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Eldridge, Fruiland, LaClare,

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Walcott, West Liberty, and Wilton

Michael Limberg, Mayor, Long Grove

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Executive Director

Denise Bulet

January 5, 2024

Mayor Sally Rodriguez

Buffalo City Hall

PO Box 557

329 Dodge Street

Buffalo, Iowa 52728-0557

RE: Agreement for Services

Dear Mayor Rodriguez,

Enclosed you will find two copies of an Agreement for Services between the City of Buffalo and Bi-State Regional Commission to prepare a comprehensive plan update for the city. The agreement period will begin February 1, 2024 and be completed on or before February 28, 2025. The city agrees to pay Bi-State \$13,628 toward the total cost of these projects. The effort will be supplemented by an additional \$1,000.00 of your member dues for a total project cost of \$14,628.00. Bi-State will bill the city the non-dues amount after project completion, unless otherwise requested by the city.

On approval, please sign and return both copies of the agreement to our office. A fully executed copy will be sent to you for your files after signatures are completed.

Should you have any questions, please contact me at (309) 793-6300, extension 1146 or via e-mail at gmccullough@bistateonline.org.

Sincerely,

Gena McCullough, AICP

Deputy Director

Enclosures: As stated above

cc: Tanna Leonard, City Clerk

GM/wjg

PAUSERS\WORD\Contract\Coop Plans\Letter\Buffalo Comp Plan Contract Letter.docx

1504 Third Avenue, Third Floor, Rock Island, Illinois 61201

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**AGREEMENT FOR SERVICES
BETWEEN
BI-STATE REGIONAL COMMISSION
AND
BUFFALO, IOWA**

OFFICERS:

CHAIR
Kippy Breeden

VICE-CHAIR
Brad Bark

SECRETARY
Richard "Ouljas" Brunk

TREASURER
John Maxwell

MUNICIPAL REPRESENTATIVES:

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Rick Dunn, Alderperson
Vacant, Alderperson
Randy Moore, Citizen

City of Rock Island
Mike Thoms, Mayor
Dylan Parker, Alderperson

City of Moline
Sangeetha Rayapati, Mayor
Vacant, Alderperson

City of Bettendorf
Robert Gallagher, Mayor

City of East Moline
Reggie Freeman, Mayor

City of Muscatine
Brad Bark, Mayor

City of Kewanee
Gary Moore, Mayor

City of Silvis; Citys of
Andalusia, Carbon Cliff,
Coal Valley, Cordova, Hampton,
Hillsdale, Buffalo, Oak Grove,
Port Byron, and Rapids City
Duane Dawson, Mayor, Buffalo

Cities of Aledo, Colona, Galva,
Geneseo; Citys of Alpha,
Andover, Annawan, Atkinson, Cambridge,
Kellisburg, New Boston, Orion,
Sherrard, Viola, Windsor, and Woodhull
Tim Wise, Mayor, Annawan

Cities of Blue Grass, Buffalo,
Eldridge, Fruitland, LeClaire,
Long Grove, McCausland,
Nichols, Princeton, Riverdale,
Walcott, West Liberty, and Wilton
Michael Limberg, Mayor, Long Grove

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Druo Mielke, Member
Kim Callaway-Thompson, Citizen

Scott County
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Marcy Mandenhall
Eileen Roethler
Rick Schloemer
Billi Stoerner

Executive Director
Danise Bulat

This Agreement is by and between the Bi-State Regional Commission,
hereinafter called "Bi-State," and Buffalo, hereinafter called the "City."

A. SCOPE OF SERVICES

Bi-State agrees to assist the City with developing a comprehensive plan. Comprehensive plan work will include working a Steering Committee and City Council in obtaining public input, goals and objectives, assessing existing conditions, determining existing and future land use and developing strategies for implementation. Attachments "A" and "B" are a part of this Agreement, and more fully describe the comprehensive planning process and the involved parties.

