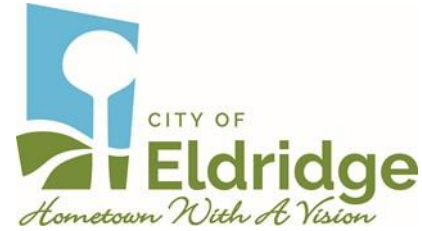


COMMITTEE OF THE WHOLE MEETING AGENDA
Monday, August 5th, 2024, 6:00 pm
Eldridge Community Center – 400 S 16th Ave

1. Call to Order and Roll Call
2. Approval of Agenda
3. Old Business
 - A. Discussion on Council approval for purchasing budgeted items and threshold for non-budgeted items
 - B. Discussion on renewal of QC Chamber Business & Economic Growth Services Agreement for an additional 5 years
 - C. Discussion on continuing annual contribution to RIADA (Rock Island Arsenal Defense Alliance) at an increased amount of \$7,500 beginning January 2025
4. New Business
 - A. Discussion on local business directional signage
 - B. Discussion on potential annexation of Rivaldd Farms Inc. parcel
 - C. Discussion on participation in ICAAP (Iowa Clean Air Attainment Program) grant application for regional transit study with Bettendorf, Davenport, & Le Claire
5. Adjournment

City of Eldridge

MEMORANDIUM



To: Mayor and Council
From: City Administrator, Nevada Lemke
Re: Council Approval Thresholds for Purchases
Date: August 1, 2024

Mayor and City Council:

With the recent start of a new Fiscal Year, several purchases have come forward for Departments that were specific items or pieces of equipment that were approved in the budget by the City Council. There is currently no active policy in place that defines what purchases need to come before the City Council for approval after the budget is adopted.

It is my recommendation that the City Council consider adopting a formal procedural policy that clearly defines the monetary thresholds for each level of authorization for approval. This will ensure consistency among the Department's as well as current and future management and administrative staff.

An example of a Purchasing Authorization Policy is included with this memo for your review and input regarding the approval levels and internal procedural requirements based on the estimated total purchase/project.

Mayor Frank King
Councilman Adrian Blackwell

Councilman Ryan Iossi
Councilman Daniel Collins

Councilman Scott Campbell
Councilman Brian Dockery

PURCHASING POLICY AND PROCEDURE MANUAL

Date of Version: July 31, 2024 Resolution No.: 2024-XX

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I. INTRODUCTION

This policy is to promote efficiency, transparency, and fairness in procurement of goods and services. Purchasing of goods and services for the City is to be accomplished impartially, with no favoritism toward any individual vendor and with no appearance of impropriety. This policy establishes consistent purchasing procedures while maintaining certain controls to obtain needed goods and services efficiently and economically. The cooperation of all City employees, administration and vendors is essential if the City is to obtain maximum value for each tax dollar spent. All purchases and procurements shall be reasonable and necessary. Only the purchasing methods described herein are available for purchasing goods and services on behalf of the City.

No purchase made by an employee shall bind the City to receive and/or pay for the goods or services procured, unless authorized by the methods described herein. Transactions shall not be split into smaller parts to circumvent the dollar limitations and requirements of this policy.

Responsibilities

It shall be the responsibility of the Department Head to ensure that his/her department follows all policies and procedures and expenditures are within the Department's budget. The City's purchasing system is considered decentralized (each departments' responsibility) except for those goods, services, and equipment that qualify or are designated for centralized purchasing.

Regulating Authorities

Requests and suggestions for changes to this policy may be submitted to the City Administrator at any time. All changes in this manual shall be approved by City Council by resolution to be effective.

Noncompliance

Noncompliance with these policies and procedures may result in the return of improperly authorized or prepared documents, nonpayment of vendor invoices, cancellation of purchase orders or purchasing privileges, or other sanctions as determined necessary after consultation with the Department Head and/or City Administrator.

II. PURCHASING POLICY

The City of Eldridge utilizes different dollar value thresholds for determining what purchasing methods should be used as well as the level of approval required. These thresholds are established by the State of Iowa or federal rules, as well as the best judgement of the City Council in determining an appropriate level of oversight for activities. These purchases can generally be broken down into two categories: purchases that are considered public improvements and all other purchases.

Public Improvements

A Public Improvement is defined as a building or construction work which is constructed for the City of Eldridge and is paid for in whole or in part with funds of the governmental entity. A public improvement project may involve new construction, reconstruction, or an improvement that results in betterment to a facility by improving either the original design of the facility or the function of the facility.

Repairs or maintenance work are subject to this policy unless performed by a City of Eldridge employee. This is defined as the preservation of a building, storm sewer, sanitary sewer, or other public facility or structure so that it remains in sound or proper condition, including minor replacements and additions as necessary to restore the public facility or structure to its original condition with the same design.

