



City Council Meeting Agenda

March 25, 2024 - 6:45 PM

**County Board Chambers, Rock Island County Office Building, 3rd Floor,
1504 Third Avenue, Rock Island, IL**

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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Moment of Silence

5. Public Comment

6. Minutes

- a. Minutes from the March 11, 2024 Study Session and City Council meeting.

Motion: Motion whether or not to approve the minutes as printed.

VV Voice vote is needed.

7. Awards and Honor Presentations, Officer Swearing in Ceremony, and Proclamations

- a. Presentation of a donation of Tommy the Moose stuffed animals from the Rock Island Moose Lodge #190.
- b. Proclamation declaring Thursday, April 4, 2024 as Junior Achievement Day in the City of Rock Island.

8. Update Rock Island

9. Consent Agenda

All items under the Consent Agenda are considered to be routine in nature and will be enacted by a single motion and subsequent roll call vote. There will be no separate discussion of these items unless an Alderperson so requests, in which case, the item will be moved from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

- a. Claims for the week of February 16 through February 22, 2024 in the amount of \$187,353.42; special check run February 19 in the amount of \$1,053.00; for the week of February 23 through

February 29, 2024 in the amount of \$963,720.24; and payroll for the weeks of February 19 through March 3, 2024 in the amount of \$1,798,422.97.

- b. International City/County Management Association (ICMA) claims for the week of February 10 through February 23, 2024, in the amount of \$32,915.83.
- c. ACH Payments for the month of February 2024 in the amount of \$1,233,621.43.
- d. Purchase Card Claims for the period of January 27, 2024 through February 26, 2024 in the amount of \$96,160.73.
- e. Report from the Public Works Department regarding the purchase of Aruba switches from Concentric Integration, LLC of Crystal Lake, Illinois in the amount of \$18,685.63.
- f. Report from the Information Technology Department regarding payment in the amount of \$22,155.60 to System Innovators of Chicago, Illinois, for iNovah Software annual support maintenance.
- g. Report from the Community & Economic Development Department regarding the purchase of a SciAps Lead Paint Analyzer for \$25,225.

Motion: Motion whether or not to approve Consent Agenda items a through g.
RC Roll Call vote is needed.

10. Purchases

- a. Report from the Public Works Department regarding the purchase of patio structures from ModStreet of Durango, Colorado in the amount of \$124,855 for the Rebuild Downtown Rock Island Improvement project.

Motion: Motion whether or not to approve the agreement and authorize the City Manager to execute the purchase agreement.
RC Roll Call vote is needed.

- b. Report from the Public Works Department regarding payment to Walter D. Laud of East Moline, Illinois in the amount of \$42,652.88 for the 28th Street 20th to 21st Avenue Storm Sewer Project.
- c. Report from the Public Works Department regarding payment to Five Cities Construction of Coal Valley, Illinois in the amount of \$97,498.54 for the Augustana sewer relocation.
- d. Report from the Public Works Department regarding payment to Langman Construction of Rock Island, Illinois in the amount of \$203,609.62 for the downtown parking garage and parking lot.

Motion: Motion whether or not to allow claims items b through d.
RC Roll Call vote is needed.

11. Contracts / Agreements

- a. Report from the Community & Economic Development Department regarding a GRIT Agreement with Brothers Rocktown LLC.

Motion: Motion whether or not to approve the agreement and authorize the City Manager to execute the documents.

RC Roll Call vote is needed.

- b. Report from the Community & Economic Development Department regarding intergovernmental agreements for Housing Needs Assessment and Analysis of Impediments to Fair Housing.

Motion: Motion whether or not to approve the intergovernmental agreements and authorize the Mayor to execute the documents.

RC Roll Call vote is needed.

- c. Report from the Information Technology Department regarding a five-year contract agreement with Tyler Technologies of Yarmouth, Maine for an amount not to exceed \$1,750,000 (ARPA funds).

Motion: Motion whether or not to approve the contract agreement and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

- d. Report from the Information Technology Department regarding a contract with Plante Moran of Chicago, Illinois for ERP project initiation assistance not to exceed \$68,240 (ARPA funds).

Motion: Motion whether or not to approve the contract as recommended and authorize the City Manager to execute the contract.

RC Roll Call vote is needed.

- e. Report from the Public Works Department regarding the extension of the Local Public Agency Engineering Services Agreement in the amount of \$143,651 with Hutchison of Moline, Illinois.

Motion: Motion whether or not to extend the agreement and authorize the City Manager to execute the agreement.

RC Roll Call vote is needed.

- f. Report from the Public Works Department regarding bids for the 2024 Seal Coat and Asphalt Patching Program, recommending the bid be awarded to Porter Brothers Construction of Rock Falls, Illinois for the amount of \$313,615.23.

Motion: Motion whether or not to award the contract and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

- g. Report from the Public Works Department regarding bids for the Rebuild Downtown Rock Island Improvement Projects, recommending the bid be awarded to Valley Construction of Rock Island, Illinois, for the original bid amount of \$8,467,987.41. Public Works will continue to value engineer the project and execute necessary change orders to reduce construction costs to \$8,223,523.89 or lower.

Motion: Motion whether or not to approve the bid award and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

- h. Report from the Public Works Department regarding an agreement with Superior Seawalls to remove docks and gangways at Sunset Marina.

Motion: Motion whether or not to approve the agreement and authorize the City Manager to execute the documents.

RC Roll Call vote is needed.

- i. Report from General Administration regarding an agreement with Advanced Environmental in the amount of \$47,000.00 for asbestos abatement at City Hall.

Motion: Motion whether or not to approve the contract and authorize the City Manager to execute the documents.

RC Roll Call vote is needed.

- j. Report from General Administration regarding a contract with Valley Construction for City Hall Improvements for an amount not to exceed \$1,616,259.

Motion: Motion whether or not to approve the contract as recommended, authorize the City Manager to execute the documents, and allow Valley Construction to execute any AIA agreements with their selected contractors.

RC Roll Call vote is needed.

12. Ordinances

- a. Special Ordinance to install a handicapped parking space in front of 2031 46th Street (Second Reading).

Motion: Motion whether or not to pass the ordinance.

RC Roll Call vote is needed.

- b. Report from the Public Works Department regarding the establishment of a Street Improvement Utility and Street Improvement Fund (First Reading).

Motion: Motion whether or not to consider the ordinance.
RC Roll Call vote is needed.

- c. Report from the Community & Economic Development Department regarding the sale of City-owned property located at 1322 4th Avenue to NEST Café. (First Reading)

Motion: Motion whether or not to approve the sale as recommended; authorize the City Manager to execute the sales agreement, and consider the ordinance.
RC Roll Call vote is needed.

- d. Report from the Community & Economic Development Department regarding amendments to the Sign Ordinance. (First Reading)

Motion: Motion whether or not to approve the amendments and consider the ordinance.
RC Roll Call vote is needed.

- e. Report from the Community & Economic Development Department regarding a Planned Unit Development application plan and rezoning request from Community Home Partners for 950 31st Avenue. (First Reading)

Motion: Motion whether or not to approve the application plan with recommended revisions; and consider, suspend the rules and pass the ordinance.
RC Roll Call vote is needed.

13. Budget/Finance Items

- a. Report from the Finance Department regarding a budget carryover from CY 2023 to the TIF #6 The Locks Fund (208) in the amount of \$199,892.00.

Motion: Motion whether or not to approve the budget carryover item as recommended.
RC Roll Call vote is needed.

- b. Report from the Finance Department regarding a budget adjustment to the MLK Activity Fund (901) in the amount of \$60,000.00

Motion: Motion whether or not to approve a budget adjustment as recommended.
RC Roll Call vote is needed.

14. Department Reports

- a. Report from the Community & Economic Development Department regarding updates to the City's Community Garden Program Policy.

Motion: Motion whether or not to approve the program policy.

RC Roll Call vote is needed.

- b. Report from the Community & Economic Development Department regarding changes to the locations of the Urban Garden Sites for the 2024 season.

Motion: Motion whether or not to approve the changes to the locations of the Urban Garden Sites.

RC Roll Call vote is needed.

- c. Report from the Community & Economic Development Department regarding the 2023 CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

Motion: Motion whether or not to approve the report and direct staff to submit it to HUD.

RC Roll Call vote is needed.

15. Traffic Engineering Requests

- a. Report from the Traffic Engineering Committee regarding a request from Paul Hedgecock, 2038 36th Street, to install a handicapped parking space in front of his home (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

- b. Report from the Traffic Engineering Committee regarding a request from Dennis Jacks, 1505 21st Avenue, to install a handicapped parking space across the street from his home (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

- c. Report from the Traffic Engineering Committee regarding a request from Jim Reynolds to ban parking on the west side of Knoll Court south of Valley Drive (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

- d. Report from the Traffic Engineering Committee regarding a request from Carrie Crampton, 2954 12th Street, to remove the handicapped parking space in front of her home (First Reading).

Motion:	Motion whether or not to approve the request and consider the ordinance.
RC	Roll Call vote is needed.

16. Events/Misc Requests

- a. Report from the City Clerk's office regarding a request from Alderperson Robinson to close 9th Street between 6th and 7th Avenues on Saturday, March 30, 2024 from 2:00 p.m. to 4:00 p.m. for an Easter Egg Hunt.

Motion:	Motion whether or not to approve the request as recommended.
RC	Roll Call vote is needed.

17. Other Business/New Business

18. Adjourn

- a. Motion to Adjourn to April 8, 2024.

Motion:	Motion whether or not to adjourn.
VV	Voice vote is needed.

This agenda may be obtained in accessible formats by qualified persons with a disability by making appropriate arrangements from 8:00 am to 5:00 pm, Monday through Friday, by contacting the City Clerk's Office at (309) 732-2010 or visiting in person at: 1528 Third Avenue, Rock Island, IL 61201.

CITY OF ROCK ISLAND
CITY COUNCIL STUDY SESSION
City Council Chambers, City Hall, 3rd Floor,
1528 Third Avenue, Rock Island, IL

3/11/2024 - Minutes

1. Call to Order

Mayor Thoms called the meeting to order at 6:00 p.m. and welcomed everyone.

2. Roll Call

Mayor Thoms asked City Clerk Samantha Gange to call the roll.

Present: Alderpersons Jenni Swanson, Mark Poulos (via remote connection), Moses Robinson, Kevin Maynard, Randy Hurt and Mayor Mike Thoms.

Absent: Alderpersons Parker and Healy.

Staff: City Manager Todd Thompson, Attorney Leslie Day, City Clerk Samantha Gange, and other City Staff.

MOTION:

Aldersperson Hurt made a motion to allow Aldersperson Mark Poulos to attend the meeting remotely; Aldersperson Robinson seconded.

Motion PASSED on 4-0-2 voice vote. Aye: Swanson, Robinson, Maynard, and Hurt. Nay: None. Absent: Aldersperson Healy and Parker.

3. Public Comment

Mayor Thoms asked if anyone in the public wished to speak. No residents were signed up to speak.

4. Presentations

a. Rock Island Downtown Alliance (RIDA) Presentation

Jack Cullen, Executive Director of the Rock Island Downtown Alliance, explained that the Downtown Alliance was founded in 2023 as a joint effort between the public and private sectors to improve downtown Rock Island. The Quad Cities Chamber is the organization's parent entity. The Downtown Alliance is contracted with the City to manage the Downtown Special Service Area (SSA).

Most of the funding for the SSA's improvements and enhanced services is provided by an additional property tax on parcels within those boundaries, making up 55% of the budgeted revenue. Contributions from the City make up 29% of the revenue, and the remaining 16% is from donations, sponsorships, and grants. The

Downtown Alliance Board of Directors assist with managing and applying the funds.

Mr. Cullen provided an update on the organization’s progress in terms of business and economic growth. The Rock Island Downtown Alliance serves as a pipeline for the City’s Property Enhancement Program and the Growing Rock Island Together Program and helps assist developers, entrepreneurs, and businesses seeking downtown space and those who wish to improve or expand their current space. The Downtown Alliance also created the Curb Appeal Rebate Program to incentivize improvements to storefronts and façades. This year, the program is focusing on awning, signage, and wall mural improvements. Mr. Cullen mentioned that they may be able to expand awning improvements to other neighborhoods.

To enhance the area’s livability and public safety, the Downtown Alliance launched the Clean and Safe program 6 months ago. The program’s services, include litter pick up, weed abatement, graffiti removal, and mobile safety patrol in the public realm. They are currently running a public safety pilot program through the end of June this year. In partnership with the Rock Island Police Department, the Downtown Alliance is also providing funding for a dedicated off-duty officer to patrol the area. A one-to-one safety rebate program is available, with a rebate up to \$1,000, for downtown business and property owners who wish to increase their safety by installing cameras and/or motion sensor lighting.

To advocate and promote the area, the Downtown Alliance produced the Alternating Currents event last summer in partnership with Parks and Recreation. The Downtown Alliance also held Deck the Downtowns to boost visibility and sales for small businesses during the holiday shopping season. Mr. Cullen discussed how the Downtown Alliance tracked its ambassadors’ activities over the last 6 months and provided data on their productivity.

Mr. Cullen said the Downtown Alliance wants to encourage family fun, share authentic experiences with the community, foster a welcoming environment downtown, instill a sense of community pride, and spur business growth. Mr. Cullen mentioned that the Rock Island Downtown Alliance has taken ownership of the downtown website and social media and is working with TAG Communications to update the website.

The Downtown Alliance has a new Events and Promotions Committee that will be looking at smaller activations and ways to leverage some of the existing events and activities, such as the Chalk Art Fest, haunted houses, and large-scale festivals. Currently, their budget and work plan will not allow for a large-scale festival or event, although it is a possibility in the future after the initial investment in the downtown public infrastructure is made. Mr. Cullen said the feedback and support of the SSA has been generally positive despite the initial push back made by residents and alderpersons.

5. Adjourn

- a. Motion to adjourn.

Motion: Motion whether or not to adjourn.

VV Voice vote is needed.

MOTION:

Aldersperson Swanson moved to Adjourn; Aldersperson Robinson seconded.

VOTE:

Motion PASSED on a 5-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

**CITY OF ROCK ISLAND
CITY COUNCIL MEETING**
City Council Chambers, City Hall, 3rd Floor,
1528 Third Avenue, Rock Island, IL

3/11/2024 - Minutes

1. Call to Order

Mayor Thoms called the meeting to order at 6:45 p.m. and welcomed everyone.

2. Roll Call

Mayor Thoms asked City Clerk Samantha Gange to call the roll.

Present: Alderpersons Jenni Swanson, Moses Robinson, Kevin Maynard, Randy Hurt and Mayor Mike Thoms. Alderperson Mark Poulos attended via remote connection in accordance with 5 ILCS 120/7.

Absent: Parker, Healy

Staff: City Manager Todd Thompson, Attorney Leslie Day, City Clerk Samantha Gange, and other City Staff.

- a. Approval of remote attendance in accordance with 5 ILCS 120/7.

Motion:	Motion whether or not to allow remote attendance.
RC	Roll Call vote is needed.

MOTION:

Alderperson Hurt moved to allow remote attendance; Alderperson Robinson seconded.

VOTE:

Motion PASSED on a 4-0-2 roll call vote. Aye: Swanson, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

3. Pledge of Allegiance

Mayor Thoms led in the reciting of the Pledge of Allegiance.

4. Moment of Silence

Mayor Thoms requested a moment of silence. A moment of silence was observed.

5. Public Comment

Nicole Sodawasser from the YWCA in Rock Island discussed the at-risk youth program they offer called "ThePlace2B". The program currently provides services such as mentoring, transitional housing, goal-setting, activities, life skills among other services to approximately 84 youth.

6. Minutes

- a. Minutes from the February 26, 2024 Study Session and City Council meeting.

Motion:	Motion whether or not to approve the minutes as printed.
VV	Voice vote is needed.

MOTION:

Aldersperson Robinson moved to approve the minutes as printed; Aldersperson Swanson seconded.

