

RESOLUTION NO. 1211

A RESOLUTION APPROVING AN AGREEMENT WITH THE EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION FOR FUNDRAISING SERVICES IN AN AMOUNT NOT TO EXCEED \$5,000.

WHEREAS, the City of West Branch has recently purchased an approximate 18-acre parcel off the northerly extension of Scott Drive in Pedersen Valley intended to serve as a future park space; and

WHEREAS, the City Council has previously approved a comprehensive park planning process for this space and the five other city parks; and

WHEREAS, that comprehensive park planning process is currently underway and has produced a preliminary site plan for this future park space; and

WHEREAS, the Park & Recreation Commission and city staff believe that an updated community center building plan is needed to move forward; and

WHEREAS, city staff briefed the City Council on this need at the May 5, 2014 City Council Meeting and distributed a request for proposals for the West Branch Community Center Plan Project on May 7, 2014; and

WHEREAS, the request for proposals included the review of existing documentation and four meetings including an open house charrette to gather public feedback; and

WHEREAS, the deliverables on the project would include a rendered site plan, rendered floor plans of each level, rendered elevations of each side, a rendered perspective and a cost opinion of probable total project costs; and

WHEREAS, the City Council approved a proposal from FEH Associates Inc. for the West Branch Community Center Building Plan Project; and

WHEREAS, City Staff is now recommending that efforts are undertaken to commence fundraising activities to assist in paying for the project; and

WHEREAS, City Staff was presented with a proposal for fundraising services from the East Central Intergovernmental Association; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with the East Central Governmental Association for fundraising services in an amount not to exceed \$5,000.

Passed and approved this 23rd day of June 2014.



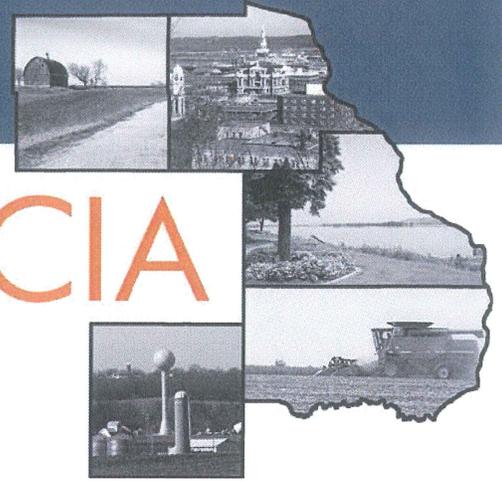
Mark Worrell, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk

East Central Intergovernmental Association
a regional response to local needs



May 19, 2014

Mr. Matt Muckler
City Administrator
City of West Branch
110 North Poplar Street, PO Box 21
West Branch, IA 52358

Dear Matt:

Thank you for meeting with Jennifer Walker to discuss fundraising strategies for the West Branch Community Center. I am pleased to provide you with a proposal that outlines ECIA's fundraising services.

ECIA staff will provide fundraising services based on our ECIA approved billable hourly rates of \$77.00/hour for Project Coordinators. We propose to bill your organization by the hour with total cost not to exceed \$5,000 for fundraising services. The City of West Branch will be billed in addition to the hourly rates for costs of printing, copying and miscellaneous supplied to complete any fundraising activities. Jennifer Walker, project coordinator, will be the designated lead for fundraising and Marla Quinn, grants and development coordinator, will be the contact for grant-related fundraising.

Fundraising scope of work to be performed by ECIA could include:

- Case Statement
- Feasibility Study
- Scale of Giving
- Timelines
- Board Development related to fundraising
- Fundraising calls
- Grant research, writing and administration

If the above scope of work and cost estimate is acceptable for fundraising activities, please sign and date as indicated on the second page of this letter. Keep one copy for your files and return one original to ECIA for our files.

We look forward to working with your organization! Should you have any questions, please contact Jennifer or me.

Sincerely,



Kelley Hutton Deutmeyer
Executive Director

cc: Jennifer Walker, Project Coordinator
Marla Quinn, Grants and Development Coordinator

Signed:



City of West Branch

6/23/2014

Date



Attest

6/29/14

Date