Public improvement projects are broken down into two types: Vertical Infrastructure and Horizontal Infrastructure. When planning a public improvement and determining which bidding threshold applies, the estimated total cost of the project applies. This estimate should include labor, materials, equipment, and supplies and should exclude the cost of architectural, landscape architectural, or engineering design services or the cost of inspections.

Vertical infrastructure includes the following:

- Buildings and all appurtenant/accessory structures
- Utilities
- Incidental street improvements including sidewalks
- Site development features
- Recreational trails
- Parking facilities

Vertical infrastructure does not include any work constructed in conjunction with or ancillary to highway, street, bridge or culvert projects, including but not limited to utilities and sidewalks.

Estimated Total Project	Requirement	Approval Level
Equal to or less than \$81,000*	Informal Procedures	Department: less than \$5,000 City Administrator:- \$5,000 \$24,999; City Council- \$25,000-\$81,000
Greater than \$81,000* and less than \$196,000*	Competitive Quotation Procedures	City Council
Greater than \$196,000*	Competitive Bidding	City Council

Horizontal infrastructure includes the construction, reconstruction, improvement, or repair and maintenance of a highway, bridge or culvert.

Estimated Total Project	Requirement	Approval Level
Equal to or less than \$65,000*	Informal Procedures	Department: Less than \$5,000 City Administrator: \$5,000 - \$24,999 City Council: \$25,000 - \$65,000
Greater than \$65,000*	Competitive Bidding Procedures	City Council

**These amounts are effective as of January 1, 2024. The law requires these amounts be reviewed not less than biennially, effective January 1 following any such adjustment. This Policy shall automatically incorporate and the City shall properly follow any threshold adjustments which may occur subsequent to January 1, 2024. A listing of bid thresholds is available at: http://www.iowadot.gov/local_systems/Bid-and-quote-thresholds*

Some projects may be combined and include portions that are both horizontal and vertical infrastructure. In that case, the more stringent bidding requirements should be used. For example, if utilities are constructed in conjunction with a street project, the horizontal infrastructure thresholds should be used. If the utilities are constructed independently, the vertical infrastructure thresholds can be used.

If donated funds are to cover the entire cost of the public improvement, the City does not need to utilize the processes specified above.

For public improvement projects, the City Administrator can approve change order(s) up to an aggregate amount of \$15,000 without additional council approval. However, if the change order(s) increases the cost of the project by more than 10% from the amount that the Council originally approved, then the current change order(s) and any future change order(s) for the project shall be approved by Council. After the change order has been approved, a report will be provided to Council indicating the vendor name, amount, purpose of contract, and reason for the change order.

All Other Purchases

Purchases of goods or services which fall outside of the definition of a public improvement are governed by different dollar thresholds and processes.

Estimated Total Project	Requirement	Approval Level
Less than \$10,000	Informal Procedures	Department: less than \$5,000 City Administrator: \$5,000-\$9,999
\$10,000 to \$14,999	Request for Quotations	City Administrator
\$15,000 or greater	Request for Quotations or Sealed Request for Proposals	City Council

Purchases and Contracts less than \$5,000

Any goods and/or services under this threshold may be purchased by Department Heads or their respective designees without receiving quotes if the Department Head/Designee makes a conscious decision that it is not worthwhile based on the minimal savings and the investment of time for staff to get quotes. If the Department Head makes the decision to get quotes, at least 2 must be obtained.

Purchases and Contracts \$5,000 to \$24,999

The purchase of any goods or services where the total value is between \$5,000 and less than \$25,000 shall require written quotations from at least three suppliers or documentation to substantiate effort to get three quotes. Once Department Head and/or City Administrator approves (and City Council if applicable) and contract is signed, if applicable, requester can make the purchase. It is the responsibility of the Department Head to maintain the quotes.

Purchases and Contracts equal to or greater than \$25,000

For goods or services of \$25,000 or more, a Request for Sealed Quotations or Request for Proposal (RFP) must be utilized. Request for quotes will be solicited for when the specifications and requirements are sufficiently standardized that the quotes can be easily compared with one another. A Request for Proposal (RFP) will be solicited when specifications and requirements are not standardized and the City wishes the bidder to propose a solution or methodology.

For a Request for Sealed Quotation or Request for Proposal, the Department Head or City Administrator shall approve the bidder specifications prior to release. The written specifications will include the time, place, and manner for filing quotations/proposals, which may be received by in person, by mail, or by e-mail as indicated in the specifications.