VOTE:

Motion PASSED on a 5-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

7. Closed Session Minutes

- a. Minutes from the December 18, 2023 Closed Session.

Motion:	Motion whether or not to approve the Closed Session minutes.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Robinson moved to approve the Closed Session minutes; Aldersperson Hurt seconded.

VOTE:

Motion PASSED on a 5-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

8. Awards and Honor Presentations, Officer Swearing in Ceremony, and Proclamations

- a. Oath of Office of Third Ward Aldersperson Kevin Maynard.

Clerk Gange administered the Oath of Office to Third Ward Aldersperson Kevin Maynard.

- b. Announcement from the Rock Island Police Department on the naming on the new K-9.

Chief Landi said a social media naming contest was held for the new police K-9. He said that over 1,313 names were submitted and, after removing the duplicates, there was a total of 720 name suggestions. Police Department personnel voted on the top 3 from a list of 10 and Officer Bowman and his family were able to select the winning name. Police Chief Richard Landi, Officer Alex Bowman, the Mayor and Council members revealed that the winning name for the new K-9 naming contest was Blue.

9. Update Rock Island

Show your Irish spirit this Saturday

The 38th annual St. Patrick's Society Grand Parade is Saturday, March 16. The parade begins at 11:30 a.m. downtown Rock Island on the corner of 4th Avenue and 23rd Street. The nation's only bi-state parade will feature marching bands, family clans, and more as it winds through Rock Island and crosses the Centennial Bridge into Davenport.

Please take the Rock Island Public Library's community survey

The Rock Island Public Library is creating a new strategic plan for 2025 to 2028, and wants to know your thoughts about library services, needs and community priorities. The community survey is open to everyone until April 1, including non-users of the library. Take the survey online at rockislandlibrary.org or pick up a paper copy at one of the three library locations.

Free tax preparation continues at the Martin Luther King Center

Families with household incomes of \$64,000 or less are eligible for FREE tax preparation at the MLK Center. Each year United Way Quad Cities helps hundreds of local families prepare their income taxes, free of charge, with the Volunteer Income Tax Assistance (VITA) program.

The MLK center will be a walk in only in-person tax filing site with volunteers available on Tuesdays, Wednesdays, Thursdays from 5 to 8 p.m. and Saturdays from 9 a.m. to noon. For more information or questions about the Volunteer Tax Assistance program, call their office at (563) 355-4310.

10. Consent Agenda

All items under the Consent Agenda are considered to be routine in nature and will be enacted by a single motion and subsequent roll call vote. There will be no separate discussion of these items unless an Alderperson so requests, in which case, the item will be moved from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

- a. Claims for the week of February 2 through February 8, 2024, in the amount of \$1,266,764.10; for the week of February 9 through February 15, 2024, in the amount of \$2,513,830.72; and payroll for the weeks of February 5 through February 18, 2024 in the amount of \$1,811,792.13.
- b. International City/County Management Association (ICMA) claims for the week of January 27 through February 9, 2024, in the amount of \$33,485.66.
- c. Purchase Card Claims for the period of December 27, 2023 through January 26, 2024 in the

amount of \$56,075.57

- d. ACH Payments for the month of January 2024 in the amount of \$2,350,807.27
- e. Report from the IT Department regarding payment to Geneseo Communications of Geneseo, IL, in the amount of \$13,000 for Ethernet services at 11th Street and 31st Avenue and 44th Street & Blackhawk Road.
- f. Report from the Public Works Department regarding payment to John Robert Westpfahl of Milan, IL in the amount of \$3,300 for the annual land set aside.

Motion:	Motion whether or not to approve Consent Agenda items a through f.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Robinson moved to approve Consent Agenda items a through f; Aldersperson Hurt seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

11. Contracts / Agreements

- a. Report from the Public Works Department requesting approval to award a contract in the amount of \$417,916.00 to Walter D. Laud of East Moline, Illinois for the 2024 Sidewalk and Pavement Patching Program.

Motion:	Motion whether or not to award the contract as recommended and authorize the City Manager to execute the contract documents.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Swanson moved to award the contract as recommended and authorize the City Manager to execute the contract documents; Aldersperson Robinson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- b. Report from the Public Works Department requesting approval to award a contract in the amount of \$108,000 to IMEG of Rock Island, IL, for the Southwest Wastewater Treatment Plant Lift Station

Replacement Project.

Motion:	Motion whether or not to award the contract as recommended and authorize the City Manager to execute the contract documents.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Hurt moved to award the contract as recommended and authorize the City Manager to execute the contract documents; Aldersperson Robinson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- c. Report from the Public Works Department requesting approval to execute the Illinois Emergency Management Agency and Office of Homeland Security LPDN Grant Agreement.

Motion:	Motion whether or not to approve the grant agreement and authorize the City Manager to execute the documents.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Maynard moved to approve the grant agreement and authorize the City Manager to execute the documents; Aldersperson Swanson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- d. Report from the Community & Economic Development Department Regarding a High Impact Project GRIT Agreement with Total Cluster Fudge in the amount of \$100,000.

Motion:	Motion whether or not to approve the agreement and authorize the City Manager to execute the documents.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Swanson moved to approve the agreement and authorize the City Manager to execute the documents; Aldersperson Poulos seconded.

DISCUSSION:

Alisa Shakespeare, owner of Total Cluster Fudge, provided Council members with an overview of the company and the products they make.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

12. Resolutions with Reports from Departments

- a. Report from the Public Works Department requesting approval of an amended Motor Fuel Tax Resolution appropriating \$946,210.70 of Motor Fuel Tax funds for Street Maintenance in 2023.

Motion:	Motion whether or not to adopt the amended resolution.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Swanson moved to adopt the amended resolution; Aldersperson Maynard seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- b. Report from the Public Works Department regarding approval of the IDOT Local Agency Agreement and Resolution to patch and resurface IL 92 (78th Avenue West/Rock Island Road) from 115th Street West in Andalusia to IL 92 (Centennial Expressway) in the City of Rock Island.

Motion:	Motion whether or not to approve the agreement, adopt the resolution and authorize the Mayor to execute the documents.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Hurt moved to approve the agreement, adopt the resolution and authorize the Mayor to execute the documents; Aldersperson Robinson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- c. Report from the Mayor's Office regarding a Resolution declaring opposition to the elimination of the one-percent (1%) sales tax on grocery items.

Motion:	Motion whether or not to adopt the resolution.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Poulos moved to adopt the resolution; Aldersperson Swanson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

13. Budget/Finance Items

- a. Report from the Finance Department regarding a budget adjustment to the Parks and Recreation Fund (555) in the amount of \$901,800.

Motion:	Motion whether or not to approve budget adjustment as recommended.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Robinson moved to approve approve the budget adjustment as recommended; Aldersperson Maynard seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

- b. Report from the Finance Department regarding a budget carryover from CY 2023 in the TIF #6 The Locks Fund (208) in the amount of \$16,907 for CY 2024.
- c. Request from the Finance Department regarding a budget carryover from CY 2023 to the COMMDEVBLOCK GRANT CFDA FUND (242) in the amount of \$406,821.46 for CY 2024.

Motion:	Motion whether or not to approve budget carryover items b and c as recommended.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Maynard moved to approve the budget carryover items b and c as recommended; Aldersperson Swanson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

14. Traffic Engineering Requests

- a. Report from the Traffic Engineering Committee regarding a request to install a handicapped parking space in front of 2031 46th Street (First Reading).

Motion:	Motion whether or not to approve the request and consider the ordinance.
RC	Roll Call vote is needed.

MOTION:

Aldersperson Swanson moved to approve the request and consider the ordinance; Aldersperson Robinson seconded.

VOTE:

Motion PASSED on a 5-0-2 roll call vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

15. Rock Island Regional Port District

The Mayor will close the regular meeting in order to convene The Rock Island Regional Port District meeting. After the conclusion of the Rock Island Regional Port District meeting, the Mayor will close the meeting and reconvene the regular City Council meeting.

- a. Motion: Motion whether or not to close the regular City Council meeting and convene the Rock Island Regional Port District meeting.
- VV Voice vote is needed.

MOTION:

Aldersperson Swanson moved to close the regular City Council meeting and convene the Rock Island Regional Port District meeting; Aldersperson Hurt seconded.

VOTE:

Motion PASSED on a 5-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

b. Other Business/New Business

There was no new business to discuss. Mayor Thoms indicated the Regional Port District meetings would take place during the regular City Council meeting on the second Monday of every month.

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|----|---------|--|
| c. | Motion: | Motion to exit the Rock Island Regional Port Authority and reconvene the regular City Council meeting. |
| | VV | Voice vote is needed. |

MOTION:

Aldersperson Poulos moved to exit the Rock Island Regional Port Authority and reconvene the regular City Council meeting; Aldersperson Swanson seconded.

VOTE:

Motion PASSED on a 5-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard, Hurt. Nay: None. Absent: Parker, Healy.

16. Other Business/New Business

Mayor Thoms said that he was in Washington, D.C. last week along with Economic Development Director Tom Flaherty, members of the Quad Cities Chamber of Commerce and other local government and business leaders advocating for the Quad Cities legislative agenda. He announced the City of Rock Island was awarded \$1.5 million in congressional discretionary funds from Representative Eric Sorensen for a road construction project in Southwest Rock Island. Additionally, the City of Rock Island was awarded \$1 million from Senator Durbin's office for dredging at Sunset Marina.

Aldersperson Robinson remarked on the excellent job the Public Works Department has done on tree removal in his Ward.

17. Adjourn

- a. Motion whether or not to adjourn to March 25, 2024.

- | | |
|---------|-----------------------------------|
| Motion: | Motion whether or not to adjourn. |
| RC | Roll Call vote is needed. |

MOTION:

Aldersperson Robinson moved to adjourn the meeting; Aldersperson Hurt seconded.

VOTE:

Motion PASSED on a 4-0-2 voice vote. Aye: Swanson, Poulos, Robinson, Maynard and Hurt. Nay: None. Absent: Parker, Healy.

The meeting concluded at 7:14 p.m.



ROCK ISLAND
ILLINOIS

Mayor Mike Thoms

Proclamation

WHEREAS, the City of Rock Island will observe Junior Achievement Day on the first Thursday in April, as an opportunity to recognize and celebrate Junior Achievement of the Heartland for empowering our young people to their economic success.

WHEREAS, Junior Achievement of the Heartland's educational contribution equips our young people to become the next generation of productive employees and self-sufficient citizens to ensure the economic prosperity of Rock Island.

WHEREAS, it is fitting for parents, educators, businesses and other members of the community to join in Junior Achievement's effort to ensure the future success and economic health of our young people and the communities in which they live.

NOW, THEREFORE, I, Mike Thoms, Mayor of the City of Rock Island, do hereby proclaim official recognition of April 4, 2024 and every first Thursday of April hereafter as

JUNIOR ACHIEVEMENT DAY

in the City of Rock Island.

Dated this 25th day of March, 2024

Mike Thoms, Mayor

REPORT PARAMETERS

ORGANIZATION	:	010
BANK	:	1
PRINT BY	:	CHECK DATE
SORT OPTION	:	VENDOR NAME
PRINT DETAILS	:	Y
BEGINNING CHECK DATE	:	02/19/24
ENDING CHECK DATE	:	02/19/24
ORG NAME FOR EXTRACT FILE	:	APPP021924
FILE NAME	:	SAV\BANKCHECK_021924_142418

010 CITY OF ROCK ISLAND

CHECK REGISTER

DATE RANGE: 02/19/24 - 02/19/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV	CHECK STATUS VEND
1	47814	\$1053.00 1053.00	02/19/24 510-000000	18764 -44177-0000000	0	KELLY YOUNG trash pickup fee refund		T	CLEARED
TOTAL # OF ISSUED CHECKS:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF WIRES:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF VOIDED/REISSUED/UNCLAIMED CHECKS:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF ACH CHECKS:				1	TOTAL AMOUNT:		1,053.00		
TOTAL # OF UNISSUED CHECKS:				0					

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
-----	-----	-----	-----
510	SOLID WASTE	1,053.00	0.00
		=====	=====
	TOTAL -	1,053.00	0.00

Tameka L. Toney

CITY OF ROCK ISLAND
CHART OF ACCOUNTS

February 16, 2024 through
February 22, 2024
TOTAL: \$187,353.42

FUNDS	FUND NAME	DEPT	DEPARTMENT NAME
101	General Fund	111	1st Ward
201	TIF #1 Downtown	112	2nd Ward
202	TIF #2 South 11th Street	113	3rd Ward
203	TIF #3 North 11th Street	114	4th Ward
204	TIF #4 Jumer's Casino Rock Island	115	5th Ward
205	TIF #5 Columbia Park	116	6th Ward
206	TIF #6 NE I280/Parkway	117	7th Ward
207	Community/Economic Development	118	Mayor
208	TIF #7 The Locks	119	Mayor & Council Administration
209	TIF #8 Watchtower	122	General Administration
210	Public Benefit	123	Legal Services
211	Martin Luther King Center	131	City Clerk
212	MLK Facility Improvement	155	Human Resources Administration
213	TIF #9 1st Street	156	Human Resources Services
221	Motor Fuel Tax	157	Insurance
222	Foreign Fire Insurance	211	Finance Administration
223	Riverboat Gaming	212	Customer Service
224	State Drug Prevention	213	Accounting Services
225	DUI Fine Law	214	Budget and Grants Management
226	Court Supervision	256	Information Technology
227	Crime Laboratory	311	Community/Economic Development Administration
241	US Dept of Justice Grant	312	Economic Development
242	Community Development Block Grant	313	Planning/Redevelopment
243	Federal Drug Prevention	314	Inspection
244	Neighborhood Stabilization ARRA	356	Martin Luther King Jr Community Center
245	Schwiebert Park Boat Dock	411	Police Administration
246	Ridgewood Business Park	412	Field Operations Bureau
247	Delacerda House Grant	413	Criminal Investigation Bureau
248	ARPA Fund	414	Administration/Technical Services Bureau
249	Downtown Infrastructure Pass Thru	415	Tactical Operations
251	Public Library	451	Fire Administration November 5, 2021 through
252	Volunteers of the RI Library	452	Fire Emergency Services
271	Honor Guard Contributions	453	Fire Protective Inspect
272	DARE	454	Ambulance
273	Police Contributions	611	Public Works Administration
274	Elderly Service Contributions	612	Motor Vehicle Parking System
275	RI Auxiliary Police	613	Water Meter Services
276	RI Labor Day Parade	615	Engineering
277	ESO Christmas Tour	616	Municipal Services
278	Adopt A School	617	Fleet Services
279	Fire Donations	618	Utilities Service
282	Lead Grant	619	Utilities Maintenance
301	Capital Improvements	711	Library Administration
302	Capital Improvements - Streets	712	Library Info Services
405	Debt Service	713	Library Circulation
501	Water Operation & Maintenance	714	Library Extension
502	Water Capital 2010A BAB'S	811	Park/Recreation Administration
506	Wastewater Operations & Maintenance	813	Recreation
507	Stormwater Utility	818	Whitewater Aquatic Center
508	Wastewater Capital 2010A BAB'S	819	Schwiebert Riverfront Park
510	Solid Waste	822	Parks
511	Centennial Bridge	834	Highland Golf Maintenance
541	Sunset Marina	835	Highland Clubhouse
555	Parks & Recreation	846	Golf Pro Shop
581	CDBG Loan Programs	854	Saukie Golf Maintenance
582	State Affordable Housing	855	Saukie Clubhouse
583	Community/Economic Development Loans	867	RIFAC
584	CIRLF Loan Fund	891	Donations P/R Admin
585	MPF Endowment Loans	892	Donations Parks
586	Brownfield Revolving Loan Fund	893	Donations Recreation Programs
595	Public Housing	894	Donations Golf Maintenance
601	Fleet Services	895	Donations Highland/Saukie Clubhouse
602	Fleet Amortization	896	Donations Golf Pro Shop
606	Engineering	897	Donations RIFAC
609	Hydroelectric Plant	898	Donations Longview Aquatic Center
621	Self-Insurance	899	Donations Riverfront Park
626	Employee Health Plan	910	Police Fire Commission
701	Fire Pension	920	Fire Pension
706	Police Pension	930	Police Pension
711	Cafeteria Plan	940	Cafeteria Plan
712	Loan Escrow		
831	GASB 34		
901	MLK Activity		
905	IL DCFS		
906	Dept of Human Services		
907	MLK Capital Contributions		
950	Public Library Foundation		

