

**PUBLIC NOTICE OF A MEETING
OF THE CITY COUNCIL OF PLEASANT VIEW CITY, UTAH**

April 28, 2015

Public Notice is hereby given that the City Council of Pleasant View, Utah will hold a Public Meeting in the city office at 520 West Elberta Dr. in Pleasant View, Utah on Tuesday, April 28, 2015, commencing at 6:00 P.M.

The agenda consists of the following:

Pledge of Allegiance: Jerry Burns

Opening Prayer, Reading or Expression of Thought: Jerry Burns

Comments/Questions for the Mayor & Council for items not on the agenda (public)

Consent Items:

- Minutes of April 14

Business:

- 6:10 P.M. 1. Presentations from the Police Department:
- Introduction of New Hire Officer Coomes
 - Commendation Awards for Officer Done and Detective Talbot
 - Recognition of Master Officer Achievement for Officer Done and Officer McKenzie. *(Presenter: Chief Hadley)*
- 6:30 P.M. 2. Discussion, and possible action on **FSP 15-009**, Chatelain Subdivision, located in Harrisville City east of 350 West and south of 2550 North (TINs: 17-072-0023 and 17-072-0027), requesting subdivision approval with road improvements in Pleasant View City on 2550 N, and consideration of an escrow agreement for road improvements. *(Presenter: Valerie Claussen)*
- 6:50 P.M. 3. Discussion and possible action on the contract modification in the amount of \$377,533.12 with PEC on the additional work associated with the Skyline Drive Environmental Assessment (EA). *(Presenter: Valerie Claussen)*
- 7:05 P.M. 4. Discussion and Possible Action on the professional services contract for the 4300 North Environmental Planning Study with BioWest, Inc., for an amount not to exceed \$32,000. *(Presenter: Valerie Claussen)*
- 7:20 P.M. 5. Discussion on the joint economic development activities and efforts with Pleasant View and Farr West cities along the 2700 North Corridor. *(Presenter: Valerie Claussen)*
- 7:40 P.M. 6. Discussion and Approval of Resolution 2015-B Approving the March 2015 Little Missouri Spring Drinking Water Source Protection Plan. *(Presenter: Melinda Greenwood)*
- 8:00 P.M. 7. Discussion of 2014 Parking Lot Projects for Shady Lane and Barker Park and Final Close Out Amounts. *(Presenter: Melinda Greenwood)*
- 8:10 P.M. 8. Discussion of the 2015 Green Waste Voucher Program. *(Presenter: Melinda Greenwood)*
- 8:20 P.M. 9. Discussion and Approval of the Purchase and Contract Award for a City Building Security and Access System. *(Presenter: Melinda Greenwood)*

8:30 P.M. 10. Closed Meeting.

11. Action items from closed meeting.

Other Business

Adjournment

The City Council at their discretion may change the order and times of the agenda items.

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Pleasant View City Office at 801-782-8529, at least 24 hours prior to the meeting.

City Council
April 28, 2015

Please Sign Roll:

Ilene Graves
Allen Graves
Sharlene Pitman
PHILIP MERRILL
Steve Stewart
Tom Meyer
Matt Mortensen
Isaac Mortensen
Tyler Horton
Evan Grimley
Taj Earl
Karl Neilson
Curtis Chatelain
Sharon Chatelain
Jeff Hunt
Bill Simon
Lennie Stephenson

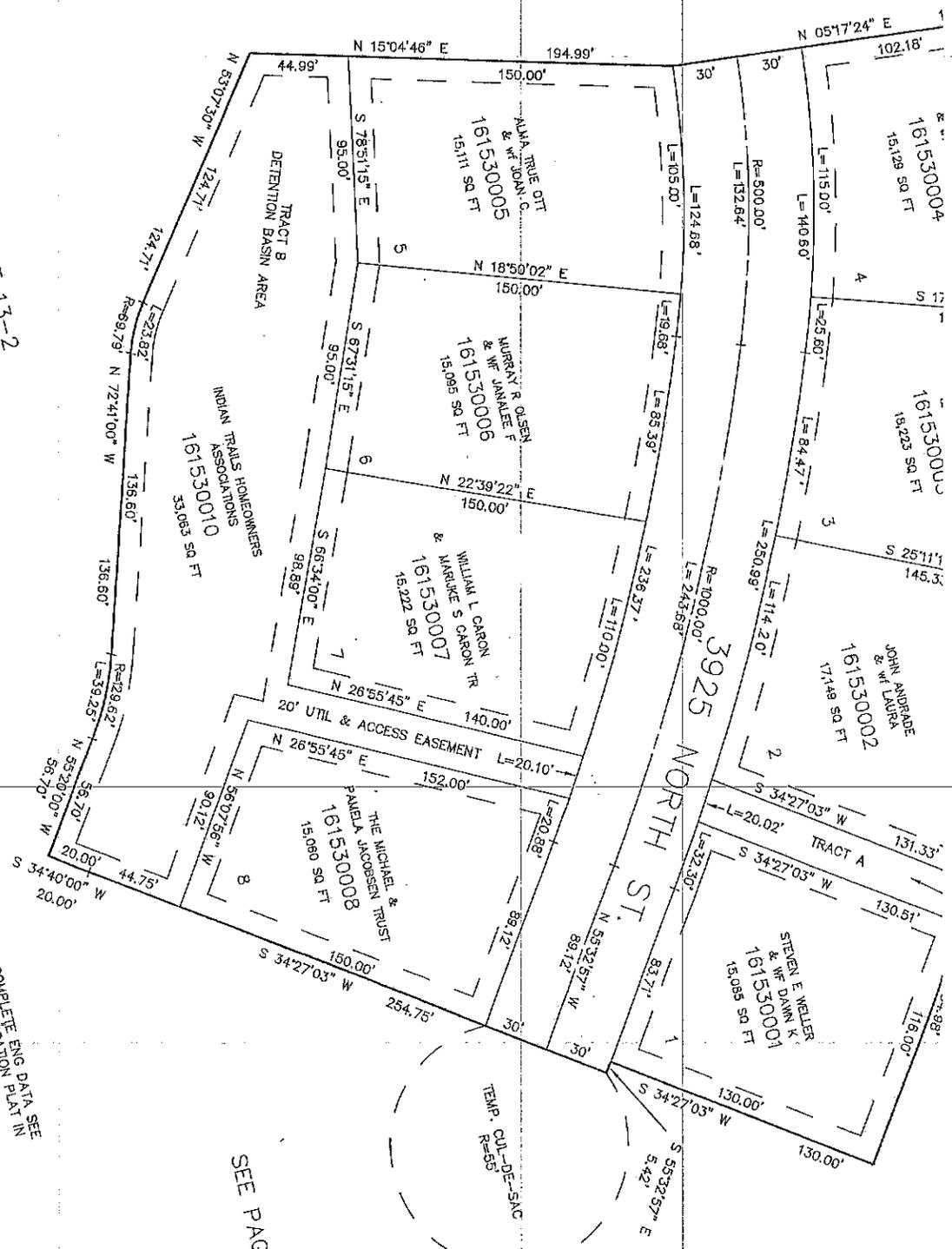
SEE PAGE 127

SEE PAGE 13-2

UTILITY & DRAINAGE EASEMENTS EACH PROPERTY EXCEPT AS OTHERWISE

FOR COMPLETE ENG. DATA SEE ORIGINAL DESIGNATION PLAT IN BOOK 34, PAGE 55

SEE PAGE 37-3



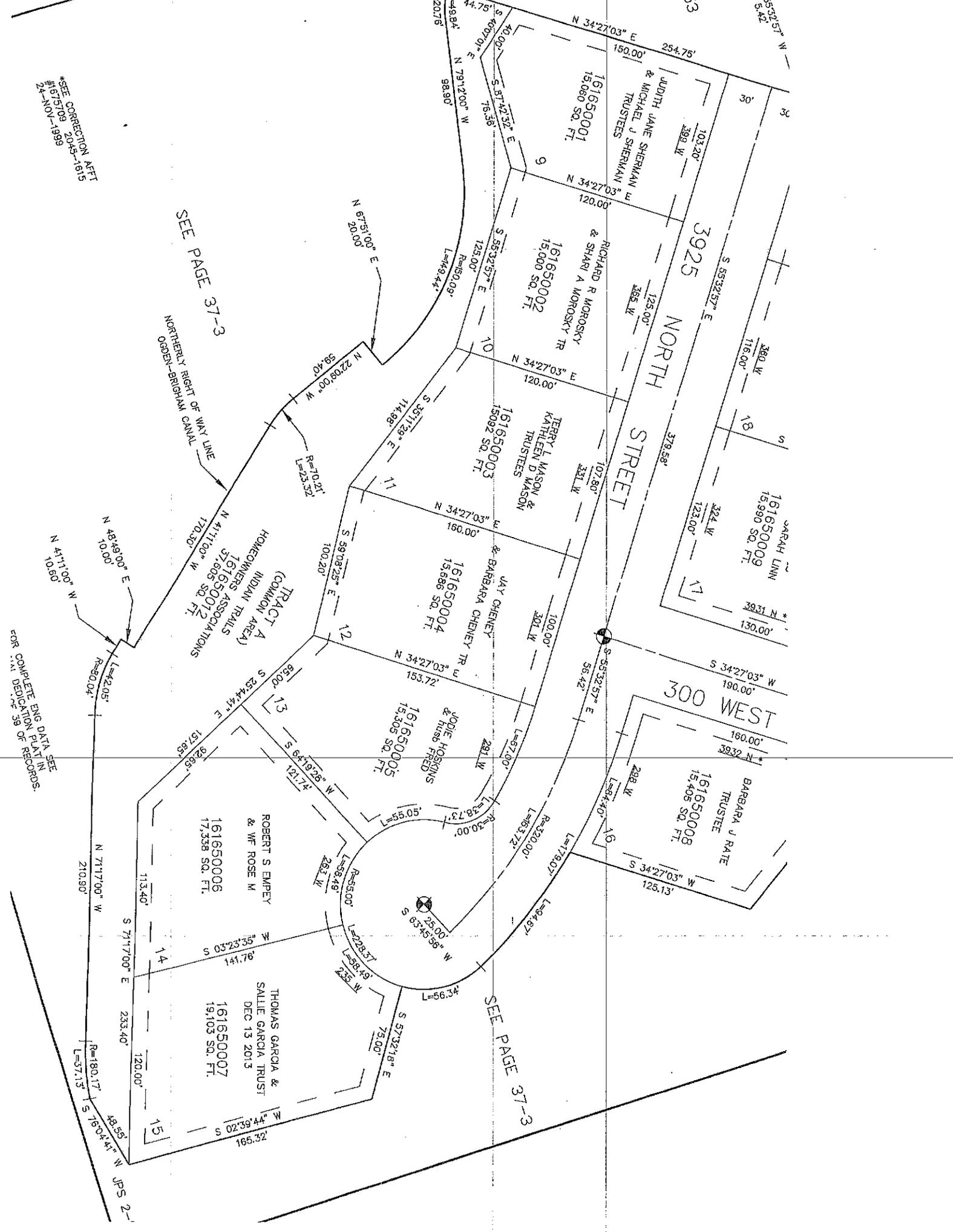
3925 NORTH ST.

20' UTIL & ACCESS EASEMENT

TRACT B
DETENTION BASIN AREA

TRACT A

TEMP. CUL-DE-SAC



SEE PAGE 37-3

SEE PAGE 37-3

NORTHERLY RIGHT OF WAY LINE
OGDEN-BRIGHAM CANAL

NORTH STREET

300 WEST

TRACT A
(COMMON AREA)
HOMESWIMMERS ASSOCIATIONS
1616500012
57,605 SQ. FT.

ROBERT S EMPEY
& WF ROSE M
1616500006
17,338 SQ. FT.

THOMAS GARCIA &
SALIE GARCIA TRUST
DEC 13 2013
1616500007
19,103 SQ. FT.

JUDITH JANE SHERMAN
& MICHAEL J SHERMAN TRUSTEES
1616500001
15,060 SQ. FT.

RICHARD R MOROSKY
& SHARI A MOROSKY TR
1616500002
15,000 SQ. FT.

TERRY L MASON &
KATHLEEN D MASON TRUSTEES
1616500003
15,092 SQ. FT.

JAY CHENEY
& BARBARA CHENEY TR
1616500004
15,988 SQ. FT.

JODIE HOSKINS
& FUSO FRED
1616500005
15,305 SQ. FT.

SARAH LINV
1616500009
15,990 SQ. FT.

BARBARA J RATE
TRUSTEE
1616500008
15,405 SQ. FT.

*SEE CORRECTION AFT
#675709 2045-1615
24-NOV-1989

FOR COMPLETE ENG. DATA SEE
FOR COMPLETE DEDICATION PLAT IN
RECORDS.

JPS 2-

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF PLEASANT VIEW CITY, UTAH**

April 14, 2015

The public meeting was held in the city office at 520 West Elberta Dr. in Pleasant View, Utah, commencing at 6:00 P.M.

MAYOR: Toby Mileski

COUNCILMEMBERS: Scott Boehme
Jerry Burns
Michael Humphreys
Steve Gibson
Tony Pitman

STAFF: Melinda Greenwood Laurie Hellstrom
Valerie Claussen Ryon Hadley

VISITORS: Terrie Stephenson Tony Pitman
Sharlene Pitman Andy Nef
Jeff Hill Brent Bailey
Ilene Graves Blake Knight
Allan Graves

Pledge of Allegiance: Scott Boehme

Opening Prayer, Reading or Expression of Thought: Scott Boehme

Comments/Questions for the Mayor & Council for items not on the agenda.

Blake Knight, business owner at 2730 N Parkland Blvd.: I propose that the city council take no action regarding the parking on 1600 N (Parkland Blvd). I am for freedoms and businesses are required to get licensed, including trucking companies, but they conduct their business on the public right of ways. Mayor Mileski: the problems has been seeing around the parked trucks and alternating the trucks with private cars.

Consent Items:

Motion was made by CM Boehme to accept the consent items (minutes of March 10, 2015 and March 25, 2015, the bills of Pleasant View City, and final acceptance of Country Fields Phase 4 subdivision). 2nd by CM Humphreys. Voting Aye: CM Boehme, CM Burns, CM Gibson, and CM Humphreys. Motion passed 4-0.

Motion was made by CM Boehme to accept the closed minutes of March 25, 2015. 2nd by CM Gibson. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

1. Swear in the new city councilmember, Tony Pitman.

Melinda Greenwood sworn in the new city councilmember, Tony Pitman.

2. Appointments to the Planning Commission: Jeffrey Hill as an alternate member and Kristie Hales as a regular member. (Presenter: Mayor Mileski)

Motion was made by CM Burns to appoint Jeffrey Hill as an alternate member and Kristie Hales as a regular member. 2nd by CM Pitman. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

3. Discussion and possible action on the final acceptance of the Orchards Phase 1 and Phase 2 subdivision. (Presenter: Valerie Claussen)

Valerie Claussen: improvements were completed in 2008 and they never completed the final. There was a punch list. Our public works didn't have any issues. The issues were aged based and not failure.

Motion was made by CM Boehme based on the recommendation to approve final subdivision acceptance of the Orchard Phase 1 and Phase 2 subdivision. 2nd by CM Gibson. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

4. Discussion and Possible Action on Chatelain Subdivision, located in Harrisville City east of 350 West and south of 2550 North (TINs: 17-072-0023 and 17-072-0027), requesting subdivision approval with road improvements in Pleasant View City on 2550 N and consideration of a deferral agreement for road improvements payment. (Presenter: Valerie Claussen)

Valerie Claussen: Harrisville City is the land use authority and they will process the subdivision but 2550 N is our road along with the improvements. The deferral agreement for 2550 N improvements was prepared by Harrisville City and it will be recorded against the property. CM Boehme: with the deferral, the improvements will not be put in at this time. When will they be put in? Melinda Greenwood: our preference is cash or in lieu of. The road design will not change much. The improvements would probably not be installed until the city has funding. CM Boehme: isn't this section of sidewalk for Majestic Elementary. CM Humphreys: what about the deferral for the home to the west? Mayor Mileski: is the property currently encumbered? Ilene Graves: it's free. Mayor Mileski: with no current encumbrances we are first in line and we could start foreclosure and go through the process. CM Burns: what triggers the deferral? Melinda Greenwood: when we put in the improvements. CM Humphreys: can the improvements be put in now? CM Boehme: if the improvements are put in now, how would it not align? We already have the alignment. I don't see any problems. CM Humphreys: the property to the west and the east need to be finished. I would rather see it now. CM Gibson: Majestic Elementary is always coming to us for the safety of the kids. I would like to see it done now. CM Pitman: per the agreement, item #2, they put in the improvements at their cost, not us. The agreement doesn't allow us to put in the improvements. Mayor Mileski: read item #7. Ilene Grave: we have enough to take care of the cul-de-sac but not enough for 2550 N. CM Pitman: they should do something now. CM Humphreys: money can be borrowed. CM Gibson: Harrisville could do the deferral on the cul-de-sac and they can put in the improvements on 2550 N. We don't have control over the deferral. Can we have the ditch piped? CM Humphreys: it is the same issue as on 750 W in Harrisville. Mayor Mileski: we can accept the deferral, reject the deferral, require installation of the improvements, or get with the city attorney and go back to Harrisville City and straighten this out along with the property next door and on 750 W. CM Humphreys: they will have to go into our road for the sewer. Laurie Hellstrom: if they connect to our sewer they paid our impact fees and the monthly sewer fees. Mayor Mileski gave the assignment to Melinda Greenwood work

this out. We need to talk to each other for the enforcement on this and have this for the next city council meeting. CM Boehme: and include the improvement for the house to the west and on 750 W.

5. Public Hearing, discussion, and possible action on the adoption of an Ordinance to enact ZTA 15-006, a text amendment to the Municipal Code Title 17, Chapter 17.12 for the clarification of term “temporary power” in reference to power clearances required prior to obtaining building permits for a new subdivision. (Public hearing continued form March 24, 2015) (Presenter: Valerie Claussen)

Motion was made by CM Pitman to continue the public hearing for a text amendment to the Municipal Code Title 17, Chapter 17.12 for the clarification of term “temporary power” in reference to power clearances required prior to obtaining building permits for a new subdivision. 2nd by CM Boehme. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

Valerie Claussen read the changes made. Mayor Mileski asked for comments from the public. None were given.

Motion was made by CM Boehme to close the public hearing. 2nd by CM Gibson. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. 5-0.

Motion was made by CM Boehme to approve the adoption of an Ordinance to enact ZTA 15-006, a text amendment to the Municipal Code Title 17, Chapter 17.12 for the clarification of term “temporary power” in reference to power clearances required prior to obtaining building permits for a new subdivision (Ordinance 2015-4). 2nd by CM Burns. Roll call vote. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

6. Approval of an Interlocal Agreement for Election Services. (Presenter: Laurie Hellstrom)

Motion was made by CM Gibson to approve the Interlocal Agreement for Election Services. 2nd by CM Pitman. Voting Aye: CM Boehme, CM Burns, CM Gibson, CM Humphreys, and CM Pitman. Motion passed 5-0.

7. Approval of the updated Little Missouri Water Source Protection Plan and Protection Zone Delineation for Little Missouri Springs. (Presenter: Melinda Greenwood)

No information. No discussion.

8. Shady Lane and City Hall Parking Lot Projects final pay and close out. (Presenter: Melinda Greenwood)

No information. No discussion.

OTHER BUSINESS:

CM Gibson: the concrete is failing on 600 W. Melinda Greenwood: they can't install concrete in winter. The project is not closed out. CM Gibson: good work along the walking path. CM Humphreys: the PW Department needs a weed sprayer.

CM Burns: thanks to the PW Department for the parking lot project. Donated trees from Lee's Market will be planted at the north side of Wadman Park for an eagle scout

project. The sign on 600 W that was taken down was an eagle scout project done years ago. Can the PW Department put the sign back up.

CM Boehme: Where are we at on the storm water basin on 2700 N? Mayor Mileski: we are looking into it. Melinda Greenwood: we need the capital facility plan update. What about a bicycle tax for revenues to help with roads? They need to share the cost of the roads. The grass seed at the Lacrosse Field has not grown. Can we get a pump and rain birds and water the field? Mayor Mileski: yes, I will talk with Jay Palmer. CM Boehme: they need to mow the lacrosse field with a lighter mower not to leave track. I will find a cost to refurbish the south side of the field. The next phase in The Cove looks nice.

Valerie Claussen: Junior Jazz is over. The RFP is out on 4300 N and will be on the next meeting. There is a PEC meeting tomorrow. There is a joint meeting with Farr West City on May 19th and a Skyline Drive open house on May 21st. We got the RDA grant for \$3K. there will be a Movie in the Park on June 26th and August 3rd.

Ryon Hadley reviewed the March's stats. The suicide attempt by the railroad was a high risk guy. There have been three natural cause deaths this week. The Canine is in training 2x a week. There will be an extradition next week from Texas. The airfare will be taken care of but we will have hotel, per diem, and car fee to pay for. Two police officers earned their Master Officer position. We have a new hire, Chalyce Coomes, who will start the 20th. She is not the first female police officer in Pleasant View.

Melinda Greenwood: the S. Jackson lawsuit asked for a continuance to respond and it was granted. Ryon Hadley did a death notification to an employee from today's I-80 accident.

Mayor Mileski: there is a flyer from John Reynold regarding a pray day. How is Founders Day going? CM Burns: we had our 2nd meeting and we are moving forward. There is an opening on the Senior Citizen Board. Tony Pitman offered to fill the opening. CM Humphrey stated that he would also help. The Station phase 3 will be heard by the Planning commission so you will know what is coming our way.