Exceptions

There are some circumstances which the thresholds for purchases other than public improvements will not apply. This includes the following situations:

- Already negotiated contracts including state contracts, federal supply schedule or other national procurement associations
- Sole source may be used for OEM (Original Equipment Manufacturer) and warranty repairs, if prior approval is obtained from Council. Sole source is defined as a vendor who is the only one qualified or allowed to perform maintenance based on the manufacturer's warranty or who is allowed to sell parts/goods in a particular geographic location for a product. All purchases involving a sole source vendor where competitive bids are required shall be accompanied by written justification from the Department Head detailing the reason for a sole source purchase.
- On-going services that are under a contract or 28E agreement, including rents and leases, maintenance and service agreements.
- Medical physicals and expenses, employee insurance and benefit programs, and the related third- party administrators.
- Services only provided by one vendor (i.e. utilities, annual dues, subscriptions).
- Travel and Training
- Projects being wholly funded by donated funds

Local preference Policy

The City Council has determined that it is in the best interest to make smaller dollar purchases through local businesses. A local business is defined as any business that owns or leases a building within the city limits of Eldridge and uses the building for the conduct of business operations within the City. For the purchase of goods or services, if the anticipated cost is less than \$5,000 and the Department Head determines that significant savings to the city from competitive bid or quotation appears unlikely.

This policy shall be interpreted to give a local preference to the extent consistent with state law and this Purchasing Policy. It is not appropriate to solicit bids or quotations, then select a higher bid or quote because of local preference. It does not apply when awarding contracts for public improvements, nor to goods and services purchased with the assistance of federal, state or county funds. It does not apply to other specific circumstances when the application would make it unlawful under state or federal law, including the application under treaty or trade agreements.

Capital Improvement Plan

For goods or services already approved in the annual Capital Improvement Plan (CIP) budget, which is no greater than 10% of the original estimate, the department can proceed without additional Council approval. Other approval levels based on dollar thresholds still apply.

Change Orders

The City Administrator can approve change order(s) up to an aggregate amount of \$15,000 without additional Council approval. However, if the change order(s) increases the cost of the project by more than 10% from the amount that the Council originally approved, then the current change order(s) and any future change order(s) for the project shall be approved by Council. After the change order has been approved, a report will be provided to Council indicating the vendor name, amount, purpose of contract, and reason for the change order.

Motor Vehicles

Any motor vehicle licensed to be driven on the road must be approved by Council prior to purchase.

III. PURCHASING METHODS

The method of purchasing to be used, or how a bid or quote is obtained, is determined by the type of project/purchase as defined above. Regardless of the method required for a purchase, the City of Eldridge strives to ensure full and open competition, guarantee the objective performance of the contract, and eliminate the possibility for unfair competitive advantages. Proposal selection shall be based on responsiveness to the solicitation, price, quality, deadlines of delivery, warranties, accountability and fulfillment of the service, and other relevant factors.

Informal Procedures

If the estimated total cost of the project is equal to or less than the minimum threshold amount as defined by type of project above, the City may proceed as deemed in the best interest of the City. If the Department Head makes the decision to get quotes, at least two must be obtained. A quote can be a verbal quotation received over the telephone, print screens from a website, information from a catalog, or a written amount. It is the responsibility of the Department Head to maintain the quotes.

For public improvement projects which require an informal procedure, a performance and

payment bond is required from the contractor for any work exceeding \$25,000 in total cost, including change orders.

Competitive Quotation Procedures

The competitive quotation process is for vertical infrastructure projects only. The City must make a good faith effort to obtain quotes from at least two contractors regularly engaged in the required work before awarding a contract. Quotes may be obtained after the city provides a description for the work to be completed, including plans and specification prepared by an architect or engineer, and allows all potential contractors an opportunity to inspect the project site.

The quotes received should detail the amount for labor, materials, equipment and supplies. The lowest responsive, responsible bidder shall be awarded the bid, or the City may reject all quotes. A resolution awarding the bid and approving a contract must be approved by the City Council prior to work commencing. The contractor's performance and payment bond, and certificate of insurance, must also be on file before work begins.

If the work can be performed by employees of the city, the city may file a competitive quotation for the work to be performed in the same manner as a contractor. For purposes of comparing the city's quotation to perform the work with city employees to a contractor's quotation to perform the work, the amount of estimated sales and fuel tax which a contractor identified in its quotation must be deducted from the contractor's quotation.

If no quotations are received to perform the work or if the city's estimated cost to do the work with its employees is less than the lowest responsive, responsible quotation, the city may authorize its employees to perform the work.

Competitive Sealed Bid Procedures

This process requires an architect or engineer to prepare plans and specifications as well as calculate the estimated total cost of the project. The process for selecting an architect or engineer is one that is qualifications based, meaning the City should select the best qualified firm to complete this task, if the City does not have a hired or appointed City Engineer that is qualified to complete this task. See Request for Qualifications below for more information.

Once plans, specification and an engineer's cost estimate are prepared, the City Council must order and then hold a public hearing on the plans, specifications, form of contract and estimated cost of the project. Following the public hearing the City must then send a notice to bidders, which includes the time and place for filing sealed bids, time and place the bids will be opened, general nature of the public improvement, general timeline of the project, and detail the requirements of the bid security. The notice might also include other pertinent information and that the city reserves the right to reject any and all bids.