REPORT PARAMETERS

ORGANIZATION	:	010
BANK	:	1
PRINT BY	:	CHECK DATE
SORT OPTION	:	VENDOR NAME
PRINT DETAILS	:	Y
BEGINNING CHECK DATE	:	02/22/24
ENDING CHECK DATE	:	02/22/24
ORG NAME FOR EXTRACT FILE	:	APPP022224
FILE NAME	:	SAV\BANKCHECK_022224_130240

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	177466	\$386.88 386.88	02/22/24 601-617364-52204-00000000	12818		1 APPLIED INDUSTRIAL TECHNOLOGIES Lube		S	OUTSTANDING
1	47815	\$2714.84 68.24 2646.60	02/22/24 601-617364-52305-00000000 601-617364-52305-00000000	15725		0 ARNOLD MOTOR SUPPLY LLP FLEET-2024-0000453 FLEET-2024-0000499		T	CLEARED
1	47816	\$2901.33 2901.33	02/22/24 555-854701-53803-00000000	16222		0 ARTHUR CLESEN INC saukie GSP Renewal		T	CLEARED
1	177467	\$146.44 43.00 103.44	02/22/24 601-617364-52305-00000000 601-617041-51402-00000000	00109		0 AUTOZONE STORES LLC FLEET-2024-0000457 (6) latex gloves		S	OUTSTANDING
1	47817	\$25.00 25.00	02/22/24 555-822601-53801-00000000	18067		0 BCRGEHN INC chalet bug spray		T	CLEARED
1	177468	\$25.37 25.37	02/22/24 101-122041-54401-00000000	00288		0 BI-STATE REGIONAL COMMISSION MAC Meeting for Todd Thompson		S	OUTSTANDING
1	47818	\$9290.87 742.89 8547.98	02/22/24 555-854701-52203-00000000 601-617364-52203-00000000	00297		0 BLICK & BLICK OIL INC saukie fuel 2500 Gals Diesel Fuel		T	CLEARED
1	47819	\$17596.90 17596.90	02/22/24 701-000000-10121-00000000	18099		0 BMO HARRIS - FIRE PENSION PAYROLL FOR - 022324		T	CLEARED
1	47820	\$23634.30 23634.30	02/22/24 706-000000-10121-00000000	18100		0 BMO HARRIS - POLICE PENSION PAYROLL FOR - 022324		T	CLEARED
1	47821	\$6644.14 158.99 961.65 973.05 320.24 158.70 3324.50 145.92 805.76 58.75- 145.92-	02/22/24 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000	00301		0 BONNELL INDUSTRIES INC FLEET-2024-0000238 FLEET-2024-0000451 FLEET-2024-0000451 FLEET-2024-0000451 FLEET-2024-0000451 FLEET-2024-0000451 FLEET-2024-0000459 Hinge/pin (returned) Plow parts Credit/returned plow parts Credit/hinge and pin		T	CLEARED
1	47822	\$3121.85 485.40 92.68 2543.77	02/22/24 101-454273-52214-00000000 101-454273-52214-00000000 101-454273-52214-00000000	10989		0 BOUND TREE MEDICAL LLC Shape containers IV solutions Medial supplies		T	CLEARED
1	177469	\$1600.00 1600.00	02/22/24 555-854701-53802-00000000	18402		1 BRADLEY T LAINGEN saukie mulching		S	OUTSTANDING

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	177470	\$273.82 273.82	02/22/24 051-0000000-21403-0000000	12148		24 BROOKS LAW FIRM, P.C. PAYROLL FOR - 022324		S	OUTSTANDING
1	47823	\$4618.23 4618.23	02/22/24 501-618352-53112-0000000	14329		1 CDM SMITH Consulting Servies for Domes		T	CLEARED
1	177471	\$210.00 210.00	02/22/24 555-813501-53112-6270000	18243		0 CHRIS ONTIVEROS tennis lessons teacher		S	OUTSTANDING
1	177460	\$275.00 275.00	02/22/24 555-818551-54206-0000000	00387		0 CITY OF ROCK ISLAND wwj city liquor license app		S	OUTSTANDING
1	177461	\$4567.00 1140.66 3426.34	02/22/24 242-313851-55305-6459110 242-313851-55220-6215210	18069		0 COMFORT TECHNOLOGY INC 3417 9th Street - V.Johnson 3417 9th Street- V.Johnson		S	OUTSTANDING
1	47824	\$6303.95 516.00 2111.62 3676.33	02/22/24 101-617111-53801-0000000 101-617112-52301-0000000 101-617114-53801-0000000	00468		0 CRAWFORD HEATING & COOLING INC Shut off water/repairs Radiant tube repairs Heater repairs		T	CLEARED
1	47825	\$2037.24 604.00 657.24 543.00 233.00	02/22/24 101-617371-53804-0000000 101-617371-53611-0000000 101-617121-53804-0000000 101-617371-53804-0000000	00514		0 DAVENPORT ELECTRIC CONTRACT COMPANY Repaired Signal 11 St BHR Repair signal 18 Ave 44 St Reset new pole Repair camera mounting		T	CLEARED
1	177472	\$2925.00 2925.00	02/22/24 541-617041-53112-0000297	18434		0 EDGEWATER RESOURCES LLC Engineer/Design		S	OUTSTANDING
1	47826	\$77.34 5.74 71.60	02/22/24 601-617364-52305-0000000 601-617364-52305-0000000	00602		0 ELLIOTT EQUIPMENT CO FLEET-2024-0000352 FLEET-2024-0000332		T	CLEARED
1	47827	\$79.78 9.69 70.09	02/22/24 601-617364-52305-0000000 601-617364-52305-0000000	02528		1 FASTENAL COMPANY Fasteners Fasteners		T	CLEARED
1	47828	\$164.14 164.14	02/22/24 051-0000000-21403-0000000	17262		0 FIRE UNION SUPPORT FUND PAYROLL FOR - 022324		T	CLEARED
1	47829	\$230.00 230.00	02/22/24 601-617364-52305-0000000	00034		0 FOSTER COACH SALES INC FLEET-2024-0000483		T	CLEARED
1	177473	\$8.00 8.00	02/22/24 101-611041-53502-0000000	17790		0 FRANCIS A PROCHASKA Updates/snow roadeo		S	OUTSTANDING
1	177474	\$443.80 362.85 80.95	02/22/24 101-452271-52305-0000000 101-452271-52305-0000000	18766		0 G3 FIRE, LLC Eng storage box Eng glove box bracket		S	OUTSTANDING

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	47830	\$16889.52 16889.52	02/22/24 051-000000-21403-00000000	05125		0 GAS & ELECTRIC CREDIT UNION PAYROLL FOR - 022324		T	CLEARED
1	47831	\$2089.31 2089.31	02/22/24 501-618352-52305-00000000	02496		0 GASVODA & ASSOCIATES INC Parts		T	CLEARED
1	177475	\$140.95 140.95	02/22/24 555-822611-52305-00000000	00199		0 GIBSON LTD hort mt-35 at ibl mt		S	OUTSTANDING
1	47832	\$70.00 70.00	02/22/24 555-867564-53822-00000000	18091		0 GLOBAL SECURITY SERVICES-IA rifac security monitor		T	CLEARED
1	177476	\$1299.00 1299.00	02/22/24 101-256081-53822-5392000	16204		0 GLOBAL WIRELESS LTD CAMERA REPAIRS-VARIOUS LOCATIO		S	OUTSTANDING
1	47833	\$367.97 236.54 131.43	02/22/24 601-617364-52305-00000000 555-867564-52301-00000000	00365		0 GRAINGER FLEET-2024-0000305 Belts/P-trap/floor drain		T	CLEARED
1	47834	\$1911.97 1354.16 557.81	02/22/24 501-619356-52306-00000000 506-619346-52306-00000000	15606		0 HAHN READY MIX Cement Cement		T	CLEARED
1	177477	\$1000.00 1000.00	02/22/24 101-617125-53801-00000000	18224		0 HALLER COMPANY Commercial Duct Work Cleaning		S	OUTSTANDING
1	47835	\$541.50 541.50	02/22/24 501-618352-52205-00000000	04970		0 HD SUPPLY FACILITIES MAINTENANCE Lab supplies		T	CLEARED
1	177478	\$115.26 8.60 9.80 28.92 31.14 36.80	02/22/24 601-617364-52206-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000	15517		0 HI-LINE ELECTRIC CO., INC. FLEET-2024-0000435 FLEET-2024-0000435 FLEET-2024-0000435 FLEET-2024-0000435 FLEET-2024-0000415		S	OUTSTANDING
1	177479	\$10000.00 10000.00	02/22/24 101-122041-53112-00000000	18763		0 HIGHSTAKES 35 LLC Professional Services for Feb		S	OUTSTANDING
1	177480	\$784.00 784.00	02/22/24 101-451291-53801-00000000	00070		0 HOMETOWN PLUMBING & HEATING COMPANY Garage motor / labor		S	OUTSTANDING
1	177481	\$86.00 86.00	02/22/24 101-617112-53801-6506000	02308		0 IA IL TERMITE & PEST CTL INC Monthly Pest Control PW		S	OUTSTANDING
1	177462	\$1861.50 1861.50	02/22/24 051-000000-21403-00000000	01839		0 ILLINOIS FOP LABOR COUNCIL PAYROLL FOR - 022324		S	OUTSTANDING
1	47836	\$369.25	02/22/24	13512		0 INTERNATIONAL TECHNOLOGY & SECURITY LTD		T	CLEARED

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
		19.25	101-616601-52301-00000000			Keys			
		350.00	101-617120-53801-00000000			S/Call, labor PD doors			
1	177482	\$250.00	02/22/24	06727		0 JEFFREY WHITTEN		S	OUTSTANDING
		250.00	555-867566-53112-6317000			sweetheart dance music			
1	177483	\$550.74	02/22/24	00246		0 KOENIG BODY & EQUIPMENT INC		S	OUTSTANDING
		21.51	601-617364-52305-00000000			FLEET-2024-0000424			
		496.12	601-617364-52305-00000000			FLEET-2024-0000424			
		33.11	601-617364-52305-00000000			FLEET-2024-0000424			
1	47837	\$34.77	02/22/24	00423		0 LAWSON PRODUCTS INC		T	CLEARED
		34.77	601-617364-52204-00000000			FLEET-2024-0000484			
1	177484	\$344.72	02/22/24	16401		0 LEE ENTERPRISES INCORPORATED		S	OUTSTANDING
		153.78	606-615041-53402-00000000			Water main bid legal notice			
		190.94	606-615041-53402-00000000			Bid legal notice			
1	177463	\$207.17	02/22/24	15243		0 LEGAL SHIELD		S	OUTSTANDING
		207.17	051-000000-21403-00000000			PAYROLL FOR - 022324			
1	177485	\$1572.34	02/22/24	17388		0 MACQUEEN EQUIPMENT LLC		S	OUTSTANDING
		224.44	601-617364-52305-00000000			FLEET-2024-0000411			
		57.74	601-617364-52305-00000000			FLEET-2024-0000411			
		294.26	601-617364-52305-00000000			FLEET-2024-0000473			
		5.51	601-617364-52305-00000000			FLEET-2024-0000471			
		990.39	601-617364-52305-00000000			FLEET-2024-0000471			
1	47838	\$688.60	02/22/24	00482		0 MARTIN EQUIPMENT OF ILLINOIS INC		T	CLEARED
		238.56	601-617364-52305-00000000			FLEET-2024-0000463			
		78.40	601-617364-52305-00000000			FLEET-2024-0000463			
		92.92	601-617364-52305-00000000			FLEET-2024-0000463			
		172.16	601-617364-52305-00000000			FLEET-2024-0000463			
		106.56	601-617364-52305-00000000			FLEET-2024-0000463			
1	47839	\$1838.85	02/22/24	00528		0 MENARD INC		T	CLEARED
		19.56	601-617364-52305-00000000			FLEET-2024-0000492			
		103.94	101-617111-52301-00000000			Aluminum wht			
		64.34	555-867564-52301-00000000			Aerator/grout/drain snake			
		31.96	555-867564-52301-00000000			Caulk			
		688.13	101-617111-52301-00000000			Pipe cutter/restroom parts			
		246.94	101-617120-52301-00000000			Saw blades/parts			
		663.01	101-617111-52301-00000000			Barn door/bathroom parts			
		20.97	101-617111-52301-00000000			Alum duct/dryer vent			
1	177464	\$450.00	02/22/24	03219		0 MERIDIAN TITLE CO		S	OUTSTANDING
		225.00	207-312851-53806-0000328			816 21st Street			
		225.00	207-312851-53806-0000328			2025 31st Street			
1	177486	\$315.00	02/22/24	16378		0 MICHAEL W PEPPING		S	OUTSTANDING

010 CITY OF ROCK ISLAND
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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
		315.00	555-867566-53112-6317000			dance photos			
1	47840	\$17698.50	02/22/24	00560		0 MIDAMERICAN ENERGY CO		T	CLEARED
		3897.29	555-867564-53703-0000000			rifac elec			
		100.00	555-811041-53703-0000000			admin elec			
		26.73	555-822601-53703-0000000			parks elec pickleball ct			
		31.13	101-312801-53703-0000000			4710 12th Street Welcome Sign			
		29.95	101-312801-53703-0000000			451 44th Street Welcome Sign			
		0.60	101-312801-53703-0000000			2300 3rd Avenue Sign			
		45.87	101-312801-53703-0000000			1723 2nd Avenue Lighting			
		45.99	101-312118-53703-0000000			201 15th Street			
		150.55	101-312118-53702-0000000			201 15th Street			
		1493.09	211-356941-53702-0000000			MidAmerican (Gas) Payment			
		813.90	211-356941-53703-0000000			MidAmerican (Electrici) Paymet			
		80.05	501-618352-53703-0000000			RW RD Water Tower elec			
		69.68	101-612381-53703-0000000			17 St Pk Lot elec			
		1539.60	555-813511-53702-0000000			gas/hauberg			
		370.15	555-818551-53702-0000000			gas/WWJ			
		653.04	555-854701-53702-0000000			gas/saukie			
		684.79	555-834751-53702-0000000			gas/highland			
		1550.28	555-822601-53702-0000000			gas/parks			
		520.46	555-813501-53703-0000000			elec/rec			
		626.76	555-819614-53703-0000000			elec/schwiebert			
		386.81	555-813511-53703-0000000			elec/hauberg			
		214.29	555-813521-53703-0000000			elec/complex			
		711.04	555-834751-53703-0000000			elec/highland			
		227.81	555-854701-53703-0000000			elec/saukie			
		2232.90	555-822601-53703-0000000			elec/parks			
		1195.74	555-818551-53703-0000000			elec/WWJ			
1	47841	\$684.43	02/22/24	17981		0 MIDWEST TAPE LLC		T	CLEARED
		417.60	251-713451-54305-0000000			RIP AV			
		124.33	251-713451-54305-0000000			RIP AV			
		11.24	251-713471-54305-0000000			CR AV			
		11.24	251-713471-54305-0000000			CR AV			
		35.28	251-713451-54305-0000000			RIP AV			
		12.79	251-714403-54305-0000000			RIS AV			
		14.99	251-713451-54305-0000000			RIP AV			
		11.99	251-713451-54305-0000000			RIP AV			
		14.99	251-713471-54305-0000000			CR AV			
		14.99	251-714403-54305-0000000			RIS AV			
		14.99	251-714404-54305-0000000			RIZ AV			
1	47842	\$434.39	02/22/24	14928		0 MILL CREEK MINING INC		T	CLEARED
		434.39	501-619356-52306-0000000			Aggregate			
1	47843	\$775.39	02/22/24	00590		0 MILLS CHEVROLET COMPANY		T	CLEARED
		78.23	601-617364-52305-0000000			FLEET-2024-0000434			
		14.30	601-617364-52305-0000000			FLEET-2024-0000434			
		74.20	601-617364-52305-0000000			FLEET-2024-0000434			

