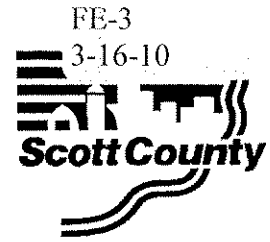


Facility and Support Services

600 West 4th Street
Davenport, Iowa 52801-1003
fss@scottcountyia.com
(563) 326-8738 Voice (563) 328-3245 Fax



March 8, 2010

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Community Sustainability Plan – Bi-State Regional Commission Contract

As you know, one piece of our Department of Energy Block grant is funding to complete a community sustainability planning process. From that grant, we allotted \$25,000 to pay Bi-State Regional Planning Commission for the additional staff time required to facilitate the community planning process for this issue. I have attached a copy of their proposed contract for said services.

This initiative will provide the ground work and philosophical basis or direction concerning sustainable issues in our community. Our plan is to involve diverse groups of community, business and government leaders in the planning process. We hope that the final deliverable document will influence decisions and policies in our community for years to come. From our grant application regarding our sustainability strategy:

"The proposed EECSBG project would include a community wide dialog on the issue of sustainability and energy conservation, a community assessment and a gap analysis to assist us in determining and developing future program implementation.

This activity is a direct and necessary task for achieving both operational and community sustainability. This planning and outreach activity will engage the community and provide a basis for a shift in community culture. This shift would ensure long-term support and value for sustainability and energy conservation..."

Also from our application, regarding the implementation of our proposed planning project:

"...the project (proposed EECSBG funding) utilizes an existing regional planning commission to facilitate the development and implementation of a broader county-wide initiative. Their plan is to create one temporary contract employee position to staff the effort. This county-wide planning effort would ensure that sustainability issues become a driving force for cooperative government and regional planning efforts. Several other jurisdictions have initiatives already in place. In fact, Davenport, Iowa is also a EECSBG grant award recipient. This planning effort would coordinate the governmental efforts within Scott County, ensuring the best use of resources, reducing duplicative effort and creating one sustainable message to our constituents.

Our county-wide planning effort will focus more on community and regional issues including: transportation, growth and development, air quality, land stewardship, waste reduction, recycling and programmatic opportunities for our constituent base.”

Bi-State is eager to begin the planning process. We plan to meet with key staff shortly after the Board approves the contract to kick-off project planning. Denise Bulat has already tasked several staff at Bi-State and much preliminary research has already begun in anticipation of the project moving forward.

I will be at the next Committee of the Whole meeting to discuss this project further and to answer any questions you or the Board may have.

CC: FSS Management Team
Scott County Green Team



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March 1, 2010

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Executive Director
Denise Bulat

Dave Donovan, Director
Scott County Facility and Support Services
600 West Fourth Street
Davenport, IA 52801

RE: Agreement for Services

Dear Dave:

Enclosed you will find two copies of an agreement for services between Scott County and Bi-State Regional Commission to prepare a countywide sustainability plan. The contract period will begin March 18, 2010 and be completed on or before November 30, 2010. The County agrees to pay Bi-State \$25,000 for the total cost of the project. 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)793-6302, Extension 146 or via e-mail at gmccullough@bistateonline.org.

Sincerely,

Gena McCullough, AICP
Planning Director

GM/mah
Scott Co. Sustainability Plan/Scott County SP agreement cover letter

Enclosures: As stated above

1504 Third Avenue, P.O. Box 3368, Rock Island, Illinois 61204-3368
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**AGREEMENT FOR SERVICES
BETWEEN
BI-STATE REGIONAL COMMISSION
AND
SCOTT COUNTY, IOWA**

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PROGRAM REPRESENTATIVES:
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Cheryl Goodwin
Ralph H. Heninger
Nathaniel Lawrence
Bill Stoermor
Jim Tank
Rory Washburn

Executive Director
Denise Bulat

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

A. SCOPE OF SERVICES

Bi-State agrees to assist with developing a sustainability plan. Work will include assisting the County Board and steering committee in obtaining public input, developing policies, goals and objectives, assessing existing conditions, and developing strategies for implementation. Attachment "A" is a part of this Agreement and more fully describes the sustainability planning process and the involved parties.

B. COUNTY RESPONSIBILITIES

The County will:

1. Announce, advertise, and host necessary meetings, including planning group or steering committee meetings, 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 County 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 plan.
5. Provide timely review and proofing of final draft plan within thirty (30) days of receipt.
6. Provide documents in accessible format, as required by the Americans with Disabilities Act, when requested by the public.





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Jim Tank
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Executive Director
Denise Bulat

C. PRODUCTS /SERVICES

As outlined in Attachment A, Bi-State will:

1. Provide staff assistance for the following: up to nine (9) sustainability steering committee meetings and up to eight (8) input sessions related to the sustainability plan; and two County Board meetings to introduce and later to consider the adoption of the sustainability plan.
2. Develop working draft text and maps for review by the board and/or planning group/steering committee, one (1) final draft document for the public hearing not to exceed thirty (30) copies, and not to exceed thirty (30) final printed copies for the sustainability plan, one (1) .pdf format copy provided electronically and up to ten (10) CD copies for reproduction.