Adjournment: 7:58 P.M.



City Council STAFF REPORT

AGENDA ITEM

2

TO: Honorable Mayor and City Council

FROM: Valerie Claussen, MPA, AICP
Assistant City Administrator
vclaussen@pleasantviewcity.com or (801) 827-0468

MEETING DATE: April 28, 2015

SUBJECT: Discussion, and Possible Action on **FSP 15-009**, Chatelain Subdivision, located in Harrisville City east of 350 West and south of 2550 North (TINs: 17-072-0023 and 17-072-0027), requesting subdivision approval with road improvements in Pleasant View City on 2550 N, and consideration of a deferral agreement for road improvements.

RECOMMENDATION

Move to **approve as conditioned**, the Chatelain Subdivision Plat, based on the discussion and findings in the Staff Report, and authorize the Mayor's signature to any necessary documents.

BACKGROUND

This item was discussed at the April 14, 2015 Council meeting. Several concerns were raised at this meeting in regards to the mechanism to be used for the surety available for the 2550 North road improvements. Additional discussions have since been held with Harrisville City, who has indicated that a cash escrow arrangement is consistent with their subdivision process as well.

The City requests that an escrow for "Pleasant View" improvements is either established with Pleasant View City directly, or in conjunction with Harrisville. (Should the escrow account be through Harrisville, the City will prepare an agreement with Harrisville on coordination of any escrow releases.) An engineer's estimate of the improvements has been prepared. The escrow shall be established prior to Pleasant View's signature of the final plat.

PROJECT SUMMARY

The subdivision is located within Harrisville City limits, several hundred feet east of 350 West, with property frontage along 2550 North, a Pleasant View City road and right-of-way (See Attachment A: Chatelain Plat). The proposal consists of the subdivision of

two existing parcels into three parcels. The actual processing of this application will be completed by Harrisville City as the land use authority, but with the road improvements and other related right-of-way concerns, Pleasant View City is a party to the technical review of those components that lie within the Pleasant View City's right-of-way, and will be signing the final plat prior to recordation with the County.

ANALYSIS

Technical Review

Engineering completed a technical review and the applicant will be subject to addressing the technical review comments prior to the City signing the plat. Revised plans were submitted since the last meeting and there is only one comment regarding the ditch that requires modification to the improvement plans is necessary.

CONDITIONS OF APPROVAL

- 1) Civil improvement plans shall be re-submitted for review to address the item identified on the Engineering Review Memo, dated April 21, 2015, and shall be completed prior to Pleasant View signing of the final plat (*See Attachment B : Engineering Review Memo*).
- 2) An escrow account shall be established for the subdivision improvement (*See Attachment C: Engineer's Estimate*) prior to signing of the final plat.
 - a. Should the escrow account be administered by Harrisville City, an agreement between Pleasant View and Harrisville shall be executed which establishes escrow release coordination, and on file with the City prior to signing of the final plat.
 - b. Should a separate "Pleasant View" escrow account be established, an executed escrow agreement shall be on file with the City prior to signing of the final plat.

ATTACHMENTS

- A) Chatelain Plat
- B) Engineering Review Memo, dated April 21, 2015
- C) Engineer's Estimate



CONSULTING ENGINEERS

MEMORANDUM

TO: Valerie Claussen, MPA, AICP – Pleasant View City Planner

FROM: Brandon K. Jones, P.E.
Pleasant View City Engineer
Jones and Associates Consulting Engineers

CC: Melinda Greenwood – Pleasant View City Administrator
Jay Palmer – Pleasant View City Public Works Director
Gene Bingham – Harrisville City Public Works Director

RE: **C. LEVERE CHATELAIN SUBDIVISION**
Review Memo

Date: April 21, 2015

Our office has completed a review of the Plat and Improvement Plans for the C. LeVere Chatelain Subdivision, received on April 14, 2015. These plans were reviewed and a memo was issued on April 16, 2015. Since that time, we have had the opportunity to discuss items of concern with Harrisville City and coordinate how best to handle this unique situation where two cities have responsibilities for improvements from one subdivision. The following are our comments and recommendations:

IMPROVEMENT PLANS

1. The sewer lateral from Lot 1-R is being connected directly to a sewer manhole. This sewer line is Central Weber Sewer District's line. Approval should be obtained from the District to connect to this line.
2. For safety reasons, we feel that the irrigation ditch along 2550 North needs to be filled in now. The piping and filling in of the ditch should be shown on the improvement plans (match existing size, 24" RCP and grade of the road, then fill in the ditch to match existing grade). The irrigation ditch that runs north and south along the east property line is being abandoned. The piping on 2550 North should extend to the east property line and no diversion structure should be installed.

FOLLOWING APPROVAL

3. Prior to recording the plat, an escrow account should be established as a Guarantee for the completion of the required improvements. We feel this account should be associated with Harrisville City, as they are the entity that will issue Building Permits on these lots. I have coordinated my review with Matt Hartvigsen from our office, who is the City Engineer for Harrisville City. Attached is our recommended cost estimate with the

surface improvements on 2550 North separated out. It is our understanding that the amount established for these surface improvements on 2550 North will be transferred from the escrow account (once established) and given to Pleasant View City for construction of those improvements on 2550 North at the time needed.

Should you have any questions, please let us know.



CONSULTING ENGINEERS

~ C. LeVere Chatelain Subdivision ~

April 21, 2015

SUMMARY

	Original Total	Remaining
2550 NORTH SURFACE IMPROVEMENTS (Not Included in Contingency or Guarantee)	\$21,648.64	\$21,648.64
CULINARY WATER SYSTEM	\$2,300.00	\$2,300.00
SECONDARY WATER SYSTEM	\$10,492.00	\$10,492.00
SANITARY SEWER SYSTEM	\$2,800.00	\$2,800.00
STREET IMPROVEMENTS	\$26,243.40	\$26,243.40
MISCELLANEOUS	\$7,626.00	\$7,626.00
TOTAL IMPROVEMENT COSTS	\$71,110.04	\$71,110.04
5% CONTINGENCY	\$2,473.07	\$2,473.07
10% GUARANTEE	\$4,946.14	\$4,946.14
TOTAL ESCROW AMOUNT	\$78,529.25	\$78,529.25

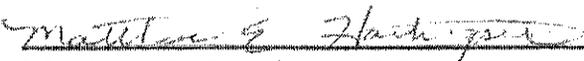
SUBDIVISION COST ESTIMATE APPROVAL



Brandon K. Jones, P.E.
Consulting City Engineer (Pleasant View City)



Date



Matthew E. Hartvigsen, P.E.
Consulting City Engineer (Harrisville City)



Date

~ C. LeVere Chatelain Subdivision ~

COST ESTIMATE FOR IMPROVEMENTS

April 21, 2015

					REMAINING QUANTITY	REMAINING AMOUNT
2550 NORTH SURFACE IMPROVEMENTS						
Sawcut asphalt	151	lf	\$2.25	\$339.75	151	\$339.75
Furnish and install fill	300	ton	\$13.00	\$3,900.00	300	\$3,900.00
Construct 30" Curb & Gutter w/ 4" roadbase	151	lf	\$22.00	\$3,322.00	151	\$3,322.00
Construct 4' wide Sidewalk (4" thick w/ 4" roadbase)	604	sf	\$4.00	\$2,416.00	604	\$2,416.00
Furnish and install road base (10" thick)	240	ton	\$16.00	\$3,840.00	240	\$3,840.00
Furnish and install asphalt paving (4" thick)	100	ton	\$68.00	\$6,800.00	100	\$6,800.00
5% Contingency				\$1,030.89		\$1,030.89
2550 NORTH SURFACE IMPROVEMENTS SUBTOTAL =				\$21,648.64		\$21,648.64
CULINARY WATER SYSTEM						
Service Lateral & Meter Box (in 2550 North)	1	ea	\$900.00	\$900.00	1	\$900.00
Service Lateral & Meter Box	2	ea	\$700.00	\$1,400.00	2	\$1,400.00
CULINARY WATER SYSTEM SUBTOTAL =				\$2,300.00		\$2,300.00
SECONDARY WATER SYSTEM						
Single Service Lateral (2550 North)	1	ea	\$1,200.00	\$1,200.00	1	\$1,200.00
Single Service Lateral	2	ea	\$500.00	\$1,000.00	2	\$1,000.00
24" RCP	151	lf	\$42.00	\$6,342.00	151	\$6,342.00
Backfill material	150	ton	\$13.00	\$1,950.00	150	\$1,950.00
SECONDARY WATER SYSTEM SUBTOTAL =				\$10,492.00		\$10,492.00
SANITARY SEWER SYSTEM						
4" Service Lateral (2550 North)	1	ea	\$1,000.00	\$1,000.00	1	\$1,000.00
4" Service Lateral	2	ea	\$900.00	\$1,800.00	2	\$1,800.00
SANITARY SEWER SYSTEM SUBTOTAL =				\$2,800.00		\$2,800.00
STREET IMPROVEMENTS						
Grading of streets to sub-base grade	12,080	sf	\$0.15	\$1,812.00	12,080	\$1,812.00
Sawcut asphalt	96	lf	\$4.00	\$384.00	96	\$384.00
Construct 12-inch Crushed Gravel Sub-base	692	sy	\$9.40	\$6,504.80	692	\$6,504.80
Construct 3-inch Plant Mix Paving	692	sy	\$11.00	\$7,612.00	692	\$7,612.00
Construct Seal Coat	692	sy	\$1.80	\$1,245.60	692	\$1,245.60
30" Curb and Gutter w/ Base	262	lf	\$14.00	\$3,668.00	262	\$3,668.00
4' Wide Sidewalk w/ Base	281	lf	\$13.00	\$3,653.00	281	\$3,653.00
Asphalt Patch (2550 North)	62	sy	\$22.00	\$1,364.00	62	\$1,364.00
STREET IMPROVEMENTS SUBTOTAL =				\$26,243.40		\$26,243.40
MISCELLANEOUS						
Remove Existing Fence	151	ft	\$1.00	\$151.00	151	\$151.00
Street Lights	1	ea	\$2,500.00	\$2,500.00	1	\$2,500.00
Survey Street Monuments	1	ea	\$475.00	\$475.00	1	\$475.00
Trench for underground utility lines	300	lf	\$5.00	\$1,500.00	300	\$1,500.00
SWPPP	1	ls	\$3,000.00	\$3,000.00	1	\$3,000.00
MISC. SUBTOTAL =				\$7,626.00		\$7,626.00

TOTAL IMPROVEMENTS COST = \$71,110.04 \$71,110.04



City Council STAFF REPORT

AGENDA ITEM
3

TO: Honorable Mayor and City Council

FROM: Valerie Claussen, MPA, AICP
Assistant City Administrator
vclaussen@pleasantviewcity.com or (801) 827-0468

MEETING DATE: April 28, 2015

SUBJECT: Discussion and possible action on the contract modification in the amount of \$377,533.12 with PEC on the additional scope of work associated with the Skyline Drive Environmental Assessment (EA).

RECOMMENDATION

Approve the contract modification with PEC for the Skyline Drive EA for the amount of \$377,533.12, and authorize the Mayor's signature to any necessary documents.

BACKGROUND

In June 2014 the City retained PEC as the consultant to complete the environmental work for Skyline Drive. In the early stage of the projects in meetings held with UDOT, it had been believed that the new road would likely qualify for a Documented Categorical Exclusion (Document Cat-Ex). However, after subsequent meetings with the final authority on the environmental document designation, the Federal Highways Administration (FHWA), it was determined that Skyline Drive would not qualify under a Cat-Ex environmental document. The road project would require the higher level of an Environmental Assessment (EA). The City requested and received additional funding from WACOG earlier this month, for the change of scope that had unexpectedly occurred¹.

The modified scope of work (Work Plan) and project schedule are attached to this report for reference (See Attachment A: Modification Documents). Although an Open House had previously been held, the EA process requires a specific type and a certain number

¹ The City and UDOT would not have necessarily met with FHWA any earlier in the process than this. UDOT is the recommending body to FHWA, on the level of the environmental document and until UDOT had the information of the request, they were not able to make a determination in consultation with FHWA.

of public open houses to be held in association with a road project. Another open house is anticipated to be scheduled and held in June. The EA process takes more time and requires more detailed reviews (by UDOT for instance) and written analysis and public outreach than a Cat-Ex document. The anticipated schedule is that the EA document will be completed in just less than twelve months, the end of March 2016. The notice to proceed with the Skyline Drive EA is scheduled to be obtained by the end of this month.

ATTACHMENT

A) Skyline Drive Modification Documents



Skyline Drive EA Work Plan

Pleasant View, Utah

UDOT Project Number F-LC57(18)
PIN: 6568

Submitted To:
City of Pleasant View

Submitted By:
Project Engineering Consultants
986 West 9000 South
West Jordan, UT 84088
801-495-4240

14 April 2015



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GENERAL

Pleasant View City (the City) will be working with Project Engineering Consultants (PEC) to oversee management of the Scope, Schedule, Budget, and Quality of the environmental assessment (EA) for the Skyline Drive Roadway Study in Pleasant View, Utah.

PEC is responsible for performing environmental analysis and conceptual design engineering following the current Utah Department of Transportation (UDOT) Process. The design must also meet the specifications found in the current AASHTO "Policy on Geometric Design of Highway and Streets" and UDOT Design Standards, as well as complying with the Americans with Disabilities Act (ADA). Traffic modeling will adhere to the latest Highway Capacity Manual (HCM) guidelines while applying the Wasatch Front Regional Council (WFRC) Model. The EA will be completed utilizing the current UDOT Environmental Assessment Guidelines.

Below is a list of tasks that outlines our anticipated scope of work these tasks are detailed in the UDOT DESIGN PROCESS manual. Refer to this manual for additional information, task requirements and procedures.

SCOPE OF WORK

Task 05E - DEVELOP INITIAL PUBLIC INVOLVEMENT PLAN

PEC will prepare a public involvement plan that will be designed to inform the public of the proposed actions and solicit their input into the plans. PEC will work with Pleasant View City and UDOT Region 1 to comply with the UDOT's policies on Public Involvement (PI) and public hearing procedures as outlined in Utah Administrative Code (UCA) Rule 930-2 *Public Hearings*.

PEC will develop a stakeholder mailing list, including persons and individual organizations (it is assumed a maximum of 50 persons and organizations will be included on the list). The list will include:

- Directly affected landowners, (defined as those property owners and leasers with property that lies immediately adjacent to the proposed project build alternatives, including utility companies),
- City commissioners
- Mayors
- Planning commissioners
- Legislators
- Multi-county planning districts
- Government offices
- Non-governmental organizations with an interest in a proposed project.

The mailing list will be reviewed, updated, and maintained prior to mailing distributions.

One-on-one Stakeholder Meetings

Prior to each public meeting, the project team will meet with potentially affected property owners and select stakeholders as determined by the project team. It is anticipated that the number of one-on-one meetings will not exceed 15.

Public Meeting Notifications

It is anticipated the stakeholders will receive one-page fliers/invitations to each public meetings. Three public meetings will be scheduled for this study for the purpose of 1) public scoping, 2) alternatives review and screening criteria, and 3) final EA review.

Prior to the public meetings, notices will be prepared and distributed as follows:

Legal Notices

Legal notices for each public meeting will be included in The Standard Examiner, Salt Lake Tribune, and Deseret News for two days. PEC will prepare the notices for Region Public Involvement Manager (PIM) review. PEC will place the advertisements in the newspapers.

Website

PEC will host and prepare content for a project web site.

Fliers

Fliers/invitations and newsletters distributed to stakeholder mailing list. PEC will mail up to three one-page meeting notices (scoping meeting, agency stakeholder meeting, and public hearing) to applicable persons or organizations included on the mailing list. PEC will also prepare one newsletter. The total number of fliers/newsletters to be mailed over the course of the project is anticipated to be 400.

Media Releases

If needed, media releases will be sent to print and broadcast outlets. Upon request, PEC will prepare up to three press releases (anticipated to be a maximum of 1-2 pages in length) and will coordinate dissemination to the media with the PIM.

Display Boards

For each public meeting PEC will prepare sign-in sheets and comment forms. After the meeting PEC will review and distribute comments to the team. PEC anticipates that up to 50 individual comments will be received during the public scoping period.

Task 05E DELIVERABLES: Draft and final public involvement plan

Task 05E Clarifications: PEC will develop project informational materials, in English-only, to educate and inform the public and interested stakeholders about the project. These materials will support the public meetings and other outreach efforts. These materials will include a project fact sheet and frequently asked questions. We do not anticipate any 3D modeling with this contract.

Task 11E - OBTAIN MAPPING AND/OR PHOTOGRAPHY

It is anticipated that Pleasant View City will supply a study area aerial photograph and 2' contours sufficient for EA level engineering design efforts. The aerial imagery supplied to PEC will be tied to ground coordinates that PEC will then confirm with survey control (section monuments) and the aerial will have sufficient resolution for design purposes. PEC will gather survey control for the site that will be needed when tying aerial imagery, property descriptions for the surrounding parcels to determine right of way impacts. PEC will map the information in Micro station along with utility information gathered from the utility companies within the study area. PEC will gather deeds and legal descriptions from Weber County or Pleasant View City on record for up to 60 parcels in the study area and map those deeds as Microstation DGN files.

DELIVERABLES: Topography map and survey data for the study area along with arials.

Task 11E Clarifications:

PEC will not settle any discrepancies in right-of-way parcels.

Task 13E - CONDUCT NEPA SCOPING

PEC, with the assistance of UDOT and Pleasant View City, will identify applicable resource/land management agencies and interested stakeholders and actively solicit comments from these groups. An agency stakeholder meeting for federal, state, and local agencies with regulatory responsibility for the proposed project will be held on the same day as the public scoping meeting. The purpose of the meeting will be to describe the project to the agencies and get their initial comments on regulatory issues and resource concerns.

PEC will:

- Confirm date and format of agency stakeholder and public scoping meetings.
- Consult with UDOT and Pleasant View City on agencies to be invited.
- Identify and contact up to ten participating and cooperating agencies.
- Prepare and mail up to a total of 100 letters of invitation to the public scoping and agency stakeholder meetings.
- Provide up to a total of 7 presentation boards for the public scoping and agency stakeholder meetings.
- Develop message points for team staff.
- Host a 30-minute dry-run for the project team (including UDOT and Pleasant View City).
- Coordinate meeting layout and set-up.
- Provide meeting materials (sign-in sheets, 100 comment cards, easels, pens, name tags, and directional signs).
- Provide light refreshments (e.g., cookies and water) for up to 50 people.
- Provide a facilitator and up to 4 additional staff members.
- Conduct NEPA Scoping meeting with agencies.
- Prepare summary report.

Notification for the public and agency scoping meetings will include up to 100 meeting notices mailed to stakeholders on the mailing list. A 30-minute practice session will be held prior to the start of the agency stakeholder meeting. The agency stakeholder meeting will be followed by the public scoping meeting. The agency stakeholder meeting and public scoping meeting will be held after the initial Purpose and Need has been developed.

A second public open house will be held after the preliminary alternatives have been screened, to give agencies and the public an opportunity to comment on the preliminary Purpose and Need and Project Alternatives. The notification and meeting format of the second public open house will be the same as described for the public scoping meeting above.

DELIVERABLES: PEC will prepare a public involvement summary report that will describe outreach efforts and summarize public comments for the entire EA. This report will include public scoping efforts and comments. The report will be distributed to the project team. One round of report review/revision is assumed.

Task 15E - DEVELOP PROJECT CONTEXT AND TRANSPORTATION NEEDS

At the project kick-off meeting PEC will discuss existing and needed data and materials that will be used to conduct the analyses. PEC will provide the City and UDOT with a list of information needs as part of the kick-off meeting. It is assumed that the City and UDOT will then provide copies of previous studies and data relevant to the project within 2-weeks.

After the project kick-off meeting, PEC will conduct initial evaluation of existing and future traffic conditions. PEC will obtain and review existing traffic and safety conditions within the study area, determine and evaluate future year forecast traffic volumes and conditions. The purpose of this effort is to assist in appropriately defining and documenting the Project Study Area.

Logical Termini

For purpose of this work plan the logical termini are:

- 4300 North to the north,
- 500 West to the east,
- I-15 to the west.
- Pleasant View Drive to the south

Intersection Studies

Document existing conditions, including intersection Level of Service (LOS), safety, and review existing and future intersection geometrics at the following intersections:

- US-89 / Pleasant View Drive
- SR-126 / US-89
- 4300 North / 500 West
- 4300 North / 900 West
- 4300 North / 1100 West
- 500 West / Pleasant View Drive
- 600 West / Pleasant View Drive
- 600 West / 2700 North

No-Build Analysis

PEC will develop, document and analyze the Future 2040 No-build Network for Skyline Drive to be used for development of the Purpose and Need and initial alternatives screening using the Wasatch Front Regional Council's (WFRC) travel demand model.

Initial definition and analysis of the Transportation Systems Management (TSM) alternative.

The PEC team will carefully evaluate current socio-economic conditions in the study area, including population, household characteristics of the population (age, race, income, poverty levels, education, etc.). The analysis will include historic demographic trends in the study area, as well as a comparison of the study area with the rest of Pleasant View City and Weber County. This analysis will use information from sources such as the United States Census, WFRC and EDC Utah. Employment and major employers in the area will also be evaluated, using such sources as the Utah Department of Workforce Services, business license data and sales tax data. PEC will incorporate the socio-economic data provided by Pleasant View City into a modified version of the WFRC travel demand model. This modified travel demand model will be used to identify the future mobility needs within the Skyline Drive corridor and for the alternatives development / evaluation process.

Based on this evaluation PEC will determine and summarize existing and potential future traffic congestion problems. PEC will utilize as much as possible the existing information.