010 CITY OF ROCK ISLAND
CHECK REGISTER
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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
		52.16	601-617364-52305-00000000			FLEET-2024-0000434			
		25.42	601-617364-52305-00000000			FLEET-2024-0000434			
		531.08	601-617364-52305-00000000			FLEET-2024-0000465			
1	47844	\$975.49	02/22/24	04206		0 MISSISSIPPI TRUCK AND TRAILER		T	CLEARED
		48.50	601-617364-53804-00000000			FLEET-2024-0000486			
		834.99	601-617364-52305-00000000			FLEET-2024-0000488			
		92.00	601-617364-53804-00000000			FLEET-2024-0000488			
1	177487	\$877.94	02/22/24	02644		0 MITCHELL INTERNATIONAL INC		S	OUTSTANDING
		877.94	601-617041-54303-00000000			TechAdvisor Est Guides			
1	47845	\$80.14	02/22/24	15816		0 MOTOR PARTS AND EQUIPMENT CORPORATION		T	CLEARED
		69.48	601-617364-52305-00000000			FLEET-2024-0000421			
		10.66	601-617364-52305-00000000			FLEET-2024-0000501			
1	47846	\$2983.10	02/22/24	12083		0 MTI DISTRIBUTING INC		T	CLEARED
		1820.81	555-854701-52303-00000000			saukie drive assy			
		1162.29	555-854701-52303-00000000			saukie drive assy			
1	47847	\$147.00	02/22/24	00669		0 MUTUAL WHEEL COMPANY INC		T	CLEARED
		147.00	601-617364-52305-00000000			FLEET-2024-0000490			
1	177488	\$50.35	02/22/24	18201		0 ODP BUSINESS SOLUTIONS LLC		S	OUTSTANDING
		43.49	555-813501-52101-00000000			rec binders			
		6.86	555-813501-52101-00000000			rec highlighters			
1	47848	\$28.06	02/22/24	04242		0 OREILLY AUTOMOTIVE STORES INC		T	CLEARED
		8.99	601-617364-52204-00000000			FLEET-2024-0000432			
		3.29	601-617364-52302-00000000			FLEET-2024-0000446			
		23.79	601-617364-52305-00000000			Kit for #8923 (returned)			
		15.78	601-617364-52305-00000000			V-belt for stock			
		23.79	601-617364-52305-00000000			Credit for returned kit			
1	47849	\$444.12	02/22/24	18027		0 PARTS AUTHORITY LLC		T	CLEARED
		45.02	601-617364-52305-00000000			FLEET-2024-0000407			
		61.66	601-617364-52305-00000000			FLEET-2024-0000428			
		159.02	601-617364-52305-00000000			FLEET-2024-0000426			
		59.52	601-617364-52305-00000000			FLEET-2024-0000442			
		118.90	601-617364-52305-00000000			FLEET-2024-0000472			
1	177489	\$149.94	02/22/24	01067		0 PERFORMANCE FOOD GROUP TPC		S	OUTSTANDING
		64.26	555-867566-52501-61500000			rec gym popcorn			
		85.68	555-867566-52501-61500000			rec gym popcorn			
1	47850	\$3384.84	02/22/24	04257		0 PHELPS UNIFORM SPECIALISTS INC		T	CLEARED
		83.24	101-617120-53822-00000000			11/23 PD floor mat svc			
		83.24	101-617120-53822-00000000			11/23 PD floor mat svc			
		83.24	101-617120-53822-00000000			11/23 PD floor mat svc			
		83.24	101-617120-53822-00000000			11/23 PD floor mat svc			

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
		38.85	501-618352-53822-00000000			Mat/mop svc			
		51.69	501-618352-53901-00000000			Uniform svc			
		38.85	501-618352-53822-00000000			Mat/mop svc			
		51.69	501-618352-53901-00000000			Uniform svc			
		38.85	501-618352-53822-00000000			Mat/mop svc			
		51.69	501-618352-53901-00000000			Uniforms			
		38.85	501-618352-53822-00000000			Mat/mop svc			
		51.69	501-618352-53901-00000000			Uniform svc			
		30.85	101-616041-53822-00000000			Mat svc			
		994.58	101-616041-53901-00000000			Uniform svc			
		30.85	101-616041-53822-00000000			Mat svc			
		321.58	101-616041-53901-00000000			Uniform svc			
		30.85	101-616041-53822-00000000			Mat svc			
		543.58	101-616041-53901-00000000			Uniform svc			
		30.85	101-616041-53822-00000000			Mat svc			
		173.58	101-616041-53901-00000000			Uniform svc			
		17.33	506-618341-53822-00000000			Mat/mop svc			
		77.39	506-618341-53901-00000000			Uniform svc			
		17.33	506-618341-53822-00000000			Mat/mop svc			
		77.39	506-618341-53901-00000000			Uniform svc			
		17.33	506-618341-53822-00000000			Mat/mop svc			
		77.39	506-618341-53901-00000000			Uniform svc			
		17.33	506-618341-53822-00000000			Mat/mop svc			
		77.39	506-618341-53901-00000000			Uniform svc			
		10.04	501-618121-53822-00000000			Mop/towel svc			
		28.49	501-618121-53901-00000000			Uniform svc			
		10.04	501-618121-53822-00000000			Mop/towel svc			
		28.49	501-618121-53901-00000000			Uniform svc			
		10.04	501-618121-53822-00000000			Mop/towel svc			
		28.49	501-618121-53901-00000000			Uniform svc			
		10.04	501-618121-53822-00000000			Mop/towel svc			
		28.49	501-618121-53901-00000000			Uniform svc			
1	47851	\$203.43	02/22/24 00775			0 PLANT EQUIPMENT CO INC			T CLEARED
		43.34	601-617364-52305-00000000			FLEET-2024-0000420			
		71.45	601-617364-52305-00000000			FLEET-2024-0000420			
		88.64	601-617364-52305-00000000			FLEET-2024-0000420			
1	177465	\$1706.38	02/22/24 01834			0 POLICE & FIREMENS INSURANCE ASSN			S OUTSTANDING
		1706.38	051-000000-21403-00000000			PAYROLL FOR - 022324			
1	47852	\$228.00	02/22/24 08643			0 POLICE BENEVOLENT			T CLEARED
		228.00	051-000000-21403-00000000			PAYROLL FOR - 022324			
1	47853	\$128.24	02/22/24 18088			0 PROMOTION SUPPORT SERVICES INC			T CLEARED
		128.24	101-314881-53502-00000000			Rental License Add. Insert			
1	47854	\$20.00	02/22/24 14717			0 QUAD CITIES CHAMBER OF COMMERCE INC			T CLEARED
		20.00	101-122041-54401-00000000			QC Mayors Breakfast - Hayden			

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	47855	\$325.00 100.00 225.00	02/22/24 101-414221-53822-00000000 101-414221-53822-00000000	08272		0 QUAD CITY TOWING 24-617 DODGE CARAVAN BONDED 24-449 FORD ESCAPE BONDED		T	CLEARED
1	177490	\$350.00 225.00 125.00	02/22/24 510-616331-53822-2875000 510-616331-53822-2875000	15523		0 QUAD CITY WINDOW CLEANING INC Graffiti removal Graffiti removal		S	OUTSTANDING
1	47856	\$792.00 792.00	02/22/24 242-311041-53112-6196244	09892		0 QUALITY CONTROLLED STAFFING 02/04/24 - 02/10/24		T	CLEARED
1	47857	\$851.80 851.80	02/22/24 555-854701-52305-00000000	01168		0 R & R PRODUCTS INC saukie roller		T	CLEARED
1	47858	\$613.74 297.00 316.74	02/22/24 101-617111-53801-6511000 101-617111-53801-6511000	03063		0 RAGAN MECHANICAL Backflow tests Boiler repairs		T	CLEARED
1	47859	\$566.99 55.37 182.40 6.72- 335.94	02/22/24 101-412206-51401-6455000 101-412206-51403-6455000 101-413215-51405-00000000 101-412206-51401-00000000	00728		0 RAY OHERRON COMPANY INC SPEAKER SS SHIRT OC POUCHES FREIGHT REIMBURSEMENT LAFFREDI UNIFORM		T	CLEARED
1	177491	\$650.00 650.00	02/22/24 101-617114-53801-00000000	02134		0 RAYNOR DOOR CO INC Repair main Watts door		S	OUTSTANDING
1	177492	\$71.41 5.72 4.29 48.47 12.93	02/22/24 601-617364-52202-00000000 601-617364-52206-00000000 601-617364-52209-00000000 601-617364-52305-00000000	18036		1 RDO TRUCK CENTER CO CRC Bet Term Pr Battery cleaner Thread lock/ultra black Convex mirror		S	OUTSTANDING
1	177493	\$2500.00 2500.00	02/22/24 510-616041-51502-00000000	18742		0 REEDER TRANSPORTATION TRAINING CENTER, INC CDL testing (G.Chance/M. Reid)		S	OUTSTANDING
1	47860	\$299.38 299.38	02/22/24 101-617120-52301-00000000	18694		1 RENSA ASSET ACQUISITION INC Filters for PD Building		T	CLEARED
1	47861	\$1219.46 172.80 967.71 10.70 68.25	02/22/24 101-617374-52304-00000000 101-617374-52304-00000000 101-617374-52304-00000000 101-617374-52304-00000000	00899		0 REPUBLIC PARENT LLC Midget fuses Elec parts/tools Elec parts Wire/connectors		T	CLEARED
1	47862	\$1540.92 1084.76 456.16	02/22/24 601-617364-52204-00000000 101-616307-52209-00000000	01409		0 RILCO INC FLEET-2024-0000438 Ice remover rock salt		T	CLEARED
1	47863	\$16.00	02/22/24	15528		0 RIPD COMMAND OFFICERS ASSOC		T	CLEARED

010 CITY OF ROCK ISLAND

CHECK REGISTER

DATE RANGE: 02/22/24 - 02/22/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
		1942.56	601-617364-52305-0000000			FLEET-2024-0000444			
1	47871	\$277.98 277.98	02/22/24 051-000000-21403-0000000	02347		0 U A W LOCAL 2282 PAYROLL FOR - 022324		T	CLEARED
1	47872	\$205.30 205.30	02/22/24 051-000000-21403-0000000	00802		0 UNITED WAY OF THE QUAD CITIES PAYROLL FOR - 022324		T	CLEARED
1	177498	\$588.50 588.50	02/22/24 101-123041-53101-0000000	15893		0 VICTORIA L FICKEL ESTRADA/JOY V CORI/AUGUSTANA		S	OUTSTANDING
1	47873	\$66.44 49.46 16.98	02/22/24 501-618352-52206-0000000 501-618352-52401-0000000	00146		0 VOTUBEK INVESTMENTS Cleaning supplies Utility knife		T	CLEARED
1	177499	\$179.40 179.40	02/22/24 510-616333-53704-0000000	12435		0 WASTE COMMISSION OF SCOTT COUNTY Electronics disposal		S	OUTSTANDING
1	177500	\$41.11 41.11	02/22/24 601-617364-52305-0000000	00762		0 WESTERN STRUCTURAL COMPANY FLEET-2024-0000448		S	OUTSTANDING
1	177501	\$109.98 109.98	02/22/24 501-619356-52401-0000000	17703		0 WHITE CAP LP Concrete Spreaders		S	OUTSTANDING
1	47874	\$237.00 237.00	02/22/24 555-867566-52502-6150000	17008		1 WP BEVERAGE LLC rec gym gatorade		T	CLEARED
TOTAL # OF ISSUED CHECKS:			42	TOTAL AMOUNT:			42,495.97		
TOTAL # OF WIRES:			0	TOTAL AMOUNT:			0.00		
TOTAL # OF VOIDED/REISSUED/UNCLAIMED CHECKS:			0	TOTAL AMOUNT:			0.00		
TOTAL # OF ACH CHECKS:			60	TOTAL AMOUNT:			144,857.45		
TOTAL # OF UNISSUED CHECKS:			0						

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
-----	-----	-----	-----
051	PAYROLL CLEARING FUND	22,596.37	0.00
101	GENERAL FUND	38,073.61	0.00
207	COMMUNITY/ECONOMIC DEVELOPMENT	450.00	0.00
211	M L KING CENTER	2,306.99	0.00
242	COMMDEVBLOCKGRANT CFDA 14.218	5,359.00	0.00
251	PUBLIC LIBRARY	684.43	0.00
501	WATER OPERATIONS/MAINTENANCE	11,711.29	0.00
506	WASTEWATER OPER & MAINTENANCE	936.69	0.00
510	SOLID WASTE	3,029.40	0.00
541	SUNSET MARINA	2,925.00	0.00
555	PARK & RECREATION	26,207.78	0.00
601	FLEET SERVICES	31,496.94	0.00
606	ENGINEERING	344.72	0.00
701	FIRE PENSION	17,596.90	0.00
706	POLICE PENSION	23,634.30	0.00
TOTAL -		=====	=====
		187,353.42	0.00

Tameka L. Toney

CITY OF ROCK ISLAND
CHART OF ACCOUNTS

February 23, 2024 through
February 29, 2024
TOTAL: \$963,720.24

FUNDS	FUND NAME	DEPT	DEPARTMENT NAME
101	General Fund	111	1st Ward
201	TIF #1 Downtown	112	2nd Ward
202	TIF #2 South 11th Street	113	3rd Ward
203	TIF #3 North 11th Street	114	4th Ward
204	TIF #4 Jumer's Casino Rock Island	115	5th Ward
205	TIF #5 Columbia Park	116	6th Ward
206	TIF #6 NE I280/Parkway	117	7th Ward
207	Community/Economic Development	118	Mayor
208	TIF #7 The Locks	119	Mayor & Council Administration
209	TIF #8 Watchtower	122	General Administration
210	Public Benefit	123	Legal Services
211	Martin Luther King Center	131	City Clerk
212	MLK Facility Improvement	155	Human Resources Administration
213	TIF #9 1st Street	156	Human Resources Services
221	Motor Fuel Tax	157	Insurance
222	Foreign Fire Insurance	211	Finance Administration
223	Riverboat Gaming	212	Customer Service
224	State Drug Prevention	213	Accounting Services
225	DUI Fine Law	214	Budget and Grants Management
226	Court Supervision	256	Information Technology
227	Crime Laboratory	311	Community/Economic Development Administration
241	US Dept of Justice Grant	312	Economic Development
242	Community Development Block Grant	313	Planning/Redevelopment
243	Federal Drug Prevention	314	Inspection
244	Neighborhood Stabilization ARRA	356	Martin Luther King Jr Community Center
245	Schwiebert Park Boat Dock	411	Police Administration
246	Ridgewood Business Park	412	Field Operations Bureau
247	Delacerda House Grant	413	Criminal Investigation Bureau
248	ARPA Fund	414	Administration/Technical Services Bureau
249	Downtown Infrastructure Pass Thru	415	Tactical Operations
251	Public Library	451	Fire Administration November 5, 2021 through
252	Volunteers of the RI Library	452	Fire Emergency Services
271	Honor Guard Contributions	453	Fire Protective Inspect
272	DARE	454	Ambulance
273	Police Contributions	611	Public Works Administration
274	Elderly Service Contributions	612	Motor Vehicle Parking System
275	RI Auxiliary Police	613	Water Meter Services
276	RI Labor Day Parade	615	Engineering
277	ESO Christmas Tour	616	Municipal Services
278	Adopt A School	617	Fleet Services
279	Fire Donations	618	Utilities Service
282	Lead Grant	619	Utilities Maintenance
301	Capital Improvements	711	Library Administration
302	Capital Improvements - Streets	712	Library Info Services
405	Debt Service	713	Library Circulation
501	Water Operation & Maintenance	714	Library Extension
502	Water Capital 2010A BAB'S	811	Park/Recreation Administration
506	Wastewater Operations & Maintenance	813	Recreation
507	Stormwater Utility	818	Whitewater Aquatic Center
508	Wastewater Capital 2010A BAB'S	819	Schwiebert Riverfront Park
510	Solid Waste	822	Parks
511	Centennial Bridge	834	Highland Golf Maintenance
541	Sunset Marina	835	Highland Clubhouse
555	Parks & Recreation	846	Golf Pro Shop
581	CDBG Loan Programs	854	Saukie Golf Maintenance
582	State Affordable Housing	855	Saukie Clubhouse
583	Community/Economic Development Loans	867	RIFAC
584	CIRLF Loan Fund	891	Donations P/R Admin
585	MPF Endowment Loans	892	Donations Parks
586	Brownfield Revolving Loan Fund	893	Donations Recreation Programs
595	Public Housing	894	Donations Golf Maintenance
601	Fleet Services	895	Donations Highland/Saukie Clubhouse
602	Fleet Amortization	896	Donations Golf Pro Shop
606	Engineering	897	Donations RIFAC
609	Hydroelectric Plant	898	Donations Longview Aquatic Center
621	Self-Insurance	899	Donations Riverfront Park
626	Employee Health Plan	910	Police Fire Commission
701	Fire Pension	920	Fire Pension
706	Police Pension	930	Police Pension
711	Cafeteria Plan	940	Cafeteria Plan
712	Loan Escrow		
831	GASB 34		
901	MLK Activity		
905	IL DCFS		
906	Dept of Human Services		
907	MLK Capital Contributions		
950	Public Library Foundation		

