommendations		2			20	34		8		8	72	\$6,380.00
3	Final Plan Development	2	6	24	0	0	0	0	0	0	14	46	\$5,430.00
	Drain Plan Production	1	3	14							8	20	\$3,125.00
	Final Plan Production	1	3	10							6	20	\$2,700.00
	TOTAL - HOURS	8	19	178	0	80	150	0	50	0	32	514	\$7,405.00
	TOTAL - LABOR DOLLARS	\$1,560.00	\$2,375.00	\$16,020.00	\$0.00	\$8,200.00	\$12,750.00	\$0.00	\$3,500.00	\$0.00	\$1,920.00		\$57,405.00
	EXPENSES												
	Travel												\$840.00
	Printing (10 final reports)												\$550.00
	Miscellaneous (shipping, photography, supplies)												\$150.00
	Geotechnical Subcontractor												\$1,540.00
	TOTAL EXPENSES												\$1,540.00

TOTAL - DOLLARS

\$58,945.00