The City will also publish a notice not less than 13 and no more than 45 days before the bid filing deadline, as required by law, in the following locations:

- The Construction Update Network
- The City of Eldridge website

Depending on the scope of the project, a pre-bidding meeting might be necessary to give potential contractors a chance to ask questions about the project. This decision shall be left to each City Engineer and/or Department Head.

After the deadline for bids to be received, a formal bid opening will be held. The City must record on the envelope containing the bid the time it was received and the name of the person who received it. Any bid received after the deadline cannot be considered and must be returned to the bidder unopened. After the bids have been opened, the city can award the contract, by resolution, to the lowest responsive, responsible bid or reject all bids and set a new date for receiving bids. The contractor's performance and payment

bond, and certificate of insurance, must also be on file before work begins.

Request for Qualifications

A Request for Qualifications should be issued when seeking the best qualified firm for providing professional services, such as architectural and engineering services. Where practical, however, those vendors providing such services should be asked to submit quote or bids to provide the services requested. Such proposals shall be evaluated on the basis of the vendor's reputation, experience, and understanding of the work to be done. Price, while being a factor, may not be the primary factor. City Department Head, City Administrator and City Council authorization or affirmation is still required at the same dollar limitations.

Request for Sealed Quotations

For purchases of goods or services meeting the above thresholds, the following request for bid process should be used. The Department Head should have a written set of standards and specifications for which pricing is being sought. Bids are open at an announced time, and each bidder is identified along with the bid amount. The award should go to the lowest responsive, responsible bidder at the appropriate approval levels based on the dollar threshold.

Request for Proposals (RFP)

For purchases of goods services meeting the above thresholds, a Request for Proposal should be used when the City is seeking a service for which there is not a standardized specification for bidders. Instead, a scope of work provided by the City guides bidders on what items should be submitted in a response.

Evaluation criteria should also be specified in a bid document and then used to determine the best proposed process and/or firm for the given service. The City is not required to accept the lowest dollar bid in this process. At a minimum, advertisement of this bid should be posted on the City of Eldridge website. The City may contact known vendors that provide this service to notify them of the RFP. Request for Proposals should be sealed bids so as to prevent any disclosure of process, cost or any other aspects of a proposal. The bid openings for RFPs are not public.

Request for Information (RFI)

This method can be used when the City wants to obtain valuable information from potential suppliers of goods or services by simply asking for the information from known and qualified firms. Potential suppliers may provide method-valuable information, alternative solutions, and enable the entity to evaluate their approach to the procurement of the good or service.

This method can also be used for contracts for leases or acquisition of real property. A lease or acquisition value is negotiated after considering competitively acquired information about alternatives and values.

The City Administrator and City Clerk of Financial Officer must be included in these negotiations. Council action is required before any contract is signed for acquisition of real property.

IV. POLICIES RELATED TO THE PROCUREMENT

Outside of the dollar thresholds and approval levels, there are additional policies which departments and City personnel must consider when making a purchase.

Prepayments

The City does not prepay for goods or services or utilize prepaid devices such as gift cards. If a vendor requires prepayment for goods or services, authorization must be

obtained from the City Administrator or City Clerk.

Sales Tax

The City does not pay sales tax for goods or services. Employees should provide the vendor the City's sales tax exemption number. If the vendor does charge sales tax, it will be the responsibility of the employee to get a credit or refund. The exception to paying sales tax is when an employee is paying for items personally and being reimbursed, such as travel expenses. In those instances, the employee will be reimbursed for sales tax.

Emergency Purchases

Emergency purchases are exempt from getting quotes or soliciting bids when the incident could not be foreseen and the repair/service is required to continue service to the public or to insure the safety of citizens or employees. The City Administrator must provide prior authorization for an emergency purchase.

Procurement Records

Departments are responsible for maintaining all specifications, quotations, selection criteria, performance and payment bonds, certificate of insurance, and contracts. Please see the Iowa Records Retention Manual for further guidance.

Iowa Gift Law

Please see the 2024 Eldridge Employee Handbook for the City's policy regarding Iowa's Gift Law.

Conflict of Interest

If an elected official or an employee of the City of Eldridge has a conflict of interest related to the selection, award, or administration of a contract supported by a Federal award, this must be disclosed to the City Administrator or Mayor immediately. A conflict of interest can include when an elected official or employee, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Related Party Transactions

Purchase transactions for goods or services from an officer of the City or an employee of the City, including Board and Commission members, is limited to \$2,000, in any one occurrence, unless the sale is made after public notice and a competitive bidding process per State law. Regardless of the amount, the employee must disclose the purchase to his/her Department Head, the City Administrator, and City Clerk.

State or Federal Grant Expenditures

All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. In regards to federal programs, all procurement will be done in accordance with 2 CFR; Part 200 unless federal requirements conflict with local or state requirements, then the most restrictive requirement will be followed (see Appendix A for federal requirements). All bid specifications for a purchase that is funded through a State or a Federal grant must list all additional specifications for the goods or services that are required by the grantor. Contractors must be evaluated when the bids are received on their ability to meet these State or Federal requirements. In addition, no purchases to be covered by the grant can be made prior to the execution of the grant agreement unless approved by the grantor.

