

RESOLUTION NO. 1381

RESOLUTION APPROVING CONSULTING SERVICES FOR A COMPLETE REVIEW OF POLICE DEPARTMENT POLICIES AND PROCEDURES AND A DRUG TESTING POLICY WITH LYNCH DALLAS, PC IN AN AMOUNT NOT TO EXCEED \$5,000.

WHEREAS, the City of West Branch desires update their police policies and procedures and adopt a drug testing policy; and

WHEREAS, Lynch Dallas, PC, of Cedar Rapids, IA has provided a proposal for these services; and

WHEREAS, this proposal would include a complete review of the police department's policies and procedures and a drug testing policy for all city employees; and

WHEREAS, it is now necessary to approve said proposal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned proposal from Lynch Dallas, PC, of Cedar Rapids, IA is hereby approved.

Passed and approved this 17th day of August, 2015.


Roger Laughlin, Mayor

ATTEST:


Matt Muckler, City Administrator/Clerk

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July 29, 2015

Matt Muckler, City Administrator
City of West Branch, Iowa
110 North Poplar Street
West Branch, Iowa 52358

Re: West Branch Police Department Policies and Procedures Review

Dear Mr. Muckler:

I am writing in response to your request for Lynch Dallas, P.C. to provide a proposal to perform a complete review of the City of West Branch Police Department's Policies and Procedures. A complete review of the Police Department's Policies and Procedures would include the following services: reviewing all of the Police Department's policies; providing recommendations regarding revisions or additions to the Police Department's policies; consulting with the Police Department and City Administration regarding any recommended changes; and updating the Police Department's policy book with the changes the Police Chief, City Administration, and City Council have approved. This will include providing a copy of the revised Policies and Procedures to the City and Police Department in a password-protected electronic format.

We have conducted an initial review of the information you have provided regarding the Police Department's Policies and Procedures at no cost to the City. As a result of the initial review, we have determined that the overall cost to review and revise the Police Department's Policies and Procedures would be \$4,500.00. Furthermore, the City has expressed interest in developing a drug testing policy for the police department and/or all City employees. If the City were interested in having Lynch Dallas, P.C. draft a drug testing policy for all City employees in addition to the Police Department's Policies and Procedures review, the overall cost would be \$5,000.00.

These quotes are "not to exceed amounts" that will guarantee the charges to review and revise the policy book will not exceed \$4,500.00 or \$5,000.00 if the City also requests that Lynch Dallas P.C. draft a drug testing policy. In addition, an accounting of the time spent working on the review will be provided to the District based upon the hourly rates of \$165.00 per hour for shareholders, \$145.00 per hour for associates, and \$85.00 for legal assistants. If the amount of fees incurred to perform the review is less than the amount quoted, the District will only be billed the amount of fees incurred to complete the review.

LYNCH DALLAS, P.C.

Matt Muckler,
City Administrator

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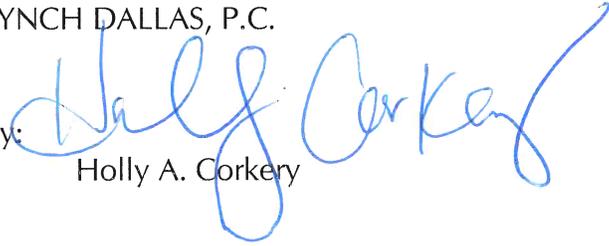
We are very flexible in working with cities in setting up a timeline for review. We can begin work on reviewing and revising the manual upon approval of the quote set out in this letter. If you have any questions regarding the proposed review of the Police Department's Policies and Procedures, please do not hesitate to contact me.

Sincerely,

LYNCH DALLAS, P.C.

By:

Holly A. Corkery



HAC:ram
~~Enclosures~~