B. CITY RESPONSIBILITIES

The City will:

1. Arrange/setup meeting place, announce, advertise, and conduct necessary meetings, including Steering Committee meetings and public hearing, to expedite the conclusion of this agreement.
2. Provide existing copies of documents in an electronic format, if possible, which pertain to this project in a timely manner, including the maps, analyses, and reports as needed to complete the project.
3. Provide for all outside printing costs of documents or maps. The City shall be responsible for the direct costs of special supplies, if needed or requested.
4. Provide timely attorney/legal review within thirty (30) days of the receipt of a final draft comprehensive plan if needed.

1504 Third Avenue, Third Floor, Rock Island, Illinois 61201

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5. Provide timely review of drafts and review and proofing of final drafts within thirty (30) days of receipt, respectively.
6. Provide documents in accessible format, as required by the Americans with Disabilities Act, when requested by the public.

C. PRODUCTS/SERVICES

As outlined in Attachments A and B, Bi-State will:

1. Provide staff assistance for the following: up to six (6) Steering Committee meetings related to the comprehensive plan update; one (1) initial public input meeting; one (1) public meeting (open house) to solicit input on draft sections of the comprehensive plan and land use maps; and one (1) public hearing on final draft of the comprehensive plan. The Steering Committee and/or City Staff will convey the comprehensive plan forward to City Council.
2. Develop working draft text and maps for review by the Steering Committee, final draft document for the public hearing not to exceed twenty (20) copies, and not to exceed ten (10) final printed copies of the comprehensive plan, one (1) copy with the documents as a Microsoft Word document and as an Adobe .pdf document.

D. SCHEDULE

The Agreement will begin on February 1, 2024 and will be completed by February 28, 2025.

E. AMENDMENT OR TERMINATION

This Agreement may be amended or terminated by mutual written consent of Bi-State and the City. The City shall be liable for actual costs incurred by Bi-State up to the date of termination. The City is also responsible for additional costs incurred by Bi-State because of amendment(s), including a change in scope of work or extension of the contract period.

F. HOLD HARMLESS

The City and its agents shall indemnify, save, and hold harmless Bi-State, its agents, and employees from and against all losses, claims, demands, suits, actions, payments, and judgments arising from personal injury or otherwise brought or recovered against Bi-State, its agents or employees, including any and all expenses, legal or otherwise, incurred by Bi-State, its

agents and employees in the defense of any claims or suit as a result of this Agreement.

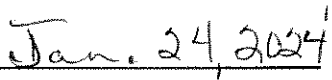
G. RIGHT TO REPRODUCE

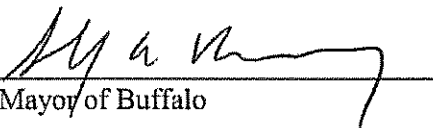
Bi-State retains the right to publish, at its cost, additional copies of any documents or maps prepared under this Agreement without prior permission of the City.

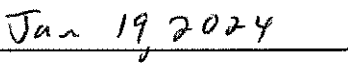
H. COMPENSATION

The City agrees to pay Bi-State \$13,628 for the cost of the project. The project will be supplemented by an additional \$1,000.00 in member dues for a total project cost of \$14,628.00. Bi-State will bill the City at the completion of the project, unless otherwise requested by the City.


Bi-State Regional Commission Chair


Date


Mayor of Buffalo


Date

Attachment A – Scope of Work

Buffalo Project Contact:
Gena McCullough, Deputy Director
Bi-State Regional Commission
1504 Third Avenue
Rock Island, IL 61201
(309)793-6300, Ext. 146 – Phone
(309)793-6305 – Fax
gmccullough@bistateonline.org

Projects Approach.

Comprehensive Plan. A comprehensive plan serves as a framework for development policies and decision-making in Buffalo. It declares the community purpose and policies, provides an educational element by outlining strengths and weaknesses, guides land use decisions and public investments, provides elements for joint efforts among committees and groups, and notes areas for further study and planning. A comprehensive plan is important for understanding where people live and work in and around the City and what types of facilities are needed to convey people and goods.