REPORT PARAMETERS

ORGANIZATION	:	010
BANK	:	1
PRINT BY	:	CHECK DATE
SORT OPTION	:	VENDOR NAME
PRINT DETAILS	:	Y
BEGINNING CHECK DATE	:	02/29/24
ENDING CHECK DATE	:	02/29/24
ORG NAME FOR EXTRACT FILE	:	APPP022924
FILE NAME	:	SAV\BANKCHECK_022924_161601

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/29/24 - 02/29/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	177511	\$180.00 90.00 90.00	02/29/24 555-867566-53112-6274000 555-867566-53112-6274000	18142		0 ADAM JOHNSON basketball ref basketball ref		S	OUTSTANDING
1	177512	\$90.00 90.00	02/29/24 555-867566-53112-6274000	18771		0 ALEXANDER J BERT basketball ref		S	OUTSTANDING
1	177513	\$659.90 659.90	02/29/24 101-451041-52405-0000000	01279		0 ALLMAKES OFFICE FURNITURE INC FM Desk / admin map		S	OUTSTANDING
1	47875	\$1500.86 784.91 501.65 107.15 107.15	02/29/24 101-213064-53107-6138000 405-616316-53107-6138000 581-313851-53107-6217000 584-312801-53107-6221000	04665		0 AMERICAN BANK & TRUST CO Banking Service - January 2024 Banking Service - January 2024 Banking Service - January 2024 Banking Service - January 2024		T	CLEARED
1	177514	\$1091.28 1091.28	02/29/24 506-618341-52217-0000000	06788		0 AQUAFIX INC Chemicals		S	OUTSTANDING
1	47876	\$134.27 76.93 52.56 4.78	02/29/24 601-617364-52302-0000000 601-617364-52302-0000000 601-617364-52302-0000000	15725		0 ARNOLD MOTOR SUPPLY LLP FLEET-2024-0000537 FLEET-2024-0000537 FLEET-2024-0000544		T	CLEARED
1	177515	\$54.47 54.47	02/29/24 101-414226-53207-0000000	00010		1 AT & T CORP JANUARY BILL		S	OUTSTANDING
1	47877	\$11301.49 100.00 5133.31 100.00 5968.18	02/29/24 555-811041-53702-0000000 555-867564-53702-0000000 555-811041-53702-0000000 555-867564-53702-0000000	17608		0 ATHENA ENERGY SERVICES HOLDINGS LLC admin gas rifac gas admin gas rifac gas		T	CLEARED
1	47878	\$29907.85 3502.82 3614.93 2430.34 1181.47 2971.53 4275.75 4108.96 2312.55 1445.66 4063.84	02/29/24 101-617111-53702-0000000 101-617120-53702-0000000 501-618352-53702-0000000 501-618352-53702-0000000 506-618341-53702-0000000 101-617111-53702-0000000 101-617120-53702-0000000 501-618352-53702-0000000 501-618352-53702-0000000 506-618341-53702-0000000	17608		1 ATHENA ENERGY SERVICES HOLDINGS LLC 12/23 City Hall 12/23 Police Dept 12/23 WTP1 12/23 WTP2 12/23 WWTP 1/24 City Hall 1/24 Police Dept 1/24 WTP1 1/24 WTP2 1/24 WWTP		T	CLEARED
1	177516	\$179.40 179.40	02/29/24 601-617364-52206-0000000	00109		0 AUTOZONE STORES LLC FLEET-2024-0000540		S	OUTSTANDING
1	47879	\$4378.29 4378.29	02/29/24 626-157141-53601-0000000	14271		0 AVESIS THIRD PARTY ADMINISTRATORS LLC Avesis Premiums		T	CLEARED

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/29/24 - 02/29/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	47880	\$85.00 25.00 60.00	02/29/24 555-813511-53801-00000000 555-813511-53801-00000000	18067		0 BCRGEHN INC hauberg bug spray carriage house bug spray		T	CLEARED
1	47881	\$14819.73 14819.73	02/29/24 601-617364-52203-00000000	00297		0 BLICK & BLICK OIL INC 5507 Gals Gasohol		T	CLEARED
1	47882	\$2472.80 1559.40 913.40	02/29/24 101-454273-52214-00000000 101-454273-52214-00000000	10989		0 BOUND TREE MEDICAL LLC Ambu Supplies Medical Supplies		T	CLEARED
1	47883	\$1000.00 1000.00	02/29/24 101-617375-53804-00000000	00308		0 BRANDT CONSTRUCTION CO Rail replacement		T	CLEARED
1	47884	\$13353.74 13353.74	02/29/24 501-618352-52217-00000000	10250		0 BRENNTAG MID-SOUTH INC. Fluoride		T	CLEARED
1	177517	\$12500.00 5800.00 6700.00	02/29/24 101-617125-53801-00000000 101-617125-53801-00000000	18479		0 CAHALAN ENTERPRISES INC Finish walls ready to paint Install ceiling tile		S	OUTSTANDING
1	177518	\$236.50 236.50	02/29/24 101-617375-53804-00000000	17489		0 CDL ELECTRIC CO INC Ring-10 Track Rectifire		S	OUTSTANDING
1	47885	\$5709.09 5709.09	02/29/24 101-256081-52406-00000000	05065		1 CDS OFFICE TECHNOLOGIES INC 2 EA-FIRE TOUGHBOOK/CPR/ANTEN		T	CLEARED
1	177502	\$200.00 100.00 100.00	02/29/24 555-835753-54206-00000000 555-855702-54206-00000000	00387		0 CITY OF ROCK ISLAND highland springs food/bev perm saukie food/bev permit		S	OUTSTANDING
1	177519	\$96.00 96.00	02/29/24 601-617364-53822-00000000	13765		0 CLEAN SWEEP OF I & I LLC January vehicle washes		S	OUTSTANDING
1	47886	\$73308.58 22673.83 50634.75	02/29/24 626-157141-53602-00000000 626-157141-53602-00000000	14239		0 CVS PHARMACY INC CVS 02/08/24 to 02/15/24 CVS 02/16/24 to 02/23/24		T	CLEARED
1	47887	\$266.02 266.02	02/29/24 555-813501-51502-00000000	16079		0 DANIEL GLEASON IPRA conference reimbursement		T	CLEARED
1	177520	\$90.00 90.00	02/29/24 555-867566-53112-62740000	18757		0 DREW BOFFELI basketball ref		S	OUTSTANDING
1	177521	\$41.98 41.98	02/29/24 101-414223-51502-00000000	05476		0 DYTANYA ROBINSON EXCEL/POWERPOINT REIMBURSEMENT		S	OUTSTANDING
1	47888	\$5255.00 5255.00	02/29/24 101-452271-52402-00000000	16974		0 ED M FELD EQUIPMENT COMPANY INC PPV fan		T	CLEARED

010 CITY OF ROCK ISLAND
CHECK REGISTER
DATE RANGE: 02/29/24 - 02/29/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV VEND	CHECK STATUS
1	177522	\$100.00 100.00	02/29/24 211-000000	18409 -44407-0000000		0 ERIC D MALDONADO Rental Deposit Refund-EM		S	OUTSTANDING
1	47889	\$692.00 692.00	02/29/24 626-157141	14735 -53104-0000000		1 EXTEND HEALTH Hra Service - FEB 2024		T	CLEARED
1	47890	\$148.81 51.60 47.30 49.91	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000	02528 -52305-0000000 -52305-0000000 -52305-0000000		1 FASTENAL COMPANY Fasteners Fasteners Fasteners		T	CLEARED
1	47891	\$972.06 387.51 436.50 148.05	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52206-0000000	16141 -52305-0000000 -52305-0000000 -52206-0000000		0 FIRST AID CORP FLEET-2024-0000535 FLEET-2024-0000531 Hand Cleaner		T	CLEARED
1	47892	\$111.36 111.36	02/29/24 601-617364-52305-0000000	00034 -52305-0000000		0 FOSTER COACH SALES INC FLEET-2024-0000547		T	CLEARED
1	177523	\$100.00 100.00	02/29/24 211-000000	18773 -44407-0000000		0 GEORGETTE ROSS Rental Deposit Return-GR		S	OUTSTANDING
1	177524	\$265.78 134.27 131.51	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000	00199 -52305-0000000 -52305-0000000		0 GIBSON LTD FLEET-2024-0000530 FLEET-2024-0000532		S	OUTSTANDING
1	47893	\$1192.19 569.65 622.54	02/29/24 501-619356-52303-0000000 501-618121-52205-0000000	04970 -52303-0000000 -52205-0000000		0 HD SUPPLY FACILITIES MAINTENANCE Hyd safety fig repair kits Chemicals		T	CLEARED
1	177525	\$407179.78 407179.78	02/29/24 626-157141-53602-0000000	10204 -53602-0000000		1 HEALTH CARE SERVICE CORPORATION JAN BlueCross BlueShield		S	OUTSTANDING
1	177526	\$1462.84 15.10 17.50 18.36 6.85 13.70 6.85 17.70 20.19 20.19 17.80 7.55 54.50 20.19 25.50 28.73	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000	15517 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000 -52305-0000000		0 HI-LINE ELECTRIC CO., INC. FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513 FLEET-2024-0000513		S	OUTSTANDING

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		54.50	601-617364-52305-00000000			FLEET-2024-0000513			
		85.50	601-617364-52305-00000000			FLEET-2024-0000513			
		52.60	601-617364-52305-00000000			FLEET-2024-0000513			
		52.60	601-617364-52305-00000000			FLEET-2024-0000513			
		28.70	601-617364-52305-00000000			FLEET-2024-0000513			
		61.55	601-617364-52305-00000000			FLEET-2024-0000513			
		15.10	601-617364-52305-00000000			FLEET-2024-0000513			
		15.10	601-617364-52305-00000000			FLEET-2024-0000513			
		7.55	601-617364-52305-00000000			FLEET-2024-0000513			
		15.10	601-617364-52305-00000000			FLEET-2024-0000513			
		8.81	601-617364-52305-00000000			FLEET-2024-0000513			
		15.10	601-617364-52305-00000000			FLEET-2024-0000513			
		7.55	601-617364-52305-00000000			FLEET-2024-0000513			
		15.10	601-617364-52305-00000000			FLEET-2024-0000513			
		25.50	601-617364-52305-00000000			FLEET-2024-0000516			
		577.33	601-617364-52305-00000000			Fasteners/nuts/bolts			
		134.44	601-617364-52409-00000000			Cabinet rack/storage			
1	47894	\$837.09	02/29/24	01518		0 INGRAM INDUSTRIES INC		T	CLEARED
		387.48	251-713451-54305-00000000			LIBRARY MATERIALS - ALL LOCATI			
		153.85	251-713451-54305-00000000			LIBRARY MATERIALS - ALL LOCATI			
		295.76	251-713451-54305-00000000			LIBRARY MATERIALS - ALL LOCATI			
1	47895	\$41005.03	02/29/24	16057		1 ITSAVVY LLC		T	CLEARED
		39980.56	248-256041-53822-8304658			HPE SERVER			
		249.99	555-835753-52101-00000000			HS HEADSET			
		249.99	555-855702-52101-00000000			SAUKIE HEADSET			
		292.75	101-256081-52406-00000000			5 PoE+ SWITCHES			
		231.74	101-611041-52405-00000000			D BROWN HEADSET			
1	177503	\$20.00	02/29/24	17966		0 JEFFREY P LAXTON		S	OUTSTANDING
		20.00	242-311041-53112-6196244			February 2024 Illowa Lunch Rei			
1	177504	\$710.48	02/29/24	03500		0 JOHN GRIPP		S	OUTSTANDING
		710.48	555-811041-51502-00000000			IPRA conference reimbursement			
1	47896	\$1946.00	02/29/24	14515		0 JOHNSON CONTROLS		T	CLEARED
		1946.00	506-618341-53801-00000000			Repairs			
1	177505	\$2834.10	02/29/24	18762		0 JOSE ZEPEDA		S	OUTSTANDING
		2834.10	207-312801-55109-00000000			2022-2023 Tax Rebate			
1	177506	\$20.00	02/29/24	18579		0 KEVIN KLUCK		S	OUTSTANDING
		20.00	101-314881-51502-00000000			Feb CY24 Lunch Reimbursement			
1	47897	\$300.84	02/29/24	00240		0 KEYSTONE AUTOMOTIVE INDUSTRIES INC		T	CLEARED
		300.84	601-617364-52305-00000000			FLEET-2024-0000374			
1	177507	\$796.52	02/29/24	16093		0 KOFFEE BREAK RESTAURANT INC		S	OUTSTANDING
		796.52	101-211041-55109-00000000			2022-2023 P.Tax Rebate			