Centralized Purchasing:

Goods, services, and equipment that are determined to qualify under any of the following

criteria will be purchased and bid by the Department/Clerk's Office:

- Where bulk purchasing or exclusiveness can save the City money.
- Where consistency across departments creates organizational efficiency
- Where no department is directly responsible for a good or service that affects many departments
- Where the City Administrator determines that it is beneficial for the City to do so

The ordering Department will create bid specifications, solicit bids, and manage contracts for goods, services, and equipment that are deemed to qualify.

For the goods, services, or equipment qualifying under this section, departments must contact the ordering Department for vendor issues, complaints or other related activities.

Qualification for centralized purchasing will be determined by the City Administrator and the City Clerk or City Financial Officer.

V. PURCHASING PROCEDURES

In order to complete a purchase, the following internal procedures must be used in order to pay for a purchase.

For goods/services that are less than \$5,000, an invoice must be coded to an expense line and approved by the Department Head or higher authority prior to being placed on a City Council agenda for approval for payment.

Purchase invoices shall be approved in the following manner. Department Heads may set more restrictive approval requirements within their departments if desired. A higher authority is defined as the City Administrator, City Clerk or Financial Officer, or a designee of either.

- Between \$5,000 and \$9,999 must be coded to an expense line and approved a by a Department Head or higher authority. It must also be initialed by the Accounts Payable Clerk and then added to the City Council agenda for approval for payment
- \$10,000 and \$14,999 must be approved by the City Administrator after receiving 3 competitive quotes prior to going through the internal approval process as stated above
- \$15,000 and over must be placed on a City Council agenda and voted on for approval for purchase prior to going through the internal approval process as stated above.

If the purchase is being requested to be paid out of Capital Improvement Project (CIP) funds or is coded to an equipment/vehicle expense of \$5,000 or more, the City Administrator or City Clerk/Financial Officer will also approve. If the dollar amount equals or exceeds the \$15,000 threshold, the purchase will also need to be placed on a City Council agenda for approval prior to purchase.

Petty Cash

Petty cash may be used to make change for customers or to make purchases of under \$20 with the approval of the City Administrator or City Clerk/Financial Officer prior to making the purchase.

Petty cash should not be used for:

- Travel and training expenses or clothing expenses
- Purchases where the City has a credit account
- Purchases that can be made with the employee's credit card.

A receipt is required for all petty cash purchases. It should indicate the description of the item, purpose, amount paid, account number to be expended and signature on the receipt.

The City Clerk/Finance Officer must authorize any increases or decreases to a department's petty cash. If a petty cash fund is desired, it must be requested and approved through the City Clerk/Finance Officer or his/her designee.

City Credit Card

A City credit card may be used to pick up needed items locally, pay for items on the internet, when it is necessary to expedite goods, and when an advance deposit is required (i.e. travel reservations).

Supervisors or Department Heads will approve the purchase and sign the monthly reconciliation sheet when coding. The City Administrator or a higher authority must also sign the monthly reconciliation sheets. The Credit Card User must sign and date the invoice, receipt, or order acknowledgement indicating items were received and in good condition. See Credit Card Policy for more information.

Employee Reimbursement

Employee reimbursements are for staff that do not have a credit card and/or need reimbursed for:

- Approved travel costs
- Training costs (i.e. registration fees, educational materials, office supplies)
- Clothing allowances
- Low-cost items that are needed that day (i.e. part)

Employees are required to submit original detailed receipts indicating vendor name, date & time of purchase, and items purchased. Supervisors and/or Department Heads must approve the employee reimbursement request.

Budget Approval

Department Heads are responsible to select the most appropriate account number and stay within their overall approved budget for each activity. This means that a specific budget expenditure line can be exceeded as long as the entire activity is not. If circumstances arise where the budget is not sufficient or if the Department Head wants to make a change, follow these guidelines:

Transfers

If the good or service exceeds the budgeted amount, the Department Head may request:

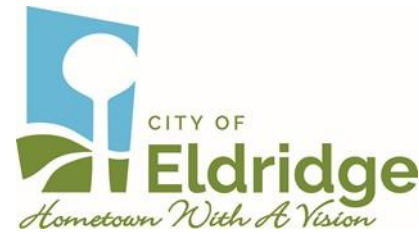
- A budget line transfer when moving from one expense line to the other within the same fund and department activity, which nets to zero. This only requires the Department Head's approval, as well as City Clerk/Finance Officer approval. The exception is that you cannot decrease wages or benefit lines and move the savings to other budget lines.
- A budget line transfer between funds or department activities, but within the same budgetary function as defined by State Code, requires the Department Head and City Clerk/Finance Officer's approval.
- A budget transfer between budgetary functions requires approval of the public through a budget amendment. Prior authorization must be sought from the City Administrator and City Clerk/Finance Officer who will in turn present it to the City Council for approval.