The City's 2013 Community Development Committee Plan prepared by Bi-State Regional Commission laid the groundwork for a comprehensive plan goals and objectives for advancing projects of interest and need. A comprehensive plan should address the Iowa Smart Planning Principles: collaboration; efficiency, transportation and consistency; clean, renewable and efficient energy; occupational diversity; revitalization; housing diversity; community character; natural resources and agricultural protection; sustainable design and transportation diversity. The plan development process is suggested to include 6 meetings as needed with a Steering Committee or other group designated by the City Council, and assistance from city staff to develop and complete the plan.

A public participation plan is an important part of plan development. One (1) public input meeting to envision future land use, and to solicit input on community strengths, weaknesses, and opportunities for improvement is anticipated. And, one (1) plan update public meeting on the results of the planning update process is intended. A public hearing is anticipated at the end of the process with a recommendation by the Steering Committee to the City Council for consideration of adoption of the plan document. Additionally, other feedback from the city's prior public input processes, such as surveys and other communications will be utilized.

Socio-economic data will be updated to provide a city profile. General updates will be collected and analyzed for needs related to economic sectors, land use (agricultural, residential, commercial, institutional, and industrial development), utilities, recreation and public facilities, transportation systems, public safety, services, and environmental resources (soils, prime farmland, watersheds, floodplains, etc.). Map will to land use and facilities – wastewater, water, transportation, recreation and urban renewal/electric utilities. Based on these tasks, strategies for achieving land use goals and objectives will be reviewed from the Community Development Plan and refined as need to address more broadly needs of a comprehensive plan.

Project Schedule. Best practice for comprehensive plans to allow for adequate collaborative input would be to provide for at least 12 months to develop a comprehensive plan. The following sample schedule illustrates major elements of the planning process:

Project Elements - Months	1	2	3	4	5	6	7	8	9	10	11	12	13
Project Development - Steering Committee Meetings	■		■		■		■		■		■		
Public Input (Visioning, Goals and Mapping)			■										
Goal Setting, Objectives & Priorities			■	■	■	■	■	■	■				
Chapter Updates - Text/Data/Mapping	■	■	■	■	■	■	■	■	■	■	■		
Implementation Strategies						■	■	■	■	■	■		
Public Input, Presentation of Draft												■	
Approval Process - Public Hearing													■
Approval Process - City Council Consideration													■

The timeline is based on development of a new comprehensive plan. Using Census and American Community Survey data, the socio-economic information within the plan will be updated to the most recent data available at the City level of geography. Bi-State Regional Commission will produce ArcGIS maps. BSRC will assist the City with plan development, public meeting facilitation, and the formal approval process.

Proposed Compensation. The following is the proposed budget for the proposal. Staff hours are based on 198 hours total. Bi-State Regional Commission will charge \$13,628 to facilitate the plan development process and deliver 10 final copies of the document and an electronic version will be conveyed in a pdf format from a download site, conveyed by e-mail to the city. The project will be supplemented by an additional \$1,0000 in member dues with the total project cost of \$14,628.

City of Buffalo Comprehensive Plan Budget

Description	Comprehensive Plan Cost
Personnel (Direct)	\$7,109
Fringe Benefits	3,697
Indirect Costs	4,409
Printing Costs	206
Training/Travel/Meetings	0
Direct Other Costs	50
Total	\$14,628
Hours	198

Bi-State Regional Commission administers an Equal Opportunity and Affirmative Action Program and is prohibited by federal law from discriminating on the basis of race, color, national origin, age, disability, religion, sex and familial status, and complies with federal, state, and local laws, regulations, and directives. Bi-State Regional Commission carries umbrella insurance coverage, which includes errors and omissions. Licensing is not requirement of the planning profession.

