



## **Proposal to Prepare a Street Utility District Plan Scope of Services**

This proposal is for services related to Item No. 3 in our letter dated April 13, 2009. The purpose of this study would be to prepare a plan for the creation of a street utility district that would fund a higher level of street-related services within the Village area of a consolidated municipality. It is proposed that Ruekert & Mielke would prepare the plan, with legal review of the plan by the Boardman Law Firm. Our scope of services for this project includes the following tasks:

### **Task 1: Gather Data and Review Street System**

This task will include the following:

#### **A. Inventory of Existing Street Facilities**

We will work with the Directors of Public Works for each community to obtain available information regarding the cross-sections and amenities of existing streets in the City and Village, including such items as curb and gutter, sidewalks, stop signs and street lights. We will prepare an inventory of streets in the study area indicating the types of amenities provided by segment.

#### **B. Interviews with Directors of Public Works**

We will interview of the Directors of Public Works for the two communities regarding the specific levels of service that are provided in their communities, in terms of what services are provided and how frequently such services are provided. For the Village in particular, we will ascertain if there are different levels of service provided in different areas of the Village or if the service levels are relatively uniform throughout the Village.

#### **C. Description of the Differences in Service Levels**

Based on the inventory of street amenities and the interviews with the Directors of Public Works we will prepare a description of the levels of service provided throughout the study area. If needed for illustration purposes, we will prepare a map of the service area indicating areas where different service levels are provided.

#### **D. Analysis of the DPW Budgets of the Existing City and Village and the Proposed Merged Budget**

We will conduct a detailed analysis of the existing and proposed budgets to estimate costs per street mile for the different levels of service identified above. For this analysis, police patrol costs will not be included as street-related costs.



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### Task 2: Determine the Boundary for a Proposed District and the Costs to Be Recovered

This task will involve two steps, as outlined below:

#### A. Recommendation of Street Utility District Boundaries

This task will involve consideration of the appropriate boundaries for a Village street utility district, based on the physical characteristics of the street system and locations where higher levels of service are provided. A map showing the proposed boundaries of the district will be prepared.

#### B. Development of a Method for Allocating Costs to the Proposed District

This task will involve developing a methodology that can be applied to the proposed 2009 merged budget, as well as future budgets, to allocate street-related costs to the Village street utility district budget. The method developed should be fair, based on reasonable estimates of the costs to provide a higher level of service, and be easily replicated using future years' budgets if the two communities decide to consolidate. Once a methodology is developed, it will be applied to the proposed merged 2009 budget to determine how much of the cost of that hypothetical budget could be allocated to a street utility district.

### Task 3: Computation of Tax Rate Impacts

The most recent available property value of properties within the proposed district boundaries will be determined. The impacts on post-consolidation municipal tax rates of creating such a district will be estimated based on the costs proposed to be allocated to the district and the property value within the proposed district.

### Task 4: Legal Review

Review and comment on the legal defensibility of the Village street utility district, including the proposed boundaries for the street utility district and the allocation of costs to that district. Prepare a draft ordinance establishing the proposed Village street utility district.

### Task 5: Report

#### A. Prepare a Preliminary Report

Prepare a preliminary report explaining the study methodology and findings. Provide copies of the preliminary report to the Administrator and Director of Public Works for each community for their review.



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**B. Prepare a Final Report**

Incorporate review comments from both Village and City staff. Provide copies of the final report to the Merger Advisory Committee members, Administrators and Director of Public Works for each community. Attend a meeting of the Merger Advisory Committee and present the findings of the report.

Deliverables

Report on the creation of a Village street utility district.  
Attendance at a meeting of the Merger Advisory Committee to present the report.

Cost

Our estimated costs to complete all of the items included in this proposal are as follows:

Ruekert & Mielke	
Study of the creation of a Village street utility district (including report preparation and presentation)	\$16,000
Boardman Law Firm	
Review of the proposed street utility district	\$ 4,000
<b>Total</b>	<b>\$20,000</b>