Exceptions

In the event that a purchase or service was not planned in the original budget and it exceeds planned budgetary function levels, prior authorization must be sought from the City Administrator and City Clerk/Finance Officer who will in turn present it to the City Council for approval

City of Eldridge

MEMORANDIUM



To: Mayor and Council
From: City Administrator, Nevada Lemke
Re: QC Chamber Business & Economic Growth Svcs Agreement
Date: July 31, 2024

Mayor and City Council:

The City of Eldridge has had a Business & Economic Growth Services Agreement in place with the Quad City Chamber of Commerce for the past 4 fiscal years which ends June 30, 2025. The fees for the services, as outlined in the agreement, are based on per capita for each participating municipality or agency and have increased by about 2% per year for the past 4 years. In the first year of the agreement the City paid \$9,584 and this year our annual fee is \$10,200.54.

The QC Chamber of Commerce has proposed a draft for the initial recommendation for renewing our BEG Services Agreement for a term of 5 more years. This initial recommendation has been provided to assist with FY26 public sector budget timelines. The recommendation provided to the City of Eldridge includes the following schedule of annual fees:

Year 1:	\$11,311.17	+\$1,110.63 from FY25 dues	9.8% Increase
Year 2:	\$12,649.77	+\$1,338.60 from FY26 dues	10.6% Increase
Year 3:	\$13,988.37	+\$1,338.60 from FY27 dues	9.6% Increase
Year 4:	\$15,326.97	+\$1,338.60 from FY28 dues	8.7% Increase
Year 5:	\$16,665.57	+\$1,338.60 from FY29 dues	8.0% Increase

The initial fluctuation of the change in dues is a result of the population adjustment, based on the most recent census. The annual recommended increase is \$.20 per capita through FY30 (7/1/2029-6/30/2030). The increase will re-balance the public/private contributions to 1/3 public sector and 2/3 private sector.

The QC Chamber representatives meet with City Administration on a quarterly basis to discuss the performance metrics for the region which includes: Identification of new projects; Assistance with resources; Business Attraction (leads and out of market outreach); Business Retention & Expansion; Business Creation; and Total Active Projects. It also reports on Business Attraction Outputs with totals for each Quarter based on businesses locating in the Region, Businesses retained and/or expanded, Capital Investment announced, Direct Jobs announced, New direct payroll, Average salary, and Economic Impact calculated.

Specifically for the City of Eldridge, the QC Chamber receives and distributes RFI's (Requests for Information) from National Site Selectors and project developers, markets our developable properties, and coordinates conversations with landowners, developers, project coordinators, and other stakeholders.

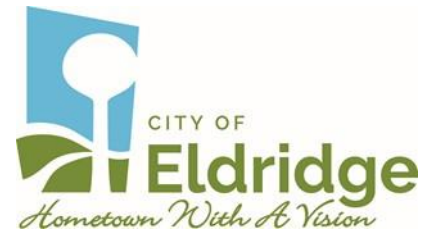
Mayor Frank King
Councilman Adrian Blackwell

Councilman Ryan Iossi
Councilman Daniel Collins

Councilman Scott Campbell
Councilman Brian Dockery

City of Eldridge

MEMORANDIUM



To: Mayor and Council
From: City Administrator, Nevada Lemke
Re: Continuing Support and Contributions to RIADA
Date: July 31, 2024

Mayor and City Council:

The City of Eldridge has been a contributing municipality to the Rock Island Arsenal Defense Alliance (RIADA) for the past several years. We contribute \$5,000 annually to support RIADA's mission to support the Rock Island Arsenal, as the Quad Cities Area's (QCA's) second largest employer, but also the QCA defense industries.

Specifically for the City of Eldridge, the Rock Island Arsenal provides 154 jobs which results in a \$30M impact on our community. The FY25 Goals have been defined and as a result, RIADA is seeking new funding. The ask from the City of Eldridge would be an increase from our current annual contribution of \$5000 to \$7500 beginning next year – FY26.

Attached to this memo requesting an increase in our annual contribution, you will find a report that was created by the Executive Director of RIADA, Mike Hutchison. The report outlines the purpose, history, mission, accomplishments, and goals for RIADA to provide additional information and support for the requesting increase in funding.

Mayor Frank King
Councilman Adrian Blackwell

Councilman Ryan Iossi
Councilman Daniel Collins

Councilman Scott Campbell
Councilman Brian Dockery

Rock Island Arsenal Defense Alliance

21 March 2024

The purpose of the Rock Island Arsenal Defense Alliance:

The Rock Island Arsenal (RIA) is the Quad Cities Area's (QCA's) second largest employer with 6500 employees. Its continued presence in the QCA cannot be taken for granted – the Department of Defense's Base Realignment and Closure (BRAC) process is a real threat. The Rock Island Arsenal Defense Alliance (RIADA) was established to promote the continued health and vitality of Rock Island Arsenal (RIA) as a significant contributor to our national defense and major employer in the QCA. In doing so, RIADA seeks to defend the existing missions and employment on RIA and seek opportunities to add additional missions and employment. In addition, RIADA seeks to support and promote defense industries located in the QCA.