Attachment B – Public Participation Plan

Public education and involvement are an important part of a comprehensive planning effort. To ensure public involvement and participation in the planning process, a Public Participation Plan (PPP) outline will be developed at the beginning of this project. The PPP will implement an approach using planning techniques that have proven successful with previous planning projects and strategies applicable to the City and its citizens.

Encouraging active community participation during plan development is a goal of this PPP. A successful PPP will be designed to inform, educate, and engage the public in the development of this comprehensive plan update. The PPP will also adhere to the Iowa's Smart Planning Principles of Collaboration, Efficiency, Transparency, and Consistency.

Once notice to proceed is given through an Agreement for Services, Bi-State Regional Commission (BI-STATE) will work closely with the City of Buffalo, to develop the PPP. The public involvement strategy will outline methods to encourage active community participation during plan development. The following outlines the possible elements covered in the PPP.

Media & Public Outreach

BI-STATE will provide timely and relevant sample press releases and notices to the City to inform the public and media of upcoming public meetings. The City of Buffalo will send information to its residents, and media via its public contact mediums and announcements, and to key organizations/stakeholders in the community.

BI-STATE will work with city officials to utilize the City of Buffalo website for project information, notifications, and plan documents. The City will handle uploads as necessary for the project.

Public Input Visioning and Mapping Exercise Meeting

The City of Buffalo, with assistance from BI-STATE, will host a public input visioning and land use mapping session to solicit general input to the comprehensive plan update. The land use mapping exercise will be utilized to review and provide input on the future land uses within the future boundary area being considered by the City. BI-STATE will facilitate this meeting, gathering the input through a nominal group process and summarize the information gleaned at the meeting as part of the plan update. Any additional stakeholder or focused meetings will be handled by the City, if needed, and the results will be provided to BI-STATE for plan development. The visioning meeting is anticipated to run 2 hours total.

Full Draft Review Public Meeting

The City of Buffalo, with BI-STATE assistance, will host a public input meeting on the full draft document. BI-STATE will facilitate this meeting, gathering input through a nominal group process, or open-house style with written and verbal input options. BI-STATE will summarize the comments received at the meeting a part of the plan update. The meeting is anticipated to run 1 ½ hours.

Steering Committee Meetings

For the Comprehensive Plan update, BI-STATE is anticipating up to 6 structured and facilitated Steering Committee meetings – 1 kick-off meeting, 1 after completing the Existing Conditions & Statistical Profile of Community, and before the visioning and land use mapping exercise to discuss vision/goals and land development, 2 as part of the Plan Elements, and 1 on Strategies for Implementation development and 1 for plan review. These meetings will provide discussion of the plan status, assessment findings, and review of final draft recommendations. If there are any changes to the draft comprehensive plan, an additional meeting will be held prior to the plan being recommended to the City Council for approval. Each Steering Committee meeting is projected to run approximately 1 to 1 1/2 hours.

Steering Committee Public Hearing

BI-STATE is anticipating at least 1 Steering Committee meeting to review and recommend the comprehensive plan update as noted above. Upon recommendation for approval and adoption by the Steering Committee, the final comprehensive plan will be presented to the Buffalo City Council by the City staff with assistance from BI-STATE as part of a public hearing. BI-STATE will provide City staff an electronic copy of the final draft plan no later than 15 days prior to meeting.

City Council Meetings

BI-STATE is anticipating that the Steering Committee or City staff will convey the recommended documents and updates to the City Council during the process. This will allow the City Council opportunity to review materials prior to approval and adoption.

City Council Meeting / Public Hearing

Upon recommendation for approval and adoption by the Steering Committee, the final comprehensive plan will be presented to Buffalo City Council by the Steering Committee and/or City staff. City staff will be provided with an electronic copy of the final plan no later than 30 days prior to meeting.

Note: Modeled Public Participation Plan from Iowa Northland Region Council of Governments (INRCOG) in cooperation with Brian Schoon, AICP, Director of Development and Transit.