The future analysis / design year for this project is 2040 which is consistent with statewide long range planning.

Specific Traffic Conditions work includes the following elements:

DATA – Current intersection turning movement counts and queuing data will be obtained from recent studies.

SAFETY – Crash data will be collected from UDOT in the form of an Operational Safety Report (OSR) or accidents per million vehicle miles traveled in order to identify traffic and safety needs within the study area.

EXISTING CONDITIONS – Existing traffic operating conditions (geometrics, signal timing, traffic volumes) will be evaluated and analyzed with VISSIM (traffic simulation software) to identify existing traffic operating conditions. The Measure of Effectiveness (MOE) used for evaluation will be Level of Service (LOS) at the intersections for the PM peak hour, and supplemented with travel times, speeds and ADT's for the corridor LOS.

LOGICAL TERMINI – An early action item to support the EA will be an affirmation of the logical termini. This will be part of the NEPA Scoping process and will include a review of the existing and No-Build traffic conditions.

DEFINITION OF 2040 NO-BUILD – PEC will contribute to the discussion of the definition of the future 2040 No-Build scenario for Skyline Drive and surrounding transportation network during the kickoff meeting with UDOT and Pleasant View City. Once determined, all subsequent traffic analysis supporting purpose and need, and alternatives will pivot on the 2040 No-Build scenario. The project team including FHWA should formally decide which projects should be included in the 2040 No-Build traffic scenario. **NO-BUILD**

FUTURE (2040) TRAFFIC CONDITIONS – The traffic conditions developed by this alternative will help define the purpose and need. PEC will develop the forecasts for the 2040 No-Build using the adopted WFRC model. The 2040 No-Build traffic conditions for the corridor will be analyzed with the traffic simulation software.

BUILD FUTURE (2040) ALTERNATIVES ANALYSIS – PEC will evaluate the future traffic conditions for three alternatives (two build and a no-build alternative).

ITS/TSM/TDM – PEC will provide information about the benefits of implementing ITS/TSM/TDM measures to include intersection improvements, multi-modal/alternative forms of transportation and access management strategies. The Team will define the elements of this single alternative with an appropriate application of potential strategies.

DELIVERABLES: PEC will provide a traffic and safety report, which will include a description of the project context (including the existing and future 2040 No-Build traffic conditions), a safety deficiency report, and a list of potential project data needs.

Task 17E - DEFINE PROJECT'S PURPOSE AND NEED

PEC will prepare the Purpose and Need based on the initial transportation analysis (Task 15E) and based on input from UDOT, Pleasant View City and FHWA. The purpose and need will be based on the UDOT EA Guidelines and discuss in detail the transportation constraints the proposed project is intended to correct, and the related problems that would foreseeably continue or worsen if the project were not implemented.

PEC will develop a preliminary Purpose and Need, complete an internal review of the preliminary Purpose and Need, and submit to UDOT or Pleasant View City. PEC will then electronically submit the preliminary Purpose and Need to UDOT and Pleasant View City for concurrent review. The project team will meet and discuss comments regarding the preliminary draft Purpose and Need. PEC will then revise the Purpose and Need and develop the preliminary draft Chapter 1 of the EA (this can also serve as the Draft Purpose and Need Report). This version of Chapter 1 will be submitted to UDOT, Pleasant View City and FHWA for approval. The public will have an opportunity to comment on the Purpose and Need at the public open house/scoping meeting.

DELIVERABLES: Preliminary draft Purpose and Need and Chapter 1 of the EA.

Task 19E - IDENTIFICATION AND INITIAL DEVELOPMENT OF ALTERNATIVES

Once the Purpose and Need has been developed, PEC will develop and screen preliminary alternatives that address the future transportation needs of the proposed project. These alternatives will be based on previous traffic studies conducted in the area. Up to five initial alternatives of different roadway alignments will be evaluated. The functionality of each alternative will be assessed. The five alternatives will be designed to a level sufficient to determine the limits of disturbance with an accuracy of approximately 10 feet. This should be sufficient to determine any building impacts.

PEC will meet with key members of the project team, including FHWA, UDOT, and the City, to confirm the feasibility of the concept recommendations. During the meeting, preliminary roadway design will be reviewed and discussed to determine compliance with recommended standards. This meeting will be held at UDOT Region 1 and a field review may be conducted if necessary. Criteria will be identified and used to evaluate how the initial alternatives meet the purpose and need. It is expected that this will be a three-step process:

- Review alternatives previously developed and dismissed to either reconfirm their dismissal, reinstate them for consideration, or make modifications for further consideration;
- Evaluate using data gathered and traffic evaluation completed; and
- Conduct initial screening of alternatives based on agreed upon evaluation criteria.

PEC will undertake a screening of preliminary conceptual alternatives (up to five initial alternatives), ending with a detailed set of alternatives (up to two build alternatives). The screening process will examine purpose and need, engineering constraints, order-of-magnitude capital and operating costs, likely forecast travel demand by mode and facility, and critical known environmental impacts. Alternatives that are found to have serious flaws or do not appear to be competitive in comparison to the other alternatives will be deleted and the reasons for their elimination documented. The set of alternatives that pass this screening phase will be a smaller number of alternatives, each representing a reasonable, feasible approach to addressing the defined purpose and need.

PEC will advance those alternatives that are reasonable and pass the screening criteria. It is assumed that no more than two (2) Build Alternatives and one (1) No-Build Alternative will be carried forward into the EA for further detailed analysis. For the two Build Alternatives, intersection improvements will be considered along the corridor to improve traffic flow. The intersection improvements will be considered at:

- US-89 / Pleasant View Drive
- SR-126 / US-89
- 4300 North / 500 West
- 4300 North / 900 West
- 4300 North / 1100 West
- 500 West / Pleasant View Drive
- 600 West / Pleasant View Drive
- 600 West / 2700 North

The public will have an opportunity to comment on the alternatives at the second public open house.

ASSUMPTIONS: The alternatives development process will include one 6-hour meeting at UDOT Region 1 with up to 5 PEC team members in attendance. It is assumed that no more than two (2) Build Alternatives and one (1) No-Build Alternative will be carried forward into the EA for further detailed analysis.

DELIVERABLES: Memo defining the screening criteria and alternatives analysis process and results, and a preliminary draft of Chapter 2 of the EA.

Task 21E - ENVIRONMENTAL RESOURCE IDENTIFICATION

PEC will conduct an initial analysis of the resource topics included in the UDOT EA Guidance. This analysis will include coordination with resource agencies and a field review of the project study area. Based on the preliminary data collected, PEC, UDOT, and Pleasant View City will decide which resources will be evaluated in greater detail in the EA.

Task 23E - DETERMINE AND ANALYZE IMPACTS, REFINE ALTERNATIVES AS NECESSARY

PEC will provide a concise description of impacts for each alternative carried forward (including up to two Build Alternatives) and for the No-Build Alternative. Regional plans will be reviewed and a list of cumulative projects occurring in the study area will be developed. The cumulative impact analysis will be based on the cumulative effects of the identified past, present, and reasonably foreseeable projects. Environmental impact

analyses will be documented in the EA. The descriptions will include a preliminary design of the alternatives carried forward. It is not anticipated that refinement of alternatives will require additional field survey, environmental analysis, or agency coordination.

The following environmental resources will be analyzed as part of the EA:

Land Use

PEC will identify existing land uses for the study area and the immediate surrounding area influenced by the project. PEC will then coordinate with local government agencies to obtain information about local land use and zoning regulations. PEC will review applicable county and regional land use plans to ensure that the project is consistent with the goals and objectives for the area. PEC will compile the information and prepare a land use map showing land use designations in the study area. The EA will include a qualitative discussion of anticipated direct project related effects on the existing land uses and potential effects on development potential both in and immediately adjacent to the study area. The land use impact analysis will address the consistency of the proposed alternatives with the land use plans adopted for the study area. The indirect social, economic and environmental impacts of development potentially induced by the project will also be discussed. PEC will also identify impacts to population densities and development patterns in the study area resulting from construction and operation of the proposed project. If necessary, potential mitigation measures will be developed to reduce land use impacts.

ASSUMPTIONS: It is assumed that Pleasant View City or Weber County will provide digital land use designation data for the study area. It is assumed that a separate land use technical study will not be prepared. The results of the land use analysis will be presented in the EA.

Farmland

PEC will search the NRCS soils database and request information through a coordination letter to NRCS to determine if areas in the project study area have been identified as Prime or Unique Farmlands. If Prime or Unique Farmlands are located in the study area, PEC will determine the number of acres directly affected by the project and include a discussion of potential impacts in the EA.

ASSUMPTIONS: PEC will use publicly available, existing NRCS soils data to determine the presence or absence of Prime or Unique Farmlands. It is assumed that a separate farmland technical study will not be prepared. It is assumed that a Farmland Impact Conversion Rating (NRCS-CPA-106) will not be required for this project. The results of the farmland analysis will be presented in the EA.

Social Impacts

Social impacts will include analysis of the following subsections: community character and community cohesion; relocations; public facilities, services, and utilities; recreation, and environmental justice. The social impacts section of the EA will be based on the results of the Community Impact Analysis.

The community character and community cohesion analysis will identify communities located in the study area based on social, political, and/or geographic boundaries. The social character of the communities will be described. Project elements that could disturb the community character or cohesion will be identified and mitigation will be developed if necessary.

PEC will identify residential and business relocations that may be required as a result of the project. Partial acquisitions will also be quantified. The impact discussion will focus on the availability of comparable replacement property and mitigation will be recommended if necessary.

PEC will identify public facilities, services and utilities located in or serving the study area. The impact discussion will focus on how the project would affect the operation of public facilities, services and utilities.

PEC will identify parks and recreational facilities within the project's immediate vicinity, including equestrian trails, recreation bikeways, and other recreational trails. PEC will inventory the type of activities, functions and features available at each facility, including an estimate of the annual number of visitors or users (if data is available). The EA will discuss in detail how the proposed project will impact each facility, including both beneficial and adverse impacts. It will also describe direct changes to access and capacity, in addition to indirect impacts to natural resources that contribute to the recreational enjoyment of the facility.

PEC will determine if minority or low-income populations are present within the study area using census data and other available demographic data (i.e., data from Pleasant View City, public involvement, local comprehensive plans, and a windshield survey). If the determination is made that minority or low-income populations are present within the study area, PEC will provide definitions and locations of these populations. The public involvement plan will include measures to address special needs of the population and to involve the low income/minority population. The EA will identify direct and indirect project related impacts on environmental justice populations for each action alternative.

ASSUMPTIONS: PEC will rely on publicly available demographic data and will not collect new data. PEC will not identify potential relocation properties for residences directly impacted by the proposed project. It is assumed that UDOT and Pleasant View City will provide emergency response time data, any available demographic and economic data, public transportation route maps, public park and trail location maps, copies of previous traffic studies performed in the project vicinity, and any available planning documents. It is assumed that a separate social impacts technical study will not be prepared. The results of the social impacts analysis will be presented in the EA.

Economics

Economic data will be gathered from the Weber County Assessor, Governor's Office of Planning and Budget, US Census, and any other publicly available economic reports. Based on compiled research and coordination, PEC will provide a complete description of the economic climate in the study area, including employment information, various types of business operations that occur, and information about taxes. The EA will discuss direct economic impacts on the local economy, such as the effects of the project on development, tax revenues and public expenditures, employment opportunities, accessibility, and retail sales. The EA will also discuss the potential indirect impacts on the economic vitality of the businesses located within the study area that could be affected by the proposed project.

ASSUMPTIONS: New economic data will not be collected. No economic modeling will be conducted. It is assumed that a separate economics technical study will not be prepared. The results of the economic impact analysis will be presented in the EA.

Pedestrian and Bicyclist Considerations

PEC will identify existing pedestrian and bicycle facilities in the vicinity of the proposed project and provide a description of current and anticipated uses of existing pedestrian and bicycle facilities relative to the study area. The EA will include a discussion of established travel routes used by each, average capacity of those routes (if available), and any regular congestion that occurs (if known). It will also discuss the potential direct impacts to said facilities and any possible direct or indirect impacts to the users. It will describe any effects the proposed project may have on safety components of these facilities, enhancements, and hazards.

ASSUMPTIONS: Pleasant View City and Weber County will provide any available data on pedestrian and bicycle trail locations and usage in the vicinity of the study area. No new user data will be collected for the trails. It is assumed that a separate pedestrian and bicyclist technical study will not be prepared. The results of the pedestrian and bicyclist impact analysis will be presented in the EA.

Air Quality

Pleasant View City is classified as "non-attainment" for air quality, and the proposed project is subject to the federal transportation conformity regulation. Therefore, the air quality analysis for the project would include "CO hot spot" modeling and PM₁₀ analysis. The air quality assessment will include the following:

For the Existing Conditions assessment the EA will include the following: description of regional and local meteorology based on data from the Utah Center for Climate and Weather or the Western Regional Climate Center; discussion of federal and state air quality regulations; description of the current air quality attainment status, and published data on regional emissions and local ambient air quality monitoring data obtained from Utah DEQ.

For the Impacts assessment, the EA will quantify potential emissions during operation and construction, will include a CO Hotspot analysis of 3-6 intersections using the CAL3QHC model, and will qualitatively describe potential MSAT impacts.

The Mitigation section of the EA will recommend best management practices for fugitive dust control and construction equipment tailpipe emission reductions during roadway construction.

ASSUMPTIONS: A separate Air Quality technical report will be prepared to present results of the air modeling for criteria pollutants. An Air Quality section will be included in the EA.

Noise

There are noise sensitive receptors located within 500 feet of the proposed project, therefore the noise analysis will include a quantitative discussion of the changes in noise levels resulting from the proposed project. PEC will model noise levels at up to 10 receivers. It is assumed that no long-term monitoring would be required. A one-day field reconnaissance would be completed to collect noise data.

ASSUMPTIONS: It is assumed that baseline noise measurements or modeling will be required for no more than 10 sensitive receptors. It is assumed that UDOT does not consider commercial uses as noise sensitive receptors.

Geology, Soils, and Topography

PEC will consult with UDOT and Weber County to identify laws, plans, or other policies for road construction projects intended to protect existing topography, hydrologic conditions, soils, and geologic resources or to avoid or minimize creation of, or exposure of the public to, geological hazards. We will briefly describe these laws, plans, and policies in relation to the proposed project.

PEC will describe existing conditions for topography, hydrologic conditions, soils, and geologic resources, as pertinent to the project. Descriptions shall include summarization of data from most recent geological maps, soils maps, and other earth science data sets (e.g. from Utah Automated Geographic Reference Center [AGRC], Utah Geological Survey [UGS], Natural Resource Conservation Service [NRCS], Utah Seismic Safety Commission, and U.S. Geological Survey [USGS]).

The project will evaluate the presence of mapped geologic units, soils, and drainages, and evaluation in the field existing site disturbances, patterns of surface runoff, evidence of groundwater depths and patterns of groundwater flow, geomorphic stability of drainages, slope stability, erodibility and fertility of undisturbed soils, uniqueness of geologic features, and existing site disturbances.

The EA will include a description of direct impacts of the project on topography, hydrologic conditions, soils, and geologic resources, and generally address implications to stability of project structures. Indirect impacts, including exposure of project users to geologic hazards and anticipated changes to earth resources over the long term will be evaluated. Cumulative effects of the project in conjunction with past and foreseeable actions in the area will be described.

ASSUMPTIONS: All geology, soils, and topography information contained in the EA will be based on publicly available geotechnical information (e.g., NRCS, USGS) and the geotechnical report prepared for this project. PEC will not conduct geotechnical testing or modeling.

Floodplains

The designated Floodplains will be identified based on maps available from the Federal Emergency Management Agency (FEMA). PEC will identify any project related impacts within 100-year and 500-year floodplains.

ASSUMPTIONS: PEC will use publicly available, existing FEMA floodplain data to determine the presence or absence of floodplains. It is assumed that a separate floodplain technical study will not be prepared and no floodplain modeling will be required. The results of the floodplain analysis will be presented in the EA.

Water Resources and Water Quality

PEC will determine if there are water resources (e.g., rivers, streams, impoundments, wetlands, drainage sloughs,) within or immediately adjacent to the study area. If so, we will consult with Utah Department of Environmental Quality, Division of Water Quality to determine if a water quality certification will be required. The EA will provide a relevant description of those water resources and describe the condition of each. PEC will determine the quality of the water resources and groundwater based on USGS hydrologic data. The EA will identify any area designated as a principal or sole-source aquifer under Section 1414(e) of the Safe Drinking Water Act that may be impacted by the proposed project.

The EA will identify any locations within the study area where roadway runoff or other non-point source pollution may adversely directly impact sensitive water resources such as water supply reservoirs, ground water recharge areas, and high quality streams. The EA will discuss additional impacts to both surface and groundwater, and identify any impacts to groundwater rights and their respective wells. It will also discuss indirect impacts such as changes that can affect the quality of surface waters, leaching of materials and chemicals that can impact the quality of groundwater aquifers or spills that can impact both surface and groundwater quality. Mitigation to reduce water quality impacts will be developed if necessary.

ASSUMPTIONS: PEC will use the Rational Method for hydrologic modeling. PEC will not complete water quality testing. PEC will not obtain water quality certifications or permits, if required for project construction, as part of this scope of work. It is assumed that a water quality technical study will not be prepared. The results of the floodplain analysis will be presented in the EA.

Wild and Scenic Rivers

PEC assumes the proposed project is not adjacent to any "suitable" river segments that could be eligible for designation as a Wild and Scenic River. Consequently, an analysis of Wild and Scenic River impacts will not be included in the EA.

Wetlands

Using data from the National Wetlands Inventory (NWI) Regional Wetlands Coordinator, PEC will identify potential jurisdictional waters of the United States in or immediately adjacent to the proposed project that may be affected. We will provide a current status map based on NWI mapped wetlands. The NWI provides information on the characteristics, extent, and status of any waters of the United States. The EA will describe project related alterations to natural drainage patterns, wetland draining due to channel straightening, and/or wetland filling or displacement. Any altered wetland will be identified and details on water quality impacts including sediment loads and deposition, toxic runoff, and water level increases or decreases will be provided in the EA.

ASSUMPTIONS: If needed, a report on the study area waters of the United States investigation will be provided. It is assumed that a wetlands functional assessment will not be required. The results of the waters of the United States investigation will be presented in the EA.

Wildlife

The EA will include a general description of wildlife habitat, including fish, and corridors present in the study area and will identify flora and fauna located in the study area. A description of the wildlife species that typically utilize these habitats will be provided. The EA will identify any designations for wildlife or vegetation protected under federal or state regulations.

The EA will describe any direct loss, modification, or degradation of wildlife habitat that could result from the proposed project. The EA will address both direct (e.g., removal of forage) and indirect (e.g., downstream sedimentation) impacts to wildlife, and to the flora and fauna habitat relative to wetlands. The EA will also address impacts on migratory species. Provide details about impacts to wildlife migration corridors.

ASSUMPTIONS: It is assumed that no wildlife surveys will be required. It is assumed that a Biological Evaluation (BE) will be prepared. The results of the BE will be included in the EA. UDOT biologists will be consulted in the preparation of the EA.

Threatened and Endangered Species

It is assumed that PEC will not complete a Biological Assessment (BA) as part of the proposed project. No formal or informal consultation pursuant to section 7 of the Endangered Species Act will be required. UDOT biologists will be consulted in the preparation of the EA.

Vegetation and Invasive Species

PEC will identify and describe general vegetation occurring in the study area, including the potential presence of invasive species. The EA will describe potential impacts to vegetation resulting from the project (e.g., removal, exposure to invasive species). These vegetation impacts will be quantified by acreage, to the extent that data is available. UDOT biologists will be consulted in the preparation of the EA.

ASSUMPTIONS: Existing County and State data on noxious weed populations within the corridor will be sufficient for addressing this issue in the EA. It is assumed that a vegetation and invasive species survey will

not be required and a technical study will not be prepared. It is assumed that GPS data will not be collected to document vegetation communities or invasive species. The results of the analysis will be presented in the EA.

Historical and Archaeological Resources/Section 106 Compliance

Because the project is a federal undertaking, cultural resource studies for this project will be performed in accordance with Section 106 of the National Historic Preservation Act (NHPA). All work required for this contract will be conducted by professionals that meet the standards established by the U.S. Secretary of the Interior for work in archaeology, history, and architectural history. This work will provide compliance documentation for NHPA Section 106.

The information for the EA will be developed from research completed at the Utah Division of State History, Antiquities Section and History Section, and an estimated 35 structures will be evaluated for eligibility and up to 100 acres of survey required for archaeology resources within the study area. Background information will come from PEC's review of existing site records and reports, and communication with UDOT personnel.

Obtain Required Permits

The intensive-level cultural resources survey of the preferred alternative will be conducted by a PEC archaeologist who possesses a current Archaeological Survey Permit issued by the State of Utah Public Lands Policy Coordination Office under provisions of the Utah State Antiquities Act (UC-9-8-301—308) and implementing regulations as codified in R-694-1. An architectural historian who meets the Secretary of Interior's Standards will evaluate historic structures. The PEC team will obtain UDOT Field Authorization prior to conducting the survey.

Coordination

PEC will contact the UDOT Region 1 NEPA/NHPA Specialist to coordinate and discuss objectives of the cultural resources inventory, and to determine the level of field effort required.

Background Research

PEC cultural resources personnel will conduct a records search of existing heritage resources information at the Antiquities Section, History Section and, if necessary, other repositories of cultural resources information occurring in the study area. PEC staff will review information on cultural resources existing within the study area including site records, archaeological GIS database information, and survey and investigation reports. All information on cultural resources occurring within the study area will be reviewed prior to the field survey.

