

David E. Church, AICP
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To: Anthony Ruggiero, Beacon City Administrator

From: David Church

Re: Community Forum Facilitation Proposal

Date: 1/22/20

Based on a request from the City of Beacon, and a meeting with City Mayor, City Administrator, and City Planning, I offer this letter proposal for professional planning and facilitation services in support of a series of community forums. My resume is attached.

The City proposes to conduct two (2) or more community forums to present, discuss and take comments on targeted City activities being considered related to land use policies, plans, and codes including zoning. The request is for professional services to assist City leadership and staff in the preparation and facilitation and analysis of outcomes from these forums.

Forums are currently proposed for February 20 and 29, 2020. Both dates are acceptable – and I am flexible on scheduling if needed.

The following is proposed:

Three (3) hours of meeting preparation @ \$125 / hour =	375.00
Three (3) hours each Forum, 2 Forums @ \$125 / hour =	750.00
Two (2) hours post Forum review and summary @ \$125 / hour	250.00
TOTAL PROPOSAL	\$1375.00