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1	177527	\$90.00 90.00	02/29/24 555-867566-53112-6274000	18775		0 KYLE WILLE basketball ref		S	OUTSTANDING
1	177508	\$236.51 236.51	02/29/24 555-813501-51502-0000000	18777		0 LAUREN PANNIER IPRA conference reimbursements		S	OUTSTANDING
1	177528	\$8854.00 8854.00	02/29/24 101-413215-52406-0000000	12939		0 LEADS ONLINE LLC LEADS ONLINE 4/1/24-3/31/25		S	OUTSTANDING
1	177529	\$90.00 90.00	02/29/24 555-867566-53112-6274000	18776		0 LEAH HETZEL basketball ref		S	OUTSTANDING
1	177530	\$3000.00 3000.00	02/29/24 101-451291-53801-0000000	01866		0 LONGS CARPET & INTERIORS 2 offices Carpet		S	OUTSTANDING
1	47898	\$4205.54 4205.54	02/29/24 506-619346-53806-2158000	17063		0 MCCLINTOCK TRUCKING & EXCAVATING INC Emergency sewer repair		T	CLEARED
1	47899	\$11957.50 11957.50	02/29/24 101-616306-52306-0000000	15277		0 MD SOLUTIONS INC Sign post materials		T	CLEARED
1	177531	\$515.00 515.00	02/29/24 101-413215-51405-0000000	09952		0 MICHAEL C. WOOD CLOTHING REIMBURSEMENT		S	OUTSTANDING
1	47900	\$35262.72 27.74 931.41 20.97 96.44 21.63 99.47 14371.99 5501.05 11180.87 3011.15	02/29/24 101-312801-53703-0000000 101-617371-53703-0000000 506-618341-53702-0000000 506-618341-53703-0000000 506-618341-53702-0000000 506-618341-53703-0000000 101-617372-53703-0000000 501-618352-53703-0000000 506-618341-53703-0000000 501-618352-53703-0000000	00560		0 MIDAMERICAN ENERGY CO 4199 46th Avenue Sign 1/24 IDOT T/Signal Dechlorination Bldg Dechlorination Bldg Chlorination Bldg Chlorination Bldg 1/24 Street Light elec 1/24 Pumping Station elec 1/24 WWTP elec 1/24 Reservoir Domes elec		T	CLEARED
1	47901	\$613.71 613.71	02/29/24 101-155041-53203-0000000	02440		0 MIDWEST MAILWORKS INC Lettershop, postage and Shipp		T	CLEARED
1	47902	\$155.48 14.30 141.18	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000	00590		0 MILLS CHEVROLET COMPANY FLEET-2024-0000505 FLEET-2024-0000542		T	CLEARED
1	47903	\$276.60 71.49 91.38 17.53 6.37 24.28	02/29/24 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000 601-617364-52305-0000000	15816		0 MOTOR PARTS AND EQUIPMENT CORPORATION FLEET-2024-0000514 FLEET-2024-0000539 FLEET-2024-0000539 FLEET-2024-0000539 FLEET-2024-0000539		T	CLEARED

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		10.60	601-617364-52305-00000000			FLEET-2024-0000539			
		41.95	601-617364-52305-00000000			FLEET-2024-0000539			
		13.00	601-617364-52305-00000000			FLEET-2024-0000539			
1	177509	\$2329.99	02/29/24	18769		0 NICOLAS ZEPEDA		S	OUTSTANDING
		2329.99	207-312801-55109-00000000			2022-2023 Tax Rebate			
1	177532	\$178.65	02/29/24	18201		0 ODP BUSINESS SOLUTIONS LLC		S	OUTSTANDING
		42.99	606-615041-52103-00000000			Mouse/keyboard			
		19.99	606-615041-52103-00000000			Monitor cable			
		76.89	101-611041-52101-00000000			Planner/pens/index			
		31.99	101-611041-52101-00000000			Calendar			
		6.79	101-611041-52101-00000000			Index			
1	177510	\$2750.00	02/29/24	18761		0 OLDE TOWN HVAC INC		S	OUTSTANDING
		2750.00	242-313851-55305-6459110			J&I Bishop 1543 24 1/2 Street			
1	177533	\$325.00	02/29/24	16445		0 ON TARGET SOLUTIONS GROUP INC		S	OUTSTANDING
		325.00	101-414223-51502-00000000			PAULEY EVIDENCE STORAGE SEMINA			
1	47904	\$313.13	02/29/24	04242		0 OREILLY AUTOMOTIVE STORES INC		T	CLEARED
		112.68	601-617364-52305-00000000			FLEET-2024-0000512			
		71.45	601-617364-52305-00000000			FLEET-2024-0000534			
		9.08	601-617364-52305-00000000			Transfer gasket (returned)			
		9.08-	601-617364-52305-00000000			Credit/returned tran gasket			
		89.76	601-617364-52305-00000000			ABS Sensors (returned)			
		151.00	601-617364-52305-00000000			Battery for #2371			
		22.00-	601-617364-52305-00000000			Core Credit			
		89.76-	601-617364-52305-00000000			Credit for sensors			
1	47905	\$35.16	02/29/24	18027		0 PARTS AUTHORITY LLC		T	CLEARED
		35.16	601-617364-52305-00000000			FLEET-2024-0000517			
1	47906	\$128968.83	02/29/24	05246		3 PG GOVERN INC		T	CLEARED
		15873.11	101-256081-53822-52280000			HRMS 4/1/24-3/31/25			
		34610.18	101-256081-53822-52280000			FMS 4/1/24-3/31/25			
		13168.72	101-256081-53822-52280000			SYS SW 4/1/24-3/31/25			
		2337.28	101-256081-53822-52280000			AE 4/1/24-3/31/25			
		2738.69	101-256081-53822-52280000			EAE SUBSCRIPTION 4/1/24-3/31/2			
		1149.77	101-256081-53822-52280000			EOM MAINTENANCE 4/1/24-3/31/25			
		6970.64	101-256081-53822-52280000			EAE MAINTENANCE 4/1/24-3/31/25			
		2195.75	101-256081-53822-52280000			EOM SUBSCRIPTION 4/1/24-3/31/2			
		12070.69	101-256081-53822-52280000			BI 4/1/24-3/31/25			
		6758.00	101-256091-53822-00000000			ACCTS RECEIVABLE WD 4/1/24-3/3			
		21676.00	101-256091-53822-00000000			LAND MGMT WD 4/1/24-3/31/25			
		6758.00	101-256091-53822-00000000			WORKFLOW OF 4/1/24-3/31/25			
		2662.00	101-256091-53822-00000000			ESCROW ACCOUNT 4/1/24-3/31/25			
1	47907	\$1103.80	02/29/24	04257		0 PHELPS UNIFORM SPECIALISTS INC		T	CLEARED
		9.30	601-617041-53822-00000000			Shop towel svc			

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		76.14	601-617041-53901-00000000			Uniform svc			
		9.30	601-617041-53822-00000000			Shop towel svc			
		76.14	601-617041-53901-00000000			Uniform svc			
		9.30	601-617041-53822-00000000			Shop towel svc			
		68.46	601-617041-53901-00000000			Uniform svc			
		9.30	601-617041-53822-00000000			Shop towel svc			
		68.46	601-617041-53901-00000000			Uniform svc			
		63.70	101-617111-53822-00000000			Floor mat svc			
		63.70	101-617111-53822-00000000			Floor mat svc			
		63.70	101-617111-53822-00000000			Floor mat svc			
		63.70	101-617111-53822-00000000			Floor mat svc			
		83.24	101-617120-53822-00000000			Floor mat svc			
		83.24	101-617120-53822-00000000			Floor mat svc			
		83.24	101-617120-53822-00000000			Floor mat svc			
		83.24	101-617120-53822-00000000			Floor mat svc			
		47.41	101-617112-53822-00000000			Floor mat svc			
		47.41	101-617112-53822-00000000			Floor mat svc			
		47.41	101-617112-53822-00000000			Floor mat svc			
		47.41	101-617112-53822-00000000			Floor mat svc			
1	47908	\$41.19	02/29/24	00775		0 PLANT EQUIPMENT CO INC		T	CLEARED
		41.19	601-617364-52305-00000000			FLEET-2024-0000506			
1	47909	\$3521.00	02/29/24	01400		0 QC ANALYTICAL SERVICES LLC		T	CLEARED
		148.00	506-618341-53112-00000000			Analysis			
		488.00	506-618341-53112-00000000			Analysis			
		536.00	506-618341-53112-00000000			Analysis			
		1086.00	506-618341-53112-00000000			Analysis			
		1263.00	506-618341-53112-00000000			Analysis			
1	47910	\$17400.00	02/29/24	14717		0 QUAD CITIES CHAMBER OF COMMERCE INC		T	CLEARED
		17400.00	207-312801-54101-00000000			FY24 RIADA Funding			
1	47911	\$200.00	02/29/24	08272		0 QUAD CITY TOWING		T	CLEARED
		75.00	101-414222-53822-00000000			24-668 CHEV MALIBU CID HOLD			
		125.00	101-414221-53822-00000000			24-1130 TOY TUNDRA BONDED			
1	47912	\$792.00	02/29/24	09892		0 QUALITY CONTROLLED STAFFING		T	CLEARED
		792.00	242-311041-53112-6196244			02/11/24 - 02/17/2024			
1	47913	\$6972.34	02/29/24	06729		0 RACOM CORPORATION		T	CLEARED
		3932.42	101-414226-53803-00000000			RIA PD GSA #24-#108			
		3039.92	101-414226-53803-00000000			RIA PD GSA 13 & 110			
1	47914	\$7288.41	02/29/24	00728		0 RAY OHERRON COMPANY INC		T	CLEARED
		551.83	601-617364-52305-00000000			FLEET-2024-0000393			
		898.00	601-617364-52305-00000000			FLEET-2024-0000393			
		1824.29	101-412206-51402-00000000			GANT, WILLIAMS VESTS			
		1824.29	101-412206-51402-0000560			SPEAKER, KIMBA VESTS			
		2190.00	101-414223-52213-00000000			-MM LUGER AMMO			

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1	177534	\$116.68 116.68	02/29/24 601-617364-52305-00000000	18036		1 RDO TRUCK CENTER CO Sensor kit for #6623		S	OUTSTANDING
1	47915	\$24.00 24.00	02/29/24 101-617125-52301-00000000	00892		0 REGALIA MANUFACTURING CO Halyard braided rope		T	CLEARED
1	177535	\$100.00 100.00	02/29/24 211-000000-44407-00000000	18772		0 REGINA A BASSETT Rental Deposit Refund-RB		S	OUTSTANDING
1	47916	\$1728.93 1728.93	02/29/24 506-618341-52204-00000000	01409		0 RILCO INC Lubricants		T	CLEARED
1	47917	\$1904.41 1904.41	02/29/24 101-616301-52306-00000000	00607		0 RIVERSTONE GROUP INC Material patch repairs		T	CLEARED
1	177536	\$127.48 127.48	02/29/24 101-412206-51404-00000000	09155		0 RYAN J. BARNETT BOOTS		S	OUTSTANDING
1	47918	\$6784.80 6784.80	02/29/24 506-618121-53804-00000000	01023		0 SENECA COMPANIES INC Vacuumed out all oil/hauling		T	CLEARED
1	177537	\$38121.22 38121.22	02/29/24 501-618352-52217-00000000	11301		0 SHANNON CHEMICAL CORPORATION Phophoric		S	OUTSTANDING
1	177538	\$659.98 90.18 569.80 569.80 569.80-	02/29/24 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000 601-617364-52305-00000000	15634		0 SHOTTENKIRK INC FLEET-2024-0000549 Hood for #2402 Hood (damaged) Credit/damaged hood		S	OUTSTANDING
1	47919	\$1330.00 155.00 1175.00	02/29/24 101-314881-53502-00000000 101-314881-53502-00000000	05600		0 THE PRINTERS MARK Stop Work Orders Inspection Tickets		T	CLEARED
1	47920	\$27.86 27.86	02/29/24 601-617364-52305-00000000	17419		0 TJP ENTERPRISES INC FLEET-2024-0000519		T	CLEARED
1	177539	\$640.00 640.00	02/29/24 101-452271-51402-00000000	16536		0 TURNOUT RENTAL LLC 2 FF Prob rental kit		S	OUTSTANDING
1	177540	\$245.00 245.00	02/29/24 506-619359-53806-25640000	08283		0 TYRONE P WOODRUM Clean main, camera & locate		S	OUTSTANDING
1	177541	\$166.25 16.90 56.24 16.90 48.69 27.52	02/29/24 101-411041-53301-00000000 501-618352-53301-00000000 501-618352-53301-00000000 101-451041-53301-00000000 606-615091-53301-00000000	00792		0 UNITED PARCEL SERVICE UPS UPS UPS UPS UPS		S	OUTSTANDING

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1	177542	\$25000.00 25000.00	02/29/24	12584		0 UTILITY SERVICES CO., INC. Ridgewood Rd water tower maint		S	OUTSTANDING
1	47921	\$6907.20 6907.20	02/29/24	00838		0 VALLEY CONSTRUCTION CO Repair water main break		T	CLEARED
1	177543	\$647.18 36.01 36.01 36.01 36.01 36.01 36.01 35.01 36.01 36.01 36.01 36.01 36.01 36.01 36.01 11.88 11.88 12.25 11.88 11.88 12.25 11.88 11.88 12.25 11.88 11.88 12.25 11.88 11.88 12.25 11.88 11.88 12.25	02/29/24	11026		0 VERIZON WIRELESS 309-230-0176 309-428-0104 309-428-4839 309-428-5150 309-429-0086 309-429-0299 309-520-4520 309-781-0540 309-798-0286 309-798-0291 309-798-0298 309-798-0308 309-798-8519 309-428-5946 (33%) 309-428-5946 (33%) 309-428-5946 (34%) 309-429-8116 (33%) 309-429-8116 (33%) 309-429-8116 (34%) 309-592-0150 (33%) 309-592-0150 (33%) 309-592-0150 (34%) 309-592-0189 (33%) 309-592-0189 (33%) 309-592-0189 (34%) 309-592-0245 (33%) 309-592-0245 (33%) 309-592-0245 (34%)		S	OUTSTANDING
1	47922	\$33.04 2.95 3.15 17.95 8.99	02/29/24	00146		0 VOTUBEK INVESTMENTS FLEET-2024-0000552 FLEET-2024-0000552 Semi-Syn 2 Cyl Oil Threadlocker		T	CLEARED
1	177544	\$120.00 120.00	02/29/24	18770		0 WILLIAM CONGER Workboots		S	OUTSTANDING
1	47923	\$1952.52 1952.52	02/29/24	16947		0 ZURCHER TIRE INC 4 Hankook tires		T	CLEARED

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TOTAL # OF ISSUED CHECKS:				43	TOTAL AMOUNT:		513,221.97		
TOTAL # OF WIRES:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF VOIDED/REISSUED/UNCLAIMED CHECKS:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF ACH CHECKS:				49	TOTAL AMOUNT:		450,498.27		
TOTAL # OF UNISSUED CHECKS:				0					

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
-----	-----	-----	-----
101	GENERAL FUND	233,478.87	0.00
207	COMMUNITY/ECONOMIC DEVELOPMENT	22,564.09	0.00
211	M L KING CENTER	300.00	0.00
224	STATE DRUG PREVENTION	36.01	0.00
242	COMMDEVBLOCKGRANT CFDA 14.218	3,562.00	0.00
248	American Rescue Plan Act (ARPA	39,980.56	0.00
251	PUBLIC LIBRARY	837.09	0.00
405	DEBT SERVICE	501.65	0.00
501	WATER OPERATIONS/MAINTENANCE	100,709.11	0.00
506	WASTEWATER OPER & MAINTENANCE	38,063.64	0.00
507	STORMWATER UTILITY	61.25	0.00
555	PARK & RECREATION	13,874.49	0.00
581	CDBG LOAN PROGRAMS	107.15	0.00
584	CIRLF LOAN FUND	107.15	0.00
601	FLEET SERVICES	23,852.02	0.00
606	ENGINEERING	126.51	0.00
626	EMPLOYEE HEALTH PLAN	485,558.65	0.00
		=====	=====
	TOTAL -	963,720.24	0.00

Tameka L. Toney

Payroll Expense Posting Report
Period Covering: 02/19/24-03/03/24
Pay Date: 03/08/24

FUND	Fund Name	AMOUNT
101	General Fund	\$ 1,293,099.05
203	TIF District #3 N 11 St	\$ 2,189.43
204	TIF Jumers Casino RI	\$ 1,144.53
205	TIF Columbia Park	\$ 1,314.29
211	ML King Center	\$ 3,643.61
224	State Drug Prevention	\$ 2,907.46
242	Comm Dev Block Grant	\$ 10,328.94
248	ARPA Program	\$ 9,242.86
251	Library	\$ 68,230.70
501	Water	\$ 79,780.25
506	Wastewater	\$ 67,739.97
507	Stormwater	\$ 22,488.68
510	Refuse	\$ 26,242.99
541	Sunset Marina	\$ 5,351.06
555	Park & Recreation	\$ 91,037.56
601	Fleet Services	\$ 36,289.38
606	Engineering	\$ 32,579.22
621	Self-Insurance	\$ 1,711.83
626	Employee Health Ins	\$ 2,318.85
901	MLK Activity Fund	\$ 15,061.35
904	MLK Youth Srv	\$ 5,097.84
905	MLK DCFS Fund	\$ 7,599.22
906	MLK DHS Fund	\$ 13,023.90
		\$ 1,798,422.97