Prepare Area of Potential Effects (APE) Map

The PEC team will prepare an Area of Potential Effects (APE) indicating the extent of construction for the proposed project, as well as any staging and access areas. The draft APE map will be submitted to UDOT for review. PEC assumes one round of review. The final APE map will be responsive to comments from UDOT and will be included in the technical documents.

GIS Data

PEC will create a GIS record of cultural resources survey areas and cultural resource site locations in the study area. GIS information will be entered into Arc/Info consistent with UDOT data dictionaries. Activities will include uploading GPS data obtained during survey, incorporating into the GIS database, and review of UDOT data dictionary and creation of GIS layers in Arc/Info files to be delivered to UDOT.

Field Survey for Cultural Resources

Archaeological Resources

PEC cultural resources personnel will conduct a field survey APE of the study area. Archeological resources that are identified during the field survey will be recorded on IMACS forms and plotted on USGS topographic quadrangle maps. Scaled sketch maps of cultural resources will be prepared indicating site boundaries, feature locations, disturbances, and relationships to nearby topographic features. GPS data will be collected for survey areas and identified cultural resources. For all resources identified during the inventory effort, NRHP eligibility recommendations, along with supporting documentation, will be made to the UDOT cultural resources specialist, who will then make final eligibility decisions.

Historic Architecture Resources.

If needed, the PEC team will be responsible for, or will subcontract a Reconnaissance Level Survey (RLS) within the APE determined in consultation with UDOT cultural resources staff and the Utah State Office of Historic Preservation (Utah SHPO). In accordance with the Utah SHPO's Standard Operating Procedures for RLS (May 2012) and UDOT guidelines, buildings and/or structures that appear to 50 years old or older will be surveyed. As part of the survey, the resources will be photographed, mapped, and evaluated using the criteria developed by the Utah SHPO to assess potential eligibility for listing in the National Register of Historic Places (NRHP).

Buildings and/or structures recorded during the survey will be documented on RLS forms and included in the technical report. For the purpose of this scope, PEC assumes no more than 35 buildings will be surveyed in the study area and no more than 20 buildings will be 50 years old or older and therefore require documentation in the RLS technical report.

Prepare Cultural Resources Inventory Reports

Archaeological Resources

Information obtained during documents searches and field inventory will be used to prepare the Cultural Resources Inventory Report. This report will follow the procedures outlined in Chapter 5 (Archaeological Consultant Guidelines) of the UDOT Environmental Process Manual of Instructions and the *UDOT Guidelines for Identifying, Recording, and Evaluating Archaeological and Paleontological Resources* (2010) and will include a summary of previous archaeological research conducted in the study area, prehistoric, ethnographic, and historic settings, field methods, and descriptions of all cultural resources located during the survey. NRHP eligibility suggestions will be made to UDOT based on site observations and any previously collected data. The report will include maps of the study area and site locations, and IMACS site records. PEC will submit a Draft report for comment by UDOT and a Final report incorporating any changes.

Historic Architecture Resources

Based upon resources encountered in the field, PEC will be responsible for, or will subcontract the appropriate technical reports if needed. For Historic Architecture resources, a RLS report will be prepared in accordance with the Utah SHPO's Standard Operating Procedures for RLS (May 2012) and UDOT guidelines. In addition, as part of completing the RLS report, PEC will contact the Utah SHPO to obtain a copy of the SHPO Database, for the region that covers Pleasant View. The SHPO Database is an Access database used to identify buildings surveyed, evaluated or listed in the NRHP throughout the state of Utah. PEC will update the database with information from the RLS technical report and return the updated database to the Utah SHPO.

Prepare Cultural Resources EA section.

The Cultural Resources Inventory Report will provide the information necessary to develop the Cultural Resources section of the Environmental Assessment. The Inventory report will be summarized, any possible impacts will be analyzed and, if necessary, mitigation measures will be developed.

ASSUMPTIONS: It is assumed that the survey area will be no more than 100-acres. It is assumed that up to six (6) archaeological sites will be located during the Class III inventory. This scope of work does not include site excavation or testing. It is assumed that no more than 35 buildings will be surveyed in the study area and no more than 20 buildings in the APE will be 50 years old or older and require documentation in the RLS report.

This scope does not include the preparation of the Findings of Effect or UDOT Intensive Level Survey documentation for architectural resources. Implementation of mitigation measures for cultural resources is not included in this scope of work. This scope of work assumes one revision of the cultural resource reports by UDOT and Pleasant View City.

It is assumed that the Class III inventory report, including IMACS forms, maps, and figures will be no more than 75-pages in length. It is assumed that the UDOT archaeologist will be responsible for correspondence and consultation with SHPO, Native American tribes, local historical societies, and preservation groups.

Two (2) hard copies of the draft report will be delivered to UDOT. Two (2) hard copies and one electronic copy of the final report will be delivered to UDOT.

Hazardous Waste

A site investigation for the presence of known or evident unknown hazardous substance/waste will be completed on two build alternatives. This includes the results of an EDR search and a review of the study area for clear evidence of potential hazardous materials. If hazardous material/waste is present or likely to be present, the following will be provided:

A map of the known waste sites in relation to the alternative project alignments.

Information on the number and type of sites.

Results of coordination with local/state/federal officials including a description of any agency's previous site assessment or cleanup plan.

ASSUMPTIONS: This scope of work does not include any soils testing.

Visual Quality

The visual analysis will be conducted in accordance with FHWA guidance for assessing the visual impacts of highway projects for NEPA documents, which would be based on characterizing landscape quality, viewsheds and viewer groups. The visual quality assessment will consider views by drivers, residents, and workers in the project vicinity. The visual analysis will evaluate construction-related impacts to visual resources, including views mentioned above. The visual impact assessment will include a discussion of temporary and permanent visual impacts of the proposed action. Mitigation will be developed to reduce or eliminate the visibility of the project or alter the project's effect on the scenic or aesthetic resource, if necessary.

ASSUMPTIONS: It is assumed that a visual quality technical study will not be prepared. The results of the visual analysis will be presented in the EA. No visual simulations or 3-D modeling will be required to complete the EA.

It is assumed that the view-shed effects analysis will not extend beyond the boundaries of the study area.

Energy

The EA will discuss in general terms the energy requirements and conservation potential of various alternatives under consideration. The EA will also discuss energy consumed in the operation of vehicles and maintenance of facilities, and energy invested in construction activities as well as resources such as materials used in construction. If it is determined that the proposed project will cause an increase in energy consumption, an energy analysis will be conducted, which will compare BTUs or quantities of fuel consumed among alternatives and compare with the no-build.

ASSUMPTIONS: It is assumed that an energy technical study will not be prepared. The results of the energy analysis will be presented in the EA.

Context Sensitive Solutions Analysis

Throughout each section of the EA, UDOT's Context Sensitive Solutions (CSS) principles will be evaluated to determine if special design considerations need to be evaluated to avoid resource impacts (e.g., partial takes of R/W leaving non-viable parcels or other changes adverse to the community's plans or design visions).

Task 25E - SECTION 4(f) ANALYSIS

PEC will prepare a Programmatic and/or *De Minimis* Section 4(f) evaluation in accordance with the U. S. Department of Transportation Act of 1966 (amended and codified in 49 USC 303) to evaluate the potential impacts on publicly owned public parks, recreation areas, wildlife and waterfowl refuges, or historic and archaeological sites of national, state or local significance.

PEC will conduct an initial field survey and inventory for Section 4(f) resources in the project study area. We will coordinate with FHWA, and UDOT regarding the methodology for identifying Section 4(f) resources, assessing potential impacts to the identified resources, and regarding consultation/coordination with the agencies with jurisdiction over the Section 4(f) resources.

A programmatic and/or *De Minimis* Section 4(f) evaluation will be prepared. The evaluation will include up to 10 cultural or recreational resources. The draft evaluation will include the setting and description of each resource, and potential use of the resource. If a Section 4(f) use of a resource is identified, coordination with the project team, FHWA, and UDOT will occur to identify avoidance alternatives and measures to minimize harm to the resource, if necessary.

The draft Section 4(f) evaluation will be revised based on comments from FHWA and UDOT. A final Section 4(f) evaluation will be prepared based on the revised draft.

ASSUMPTIONS: No more than 10 Section 4(f) resources will be affected by the two build alternatives. It is assumed that the potential use of the Section 4(f) resources will meet the requirements for a programmatic or *De Minimis* evaluation. If an individual Section 4(f) evaluation is required, an amendment to the scope and budget would be required.

Two rounds of review and revision are assumed, once for the draft evaluation and once for the final. Two meetings with UDOT/FHWA including up to two members of the PEC team are anticipated to complete the 4(f) evaluation.

DELIVERABLES: A 4(f) memo will be prepared and provided to UDOT for review and comment during the environmental resource identification task. The 4(f) analysis and conclusions will be incorporated into the EA.

Task 27E – COMMUNITY IMPACT ANALYSIS

The Community Impact Assessment will analyze socio-economic issues, such as mobility, safety, employment effects, relocation, isolation, neighborhood impacts, public facilities impacts, and environmental justice community impacts. PEC will utilize guidance prepared by FHWA in the preparation of the analysis. Outreach efforts will be targeted to reach minority and low-income residents potentially living in the vicinity of the project. Context sensitive solutions will be developed to minimize impacts on the community.

PEC will identify the affected communities/neighborhoods and provide demographic data for the study area. PEC will rely on publicly available demographic data and will not collect new data. Data sources could include US census data, general and community plans, and social/economic reports. The EA will include a discussion of potential temporary and permanent changes in the neighborhood continuity and community cohesion for various groups as a result of two build alternatives.

PEC will identify potential acquisitions and residential relocations that may be required as a result of the project. The EA will include a discussion of potential project related displacement of commercial businesses. It will also address direct relocation impacts resulting in temporary and/or permanent changes in access including traffic patterns, pedestrian or bike access, and public transportation (e.g., bus stops).

PEC will identify and provide a description of public facilities, religious institutions, social services, and medical facilities within the study area. PEC will also identify services and utilities presently available to the public in the study area; including services that are not located in the immediate study area, but that could be affected by the project (e.g., utility lines). The EA will include a description of project impacts—beneficial and adverse—to public entities within the project and immediate surrounding area. It will also address direct changes from the project on travel times or access, including detours and road closures, as they related to public facilities or services (e.g., police and fire response times). The EA will also analyze indirect impacts that may result from the project such as the need for additional public facilities, services, or utilities resulting from the proposed action.

PEC will identify parks and recreational facilities within the project's immediate vicinity, including equestrian trails, recreation bikeways, and other recreational trails. PEC will inventory the type of activities, functions and features available at each facility, including an estimate of the annual number of visitors or users (if data is available). The EA will discuss in detail how the proposed project will impact each facility, including both beneficial and adverse impacts. It will also describe direct changes to access and capacity, in addition to indirect impacts to natural resources that contribute to the recreational enjoyment of the facility.

PEC will determine if minority or low-income populations are present within the study area using census data and other available demographic data (i.e., data from the City of Ogden, public involvement, local comprehensive plans, and a windshield survey). If the determination is made that minority or low-income populations are present within the study area, PEC will provide definitions and locations of these populations. The public involvement plan will include measures to address special needs of the population and to involve the low income/minority population. The EA will identify direct and indirect project related impacts on environmental justice populations for each action alternative.

DELIVERABLES: The Community Impact Analysis will be incorporated into the Social and Economic Resources sections of the EA.

Task 29E - PREPARE DRAFT DOCUMENT

PEC will prepare a technically sound and objective administrative-Draft EA for-review by UDOT, Pleasant View City and FHWA in accordance with the UDOT EA Guidance, FHWA Technical Advisory T6640.8A, the UDOT Environmental Process Manual of Instruction, and the UDOT Design Process. The Draft EA will address potential impacts to the resource areas discussed above. During the preparation of the Draft EA, PEC will consult with responsible agencies, review available information, and prepare the appropriate analysis for the respective issues. The Draft EA will include a discussion of the regulatory setting, studies and coordination, affected environment, impacts, and avoidance, minimization and/or mitigation for each environmental discipline, as needed. Graphic figures and maps will be included to supplement the analysis. The administrative Draft EA will be reviewed for quality control and will be fully edited before it is submitted.

ASSUMPTIONS: It is assumed that the Cultural Resources Report, Biological Evaluation, Waters of the United States Investigation, Noise Report, Hazardous Materials Investigation, Air Quality Report, and Public Involvement Summary Report would be the only stand-alone technical reports. No other technical reports will be required and analysis of resources will be contained within the EA.

It is assumed that both the draft and final EA will each be no more than 200 single-sided pages in length. This will include up to ten (10) 11x17 pages of color graphics for each document.

DELIVERABLES: Draft EA and the Cultural Resources Report, Biological Evaluation, Waters of the United States Investigation, Noise Report, Hazardous Materials Investigation, Air Quality Report, and Public Involvement Summary Report .

Task 31E - UDOT QC/QA OF DRAFT DOCUMENT

A total of ten (10) copies of the administrative Draft EA will be provided for UDOT regional and complex staff and Pleasant View City. It is assumed that UDOT staff and Pleasant View City will review the Draft EA concurrently. We will arrange a meeting with the project team to review the comments. PEC will incorporate comments made by UDOT and the City, and a second Draft EA will be sent to FHWA for review. FHWA comments will be incorporated and the Draft document will be finalized.

DELIVERABLES: Revised Draft EA

Task 33E - PRE-LEGAL SUFFICIENCY REVIEW

For budgeting purposes, it is assumed that a pre-legal sufficiency review would not be required because the project would qualify for a programmatic or *De Minimis* Section 4(f) evaluation. If the project required an individual Section 4(f) evaluation and a legal sufficiency review is required, a modification to the scope and budget would be required.

Task 35E - CONDUCT PUBLIC HEARING

Once the Draft EA is finalized and ready for public review, PEC will submit three (3) copies of the Draft EA to UDOT and the City. CDs will also be submitted containing the EA in PDF version.

A public hearing will follow the release of the draft EA. PEC will work with Pleasant View City to schedule and provide a location for the meeting.

PEC will:

- Confirm date and format of meeting.
- Update the one-page project fact sheet.
- Coordinate meeting layout and set-up.
- Provide meeting materials [sign-in sheets, comment cards, easels, pens, name tags, and up to three (3) directional signs].
- Provide court reporter for up to three (3) hours.
- Provide light refreshments (e.g., cookies and water) for up to 50 people.
- Provide up to six (6) staff members for the public hearing.
- Provide public hearing transcript, public comments, and a description of how each comment has been addressed to the project team.

Public Hearing Format

The public hearing will be conducted using open forum hearing where the public is allowed to review information in an open house type setting and provisions are made to record any oral testimony individuals wish to give.

Newspaper Notice

Two legal notices will be published in the Deseret News, the Salt Lake Tribune, and the Standard Examiner. The first notice will provide at least two weeks notice prior to the public hearing. The second notice will be published five to ten days prior to the public hearing. The notice will be drafted by PEC and reviewed by UDOT and Pleasant View City.

Notices will contain the date, time and place of the public hearing in addition to identifying the proposed project, or hearing subject, in a clear and easily understood manner. The location of additional information and the phone number of a PEC representative will be included in the notice. Additionally, the notice will contain information pertaining to the submission of testimony for those unable to attend the public hearing. PEC will place the newspaper advertisements.

Written Notice

PEC will notify, in a one-page letter, property owners within and adjacent to the study area, City Commissioners, Mayors, City Councilmen, Legislators, Multi-county planning districts and Federal, State and Local government offices with an interest in a proposed project, of the public hearing.

Hearing Arrangements

The public hearing will be conducted at a time and place generally convenient to the public in the area concerned. PEC will schedule the facility.

Transcripts of Hearing Proceedings

The public hearing will be transcribed. A record of individual statements, both written and oral as made to the designated recorder by attendees will be included. Statements received at the hearing will be converted to a printed transcript which, together with appropriate illustrations handed out at the hearing and written statements received will be compiled and incorporated into the Final EA.

Task 35E Clarifications:

It is assumed for public meetings that PEC will provide visual equipment that will be needed for the meeting.

Task 37E - PUBLIC AGENCY DRAFT DOCUMENT REVIEW

PEC will develop a list of up to 40 public agencies based on the stakeholder list. PEC will mail these agencies a CD containing the EA with a cover letter that explains that they can request a hard copy of the EA. CDs and any hard copies will be sent via first class mail.

DELIVERABLES: 40 CDs mailed to public agencies.

Task 38E - IMPLEMENT PUBLIC INVOLVEMENT PLAN

PEC will ensure that the Public Involvement Plan is followed. Including implementation of the public scoping meeting, alternatives meeting, and public hearing as described in Task 05E and 35E above.

Task 39E - SELECT PREFERRED ALTERNATIVE

PEC will prepare a summary that compares the impacts of each of the alternatives analyzed in the EA. This summary will also include a discussion of the extent to which each alternative meets the Purpose and Need. A Preferred Alternative will be recommended to UDOT, Pleasant View City and FHWA based on this information.

DELIVERABLES: Preferred Alternative Summary.

Task 41E - RECEIVE, EVALUATE, AND RESPOND TO PUBLIC AND AGENCY INPUT

PEC will prepare the final environmental document in accordance with UDOT and FHWA manuals. PEC will incorporate changes in the proposed action or mitigation measures that resulted from comments received on the draft environmental document during the public involvement, agency coordination and public hearing process. Public comments will be summarized and responses to substantive comments will be provided.

Task 45E - PREPARE FINAL EA

PEC will prepare the final environmental document in accordance with UDOT and FHWA manuals incorporating changes in the proposed action or mitigation measures that resulted from comments received on the draft environmental document during the public involvement, agency coordination and public hearing process. Public comments will be summarized and responses to substantive comments will be provided.

The Final EA will present any necessary findings, agreements or determinations required for the proposed action. The Final EA will include copies of comments received and will demonstrate that these comments were considered.

Task 47E - UDOT QC/QA OF FINAL DOCUMENT

UDOT and FHWA will review the final document and provide, if any, comments to the PEC Team for correction and revision. PEC will implement revisions and finalize the document.

Assumptions: It is assumed that the City along with regional and complex UDOT staff will review the Final EA simultaneously. PEC will incorporate comments made by UDOT and the City and a second Final EA will be sent to FHWA for review. PEC will incorporate comments made by FHWA and finalize the document.

Task 49E - SUBMIT FOR DECISION

PEC will provide UDOT regional and complex staff with a total of 10 hardcopies and a single electronic version of the Administrative Final EA.

Task 51E - PUBLIC AND AGENCY FINAL DOCUMENT REVIEW

The PEC Team will advertise the availability of the Final EA in the statewide newspapers and the Standard Examiner. We will make the document available as specified in Task 35E. The document will also be forwarded to appropriate resource agencies and the previously identified public.

Task 53E - SUBMIT FOR FEDERAL DECISION/ACTION

The Final EA will present the preferred alternative, affects the project will have on the environment, and mitigation commitments. Three (3) copies of the Final EA will be provided for FHWA review.

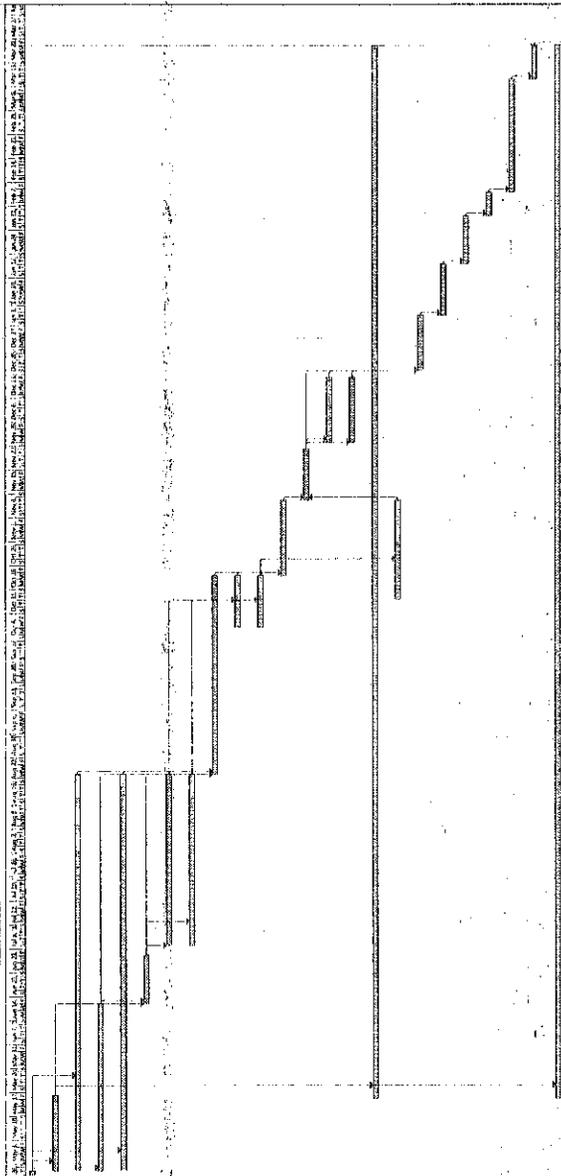
DELIVERABLES: Three (3) hardcopies of the Administrative Final EA and three (3) CDs containing an electronic version of the Final EA to FHWA; up to 40 CDs to cooperating and participating agencies.

Task 57E - MAINTAIN ADMINISTRATIVE RECORD

PEC will prepare and submit a complete copy of the administrative record at the conclusion of the project. A spreadsheet listing documents included in the administrative record will be compiled. The administrative record will include hard copies of cited documents in the text; complete references that have been summarized or incorporated by reference in the EA; minutes for meetings and correspondence where key decisions about the content of the document, alternatives, and so forth were made; technical documents and bulletins; clearance memos; mitigation commitments; public comment letters and documentation of public involvement efforts; copies of the draft EA that were circulated for review or comment.