D. SCHEDULE

Work on this project will begin on March 18, 2010 and will be completed by November 30, 2010.

E. AMENDMENT OR TERMINATION

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

F. HOLD HARMLESS

The County 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 County.



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 Gene Meeker, Alderman
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- City of Moline
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- Cities of Blue Grass, Buffalo, Eldridge, LeClaire, Long Grove, McCausland, Princeton, Riverdale, Walcott, West Liberty, and Wilton
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 Rory Washburn
- Executive Director
 Denise Bulat

H. COMPENSATION

The County agrees to pay Bi-State \$25,000 for the total cost of the project. Bi-State will bill the County on completion of the project, unless otherwise requested by the County.

Bi-State Regional Commission

Date

Scott County Board of Supervisors

Date



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ATTACHMENT "A"

BI-STATE REGIONAL COMMISSION SERVICES OUTLINE FOR THE SCOTT COUNTY SUSTAINABILITY PLAN

MUNICIPAL REPRESENTATIVES:

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The following tasks are suggested in the preparation of a sustainability plan for Scott County:

Public Input Process

Public input into the sustainability plan will be accomplished through the establishment of a steering committee, appointed by Scott County, and through a series of public meetings. The Steering Committee is suggested include county staff and community representatives from a variety of sustainable topical areas (up to 9 meetings during contract period). The Steering Committee will work with Bi-State staff to develop a plan outline and community dialog input strategy to get public input and involvement. *(Other input may be used by the County to solicit input, such as a survey using an online service or use social networking (e.g. reduce travel time = reduce emissions. These specialty costs are outside the scope of this contract but Bi-State staff assistance in implementing these features would be available.)*

Bi-State staff will facilitate and assist with one overall visioning meeting, up to six targeted focus group meeting and one public meeting where the final draft plan will be showcased for review/comment. The visioning or kick-off session will examine "What is Sustainable Living?" and will define and outline the plan process, seek input on sustainable focus areas (e.g. what is important to residents and officials?) and utilize examples from other areas of country to illustrate types of plans & outcomes.

Up to six focus group meetings will be held with targeted discussion on sustainable issues: community design/development, energy reliance, mobility, economy, social responsibility and environmental stewardship, and/or other topics deemed appropriate based on input from the visioning session and steering committee input. Bi-State staff will facilitate these community dialog meetings, in one of the following manners:

- Can gather input from targeted audience similar to the topic areas (e.g. land management, energy, economy, environment, social responsibility)
- Offer focus group to targeted groups with diverse background to discuss topic areas



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- Hold 2-3 focus groups glean input on topic areas with invitation to any and all meetings and hold follow-up 2-3 meetings to prioritize and focus input further

Assistance will be provided in developing solicitation of public input from local government, business, organizations and citizens. The input will be analyzed and reviewed with the steering committee. The information obtained through this process will be used to gain insight into the public's suggestions and ideas for the county's future sustainable policies/practices. A final public meeting will be held prior to adoption of the plan by the County Board.

Policies, Goals, and Objectives

Policies for Scott County will be reviewed and formulated through meeting with the Steering Committee as well as through review of information obtained from public input. Goals and objectives will be developed that lead to sustainability with suggested indicators or benchmarks to measure performance. Specific methods to reach the goals or evaluation criteria will be described in the implementation strategies to help measure the plan's impact. A timeline for reporting program and reviewing/updating the plan will be included and will be presented in the final portion of the sustainability plan.

Assessment - Existing Conditions and Background Information

The existing conditions and background information about Scott County will be collected through interaction with staff and government officials from all levels within Scott County related to sustainable practices currently in use. Gaps will be determined and analyzed based on existing sustainable practices in Scott County and elsewhere. Analysis, reports, studies and the most recent Census information will be utilized. Physical aspects of the county will be referenced from the Scott County Comprehensive Plan. A general assessment will be made to enable policy development to occur.

Strategy Development and Plan Implementation

Near the completion of the sustainability plan process, short and long term strategies/projects will be determined and listed in the final section of the document to provide the County with a summary of proposed priorities. As noted in public input, social networking may be used to solicit input in the plan development process and later used for implementation and marketing of sustainable living practices of Scott County.

For the process and product to have the most impact, it is suggested that implementation and continued use of the plan involve:



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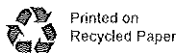
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- Utilization of the plan to make informed policy, program, and operational decisions;
- Update and maintain current documents;
- Update and maintain a current capital improvement program;
- Frame plan development in terms of what is the most sustainable way to gain input and provide information (e.g. hold physical meetings where participants can take transit or travel the shortest distances, and/or use of technology to disseminate information and provide plan progress reports)
- Revisit the plan annually to ensure that it continues to reflect the current policies/practices and amending the plan, if needed.



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