CITY OF ROCK ISLAND
CHART OF ACCOUNTS

February 10, 2024 through
February 23, 2024
TOTAL: \$ 32,915.83

FUNDS	FUND NAME	DEPT	DEPARTMENT NAME
101	General Fund	111	1st Ward
201	TIF #1 Downtown	112	2nd Ward
202	TIF #2 South 11th Street	113	3rd Ward
203	TIF #3 North 11th Street	114	4th Ward
204	TIF #4 Jumer's Casino Rock Island	115	5th Ward
205	TIF #5 Columbia Park	116	6th Ward
206	TIF #6 NE I280/Parkway	117	7th Ward
207	Community/Economic Development	118	Mayor
208	TIF #7 The Locks	119	Mayor & Council Administration
209	TIF #8 Watchtower	122	General Administration
210	Public Benefit	123	Legal Services
211	Martin Luther King Center	131	City Clerk
212	MLK Facility Improvement	155	Human Resources Administration
213	TIF #9 1st Street	156	Human Resources Services
221	Motor Fuel Tax	157	Insurance
222	Foreign Fire Insurance	211	Finance Administration
223	Riverboat Gaming	212	Customer Service
224	State Drug Prevention	213	Accounting Services
225	DUI Fine Law	214	Budget and Grants Management
226	Court Supervision	256	Information Technology
227	Crime Laboratory	311	Community/Economic Development Administration
241	US Dept of Justice Grant	312	Economic Development
242	Community Development Block Grant	313	Planning/Redevelopment
243	Federal Drug Prevention	314	Inspection
244	Neighborhood Stabilization ARRA	356	Martin Luther King Jr Community Center
245	Schwiebert Park Boat Dock	411	Police Administration
246	Ridgewood Business Park	412	Field Operations Bureau
251	Public Library	413	Criminal Investigation Bureau
252	Volunteers of the RI Library	414	Administration/Technical Services Bureau
271	Honor Guard Contributions	415	Tactical Operations
272	DARE	451	Fire Administration November 5, 2021 through
273	Police Contributions	452	Fire Emergency Services
274	Elderly Service Contributions	453	Fire Protective Inspect
275	RI Auxiliary Police	454	Ambulance
276	RI Labor Day Parade	611	Public Works Administration
277	ESO Christmas Tour	612	Motor Vehicle Parking System
278	Adopt A School	613	Water Meter Services
279	Fire Donations	615	Engineering
282	Lead Grant	616	Municipal Services
301	Capital Improvements	617	Fleet Services
302	Capital Improvements - Streets	618	Utilities Service
405	Debt Service	619	Utilities Maintenance
501	Water Operation & Maintenance	711	Library Administration
502	Water Capital 2010A BAB'S	712	Library Info Services
506	Wastewater Operations & Maintenance	713	Library Circulation
507	Stormwater Utility	714	Library Extension
508	Wastewater Capital 2010A BAB'S	811	Park/Recreation Administration
510	Solid Waste	813	Recreation
511	Centennial Bridge	818	Whitewater Aquatic Center
541	Sunset Marina	819	Schwiebert Riverfront Park
555	Parks & Recreation	822	Parks
581	CDBG Loan Programs	834	Highland Golf Maintenance
582	State Affordable Housing	835	Highland Clubhouse
583	Community/Economic Development Loans	846	Golf Pro Shop
584	CIRLF Loan Fund	854	Saukie Golf Maintenance
585	MPF Endowment Loans	855	Saukie Clubhouse
586	Brownfield Revolving Loan Fund	867	RIFAC
595	Public Housing	891	Donations P/R Admin
601	Fleet Services	892	Donations Parks
602	Fleet Amortization	893	Donations Recreation Programs
606	Engineering	894	Donations Golf Maintenance
609	Hydroelectric Plant	895	Donations Highland/Saukie Clubhouse
621	Self-Insurance	896	Donations Golf Pro Shop
626	Employee Health Plan	897	Donations RIFAC
701	Fire Pension	898	Donations Longview Aquatic Center
706	Police Pension	899	Donations Riverfront Park
711	Cafeteria Plan	910	Police Fire Commission
712	Loan Escrow	920	Fire Pension
831	GASB 34	930	Police Pension
901	MLK Activity	940	Cafeteria Plan
905	IL DCFS		
906	Dept of Human Services		
907	MLK Capital Contributions		
950	Public Library Foundation		

REPORT PARAMETERS

ORGANIZATION	:	010
BANK	:	2
PRINT BY	:	CHECK DATE
SORT OPTION	:	VENDOR NAME
PRINT DETAILS	:	Y
BEGINNING CHECK DATE	:	02/23/24
ENDING CHECK DATE	:	02/23/24
ORG NAME FOR EXTRACT FILE	:	APPP022324
FILE NAME	:	SAV\BANKCHECK_022224_132643

010 CITY OF ROCK ISLAND

CHECK REGISTER

DATE RANGE: 02/23/24 - 02/23/24

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	TYPE INV	CHECK STATUS VEND
2	22324	\$32915.83 32915.83	02/23/24 051-000000	07532 -21403-000000	0	ICMA RETIREMENT CORP PAYROLL FOR - 022324			M OUTSTANDING
TOTAL # OF ISSUED CHECKS:				1	TOTAL AMOUNT:		32,915.83		
TOTAL # OF WIRES:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF VOIDED/REISSUED/UNCLAIMED CHECKS:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF ACH CHECKS:				0	TOTAL AMOUNT:		0.00		
TOTAL # OF UNISSUED CHECKS:				0					

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
-----	-----	-----	-----
051	PAYROLL CLEARING FUND	32,915.83	0.00
		=====	=====
	TOTAL -	32,915.83	0.00

Tameka L. Toney

City of Rock Island			
ACH Report			
02/01/2024 - 02/29/2024			
Date	Vendor	Description	Amount
2/2/2024	Amalgamated Bank of Chicago	IEPA Loan Payment L17-4900	\$344,084.69
	Amalgamated Bank of Chicago Total		\$344,084.69
2/7/2024	Delta Dental	Insurance Claims	\$5,121.92
2/14/2024	Delta Dental	Insurance Claims	\$6,122.17
2/21/2024	Delta Dental	Insurance Claims	\$4,864.36
2/28/2024	Delta Dental	Insurance Claims	\$3,826.83
	Delta Dental Total		\$19,935.28
2/22/2024	IL DEPT OF REVENUE	IL Sales Tax	\$107.00
	IL DEPT OF REVENUE Total		\$107.00
2/6/2024	IPMG Claims	Check 4464 - Work Comp	\$1,680.24
2/7/2024	IPMG Claims	Check 4436 - Work Comp	\$57.10
2/7/2024	IPMG Claims	Check 4439 - Work Comp	\$282.21
2/7/2024	IPMG Claims	Check 4440 - Work Comp	\$265.18
2/7/2024	IPMG Claims	Check 4441 - Work Comp	\$265.13
2/7/2024	IPMG Claims	Check 4446 - Work Comp	\$4,588.90
2/7/2024	IPMG Claims	Check 4447 - Work Comp	\$152.35
2/7/2024	IPMG Claims	Check 4448 - Work Comp	\$1,732.52
2/7/2024	IPMG Claims	Check 4449 - Work Comp	\$218.06
2/7/2024	IPMG Claims	Check 4450 - Work Comp	\$331.71
2/7/2024	IPMG Claims	Check 4452 - Work Comp	\$364.00
2/7/2024	IPMG Claims	Check 4453 - Work Comp	\$104.00
2/7/2024	IPMG Claims	Check 4462 - Work Comp	\$1,956.22
2/7/2024	IPMG Claims	Check 4463 - Work Comp	\$235.00
2/8/2024	IPMG Claims	Check 4444 - Work Comp	\$208.16
2/8/2024	IPMG Claims	Check 4445 - Work Comp	\$241.87
2/8/2024	IPMG Claims	Check 4455 - Work Comp	\$190.00
2/8/2024	IPMG Claims	Check 4457 - Work Comp	\$1,831.42
2/8/2024	IPMG Claims	Check 4458 - Work Comp	\$208.16
2/8/2024	IPMG Claims	Check 4459 - Work Comp	\$208.16
2/8/2024	IPMG Claims	Check 4460 - Work Comp	\$294.85
2/8/2024	IPMG Claims	Check 4461 - Work Comp	\$294.85
2/9/2024	IPMG Claims	Check 4454 - Work Comp	\$1,310.19
2/9/2024	IPMG Claims	Check 4465 - Work Comp	\$537.44
2/12/2024	IPMG Claims	Check 4451 - Work Comp	\$1,093.08
2/13/2024	IPMG Claims	Check 4456 - Work Comp	\$18,907.16
2/13/2024	IPMG Claims	Check 4497 - Work Comp	\$222.72
2/14/2024	IPMG Claims	Check 4477 - Work Comp	\$65.00
2/14/2024	IPMG Claims	Check 4478 - Work Comp	\$104.00
2/14/2024	IPMG Claims	Check 4479 - Work Comp	\$1,118.00
2/14/2024	IPMG Claims	Check 4480 - Work Comp	\$104.00
2/14/2024	IPMG Claims	Check 4481 - Work Comp	\$39.00
2/14/2024	IPMG Claims	Check 4482 - Work Comp	\$267.00
2/14/2024	IPMG Claims	Check 4483 - Work Comp	\$260.00
2/14/2024	IPMG Claims	Check 4484 - Work Comp	\$104.00
2/14/2024	IPMG Claims	Check 4485 - Work Comp	\$689.00
2/14/2024	IPMG Claims	Check 4486 - Work Comp	\$182.00
2/14/2024	IPMG Claims	Check 4495 - Work Comp	\$1,914.20
2/16/2024	IPMG Claims	Check 4491 - Work Comp	\$243.23
2/16/2024	IPMG Claims	Check 4492 - Work Comp	\$157.81
2/16/2024	IPMG Claims	Check 4493 - Work Comp	\$57.81
2/16/2024	IPMG Claims	Check 4494 - Work Comp	\$99.49
2/20/2024	IPMG Claims	Check 4411 - Work Comp	\$205.90
2/20/2024	IPMG Claims	Check 4467 - Work Comp	\$370.61
2/20/2024	IPMG Claims	Check 4468 - Work Comp	\$270.78
2/20/2024	IPMG Claims	Check 4469 - Work Comp	\$265.18
2/20/2024	IPMG Claims	Check 4470 - Work Comp	\$263.84
2/20/2024	IPMG Claims	Check 4471 - Work Comp	\$527.68
2/20/2024	IPMG Claims	Check 4472 - Work Comp	\$239.13

2/20/2024	IPMG Claims	Check 4473 - Work Comp	\$263.84
2/20/2024	IPMG Claims	Check 4474 - Work Comp	\$265.54
2/20/2024	IPMG Claims	Check 4475 - Work Comp	\$304.88
2/21/2024	IPMG Claims	Check 4476 - Property Damage	\$740.00
2/21/2024	IPMG Claims	Check 4490 - Work Comp	\$211.26
2/21/2024	IPMG Claims	Check 4496 - Property Damage	\$1,472.00
2/22/2024	IPMG Claims	Check 4397 - Work Comp	\$1,607.67
2/22/2024	IPMG Claims	Check 4487 - Property Damage	\$4,876.00
2/22/2024	IPMG Claims	Check 4488 - Property Damage	\$4,448.00
2/22/2024	IPMG Claims	Check 4489 - Property Damage	\$2,012.00
2/23/2024	IPMG Claims	Check 4500 - Work Comp	\$239.13
2/23/2024	IPMG Claims	Check 4501 - Work Comp	\$263.84
2/23/2024	IPMG Claims	Check 4502 - Work Comp	\$263.84
2/23/2024	IPMG Claims	Check 4503 - Work Comp	\$263.84
2/23/2024	IPMG Claims	Check 4504 - Work Comp	\$263.84
2/23/2024	IPMG Claims	Check 4505 - Work Comp	\$263.84
2/23/2024	IPMG Claims	Check 4506 - Work Comp	\$270.78
2/23/2024	IPMG Claims	Check 4507 - Work Comp	\$307.00
2/23/2024	IPMG Claims	Check 4508 - Work Comp	\$239.13
2/23/2024	IPMG Claims	Check 4509 - Work Comp	\$304.88
2/23/2024	IPMG Claims	Check 4510 - Work Comp	\$257.55
2/23/2024	IPMG Claims	Check 4518 - Property Damage	\$3,413.00
2/23/2024	IPMG Claims	Check 4526 - Work Comp	\$1,680.24
2/26/2024	IPMG Claims	Check 4524 - Work Comp	\$340.37
2/26/2024	IPMG Claims	Check 4525 - Work Comp	\$153.86
2/27/2024	IPMG Claims	Check 4521 - Work Comp	\$209.42
2/27/2024	IPMG Claims	Check 4522 - Work Comp	\$209.42
2/27/2024	IPMG Claims	Check 4523 - Work Comp	\$5,216.21
2/28/2024	IPMG Claims	Check 4520 - Work Comp	\$1,831.42
2/29/2024	IPMG Claims	Check 4442 - Work Comp	\$300.00
2/29/2024	IPMG Claims	Check 4443 - Work Comp	\$250.00
	IPMG Claims Total		\$78,071.14
2/22/2024	JP MORGAN CHASE	Purchase Card Payment	\$56,075.57
	JP MORGAN CHASE Total		\$56,075.57
2/14/2024	Nomi Health Inc	Insurance Claims	\$977.50
2/21/2024	Nomi Health Inc	Insurance Claims	\$299.00
2/28/2024	Nomi Health Inc	Insurance Claims	\$207.00
	Nomi Health Inc Total		\$1,483.50
2/5/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$6,309.27
2/6/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$4,891.60
2/7/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$4,801.27
2/8/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$8,395.74
2/9/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$2,916.30
2/14/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$3,994.31
2/15/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$2,956.80
2/16/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$289.40
2/20/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$1,625.98
2/21/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$1,785.63
2/22/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$1,750.07
2/23/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$1,741.88
2/26/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$736.99
2/28/2024	PayFlex	Via Benefits - Retiree Health Care Payment	\$3,871.90
	PayFlex Total		\$46,067.14
2/2/2024	PAYMENTECH	Ambulance Credit Card & Processing Fees	\$1,089.53
2/5/2024	PAYMENTECH	Credit Card & Processing Fees	\$9,183.17
	PAYMENTECH Total		\$10,272.70
2/9/2024	Payroll Related	CA Child Support	\$483.69
2/9/2024	Payroll Related	IL Child Support	\$1,031.37
2/9/2024	Payroll Related	Federal Withholding Tax	\$195,585.31
2/13/2024	Payroll Related	IL Withholding Tax	\$41,282.38
2/23/2024	Payroll Related	CA Child Support	\$483.69
2/23/2024	Payroll Related	IL Child Support	\$1,031.37
2/23/2024	Payroll Related	Federal Withholding Tax	\$209,091.76
2/26/2024	Payroll Related	IL Withholding Tax	\$42,687.88