DELIVERABLES: one hard copy of all documents included in the administrative record.

Statewide Performance Indicators



ID	Activity Name	Start Date	End Date	Priority	Owner
1	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
2	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
3	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
4	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
5	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
6	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
7	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
8	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
9	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
10	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
11	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
12	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
13	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
14	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
15	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
16	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
17	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
18	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
19	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
20	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith

ID	Activity Name	Start Date	End Date	Priority	Owner
21	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
22	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
23	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
24	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
25	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
26	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
27	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
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35	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
36	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
37	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
38	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
39	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith
40	Develop Public Treatment Plan	12/15/10	12/15/11	High	John Smith



City Council STAFF REPORT

AGENDA ITEM
4

TO: Honorable Mayor and City Council

FROM: Valerie Claussen, MPA, AICP
Assistant City Administrator
vclaussen@pleasantviewcity.com or (801) 827-0468

MEETING DATE: April 28, 2015

SUBJECT: Discussion and possible action on the professional services contract for the consultant selection for the 4300 North Area Planning Study to BioWest, Inc. for an amount not to exceed \$32,000.

RECOMMENDATION

Approve BioWest, Inc. as the consultant for the 4300 North Area Planning Study, to enter into a contract not to exceed \$32,000 and authorize the Mayor's signature to any necessary documents.

BACKGROUND

In the course of the General Plan Update, Council requested that the existing "Mountain Residential" Land Use Classification be reviewed and possibly modified. In order to accomplish this task, it is necessary to complete a comprehensive analysis and study on the appropriate level and type of development that should occur, in what has historically been considered a sensitive area.

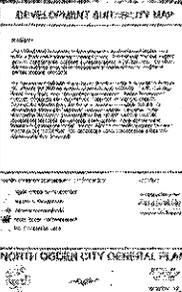
Consistent with the City's procurement policy, an RFQ was prepared to retain a consultant to provide this kind of planning document to provide the detailed information necessary, if changes are desired (*See Attachment A: 4300 North RFQ*). BioWest's proposal was the top response that best fit the specific needs the City requested of completing such a study (*See Attachment B: BioWest Proposal*).

ATTACHMENT

- A) 4300 North RFQ
- B) BioWest, Inc. Proposal

Pleasant View City

4300 NORTH ENVIRONMENTAL LAND PLANNING STUDY Letter of Qualifications



BIO-WEST, Inc. 1063 West 1400 North Logan, UT 84321
435.752.4202 www.bio-west.com csands@bio-west.com

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Sandra Davenport, ASLA: Landscape Architect and Planner	2
Darren Olsen: Senior Hydrologist	2
Shannon Herstein: Water Quality Specialist	2
Wes Thompson, PG: Hydrogeologist	2
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BIO-WEST BACKGROUND AND QUALIFICATIONS

Established in 1976, BIO-WEST conducts environmental planning, research, inventories, and assessments of natural resource systems in the western United States. We are a regional leader in environmental consulting and problem solving with a widely acknowledged reputation for providing objective, credible services and superior products to a wide variety of clients. During our 39 years of business, we have completed more than 1,700 projects, primarily in the Intermountain West. Our Corporate Headquarters are in Logan, Utah, and we have additional offices in Salt Lake City, Utah, and Austin and Houston, Texas.

Our staff includes more than 45 landscape architects, environmental planners, resource scientists, and support personnel, and we are organized to incorporate additional personnel to meet individual project requirements. BIO-WEST is flexibly structured to provide an individual scientist or a team of resource specialists for short- or long-term projects. We take an interdisciplinary, service-oriented approach to environmental problem solving; therefore we provide clients with a broad range of creative solutions for resource management concerns.

BIO-WEST offers professional environmental services in environmental analysis and permitting, environmental planning and landscape architecture, fisheries and aquatic ecology, geology, hydrogeology, hazardous waste remediation, GIS analysis and planning, watershed science, wetland resources, and wildlife and vegetation resources.

Landscape Architecture Section

In 1990 BIO-WEST developed a Landscape Architecture and Planning Section in response to client needs for comprehensive planning and design services. We routinely assist with projects that range from relatively short, site-specific efforts to large, multiphased, regional planning endeavors. Pertaining specifically to the Pleasant View City 4300 North Environmental Land Planning Study (Land Planning Study), BIO-WEST's Planning and Landscape Architecture Section has completed a number of planning projects involving master plan creation and updates, land use ordinances, open space planning, feasibility studies, site analyses, GIS mapping, invasive species removal, habitat restoration, grading and drainage, parks, parking lots, sports fields, picnic areas, playgrounds, irrigation systems, planting plans, and construction cost estimates. BIO-WEST's Logan office has three licensed landscape architects, seven environmental planners, fourteen resource scientists, and five editorial and administrative support personnel.

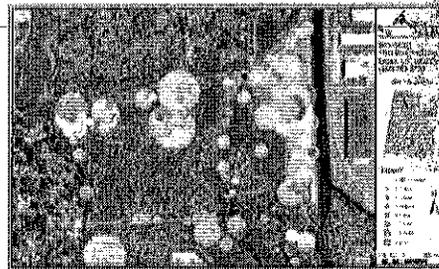
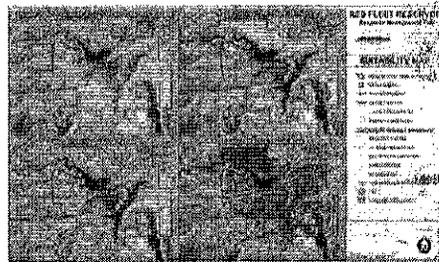
Point of Contact

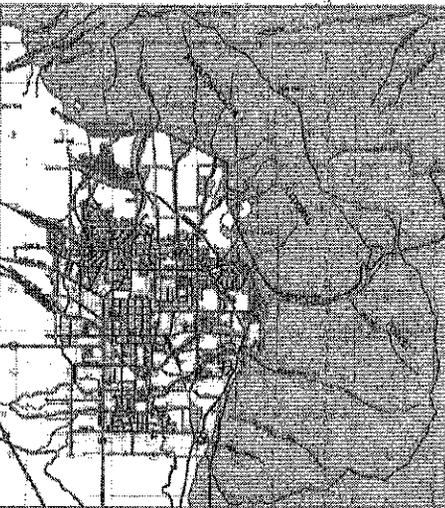
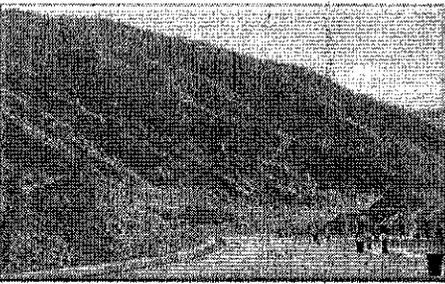
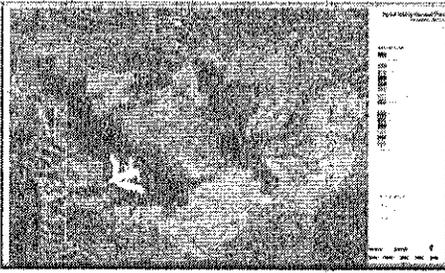
Christopher Sands
435.752.4202
csands@bio-west.com

BIO-WEST PERSONNEL

Christopher Sands, ASLA, AICP: Principal, Senior Planner and Landscape Architect

Mr. Sands is a licensed landscape architect (State of Utah No. 288588, 1998) and certified planner (Certificate No. 126168, 1999) who serves as principal, project manager, senior planner and landscape architect, environmental analyst, and recreation/visual resource management specialist. His studies emphasize natural





resource management and planning, recreation planning, and land use planning throughout western North America. Mr. Sands has 25 years of professional experience, including 23 years with BIO-WEST. He has an MLA in landscape architecture and environmental planning from Utah State University (USU) and a BLA from the University of Georgia. Mr. Sands has managed foothill planning studies for the City of North Ogden, which included a general plan update, and North Logan. He has worked with many municipalities to address community planning goals and objectives, including Richmond, Logan, Smithfield, Salt Lake, and Brigham Cities.

Sandra Davenport, ASLA: Landscape Architect and Planner

With more than 21 years of professional experience, Ms. Davenport's skills include site planning, planting design, irrigation design, grading plans, recreational planning and management, cartography, and construction documents. She is proficient in AutoCAD, MicroStation, ArcView (GIS), Adobe Photoshop, and other software. Ms. Davenport is experienced in field work including vegetation monitoring, seeding, plant and land surveys, and data collection and analysis. She is familiar with GPS technology for navigating, mapping, and data analysis. Ms. Davenport received a BLA in landscape architecture and planning from USU and completed coursework for an MLA in landscape architecture and environmental planning. She is a professional, licensed landscape architect (6677105-5301). Ms. Davenport has conducted planning efforts for Richmond, Logan, Smithfield, Salt Lake, and Brigham Cities.

Darren Olsen: Senior Hydrologist

Mr. Olsen is a principal of BIO-WEST's and Watershed Sciences Section manager. He has worked on more than 200 large- and small-scale studies throughout the United States, emphasizing state-of-the-art technologies for data collection and analyses. His training and experience in fluvial geomorphology, stream hydrology, and riparian ecology give him a unique understanding of channel processes, riparian vegetation communities, and the changes that result from hydrologic and/or channel alterations. Mr. Olsen has designed or overseen the development of restoration plans for many streams and rivers in Utah. He has a BS in resource conservation and an MS in forestry (hydrology) from the University of Montana and 22 years of hydrologic and restoration experience including community development and planning.

Shannon Herstein: Water Quality Specialist

With more than 16 years of experience, Ms. Herstein has worked on projects relating to water quality, hydrology, river and stream restoration, and wetlands. Her skills include topographic surveying and conducting geomorphologic measurements, water column sampling, water quality data compilation and analysis, flow data compilation and analysis, stream-discharge measurements, bankfull width and depth determination, macroinvertebrate sampling, wetland delineations, permitting, and designing wetland mitigation and bank stabilization. Ms. Herstein operates a wide variety of computer software including Microsoft Office, ArcView, ArcGIS, SAS, SYSTAT, HEC-RAS, Pathfinder Office, and Terrasync. She has a BS in watershed science from Colorado State University and an MS in watershed science with a certificate in natural resource and environmental policy from USU.

Wes Thompson, PG: Hydrogeologist

With 23 years of professional experience, Mr. Thompson is the BIO-WEST Environmental Engineering Section manager and a principal of the company. He is a registered professional geologist in Utah (5540557-2250) and Wyoming (PG-

2931) and a Utah-certified environmental consultant (CC-0070). Mr. Thompson's responsibilities include project management, hydrogeologic investigation, erosion-control planning, noxious weed management, and storm water management. A groundwater expert, he is responsible for evaluating and describing geologic and groundwater resources on projects involving public lands, potential development, and impact assessments. Mr. Thompson is adept at collecting field data and interpreting analytic results from laboratories. He has indepth knowledge of Utah's aquifers and fault lines, having completed planning and resource studies throughout the state. Mr. Thompson is also familiar with Federal acts related to chemicals and the environment, has in-depth knowledge of environmental regulations for Utah, and has built a rapport with Utah's regulatory agencies. He has also completed numerous Phase I and Phase II Assessments to determine hazardous waste conditions for real estate transactions. Mr. Thompson has an AAS in geology from Snow College and a BS in composite sciences with an emphasis in geology from Southern USU.

Glen Busch, GIS Analyst and Planner

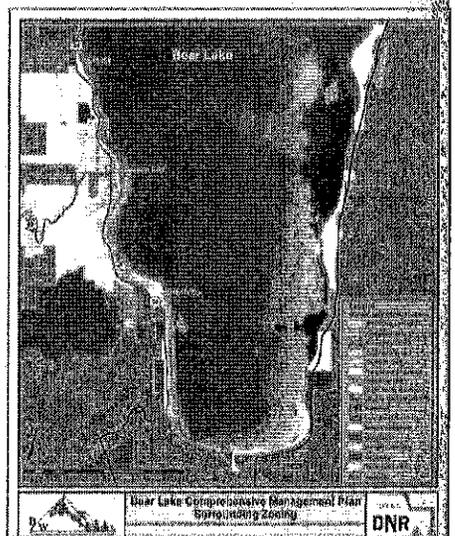
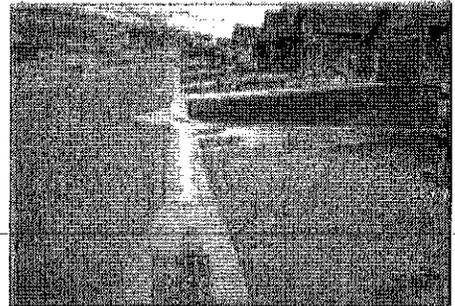
Mr. Busch has more than 14 years of experience in GIS analysis, data management, and environmental planning. He is fluent in ESRI software including ArcView, ArcGIS, and ArcInfo. Mr. Busch's GIS skills include editing, projections, georectification, GPS (Trimble), remote sensing, relational databases, and geodatabases. His work experience includes managing and manipulating spatial and tabular data to meet client standards and specifications. Mr. Busch has been with BIO-WEST for 7 years and was previously a planner for the Bear River Association of Governments. He has an MS in bioregional planning and a BS in forest management from USU.

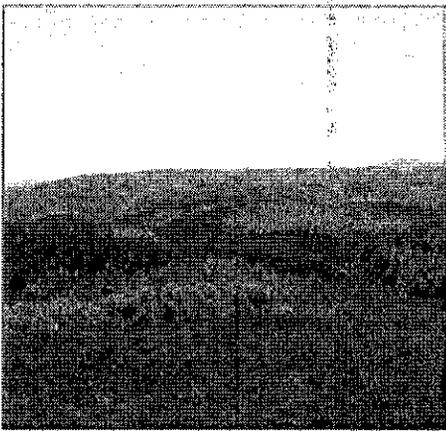
Dustin Lofthouse, Geologist

Mr. Lofthouse has more than 10 years of experience, which includes storage tank removal; preparation of spill prevention, control, and countermeasure plans; remediation system operation and maintenance; well installation and abandonment; preparation of nutrient management plans; wastewater sampling; Phase I environmental investigations for real estate transactions; report writing; groundwater modeling; soil sampling; and land surveying. He is familiar with federal acts relating to chemicals and the environment, has completed the OSHA 40-hour HAZWOPER training, and is a Utah-certified groundwater and soil sampler (GS-1497), Utah-licensed commercial pesticide applicator (4001-13730), and Utah-certified underground storage tank remover (TR-0411). Mr. Lofthouse is familiar with word processing and spreadsheet software. He holds a BS in geology from USU.

Aaron Crookston, Planner and CAD/GIS Specialist

With 8 years of professional experience, Mr. Crookston is a proficient AutoCAD user and certified ArcGIS technician. He is experienced in site planning, planting design, grading design, and construction documents. Mr. Crookston is also a proficient data collector who compiles, analyzes, and incorporates these datasets into his mapping products. He has participated on interdisciplinary teams conducting resource management studies, served as field crew for restoration studies, produced and implemented revegetation plans, assisted with trail and parking layout and plant propagation projects, conducted vegetation monitoring and rare plant reconnaissance, installed equipment for a wide variety of studies, digitized vegetation communities, and estimated quantities and costs for project implementation. Mr. Crookston's expertise includes MicroStation, Microsoft Office, and other software used in planning and landscape architecture. He holds a BLA degree in landscape architecture from USU.





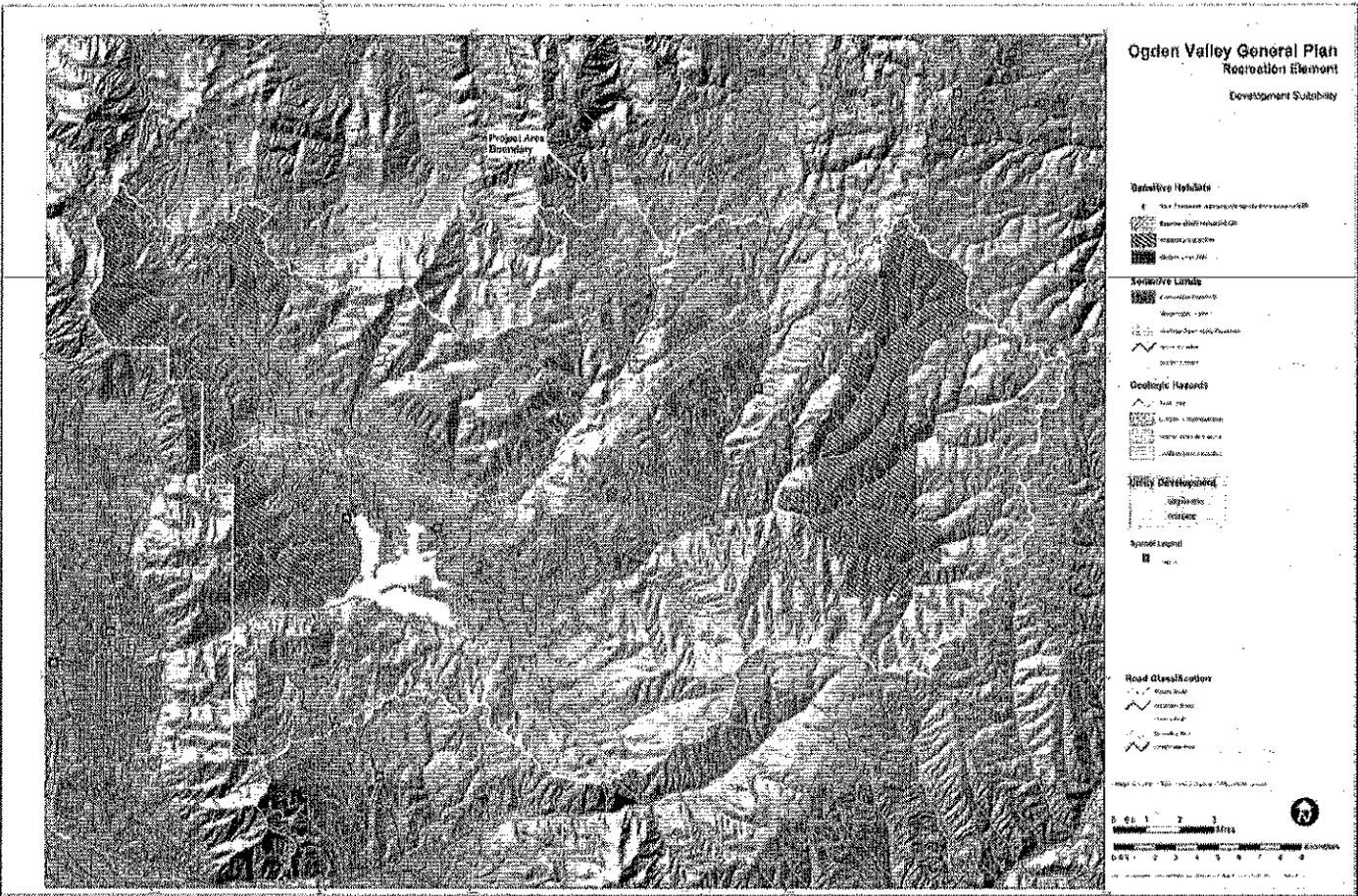
SELECTED RELEVANT PROJECTS

Ogden Valley General Plan Recreation Element and Land Use Ordinances, Ogden, UT

BIO-WEST generated a policy document with guidelines and standards for recreation resort development to guide Weber County staff, property developers, and elected officials in recreation planning. The scope of work included reviewing existing Ogden Valley General Plan goals and policies; implementing recreation use, transportation capacity, and environmental constraints analyses; creating alternative future land use and resort recreation scenarios; developing the Recreation Element for adoption by the County Commission; and developing a Sensitive Lands Ordinance, Transfer of Development Rights Ordinance, and Recreation Resort Ordinance. BIO-WEST's analyses included land use and zoning, recreation, environmental resources, and transportation. The land use and zoning analysis required producing development intensity scenarios and researching current land ownership and development constraints such as natural resources (soil, water, vegetation, and wildlife) and environmental issues (geology, slope, streams and wetlands, floodplains, habitat, scenic corridors, and agricultural lands). The project also included substantial community involvement through stakeholder committee meetings, public workshops, and formal public hearings.