The history of RIADA:

Recognizing the importance of the RIA to the economic vitality of the QCA, several retired employees of the RIA formed the Rock Island Arsenal Development Group (RIADG) in 2003. Similarly to RIADA, its mission was to promote and support RIA, primarily through facilitating the leasing of vacant space on RIA to commercial entities. In 2020, RIADG affiliated with the Quad Cities Chamber of Commerce as a 501c6 organization and changed its name to RIADA. In so doing, its mission was broadened to not only supporting RIA but also QCA defense industries. The move was made in recognition of the Quad Cities Chamber of Commerce's overall efforts to promote economic opportunities in the Quad Cities.

How RIADA accomplishes its mission:

RIADA is structured with a Board of Directors and an Executive Director. In addition, RIADA is strongly supported in its efforts by The Roosevelt Group (TRG), a Washington DC-based consulting group. The RIADA Executive Director maintains regular and frequent contact with the various key leaders on RIA, to include the RIA Garrison Commander (in effect, the 'mayor' of RIA, the Commander of the JMTC, and the Commanding Generals of some of the major Army Commands headquartered on RIA, to include First Army, US Army Sustainment Command and the Joint Munitions Command. Members of the Board of Directors also engage with Arsenal leadership. The contact and engagement by the Executive Director and Board members aims to understand the threats, opportunities and needs of RIA-based organizations. Then, working through TRG we engage with members of the QCA Congressional delegations, and their staffs, to translate RIA needs into legislative action.

Overall accomplishments of RIADA since its creation:

RIADA achieves most of its results by working with the QCA's Congressional delegation. Overall, working through the delegation, we obtained over \$115 million in facilities and

equipment investments for RIA. In addition, led efforts to obtain workload for the Joint Manufacturing Technology Center (JMTC) (the factory located on RIA). Again, working through the delegation, we drove efforts to obtain \$20M in funding to support the establishment of the Advanced Manufacturing Center of Excellence (AMCoE) at the JMTC. The AMCoE utilizes a range of additive manufacturing technologies and enabling tools, mostly 3D printing types. This Center makes parts for the Army and the DoD. Taking the concept further, we worked to obtain funding to establish the Jointless Hull program at the AMCoE. The Jointless Hull program entails the recent installation of the world's largest 3D printer. Once the printer is fully operational, we anticipate that it will attract workload from the Army and may attract companies to establish a new presence in the region. We supported the Army's Civilian Human Resources Agency (CHRA) in their analysis that led to CHRA adding more than 50 new white-collar jobs on RIA.

RIADA FY24 Goals:

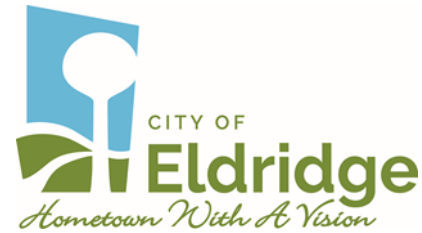
Working through our Washington DC-based consultants, we sought \$220M for projects aimed at Commands headquartered on RIA, plus the JMTC/AMCoE. These projects include sustaining workload for the AMCoE, and several programs that would be manufactured at the JMTC, including a pavement strength and deformation system, an artillery soft-recoil system, Shop, Equipment, Contact and Maintenance vehicle. RIADA also worked to obtain funding for the Navigation & Ecosystem Sustainability Program that will generate significant workload for the Rock Island District of the Army Corps of Engineers which is located on RIA. We also sought funding for an Army Real Estate Inventory Tool that could lead the Army to moving additional white-collar jobs to RIA. Finally, we sought report language from congress that would require the Army to provide a report to Congress on the adequacy of Army Reserve Mission Training Centers, which is the first step in the process that could lead to an MTC being established on RIA. The FY25 Appropriations Act was released on 20 Mar 24 and showed we were successful in obtaining \$148M for the initiatives on RIA.

RIADA FY25 Goals:

Besides continued funding for the projects spelled out in our FY24 goals, RIADA is seeking new funding and Congressional language that would further strengthen the RIA. Our new funding requests include funding for establishing the world's fastest 3D printing capability at the AMCoE, and an Advanced Occupancy Protection Restraint system to be made at JMTC. In addition, we're seeking language that would require the Army to ensure a guaranteed level of workload for its Arsenals and establish an Organic Industrial Base (OIB) Modernization Program Office at JMC. Finally, we're seeking language to establish an industrial resilience and workforce development grant program that could benefit companies and communities in the QCA.

