

EXHIBIT A, SCOPE OF SERVICES
AGRICULTURAL LANDS PRESERVATION PROGRAM
CONSULTING SERVICES - PROGRAM IMPLEMENTATION

Task #1: Administration

- a) Prepare City standard legal forms for Agricultural Conservation Easements based on commonly used models from other jurisdictions subject to the review and approval of the City Attorney.
- b) Evaluate the City's fees for administration of the Program and make recommendations regarding any potential changes to those fees.
- c) Prepare a final report describing consultant activities, status of lands placed under conservation easements, and recommendations for future actions.

Task #2: Outreach

- a) Attend and participate in preplanning small stakeholder meeting.
- b) Prepare outreach materials.
- c) Lead/facilitate 3 stakeholder meetings.
- d) Lead/facilitate 1 general outreach meeting.

Task #3: Conservation Easement Acquisition

- a) Identify candidate parcels for acquisition of conservation easements.
- b) Contact property owners to ascertain interest.
- c) Visit properties to determine if eligible for mitigation (site analysis/due diligence) and meet with property owner to review how conservation easements work and determining any landowner timing or financial planning needs.
- d) Work with city attorney to prepare memorandum of understanding between city and landowner.
- e) Order title report and review.
- f) Coordinate appraisal of conservation easement, and provide appraiser with major conservation easement terms (assist city attorney with contract process).
- g) Based on appraisal, negotiate acquisition price and terms with property owner for acquisition of up to three (3) easements of at least 10 acres each.
- h) Work with City attorney to prepare and execute a Purchase and Sale Agreement for the purchase of the conservation easement, and prepare the draft conservation easement.
- i) Prepare legal documents as necessary to complete recordation of easements (including final draft of conservation easement, final review and clean-up of any outstanding title issues, and the preparation of a baseline conditions report, subject to the review and approval of the City Attorney and landowner.
- j) Prepare post-recordation report for city, including future CE monitoring requirements by consultant, city staff and/or successor implementing entity, as well as stewardship fund to be set aside for enforcement of CE

EXHIBIT B
TASK BUDGET AND HOURLY RATES

Task Budget

Task 1	\$15,000
Task 2	\$15,000
Task 3	\$90,000

It is understood and contemplated that the costs for Task 3 are dependent upon finding property owners interested in negotiating for conservation easements.

Hourly Rates

Thomas Scharffenberger: \$150/hour
C. Victoria Simonds (attorney): \$325/hour
Maegan Leslie-Torres and Stephanie Ding (GreenInfo): \$80/hour

EXHIBIT C
TASK SCHEDULE

Task 1	September 2016 - December 2018
Task 2	September 2016 - July 2017
Task 3	October 2016 - December 2018