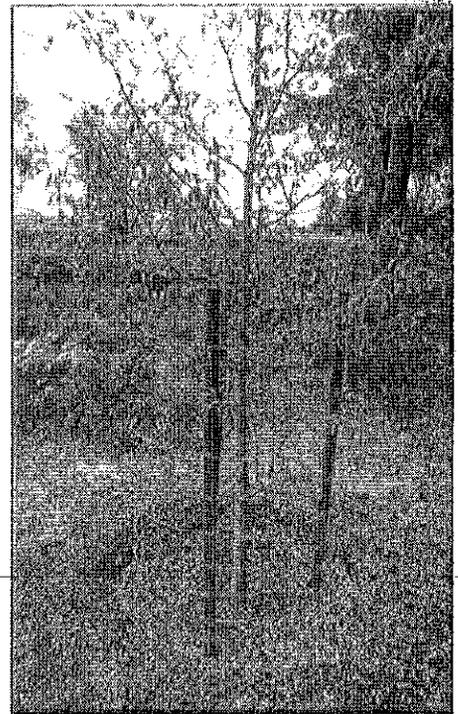
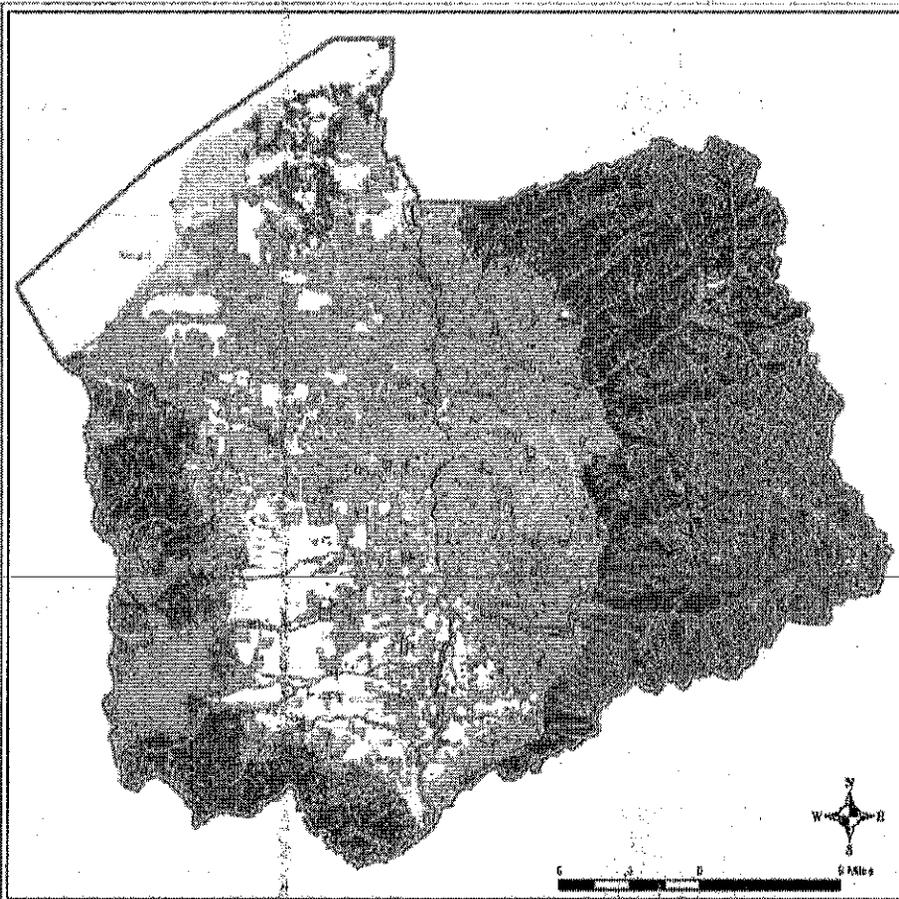
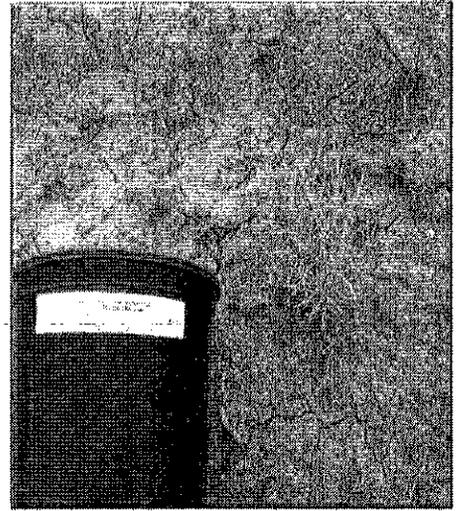
Cost: \$126,342
Date: 2007
Key Staff: C. Sands, D. Olsen, W. Thompson, S. Herstein
Reference: Jim Gentry, Weber County Planning Director; 801-399-8767
Email: jgentry@co.weber.ut.us



Salt Lake County Natural Areas Land Management, UT

BIO-WEST prepared an award-winning Natural Areas Land Management Plan for Salt Lake County lands. The document is a detailed, complete manual that guides Salt Lake County Parks & Recreation in annual maintenance activities and care for natural areas throughout Salt Lake County. It established standards and guidelines for defining and classifying natural areas by landscape type, maintaining natural areas and open space, and rehabilitating disturbed natural areas. The plan also identified native plants to use in various landscape types, included enhancement and restoration techniques, incorporated water-management and erosion-control methods, detailed weed-management techniques, and outlined fire-management policies.

Cost: \$45,000
Date: 2008
Key Staff: C. Sands, S. Davenport
Reference: Lynn Larsen, ASLA, Salt Lake County Parks and Recreation Division; 385-468-1817.
Email: llarsen@slco.org

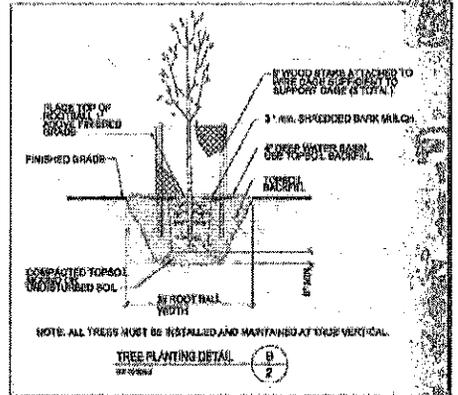


Salt Lake County Natural Areas

Legend

Landcover Type

Agriculture	Open Water
Alpine or Subalpine	Pinyon-Juniper Woodland
Bigleaf Maple-Gambel Oak Woodland	Playa or Greasewood Flat
Disturbed	Riparian Woodland and Shrubland
Emergent Marsh	Sagebrush Shrubland or Grassland
Invasive	County Parks



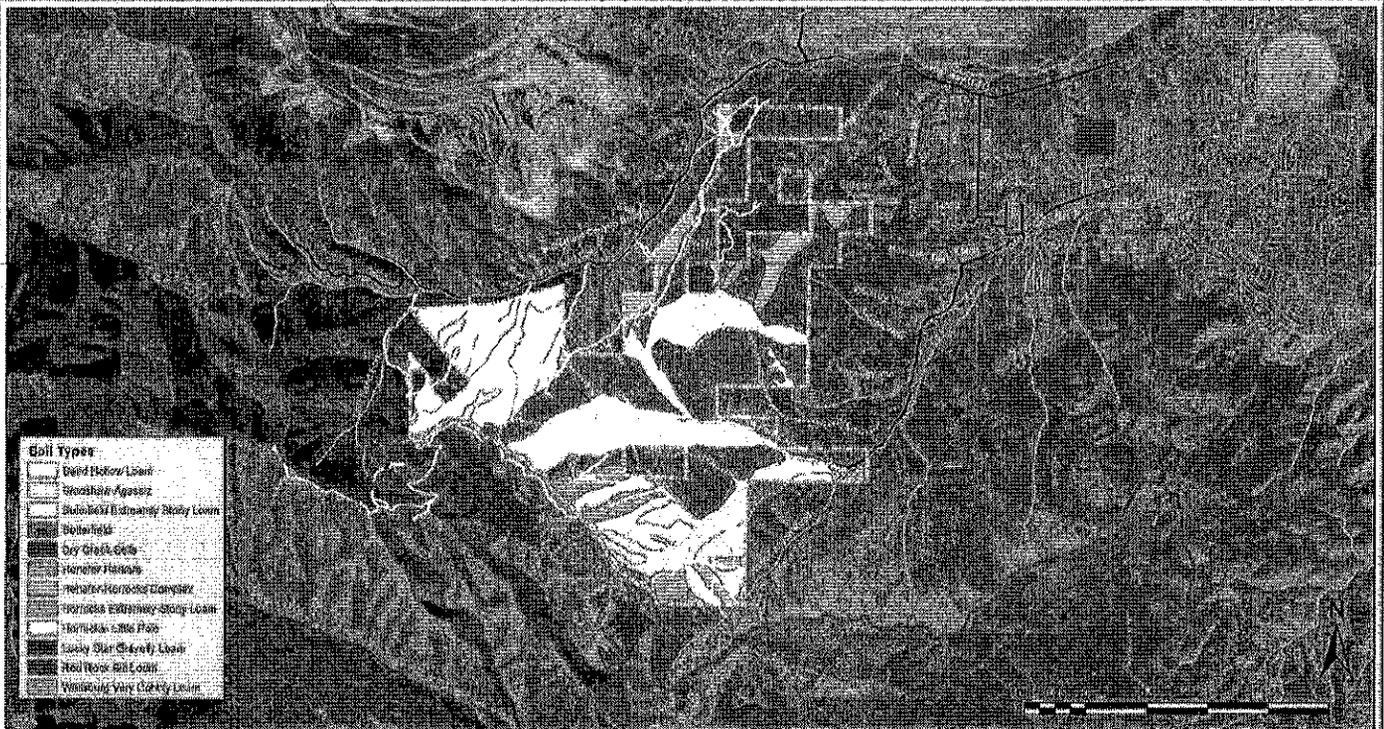


Yellow Fork/Rose Canyons Master Plan, Herriman, UT

BIO-WEST was hired by Salt Lake County Parks and Recreation to prepare a master plan for the 2,000-acre Yellow Fork Canyon Regional Park in northern Utah. The project involved researching and obtaining applicable information, visually assessing the project area, meeting regularly with an advisory committee, coordinating with stakeholders and resource agencies, facilitating public meetings throughout the planning process, and preparing draft and final master plan documents. The document detailed existing resource conditions (geology, soils, hydrology and water quality, vegetation, wildlife, recreation and scenery, and mineral rights), proposed land uses, property management, and plan implementation, including a prioritization of facilities and projects and funding sources and opportunities. Study area soils, vegetation, and mineral rights were mapped, and a master plan map was developed. The project advisory committee consisted of individuals from local community groups, the US Bureau of Land Management, the Utah Division of Wildlife Resources, the Utah Division of State Parks, Herriman City, the Salt Lake County Planning and Zoning Commission, the Unified Fire Authority, Kennecott Land Company, utility companies, and private property owners.



Cost: \$44,000
Date: 2011
Key Staff: C. Sands; S. Davenport, A. Crookston
Reference: Angelo Calacino, Park Development Project Manager, Salt Lake County; 385-468-1818
Email: acalacino@slco.org



Soil Types	
[Symbol]	Badly Flowed/Loam
[Symbol]	Blackish Agassiz
[Symbol]	Blackish Extremely Sticky Loam
[Symbol]	Waterfield
[Symbol]	Dry Creek/Cut
[Symbol]	Herriman Plateau
[Symbol]	Herriman Plateau Canyon
[Symbol]	Herriman Plateau Sticky Loam
[Symbol]	Herriman Plateau
[Symbol]	Sticky Star Creek/Loam
[Symbol]	Red Rock and Loam
[Symbol]	Windsong Very Sticky Loam

BIO-WEST, Inc.
 1053 West 1400 North
 Layton, Utah 84041
 www.bio-west.com
 435-758-4282

Rose Canyon / Yellow Fork Canyon Master Plan

Legend	
[Symbol]	Project Boundary
[Symbol]	County Boundary
[Symbol]	Streams
[Symbol]	Public Road
[Symbol]	Private Road
[Symbol]	Primary Trail
[Symbol]	Secondary Trail

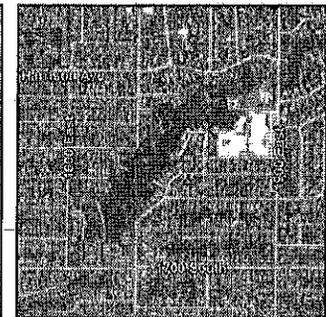
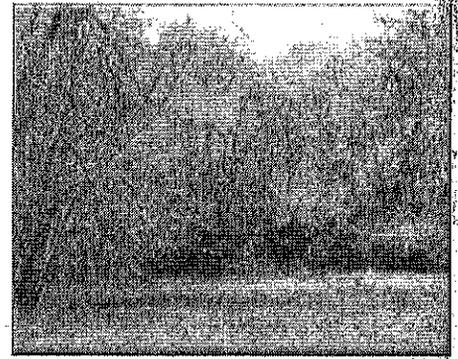
Soils Map

SALT LAKE COUNTY
 PARKS & RECREATION

Wasatch Hollow Open Space Comprehensive Use, Restoration, and Management Plan, Salt Lake City, UT

BIO-WEST prepared a comprehensive use, restoration, and management plan for Salt Lake City's 10-acre Wasatch Hollow Open Space property located along Emigration Creek in Utah. Project tasks included researching and obtaining applicable information, visually assessing the property, developing conceptual alternatives based on public input, meeting regularly with City staff, coordinating with stakeholders and resource agencies, facilitating public meetings during the planning process, and preparing draft and final master plan documents. The final master plan identified and addressed (1) all appropriate uses minimally disruptive—to existing natural and cultural resources; (2) protection of vegetation, habitat, and water quality; (3) restoration of upland, meadow, and riparian habitats; (4) methods and BMPs for erosion control, water quality, and trail maintenance; (5) appropriate access and use consistent with the conservation easement; (6) use options for an existing on-site residence; (7) potential impacts to adjacent properties including trespassing; and (8) cost estimates for implementation of the use, restoration, and management plan. Resources that were inventoried and analyzed included geology, soils, hydrology, water quality, vegetation, fish and wildlife, and cultural and historic.

Cost: \$25,000
Date: 2011
Key Staff: C. Sands, S. Davenport, A. Crookston
Reference: Lewis Kogan, Salt Lake City Corporation, Division of Sustainability and Environment; 801-972-7828
Email: lewis.kogan@slcgov.org



Wasatch Hollow Open Space Restoration, Use, & Management Plan



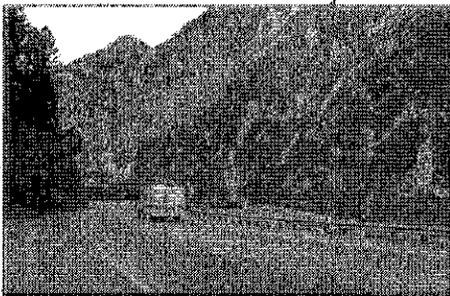
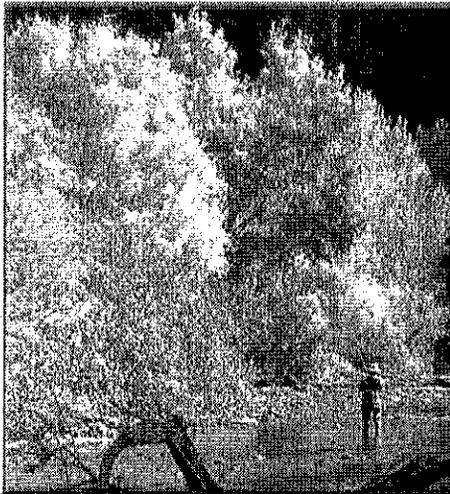
Final Management Plan

Legend

- ① Access Location ④ Potential Access Location
- Emigration Creek
- Proposed Footpaths (Dogs Prohibited)
- - - Proposed On-leash Footpaths
- ▬ Proposed Bridge
- ED Proposed Education Facility
- ▭ Wasatch Hollow Open Space Boundary
- ▭ Wasatch Hollow Park Boundary

NOTE: Contours are at 3' intervals

0 200 400 800 Feet



PROJECT SCHEDULE

The BIO-WEST Project Team has developed a project schedule that will assure the earliest possible delivery while guaranteeing a supreme work product. The BIO-WEST Project Team has an outstanding reputation for meeting project deadlines and has tailored their proposed client interaction accordingly. The BIO-WEST Project Team proposes to meet a least monthly with Pleasant View City staff over the duration of the project, either in-person or via internet-connected teleconferencing. Monthly project progress reports will be prepared and submitted to City staff with project invoices. Figure 1 shows the BIO-WEST Project Team's proposed 4-month schedule by task for the Environmental Land Planning Study.

LAND PLANNING STUDY TASKS	MONTH			
	1	2	3	4
1: Conduct resource inventory and constraints analysis	█			
2: Create development suitability mapping		█		
3: Generate alternative development scenarios			█	
4: Identify preferred development plan			█	
5: Prepare development guidelines				█
6: Provide development recommendations				█

Figure 1. Proposed schedule for the Pleasant View City Land Planning Study.

ADDITIONAL RELEVANT PROJECTS

Table 1 lists planning projects in the vicinity of Weber County and other projects with a scope of work similar to this Environmental Land Planning Study. Spanning more than two decades of work and a long-term presence in the region, these projects were all managed by Mr. Sands.

Table 1. Additional relevant BIO-WEST projects.

BIO-WEST PROJECT	CLIENT	YEAR COMPLETED
Bear Lake Comprehensive Management Plan	Utah Division of Forestry Fire and State Lands	2009
Country Hills Drive Reevaluation	City of Ogden	1994
Crossroads of the West Historic District Management Plan	City of Ogden	2005
Glasmann Nature Park	City of Ogden	1997
North Logan Foothill Area Planning Study	City of North Logan	1997
North Ogden City Emerald Necklace Trail	Utah Department of Transportation	2008
North Ogden Foothill Area Planning Study and General Plan Update	North Ogden City	1997
Northern Bonneville Shoreline Trail Master Plan	Bear River Association of Governments	2002
Ogden River Scenic Byway Corridor Management Plan	Golden Spike Empire Travel Region	2001
Ogden Valley General Plan Recreation Element and Ordinances	Weber County and Envision Utah	2007
Pineview Loop Trail Environmental Clearances	Weber Pathways	2012
Richmond City General Plan	Richmond City	1999
Richmond City Quality Growth Demonstration Area	Richmond City	2001
Salt Lake County Open Space Baseline Documentation	Salt Lake County Parks & Recreation Division	2012
Salt Lake County Open Space Master Plans	Salt Lake County Parks & Recreation Division	2012
Snowbasin Resort Access Road Landscaping Plan	Utah Department of Transportation	1999
Utah Resource Management Plan Projects	US Bureau of Reclamation	2004, 2012
Willard Bay Habitat Restoration and Invasive Species Removal	EarthFax Engineering	Ongoing



Pleasant View City

REQUEST FOR LETTER OF QUALIFICATIONS

Pleasant View City requests proposals from qualified firms for an environmental land planning study for the predominately undeveloped properties that lie north of 4300 North within the City. This is a Qualifications Based Selection (QBS) process and cost is not a factor in the ranking of consultants to provide the services described herein. At the time of this advertisement, no contact shall be made with the City regarding this project other than by email (see below).

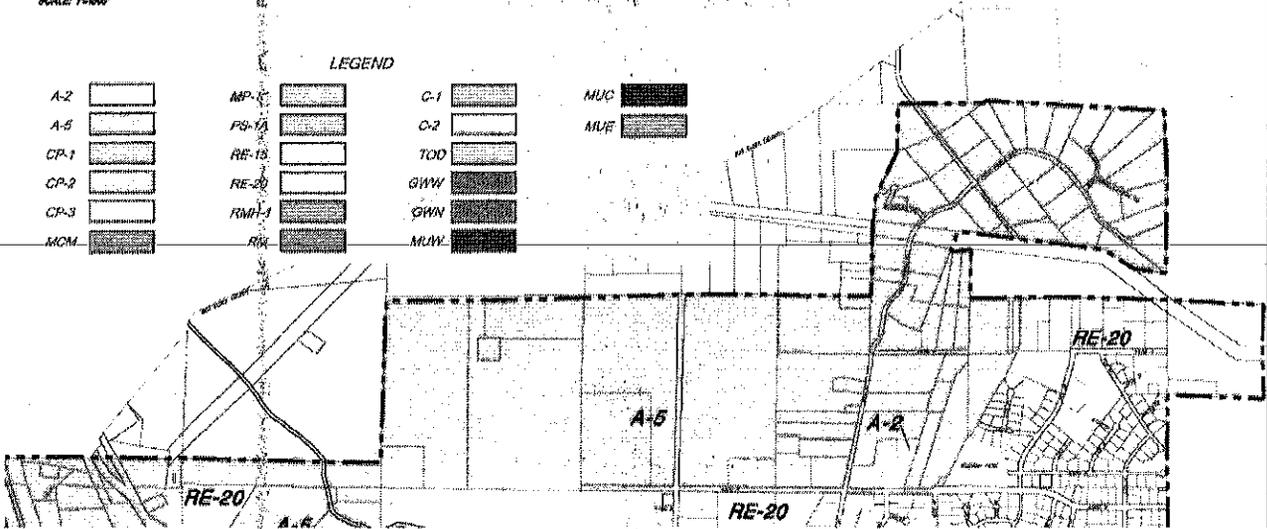
BACKGROUND & SCOPE

In the course of the General Plan update process for the City, a certain portion of predominately undeveloped properties north of 4300 North requires further environmental analysis and consideration, and a specific land planning study for the purposes of determining suitability for possible future development. The general study area is shown in green below and is currently zoned A-5. There may be areas outside of the incorporated City limits that may need to be included for the purposes of the study.



LEGEND

A-2	MP-1	C-1	MUC
A-5	PS-1A	C-2	MVF
CP-1	RE-10	TOD	
CP-2	RE-20	GWV	
CP-3	RWH-1	QWV	
MCM	RW	MUV	





Pleasant View City

The study will focus on and include information and mapping exhibits regarding the following aspects of land planning

- Resource Inventory and Constraints, including the following:
 - Groundwater recharge areas
 - Hydrology
 - Slope
 - Soils
 - Geology
 - Geomorphology
 - Faults
- Alternative Development Scenarios
- Preferred Development Master Plan
- Development Guidelines
- Recommendations (based on the analysis listed above)

It is anticipated the study will either be adopted as its own chapter in the City's updated General Plan, or portions of the study adopted and incorporated throughout the General Plan document. An extensive public outreach process has already occurred and does not need to be included in the scope of work. All public comment and information that has been gathered to date will be provided to the consultant.

The City currently has a base map and other electronic data only available in AutoCAD. If GIS is anticipated (or necessary) to be used for the study, GIS data conversion will be required. Please include the costs, if any, associated with this in the cost proposal.