City of Eldridge

MEMORANDIUM



To: Mayor and City Council
From: Jeff Martens, Assistant City Administrator
Re: Business Directional Signs
Date: 8/5/2024

Mayor and City Council:

At some point many years in the past city administration allowed businesses to purchase directional signs to their businesses and had public works crew install these signs. This well-meaning attempt to promote local business soon snowballed into an initiative that spiraled out of control. As you can imagine, as the community expanded it was not possible to install a sign pointing to every business in town in an aesthetically pleasing manner every time a new or existing business requested one. At the time I was hired I began receiving inquiries about these signs from new and existing business owners. After speaking with public works staff, I discovered that the city had not been putting up any new signs the last few years and had in fact had been taking down the existing signs as they became damaged in storms, faded to be illegible, were moved for construction or the ownership or names changed. When I looked for a record of any policies, resolutions or ordinances that regulate these signs I could find none. If you know of any, please let me know. Keep in mind that over the years the installation and maintenance of these signs was done at the city's expense. The businesses were only charged the actual cost of the initial sign. Again, I think it was a good faith effort at the time that proved to be unsustainable.

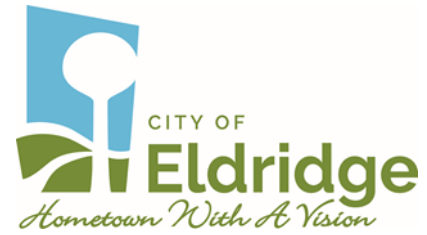
To make the issue more complicated according to city code the signs the city installed signs are a violation of our own city sign ordinance. The code was never modified when this initial initiative was started so these signs are technically illegal off-premise advertising signs.

I also learned that the Iowa Department of Transportation has their own statewide program that several Eldridge businesses take part in. The IDOT handles all the installation and maintenance of their own signs.

City staff would like to take down the city installed signs and offer to return them to the businesses that originally purchased them and refer any future inquiries to the IDOT program that is currently in place.

Please see some examples of these signs on the next page. These are not all of the sign in Eldridge only a sample of them.

City of Eldridge MEMORANDIUM



City of Eldridge Signs



City of Eldridge Signs



Eldridge Sign

City of Eldridge MEMORANDIUM



To: Mayor and City Council
From: Jeff Martens, Assistant City Administrator
Re: Potential Rivaldd Farms Inc. parcel annexation
Date: 8/5/2024

Mayor and City Council:

The city administration has been in contact with the Kay family and realtors who represent them. The Kay family owns four parcels of land in the name of Rivaldd Farms Inc. totaling 118.62 acres just outside the Eldridge city limits in the southwest corner of town just north of Slopertown Road. These parcels can be seen in the map below and at this link:

<https://beacon.schneidercorp.com/Application.aspx?AppID=1024&LayerID=21532&PageTypeID=1&PageID=9188>

The Kay family has indicated that they would be open to an annexation of these parcels into the City of Eldridge if the Mayor and City Council are interested. As you can see from the illustration this would line up the Eldridge southwest border with the annexation that Davenport recently completed.



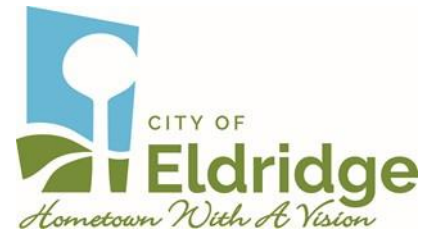
Mayor Frank King
Councilman Adrian Blackwell

Councilman Scott Campbell
Councilman Daniel Collins

Councilman Brian Dockery
Councilman Ryan Iossi

City of Eldridge

MEMORANDIUM



To: Mayor and Council
From: City Administrator, Nevada Lemke
Re: Participation in application for ICAAP Grant Funding
Date: July 31, 2024

Mayor and City Council:

The City of Davenport and the City of Bettendorf recently organized a meeting to discuss applying for an ICAAP (Iowa Clean Air Attainment Program) grant to fund a transit study looking at efficiencies that could be made between the two systems. As part of that conversation, they discussed investigating whether transit services are needed elsewhere in the County. They invited Le Claire and Eldridge to attend that meeting to provide input and determine interest in participating in the application to include a study around transit service needs in our community. Jeff Martens attended the meeting on behalf of the City of Eldridge.

In the meeting, the cost of the transit study was discussed and a proposed budget of \$200,000 was recommended, based upon conversations with other Cities that had completed a similar study. If an application for the ICAAP grant funding was approved and funds were awarded, the local contribution would be 20% of the cost. The City of Davenport would be the lead sponsor on the project and would administer the funds if awarded. The local split proposal would be based on population percentage from the most recent Census data. If the City of Eldridge chooses to participate, the estimated cost sharing portion that we would be responsible for would be within the range of \$1,768.52 - \$2,652.78.

Mayor Frank King
Councilman Adrian Blackwell

Councilman Ryan Iossi
Councilman Daniel Collins

Councilman Scott Campbell
Councilman Brian Dockery