

RESOLUTION NO. 1182

A RESOLUTION APPROVING A CONSULTING SERVICES AGREEMENT FOR THE FACILITATION OF A CAPITAL IMPROVEMENTS PLAN WITH CALLAHAN MUNICIPAL CONSULTANTS, LLC IN AN AMOUNT NOT TO EXCEED \$2,950.

WHEREAS, the City Council of the City of West Branch approved the West Branch Comprehensive Plan Update on April 1, 2013; and

WHEREAS, the City Council now desires to prioritize and plan for capital projects in the City; and

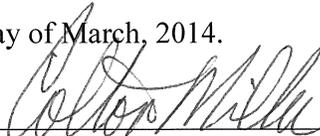
WHEREAS, the City Council believes that the best manner in which to accomplish this goal is to include a facilitator, city staff, the city engineer and the city's independent financial advisor; and

WHEREAS, the consultant proposal to accomplish the facilitation of the capital improvement plan has been submitted by Callahan Municipal Consultants, LLC and includes a scope of services, a time of completion, general terms, and compensation for services; and

WHEREAS, it is now necessary for the City Council to approve said consultant agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a consulting services agreement with Callahan Municipal Consultants, LLC for the facilitation of a capital improvements plan in an amount not to exceed \$2,950.

Passed and approved this 3rd day of March, 2014.



Colton Miller, Mayor Pro Tem

ATTEST:



Matt Muckler, City Administrator/Clerk



Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

February 20, 2014

Matt Muckler
City Administrator
City Hall – 110 North Poplar St.
West Branch, Iowa 52358

Re: Facilitation of CIP Meetings

Dear Matt:

You recently contacted us regarding a proposal to facilitate five City Council work sessions for the preparation of a capital improvements plan (CIP). We would be pleased to provide this service to the City of West Branch. We have prepared twelve capital plans for cities in Iowa and have developed a comprehensive process for the preparation of a CIP.

Infrastructure Plans & Studies Completed or Proposed

You explained to us that the City has already completed or is in the process of completing various planning reports that will be very useful in the preparation of the CIP. You mentioned that these reports include recently completed comprehensive plan, a library expansion study, and a public input survey. A parks and recreation study will be completed in June.

CIP Partners

It is our understanding that Speer Financial will be handling the financial portion of the CIP and that Veentra & Kimm will provide engineering cost estimates for the proposed projects. The City Staff will provide the overall coordination of the CIP preparation process. You requested our assistance with the facilitation of various meetings to explain the CIP process and the actual preparation of the CIP. We discussed the following meetings and tentative dates.

Initial CIP Overview Meetings – April 21

We would meet with the City Department Heads in the afternoon and the City Council in the evening to provide an overview of the reasons for completing a CIP, define what we mean by a capital project, and discuss the process to prepare a CIP. We would also discuss potential capital projects.

Project Review Meeting – May 5

The purpose of this meeting would review all the capital projects that have been proposed by the Mayor, City Council, and Department Heads. The merits of each project would be discussed. We would identify those projects that may require additional research.

Project Prioritization Work Session – June 23

We would facilitate a City Council work session to review all the proposed capital projects. We would assist the Mayor and City Council with a process to rank or prioritize the proposed capital projects.

CIP Draft Review Meeting – July 21

A date would be selected in July to review the first draft of the proposed CIP with the Mayor, City Council, and City Department Heads. The financial component of the CIP will be presented by Speer Financial at this meeting. The City Council may conduct a second ranking of projects, depending upon the impact that the proposed capital projects could have on the City's overall financial situation. The CIP will then be modified and revised, as directed by the Mayor, City Council and City Staff.

CIP Review and Approval – August 18

The last meeting would include a review of the most current draft of the CIP. The mandatory public hearing could be conducted at this same meeting. After the final corrections and changes have been reviewed and approved, the City Council would be asked to formally approve the CIP by resolution.

Consulting Fees and Expenses

We would agree to facilitate these five meetings for the City of West Branch for a fee not to exceed \$2,950.00, which includes all consulting time and all travel expenses for the five meetings listed in this proposal. This fee would include consultations by telephone from city staff regarding various aspects of preparing the capital improvements plan.

If you have any questions, please feel free to contact us.

Sincerely,

Callahan Municipal Consultants, LLC



Patrick Callahan
Municipal Consultant