SELECTION PROCESS AND SCHEDULE

The successful firm will be selected through a qualifications based selection process. A selection panel will evaluate each Proposal according to the criteria set forth above. The City will select a firm based on the Proposal received; no formal interviews are planned. However, the City may conduct a due diligence review on the top two or three firms receiving the highest evaluations, which may or may not include formal interviews.

The City expects to select one firm for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.

The following tentative schedule has been prepared for this project.

RFQ advertisement	March 25, 2015
Proposal Questions Due	April 9, 2015
Proposal Due	April 17, 2015
Notice of Award	April 28, 2015
Scope Meeting	Early May 2015



Pleasant View City

PROPOSAL LETTER REQUIREMENTS

The Proposal (letter of qualifications) shall be **no more than eight (8) pages** and include the following information:

- 1) A brief narrative of the firm's background and qualifications
 - o Identify firm's RFQ point of contact name, phone number and email address
- 2) A small bio for key individuals working on project (e.g. Project Manager, Project Planner, Landscape Architect, Hydrologist, Cartographer/Mapper)
- 3) A table with a maximum of four (4) relevant projects the firm has completed within the State of Utah (or is justifiably relevant out of state) in the past 10 years. The table should include, at a minimum, the following information:
 - o Project name, description and location
 - o Estimated cost of project and key elements of the study
 - o Completion date
 - o Key individuals from firm involved in project
 - o Project reference contact information of client (name, phone number and email address)
- 4) Proposed project schedule with identified key milestones

To be included as the only item in a separate pdf document (2 page limit): Cost Proposal with the estimations of the following:

- o Total cost of project;
- o Actual hours of the project;
- o Hourly rates of involved personnel;
- o Costs associated with any GIS data conversion, or the rate at which this will be charged, if any

Note: This is a Qualifications Based Selection and cost will not be weighted in the scoring, nor will these figures be distributed to the selection committee or used as a contract amount. Further consideration of costs, however, is likely to occur during the due diligence review of only the highest ranked firm(s).



Pleasant View City

SELECTION CRITERIA

- Qualifications of assigned staff and direct experience with similar projects, in the surrounding area/vicinity with similar environmental characteristics and challenges of Pleasant View. (40% score rating)
- Firm's experience with similar projects, in the surrounding area/vicinity with similar environmental characteristics and challenges of Pleasant View. (25% score rating.)
- Project schedule and identified key milestones. (20% score rating)
- Providing the requested information, and in prescribed format. (10% score rating)
- Firm's history of effective schedule and budget management for projects of similar scale including accurate cost analysis and forecasting. (5% score rating.)

QUESTIONS

All questions regarding this project are expected to be submitted by email only. The deadline for all questions regarding this RFQ is Thursday, April 9, 2015 at 5:00 PM. Please submit all questions and correspondence via email to: info@pleasantviewcity.com. The subject line should state: **4300 North RFQ Question**. All responses to the inquiries received prior to this date will be distributed to all interested parties via (BCC'd) email.

To be included as an interested party, no later than April 9, 2015 at 5:00 PM, please submit a contact name, firm name, and email address to: info@pleasantviewcity.com. The subject line should state: **4300 North RFQ Interested Party**

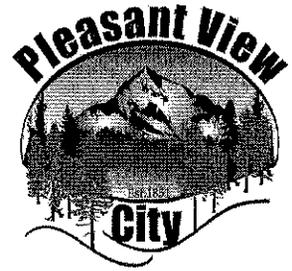
DEADLINE AND SUBMITTAL REQUIREMENTS

The deadline for the receipt of proposal submittals is **5:00pm MST on Friday, April 17, 2015**. Interested firms shall submit the following by email to info@pleasantviewcity.com prior to the deadline:

- One electronic PDF file of their qualifications (8 page limit) the subject line should state: **4300 North Proposal**.
 - Paper Size shall be 8½ " x11"
 - Font size may not be less than 10 point
- One electronic PDF file of the cost proposal (2 page limit) the subject line should state: **4300 North Cost Proposal**.
 - Paper Size shall be 8½ " x11"
 - Font size may not be less than 10 point

Note: Any additional pages or content not requested will be grounds for disqualifications.

Memo



To: Mayor Mileski & City Council Members

From: Melinda Greenwood, City Administrator *MG*

Date: April 28, 2015

Re: Informational Memorandum on 2014 Parking Lot Project Costs and Final Closeout

The City has received and processed the final pay request from Staker & Parson Companies for the 2014 Parking Lot Projects on Shady Lane and Barker Park.

The Council awarded Schedule A of the contract for Shady Lane Park in the amount of \$306,354.00. Construction costs came in at \$315,286.76. There was one change order after the Mayor requested east/west conduit be installed under the pavement for future irrigation needs. The change order also included the expansion of the existing irrigation system.

Barker Park – Schedule B was awarded with the removal of the design elements for the sidewalk and the driveway to the animal holding facility. Construction costs on the expansion of the Barker Park Parking lot came in at \$46,996.92.

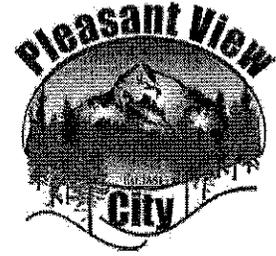
The total spent on both projects for construction was \$311,332.76.

Over the past year, a total of \$18,562.75 in engineering fees has been spent on the 2014 Parking Lot Project, specifically the following tasks:

- Design of Shady Lane Park (Schedule A), Barker Park (Schedule B), and the City Shop (Schedule C, which was not awarded)
- Preparation of bid package and bid advertisement
- Preparation of contract documents
- Compiling bid results and preparation of the bid award memo
- Pre-construction meeting
- Survey work and GPS equipment
- Project inspection
- Invoice and pay request processing

Overall engineering costs on this project were about 6%, which is well below the typical costs of 10-12%.

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: April 28, 2015
Re: Discussion and Possible Action on the 2015 Green Waste Voucher Program

I. RECOMMENDED ACTION

Please see the alternative section IV below for options.

II. DESCRIPTION / BACKGROUND

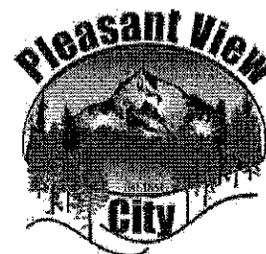
In 2012, the Council eliminated the annual practice of "spring cleanup," where public works staff would peruse the streets and pick up and dispose of green materials. Over the years, this practice became unmanageable, with many man hours spent on the endeavor. Correspondingly, residents began leaving trash and other items on their curbs, expecting the City to dispose of it. After many residents complained about the elimination of this curbside service, I suggested the voucher program, which was implemented in 2012. For the past three years, the City has issued Green Waste Vouchers to citizens at their request. This program has been approved by the Council for three years in a row.

Participant numbers and out of pocket costs (tipping fees plus estimated postage) are listed in the following table.

Year	# Vouchers Issued	Cost to the City
2012	91	\$ 303.03
2013	119	\$ 397.46
2014	66	\$ 221.10

Each year, the voucher program has been advertised in our newsletter. The practice has been for residents to call/email and request a voucher be mailed to them, or they can come in to the office and pick one up. Only voucher has been issued per household. For the past two years, Debbie Minert has administered the program.

Memo



To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator *MG*
Meeting Date: April 28, 2015
Re: Discussion and Possible Action on the 2015 Green Waste Voucher Program

I. RECOMMENDED ACTION

Please see the alternative section IV below for options.

II. DESCRIPTION / BACKGROUND

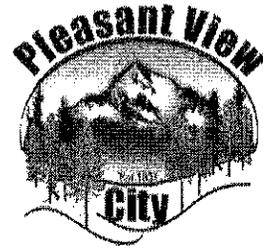
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Memo



To: Mayor Mileski & City Council Members

From: Melinda Greenwood, City Administrator *MG*

Meeting Date: April 28, 2015

Re: Discussion and Possible Award of City Facility Security Upgrades for the City Office and Shop Areas to Atkinson Electronics, Inc.

I. RECOMMENDED ACTION

Staff recommends awarding the City Office and Shop area security system upgrades to Atkinson Electronic, Inc. in the amount of \$20,214.00 plus the costs of keys.

II. DESCRIPTION / BACKGROUND

Over the course of the last sixteen months or so, the City has experienced a variety of scenarios from employment and contract separations, to turnover in council members, which should have resulted in a key-keying of facilities. This re-keying effort should have occurred five times, and could have been done as many as eight times. During the course of the various separations and efforts to secure our facilities, it was determined that the previous security and card access system was outdated, cumbersome and poorly maintained. In January, staff and the City Council discussed the possibility of moving forward with a full upgrade to our current security and access system.

Since that time, staff has obtained quotes from three companies and recommends the Council approve contracting with Atkinson Electronic, Inc. to implement the work in the amount of \$20,214.00 plus the cost for keys. Atkinson Electronic, Inc.'s proposal was the most responsive to our needs, and their proposal was the most thorough, evening including specs on equipment and software to be utilized. (See attached.) Atkinson Electronic, Inc. was also the highest cost, but their proposal most closely matches our needs. They made effort to re-use existing equipment when possible, paid attention to compliance to building codes, and they provide training on software use. Post installation support for a period of one-year is also included, with any additional support time after that timeframe being billed at an hourly rate of \$65/hour. They have also included 100 proximity cards in the cost.

The method of installation includes hard wiring of hardware which will function as one central system through one network database; however, there will be three separate systems for each building. Equipment to be used is manufactured by IEI/Linear. Wireless systems were considered, but they come with inherent risks of losing access if communications became problematic.

Benefits of implementing a secure access system such as this include:

- Overall increase of facility security
- Immediate building access termination/granting by making software changes
- Utilizing a timing function to allow access to the basement doors for rentals, eliminating the need for an on-call employee to come and open/lock the building
- Employees will not be required to carry multiple keys
- Creation of audit logs to determine who has gained entry to the facility
- The public works buildings will be secured throughout the day, instead of being unlocked and unattended while staff are out in the field
- Timing of locks eliminate human error on forgetting to lock a building
- Elimination of physical re-keying needs

Atkinson Electronic, Inc. has recently implemented access systems for the State of Utah Health Department, Triumph Gear Systems, and has on-going contracts with The LDS Church for many of their meeting houses.

For the 2014-15 FY, the Council allocated a total of \$25,000 for repairs to the city building. Completed repairs include installation of new railing on the front balcony, repairs of the columns, and some minor electrical work. The repairs thus far have totaled \$9,409.08, which leaves a remaining allocation of \$15,590.92.

The suggestion for the remaining budget needed, \$4,623.08, would be use funds from the General Government Buildings line item 10-50-260. Adequate funds in this account should be available.

Other proposals received were from A-1 Security in the amount of \$16,290.22 and ISS LLC in the amount of \$17,092.86.

The overall scope of the project is to upgrade the current access system to relevant technology and extend proximity access to the council chambers doors, the basement doors, the old shop and two doors in the new shop.

III. IMPACT

A. Fiscal – ~\$20,214 + keys

B. Operations / Service Delivery – The upgrade will allow immediate changes in access to the city offices, old shop, and new show to be made, will enable building rental and entry without having to always have on-call staff be present, and will ultimate increase security and decrease liability.

IV. ALTERNATIVES

A. Staff recommends the keying option which provides the greatest security and keys can't be duplicated, but it is also the most expensive. The council could elect to select the less expensive option at \$941.

B. Do not award the project.

V. SCHEDULE / TIME CONSTRAINTS

A. Staff would like to have this implemented as soon as possible.

VI. LIST OF ATTACHMENTS

A. February 10, 2015 cost proposal from Atkinson Electronics, Inc. including hardware specifications and software

B. January 13, 2015 Agenda Memo RE: Discussion on Building Security City Office and Shop Areas



ATKINSON

ELECTRONICS, INC.

14 West Vine Street, Murray, Utah 84107

Phone: (801) 261-3600 Fax: (801) 261-3796

February 10, 2015

To: Pleasant View City
Attn: Melinda Greenwood

Re: Security upgrades

We purpose to supply the IEI HubMaxIII access control system. Each building will have its own panel that can operate independently of each other and/or be controlled by a single database over the internet. We will supply all material and labor for a complete system. See below for a brief description of the doors and their required components.

Administration Offices

West Door- We'll keep the existing pushbutton lock and add an electric strike. Included is a latch protector to guard against latch or electric strike tampering. Proximity reader.

Police Department East Door- This door is a duplicate to the West door.

Police Department Entrance Door- We'll use the existing electromagnetic lock and motion detector. To comply with code we'll add in a request to exit button. The two existing door release buttons will be included. Proximity reader.

Evidence Storage- We'll use the existing electric strike and replace the keypad with a proximity reader.

~~**Council Chamber Door-** We'll use the existing exit devices and electrify one of them with an electric latch retraction kit. Proximity reader.~~

Basement Entrance Doors- We'll install an electric strike and proximity reader.

Main Entrance Doors- This door is a duplicate to the Basement Entrance.

The Old Shop

West Door- This door is in poor shape but we can make it work with an electromagnetic lock. We'll include the motion detector and a request to exit button. Included is conduit to conceal and protect the wire as needed. The city is responsible to supply the network bridge required for communication to the host computer. Proximity reader.

The New Shop

North & West Doors- These two doors are identical. We will supply an electrified lock and push paddle for egress. Proximity reader

Included in our proposal is all labor and miscellaneous equipment needed to install the system complete. We will supply 100 standard proximity cards. Software startup and programming is included with end user training and support as needed. The city is responsible to supply the host computer and all networking support to put the system online

I have included some literature of the proposed system. If needed I can provide a demonstration of the software and the system components.

No tax included **\$ 18,560.00**

The master keying is broken into two proposals. Although we only looked at exterior doors either system can be expanded to include interior locks as needed.

The short term benefit of using the existing Schlage system is lower cost because we are reusing many of the cylinders. The cut keys are cheaper and easier to obtain. The downside is that the keys can be duplicated by any hardware store or locksmith.

We will supply the following:

13 new rim or mortise cylinders as needed and master keyed	\$35.00ea	\$455.00
11 existing cylinders master keyed	\$16.00ea	\$176.00
1 double cylinder deadbolt master keyed (old shop door)		\$60.00
Labor and service call to install above material		\$250.00
Keys blanks cut and stamped as needed		\$3.00ea
		Subtotal \$ 941.00 + Keys

The benefits of a new restricted key system are that no keys can be duplicated by anybody except by those who have been preauthorized. The downside is that we will need to replace every cylinder we work on.

We will supply the following:

24 new rim or mortise cylinders as needed and master keyed	\$40.00ea	\$960.00
24 master keying	\$ 16.00ea	\$384.00
1 double cylinder deadbolt master keyed (old shop door)		\$60.00
Labor and service call to install above material		\$250.00
Keys blanks cut and stamped as needed		\$4.00ea
		Subtotal \$ 1,654.00 + Keys

Although the master keying is being provided by Brownies Locksmith the billing can be billed together through Atkinson Electronics. We do not offer any kind of equipment lease program so our billing terms are net 30 days.

I look forward to working with the city of this project. Please let me know if there are any questions about my proposal.

Matt Klepacz
801-835-3327

Max 3 Access System

OVERVIEW:

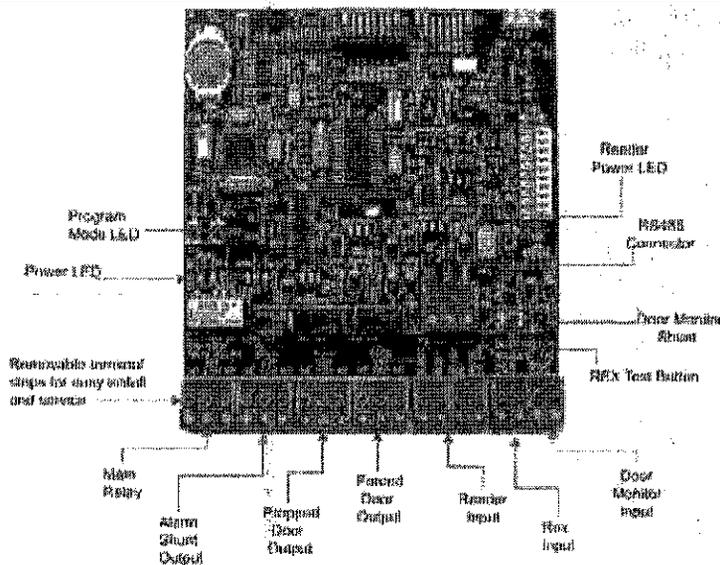
IEI Secured Series Max 3 access system with Hub Manager Professional software is a powerful and easy-to-use solution for small to mid-sized applications. The Max 3 system provides a secure and trusted access control system that uses hardware architecture that is based upon IEI's Secured Series HubMax II system. The Max 3 system is available in two cabinet configurations – Max 3 system and MiniMax 3. System expansion is made simple with the modular design of the two available configurations.

Expanded features and functionality are achieved when the system is programmed with IEI's Hub Manager Professional software. The software provides fast and easy setup with its included video tutorials and setup wizards. Communication to the access system hardware from a PC can be either over a LAN/WAN connection or through a RS485 serial connection. Both communication methods are made easy with IEI's communication accessories. The SEG-M is a secure TCP/IP adapter and the USB-Serial or the IEI232-485 serial adapters make direct PC connection virtually effortless.

All door settings and user information are programmed into the Max 3 door control module (p/n: Max3Mod).

NEW FEATURE SUMMARY:

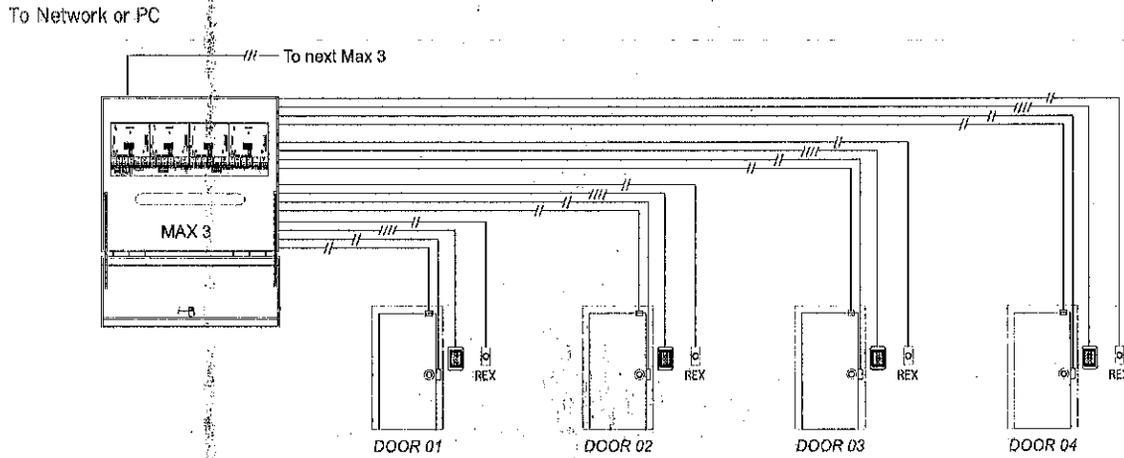
- **Supports Wiegand and IEI Secured Series readers.** Max 3 supports both in and out readers connected directly to the module. Max 3 supports any Wiegand format up to 39 bits. Supports sounder and LED control.
- **Faster and more reliable communications** – Imports transactions in 1/3 of the time as compared to the HubMaxII system. The Max 3 system doors will continue to operate normally during a log import or a system export.
- **Hub Manager Professional software operational features: System Dashboard** – Lock and unlock system door[s] with a click of the mouse from the software and view the door status or event log through "System Dashboard."
- **Added panel diagnostics** for faster installation and improved troubleshooting of communication and relay status on each module.



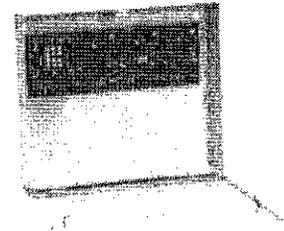
Max 3 Module - All transaction events are stored, and system programming decisions are made, in the Max 3 Module. Up to 64 door modules can be networked together per site with virtually unlimited sites.

Secured Series

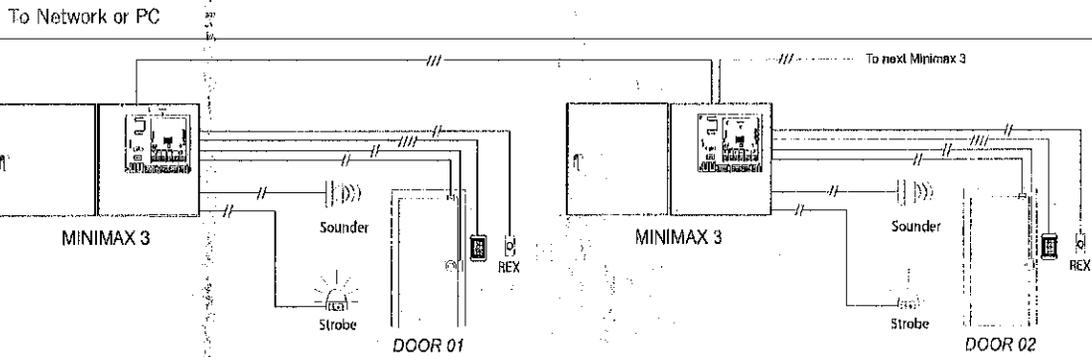
Choose the cabinet configuration that best fits the application. Mix and match cabinet configuration in any system for the ultimate in system flexibility.



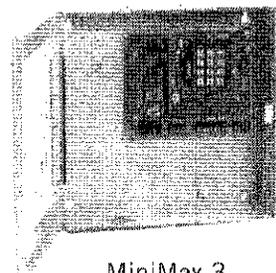
Max 3 – The Max 3 cabinet configuration provides the simplest expansion of one to four doors per cabinet when the system needs to be installed in a central location.



Max 3



MiniMax 3 – The MiniMax 3 configuration is ideal for applications where the doors are far apart and/or the control is located at the door.



MiniMax 3

Max 3 Access System

Hub Manager Professional "System Dashboard"

The latest major feature addition to Hub Manager Professional system software is the "System Dashboard". This powerful application allows the software operator to view the status of system doors and access system events as they happen. These events are stored in the Max 3 door control module and can be imported for further reporting and historical archive. Another feature of "System Dashboard" is the ability to lock or relock any system door from a PC.

Hardware and Software features

SOFTWARE FEATURES:
• System set up checklist - Hyperlinked to each step with video tutorial
• Easy to use set up wizard
• System Dashboard - Lock/unlock doors at the PC - View status of each door - View transactions as they occur
• Manage from multiple PC's
• Customize each operator's privileges
• Supports Hub Max II; Max 3; prox.pad plus hardware panels
• Supports communication across network (TCP/IP)
• Auto set up for LAN – dynamic device detection
• Supports serial communication
• Supports wireless IR communications for LS2 Series access control locksets and prox.pad plus IR
• Manage virtually unlimited sites
• Manage multiple device types simultaneously
• Communications troubleshooter feature
• Network query shows hardware type, firmware, and version
• i Update – easily update application automatically
• 20,000 users in the database
• Easily produce management reports

MAX 3 HARDWARE FEATURES:
• Distributed processing
• Network up to 64 doors per site and unlimited sites
• Optional plug on network gateway (SEG-M)
• Support all Wiegand readers
• Card, PIN code, card and/or PIN code
• In and out readers
• Wiegand sounder and LED control
• Support formats up to 40 bits
• Supports Secured Series readers and keypads
• 2000 users per Max 3 module
• Door monitor and request to exit inputs
• Forced door output
• Propped door output
• Alarm Shunt output
• First in auto-unlock
• 2,000 transactions buffered in audit trail
• Diagnostic LED's for communication and relay status
• Daylight savings time auto update (2007 standard)

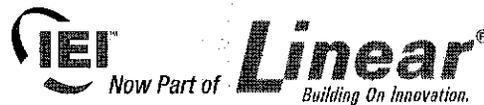
Note: For a complete list of system features and functionality, please visit ieib.com

The industry's only single door access control system kits.

We have pre-packaged the Max3 and MiniMax3 into system kits that include the Max 3 door control module, Hub Manager Professional software, proximity reader, and power supplies for the access system and a lock device. The grid below is the available configurations.

ORDERING INFORMATION:	
Max3 access control system kits (AWID, HID, XceedID, and Casi/ProxLite compatible)	
Max3 SYS	IEI Max 3 single door access control system kit. Contains Max 3 Door Control Module and backplane to support 3 additional Max 3 control modules in oversized metal cabinet with cam lock. Includes XF 1050 proximity reader that is AWID, HID, XceedID, and Casi/ProxLite compatible; Hub Manager Professional access control software; 12/24 VDC board power supply for locks; AC Transformer for system and AC transformer for lock power supply.
MiniMax3 SYS	IEI MiniMax 3 single door access control system kit. Includes metal cabinet, cam lock, AC transformer, built-in 12 VDC 1 Amp power supply, Max 3 Door Control Module (DCM). Includes Hub Manager Professional access control software, programming keypad, Includes XF 1050 proximity reader that is AWID, HID, XceedID, and Casi/ProxLite compatible.
Max 3 expansion kits (HID; AWID; XceedID; Casi ProxLite compatible)	
Max3Mod EX	IEI Max 3 Module single door access control kit for system expansion. Plugs into Max 3 backplane to expand system capacity one door at a time. Contains Max 3 Door Control Module and Includes XF 1050 proximity reader that is AWID, HID, XceedID; Casi/ProxLite compatible.
Max 3 panel options (Reader purchased separately)	
Max3	IEI Max 3 single door access control panel. Contains Max 3 Door Control Module and Hub Manager Professional software.
MiniMax3	IEI MiniMax 3 single door access control panel. Includes Max 3 Door Control Module (DCM), built-in 12 VDC 2.5 Amp power supply, Hub Manager Professional software.
Max3Mod	IEI Max 3 Module single door access control module. Plugs into Max 3 backplane to expand system capacity one door at a time.

Note: All Max 3 systems require a communication module [optional RS232-485 converter, USB - serial converter, or SEG-M a TCP/IP Secure Ethernet Gateway Module.



1950 Camino Vida Roble, Ste 150 • Carlsbad, CA 92008 • www.ieib.com
 Phone: 800-392-0123 or 760-438-7000 Fax: 800-468-1340

Max 3

Max 3 starts as a single-door access control system. With easy to install plug in Door Control Modules the system can expand as system requirements grow. Each Max 3 comes complete with a Max 3 backplane, one Max 3 Door Control Module, programming keypad, class II 16.5 VAC transformer and mounting enclosure. The backplane provides expansion slots for three more Max 3 Door Control Modules allowing for up to four modules per can.

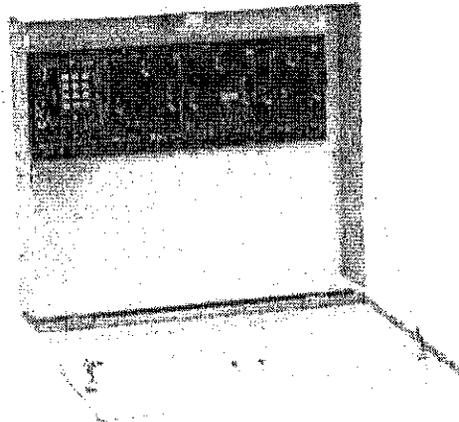
MiniMax 3

The MiniMax 3 contains the Door Control Module (DCM) for single door control that can be networked with other MiniMax 3 controllers or Max 3 controllers to expand your system up to a total of 64 doors. The MiniMax 3 backplane not only has the DCM pre-installed, it also contains a power supply for readers as well as for a door strike or magnetic lock (AC or DC). The enclosure dimensions are ideal for applications where the controller is installed at the door (e.g. above the ceiling over the door).

*LAN/WAN connectivity requires the purchase of LAN/WAN device, part number SEG-1 or SEG-M. Modem connectivity requires the purchase of M3M Modem.

FEATURES

- 2000 Users per door
- Network up to 64 doors
- Supports I/EI system keypads & readers as well as Wiegand readers
- 2000 Transaction storage per door
- First-In Auto Unlock
- Eight Time zones per door
- 16 Single Date Holidays per door
- 16 Block Date Holidays per door
- Error Lockout
- Supports Adjustable Daylight Savings Time
- Programmable with Hub Manager Professional Software 7.2 or higher
- LAN/WAN Connectivity (requires SEG-1 or SEG-M)
- Serial connection made with USB to 485 converter

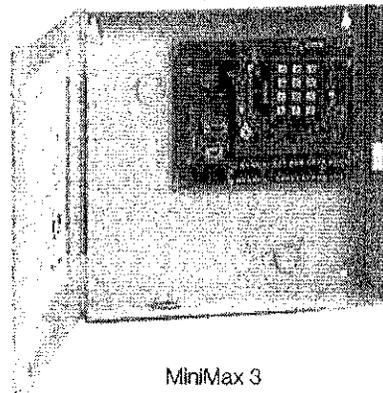


Max 3



SPECIFICATIONS

- Operating Voltage: 16.5 VAC 40 VA Class 2 transformer
- Current Requirements: 100 mA (backplane & 1 module) add 40 mA for each module / MiniMax 3 - Current Requirements: 120 mA
- Front End Reader: 13.8 VDC 300 mA
- Main Relay: 12-24 VAC/DC 2 A
- Alarm Shunt, Door Ajar, Forced Door Outputs: 12-24 VAC/DC, 1 mA each
- REX/Door Loop: Dry contact closure
- Max 3 - Dimensions: 16.50" x 19.50" x 4.25" / MiniMax 3 Dimensions: 11.31" x 11.29" x 3.56"
- Temperature tolerance: -20F to 130F
- Indoor use only



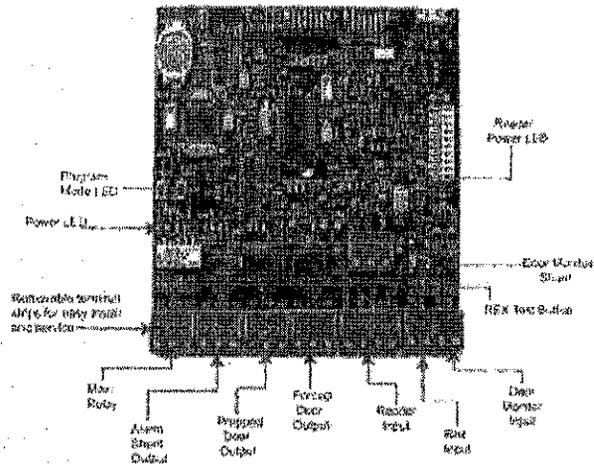
MiniMax 3

Max 3 Module (Expansion for Max 3)

The Max 3 Door Control Module (Model Max3Mod) provides single door access control with a wide range of features and functionality. DCM's are added to the Max 3 cabinet for system expansion of up to 64 doors. The DCM comes installed in each MiniMax 3, and in the first bay of each Max 3 access system. All access and egress decisions are made at each DCM. When managed with Hub Manager Professional software, the DCM supports multiple access levels to control access. The position status of a door is monitored via a set of normally closed (NC) door contacts. Depending of the state of the door, the DCM will trigger a Forced or Propped door alert while recording that event in the transaction buffer. These transactions can be viewed with Hub Manager Professional to monitor each egress and access point.

FEATURES

- 2000 Users
- 2000 Transaction Event Buffer
- 8 Time zones
- 16 Holidays
- First-In auto unlock
- Supports two readers for one door
In and out monitoring
- Forced/Propped Door
- Alarm shunt
- REX & Door monitoring inputs



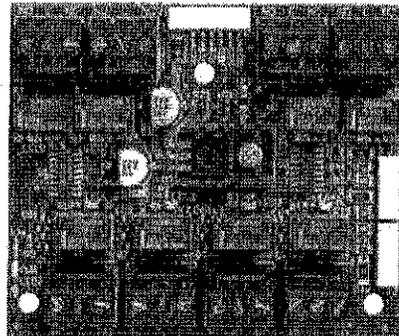
Max 3 Output Module

The Max 3 Output Module (M3-OM) adds 8 form C control relay outputs to a Max 3 Module. The module enables Secured Series customers to handle a greater number of applications such as elevator control, handicapped door control, and controlling or triggering a camera or DVR upon a card read or PIN code. Version 8.0 or higher of Hub Manager Professional Software is required for the Output Module. The Output Module is compatible with the Max 3 v2 or higher controller.

Using the Max 3 Output Module will allow you to control multiple outputs for each Max 3 system user from any given reader or keypad. Hub Manager Professional Software will allow you to specify a custom name and timer value for each of the 8 outputs. Each output can be set to toggle or for timed operation. Any combination of these outputs can be assigned to user and the user will trigger these outputs when they gain access.

FEATURES

- Adds 8 Form C Control relay outputs to a Max 3 Module
- Includes power LED and individual relay status LEDs
- Ability to specify a custom name and timer value for each of the 8 outputs
- Convenient "stackable" mounting to the Max 3 module
- Securely installs in Max 3 and MiniMax 3 cabinet
- Primary and back-up power from Max 3 or MiniMax 3 system
- Plug & Play design



OVERVIEW:

Hub Manager Professional Software makes programming and operation of Secured Series Access Systems fast and mistake free. It is a powerful and easy-to-use software solution for most applications and takes "Access Control Simplified" to a new level. With its fast and comprehensive management reports, Hub Manager Professional Software meets the needs of the mainstream commercial access control market. With Version 8.0 of Hub Manager Professional Software, IEI provides new features and improved functionality for access control.

Version 8.0 of Hub Manager Professional is included with all IEI Secured Series systems and kits, and with prox.pad Plus series of products and LS2 Series of products. It can also be downloaded free of charge from the IEI website at <http://www.iei.com/support-software-downloads.html>. Version 8.0 is reverse compatible to all pre-existing Secured Series controllers.

Vista Compatibility

With Windows Vista more prevalent in the marketplace, Version 8.0 of Hub Manager Professional Software will support Windows Vista operating systems, including Vista Home Premium and Vista Business. It also supports Windows server 2003 and 2008 Standard and Enterprise. The requirements to support the current Windows Vista operating systems are a major enhancement for this version of the software.

Max 3 Output Module Supported

This version of Hub Manager Professional Software will support programming for the new Max 3 Output Module (M3-OM). The Output Module will add 8 outputs per door. The software will allow you to specify a custom name and timer value for each of the 8 outputs. Any combination of these outputs can be assigned to a user. Applications for this version of the software and the Output Module can include elevator control, handicapped door control, and controlling or triggering a camera or DVR upon a card read or PIN code.

Temporary Users

The use of Temporary Users is included with this version of the software and the Max 3 v2 controller. With this option you can specify whether or not to grant access to users that are set to 'Temporary' status. You can specify the start and stop date of each user individually, thereby granting or denying access to specific users based on date. With this feature, a user will only have access between a start date and a fixed stop date.

Access Level Detail Screen

This version of Hub Manager Professional Software includes enhancements to the Access Level edit screen which now make it easier for you to set up access levels. The Access Level Detail screen in the software follows a logical flow identified with numbered steps. You can assign individual users access levels to specific doors, enabling you to trigger pre-determined outputs for those doors and users. This adds a new level of flexibility to your access control requirements.

Hub Manager Professional Software

PRODUCT HIGHLIGHTS

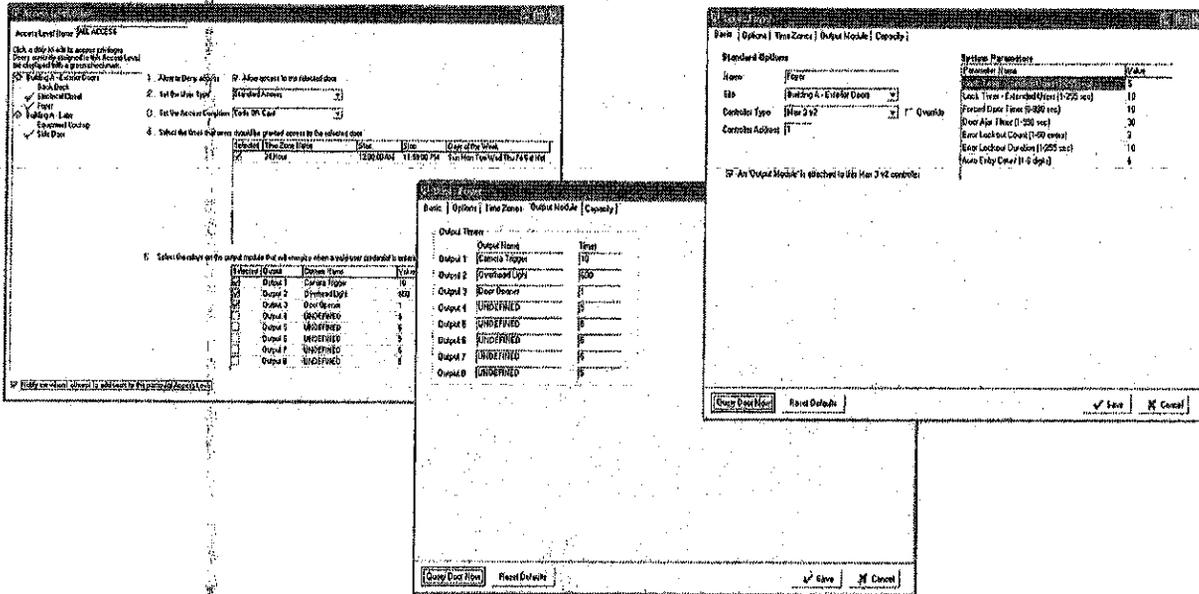
Major Functionality

- Windows Vista Compatible (Vista Business & Vista Home Premium)
- Supports the Max 3 Output Module (M3-OM), which adds 8 outputs per door
- Temporary Users feature
- Improved access level detail screen with each door edited separately
- Delete user feature
- Expanded time management reports

Additional New Features & Enhancements

- Selectable modem retries
- Selectable installation directory, important for Latin America versions of Windows
- First-In auto unlock can be triggered by user
- DTD printer support – Data Transfer Device for LS & prox.pad Plus IR
- Faster data communication across IP networks

Current version of B.1.3.30 supported by Windows 7/8



Delete User Feature

The Delete User feature allows you to select specific users and delete them from the system. It allows a user to be completely deleted from the database. This function is useful in installations that are reaching the maximum number of users per site. It also makes large database management easier. The Disable User and Retire User options continue to work as another option.

Expanded Time Management Reports

The Time Management Report has been expanded to include three types of reports. A Detailed Daily Report shows the detailed daily activity of each user and includes the total number of gross and clear time at the end of each day. A Summarized Daily Report only shows the daily total gross and clear time. A Summary Report shows the total gross and clear time for a specified date range. (Gross time is defined as the total amount of time from the first IN event of the day to the last OUT event of the day, including any time between IN and OUT events throughout the course of the day. Clear time is defined as the total amount of time, from the first IN event of the day to the last OUT event of the day, excluding any time between IN and OUT events during the day.)

Selectable Modem Retries

Hub Manager Professional 8.0 will now attempt to retry the modem dialing sequence if a connection fails for any reason. You can now define the number of modem retries. The number of redials is set to 3 by default.

Selectable Installation Directory

Version 8.0 will allow you to select the drive and folder where you want to install Hub Manager Professional software. This feature allows you to install the program to any location you choose, such as a D drive.

First In Auto Unlock

The First In Auto Unlock feature is useful for applications where a door – such as the main front door of an office – is to remain in the locked state until a designated person – such as the receptionist who monitors that door – comes in. In this scenario, when the receptionist presents their credentials to unlock the front door, that door will remain unlocked until the specified time zone expires (normally at the end of the business day). This feature allows you to designate which users can trigger a First In Auto Unlock.

DTD Printer Support

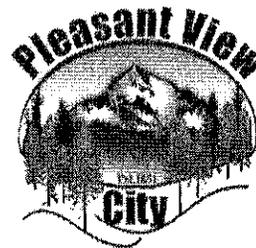
The DTD (Data Transfer Device) Printer utility will include a print button in the software which will allow you to print a log file directly from the program. The saved data can then be viewed on the DTD screen and/or transferred to the PC as a text file. This feature will also enable the DTD to function like an HP Printer with early versions of prox.pad.

Faster Data Communication across IP Networks

This version of Hub Manager Professional increases the speed of data communications across IP networks. It supports the SEG-M at speeds of 100 Mbps.



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Memo

To: Mayor Mileski & City Council Members
From: Melinda Greenwood, City Administrator
Meeting Date: January 13, 2015
Re: Discussion on Building Security City Office and Shop Areas

I. RECOMMENDED ACTION

Recommend proceeding forward with estimates and a budget amendment on January 27th to include funding for better securing the city offices and shop areas.

II. DESCRIPTION / BACKGROUND

Staff would like to get direction from the Council in regards to increasing security to the City's key buildings. This past year, the City experienced a variety of employment separations ranging from retirements to death and terminations. Each time a key employee leaves the City, care such as re-keying buildings, gates, etc. should be taken to ensure security of our facilities and services. When physical keys (rather than key cards or key fobs) are distributed, it makes it cumbersome to track inventory, and costly to re-key facilities.

We currently have 4 doors in the city office building (the east door, west door, PD area and the evidence room) with key card access capability. This access was initially put into place in as part of a requirement for security mandated by the Bureau of Criminal Investigation. Staff suggests this access be extended to the council chamber doors, the basement doors, the old shop, as well as the new shop. If approved, plans would be to issue a key card ID with an employee's photo for easy recognition. Controlling access with key cards gives immediate control and in the long run can save money by not having to physically re-key facilities when turnover occurs.

Unfortunately the technology on the current key card access and hardware is outdated (it was installed in 2006), so the upgrade in security would include replacing the hardware on these four doors. As of now, each door has to be physically connected to a laptop and synced with access software each time a change is made. There are solutions available now which are wired to the network which would eliminate the need for a direct connection to each door.

Other benefits to this include using a timing function on the access software to allow doors to be open for basement rentals, or providing access through a key card for rentals. This will eliminate the need for an on-call employee to come and open/lock the building.

Additionally, the software has the ability to track entrance to the doors. If theft or another incident were to occur, we would be able to access an audit log to see who had gained entry to the facility.

A public hearing for amending the budget is scheduled for January 27. If the Council agrees, we can amend the budget then to include this project.

I'm working on getting quotes for upgrading our security and door lock systems for the offices and shop areas and should be able to have quotes in time for the budget hearing.

Currently the city offices has \$25k budgeted for building repairs. It is likely we won't need the full amount, so whatever isn't spent with the repairs can be dedicated to the security upgrades.

III. IMPACT

A. **Fiscal** – ~\$18,000

B. **Operations / Service Delivery** – The changes will allow immediate access changes to be made, will enable building rental and entry without having to always have on-call staff be present, and will ultimate increase security and decrease liability.

IV. ALTERNATIVES

A. Hold off and discuss with the budget process.

V. SCHEDULE / TIME CONSTRAINTS

A. None which are specific, but the sooner this is implemented the better we are.

VI. LIST OF ATTACHMENTS