2/26/2024	Payroll Related	IA Withholding Tax	\$6,875.63
	Payroll Related Total		\$498,553.08
2/12/2024	Pension Related	IMRF Pension Transfer	\$140,071.28
	Pension Related Total		\$140,071.28
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$8.81
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$12.31
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$8.08
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$26.53
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$5.00
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$764.00
2/2/2024	Priority Payment Systems	Credit Card & Processing Fees	\$917.18
2/7/2024	Priority Payment Systems	Credit Card & Processing Fees	\$12.86
	Priority Payment Systems Total		\$1,754.77
2/9/2024	Rock Island County Sheriff's Office	Emergency Radio Tower System Payment	\$23,899.13
	Rock Island County Sheriff's Office Total		\$23,899.13
2/7/2024	TRISTAR RISK MGT	Section 125 FSA Reimbursement	\$3,592.70
2/14/2024	TRISTAR RISK MGT	Section 125 FSA Reimbursement	\$1,895.10
2/21/2024	TRISTAR RISK MGT	Section 125 FSA Reimbursement	\$3,544.65
2/28/2024	TRISTAR RISK MGT	Section 125 FSA Reimbursement	\$3,454.37
	TRISTAR RISK MGT Total		\$12,486.82
2/22/2024	Wells Fargo Bank	Parks Equipment Lease Payment	\$759.33
	Wells Fargo Bank Total		\$759.33
	Grand Total		\$1,233,621.43

FUNDS	FUND NAME	DEPT	DEPARTMENT NAME
101	General Fund	111	1st Ward
201	TIF #1 Downtown	112	2nd Ward
203	TIF #3 North 11th Street	113	3rd Ward
204	TIF #4 Jumer's Casino Rock Island	114	4th Ward
205	TIF #5 Columbia Park	115	5th Ward
206	TIF #6 NE I280/Parkway	116	6th Ward
207	Community/Economic Development	117	7th Ward
208	TIF #7 The Locks	118	Mayor
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585	MPF Endowment Loans	854	Saukie Golf Maintenance
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626	Employee Health Plan	895	Donations Highland/Saukie Clubhouse
701	Fire Pension	896	Donations Golf Pro Shop
706	Police Pension	897	Donations RIFAC
711	Cafeteria Plan	898	Donations Longview Aquatic Center
901	MLK Activity	899	Donations Riverfront Park
903	IL Public Health	910	Police Fire Commission
904	IL CJIA	920	Fire Pension
905	IL DCFS	930	Police Pension
906	Dept of Human Services	940	Cafeteria Plan

City of Rock Island

Purchase Card Report

1/27/2024 - 2/26/2024

Date	Merchant Name	Description	Account Number	Amount
01/29/2024	73227 - AQUA	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	151.00
	73227 - AQUA Total			151.00
02/09/2024	ACCURATE INDUSTRIES	J Riner - PW - Steam Head, Boiler Timer	555-867564-52301-0000000	485.28
02/26/2024	ACCURATE INDUSTRIES	J Glidewell - PW - Element, Relay	555-867564-52304-0000000	825.22
	ACCURATE INDUSTRIES Total			1,310.50
01/31/2024	ADOBE INC.	C Roelf - Parks - Stock Photos	555-813501-53503-0000000	29.99
02/02/2024	ADOBE INC.	C FOREMAN - POLICE - DUES	101-411041-52406-0000000	127.37
	ADOBE INC. Total			157.36
02/15/2024	ALLPAID*ROCK ISLAND CO	J Bote - CED - Recording Fees	207-312851-53806-0000328	113.25
	ALLPAID*ROCK ISLAND CO Total			113.25
02/05/2024	AMAZON WEB SERVICES	N Blair - IT - AWG-GIS, January 2024	101-256091-53822-0000000	40.90
	AMAZON WEB SERVICES Total			40.90
02/05/2024	AMAZON.COM*R20RE48L2	N Carr - Parks - RIFAC Detergent	555-867564-52206-0000000	41.07
	AMAZON.COM*R20RE48L2 Total			41.07
02/02/2024	AMAZON.COM*R20VB12C0	Split - K Steffen - Library - Cleaning Supplies (91.78%)	251-711401-52206-0000000	119.28
02/02/2024	AMAZON.COM*R20VB12C0	Split - K Steffen - Library - Adhesives (8.22%)	251-711401-52209-0000000	10.68
	AMAZON.COM*R20VB12C0 Total			129.96
02/02/2024	AMAZON.COM*R21SP31A2	N Carr - Parks - RIFAC Paper Towels	555-867564-52207-0000000	92.48
	AMAZON.COM*R21SP31A2 Total			92.48
02/07/2024	AMAZON.COM*R24D58ST1	L Vanlandegen - PW - Office Chair	606-615091-52103-0000000	306.98
	AMAZON.COM*R24D58ST1 Total			306.98
02/05/2024	AMAZON.COM*R25F51RF0	B Kennedy - Fire - Fans	222-451041-52405-0000000	50.94
	AMAZON.COM*R25F51RF0 Total			50.94
02/05/2024	AMAZON.COM*R263Y3JV1	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	21.23
	AMAZON.COM*R263Y3JV1 Total			21.23
02/05/2024	AMAZON.COM*R283I9J21	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	8.36
	AMAZON.COM*R283I9J21 Total			8.36
02/05/2024	AMAZON.COM*R286N7862	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	19.80
	AMAZON.COM*R286N7862 Total			19.80
02/05/2024	AMAZON.COM*R28RR6JY1	J Riner - PW - Air Freshener	101-617114-52206-0000000	93.87
	AMAZON.COM*R28RR6JY1 Total			93.87
02/05/2024	AMAZON.COM*R28TG6J11	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	15.42
	AMAZON.COM*R28TG6J11 Total			15.42
02/05/2024	AMAZON.COM*R29TC58I2	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	10.93
	AMAZON.COM*R29TC58I2 Total			10.93
02/12/2024	AMAZON.COM*RB3F12YA0	M Gonzalez - Parks - Preschool Plates	555-867501-52212-0000000	60.42
	AMAZON.COM*RB3F12YA0 Total			60.42
02/05/2024	AMAZON.COM*RB7O65ZH0	T MUEHLER - POLICE - OFFICE SUPPLIES	101-411041-52207-0000000	13.13
	AMAZON.COM*RB7O65ZH0 Total			13.13
02/09/2024	AMAZON.COM*RB82W8OC1	B Kennedy - Fire - TV Station 3	222-451041-52405-0000000	806.98
	AMAZON.COM*RB82W8OC1 Total			806.98
02/16/2024	AMAZON.COM*RI0348XQ2	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	15.42
	AMAZON.COM*RI0348XQ2 Total			15.42
02/16/2024	AMAZON.COM*RI14I9ID0	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	15.42
	AMAZON.COM*RI14I9ID0 Total			15.42

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Date	Merchant Name	Description	Account Number	Amount
02/23/2024	AMAZON.COM*R11FI67J1	C Nobiling - Library - Keyboards	251-711401-52406-0000000	28.08
	AMAZON.COM*R11FI67J1 Total			28.08
02/12/2024	AMAZON.COM*R12BK0ZZ0	K Brozovich - Library - Book	251-713451-54305-0000000	36.80
	AMAZON.COM*R12BK0ZZ0 Total			36.80
02/15/2024	AMAZON.COM*R13EA92S0	N Hartman - PW - Microwave Oven	501-619356-52301-0000000	255.34
	AMAZON.COM*R13EA92S0 Total			255.34
02/12/2024	AMAZON.COM*R14GT9A90	T Smith - Fire - Kitchen Faucet St 2	101-451292-52303-0000000	199.95
	AMAZON.COM*R14GT9A90 Total			199.95
02/20/2024	AMAZON.COM*R14M36W92	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	21.23
	AMAZON.COM*R14M36W92 Total			21.23
02/20/2024	AMAZON.COM*R15876PZ1	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	12.38
	AMAZON.COM*R15876PZ1 Total			12.38
02/20/2024	AMAZON.COM*R17U10W82	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	7.18
	AMAZON.COM*R17U10W82 Total			7.18
02/20/2024	AMAZON.COM*R199I6GZ1	N Carr - Parks - Food	555-867564-52501-0000000	8.36
	AMAZON.COM*R199I6GZ1 Total			8.36
02/26/2024	AMAZON.COM*R19QD8W91	N Blair - IT - Wireless Transmitter	101-256081-52403-0000000	129.99
	AMAZON.COM*R19QD8W91 Total			129.99
02/20/2024	AMAZON.COM*RW1O50VV0	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	19.80
	AMAZON.COM*RW1O50VV0 Total			19.80
02/20/2024	AMAZON.COM*RW4YG3V00	N Carr - Parks - RIFAC Wipes	555-867564-52206-0000000	10.23
	AMAZON.COM*RW4YG3V00 Total			10.23
02/21/2024	AMAZON.COM*RW6IV0NL2	C Nobiling - Library - Desk	251-711401-52405-0000000	299.25
	AMAZON.COM*RW6IV0NL2 Total			299.25
02/26/2024	AMAZON.COM*RW6N72MM2	K Steffen - Library - Paper Supplies	251-714404-52207-0000000	108.30
	AMAZON.COM*RW6N72MM2 Total			108.30
02/20/2024	AMAZON.COM*RW6YB8VQ0	N Carr - Parks - RIFAC Detergent	555-867564-52206-0000000	23.15
	AMAZON.COM*RW6YB8VQ0 Total			23.15
02/19/2024	AMAZON.COM*RW95G1F30	N Carr - Parks - RIFAC Paper Towels	555-867564-52207-0000000	92.48
	AMAZON.COM*RW95G1F30 Total			92.48
02/19/2024	AMAZON.COM*RW9ES0EA0	N Carr - Parks - RIFAC Coffee	555-867564-52502-6225000	68.70
	AMAZON.COM*RW9ES0EA0 Total			68.70
02/26/2024	AMAZON.COM*RZ5UW1V80	T Smith - Fire - Paint Markers	101-451291-52302-0000000	64.84
	AMAZON.COM*RZ5UW1V80 Total			64.84
02/26/2024	AMAZON.COM*RZ8D45AV0	Split - D Gleason - Parks - SRP Thurs Groove (16.74%)	555-819615-52212-6295000	54.99
02/26/2024	AMAZON.COM*RZ8D45AV0	Split - D Gleason - Parks - Seasonings (83.26%)	555-813501-52212-6322000	273.48
	AMAZON.COM*RZ8D45AV0 Total			328.47
02/05/2024	AMERICAN AIRLINES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	827.70
02/19/2024	AMERICAN AIRLINES	T Flaherty - Admin - Trip to D.C.	101-122041-54401-0000000	443.20
	AMERICAN AIRLINES Total			1,270.90
02/15/2024	AMERICAN PLANNING A	E Amissah-Mensah - CED - American Planning Association Dues	101-313811-54402-0000000	125.25
	AMERICAN PLANNING A Total			125.25
02/09/2024	AMERICAN WATER WORKS A	T Matlick - PW - AWWA	501-618352-54402-0000000	83.00
	AMERICAN WATER WORKS A Total			83.00
02/14/2024	AMZ*TENNIS EXPRESS	P Pena - Parks - RIFAC Tennis Items	555-867566-52212-6274000	95.10

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Date	Merchant Name	Description	Account Number	Amount
	AMZ*TENNIS EXPRESS Total			95.10
02/05/2024	AMZN MKTP US	I Pena - Fire - Amazon Shipping Refund	101-451041-52101-0000000	(6.99)
02/06/2024	AMZN MKTP US	T MUEHLER - POLICE - BOOTS	101-414223-51405-0000000	(133.88)
02/09/2024	AMZN MKTP US	R Vidmar - PW - Credit for Power Adapter	601-617364-52103-0000000	(32.31)
	AMZN MKTP US Total			(173.18)
01/29/2024	AMZN MKTP US*R00YU93O1	L Vanlandegen - PW - Webcam with Microphone, Transmitter and Receiver	606-615091-52103-0000000	164.97
	AMZN MKTP US*R00YU93O1 Total			164.97
01/30/2024	AMZN MKTP US*R02M89HQ1	M Gonzalez - Parks - Preschool Crafts/Decor	555-867501-52212-0000000	107.71
	AMZN MKTP US*R02M89HQ1 Total			107.71
01/29/2024	AMZN MKTP US*R03V75GS1	Split - A RUIZ - MLK - SUPPLIES (78.48%)	211-356941-52101-0000000	87.21
01/29/2024	AMZN MKTP US*R03V75GS1	Split - A RUIZ - MLK - BLDG MATERIAL (4.67%)	211-356941-52301-0000000	5.19
01/29/2024	AMZN MKTP US*R03V75GS1	Split - A RUIZ - MLK - SUPPLIES (16.85%)	906-356921-52101-5332404	18.72
	AMZN MKTP US*R03V75GS1 Total			111.12
02/02/2024	AMZN MKTP US*R05219Y51	B Kennedy - Fire - ST 3 Epoxy	222-451041-52301-0000000	54.99
	AMZN MKTP US*R05219Y51 Total			54.99
01/29/2024	AMZN MKTP US*R05X313X1	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	163.71
	AMZN MKTP US*R05X313X1 Total			163.71
01/30/2024	AMZN MKTP US*R08TW9H91	T MUEHLER - POLICE - MEDICAL SUPPLIES	101-412206-52214-0000000	119.98
	AMZN MKTP US*R08TW9H91 Total			119.98
01/29/2024	AMZN MKTP US*R207Z9LY0	D Driskill - Parks - Paper Shredder	555-822601-52405-0000000	158.99
	AMZN MKTP US*R207Z9LY0 Total			158.99
02/05/2024	AMZN MKTP US*R20Z66PD1	T MUEHLER - POLICE - OFFICE SUPPLIES	101-411041-52301-0000000	34.97
	AMZN MKTP US*R20Z66PD1 Total			34.97
01/29/2024	AMZN MKTP US*R21ZM1F20	N Blair - IT - Hard Drive Screws	101-256081-52101-0000000	13.69
	AMZN MKTP US*R21ZM1F20 Total			13.69
02/02/2024	AMZN MKTP US*R220N1K10	I Pena - Fire - Office Supplies	101-451041-52101-0000000	174.56
	AMZN MKTP US*R220N1K10 Total			174.56
02/05/2024	AMZN MKTP US*R22K64XE1	M Holderfield - CED - Sign Here Tabs for Community Development	242-311041-52101-6196244	23.98
	AMZN MKTP US*R22K64XE1 Total			23.98
02/05/2024	AMZN MKTP US*R233W5SB2	S Foster - Library - Office Supplies	251-711401-52405-0000000	165.79
	AMZN MKTP US*R233W5SB2 Total			165.79
02/06/2024	AMZN MKTP US*R23GI4YF2	D Driskill - Parks - Douglas Handy Bag Opener	555-822601-52401-5288000	29.95
	AMZN MKTP US*R23GI4YF2 Total			29.95
02/08/2024	AMZN MKTP US*R23QG4I01	K Brozovich - Library - Book	251-713451-54305-0000000	8.94
	AMZN MKTP US*R23QG4I01 Total			8.94
02/02/2024	AMZN MKTP US*R258T3C31	Split - K Brozovich - Library - TS Processing Supplies (81.2%)	251-712431-52210-0000000	81.98
02/02/2024	AMZN MKTP US*R258T3C31	Split - K Brozovich - Library - Audio/Visual DT (8.9%)	251-713451-54305-0000000	8.99
02/02/2024	AMZN MKTP US*R258T3C31	Split - K Brozovich - Library - Audio/Visual SW (9.9%)	251-714403-54305-0000000	9.99
	AMZN MKTP US*R258T3C31 Total			100.96
02/06/2024	AMZN MKTP US*R25GN0591	T Smith - Fire - Truck Whiteboards	101-452271-52401-0000000	61.69
	AMZN MKTP US*R25GN0591 Total			61.69
02/08/2024	AMZN MKTP US*R25OP29I1	J Glidewell - PW - Weight Stack Pins	555-867564-52410-0000000	18.68
	AMZN MKTP US*R25OP29I1 Total			18.68
02/05/2024	AMZN MKTP US*R270G9KR2	T MUEHLER - POLICE - OFFICE SUPPLIES	101-411041-52101-0000000	22.98
	AMZN MKTP US*R270G9KR2 Total			22.98

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Date	Merchant Name	Description	Account Number	Amount
02/05/2024	AMZN MKTP US*R279B8P21	T MUEHLER - POLICE - EVIDENCE SUPPLIES	101-414228-52205-0000000	197.69
	AMZN MKTP US*R279B8P21 Total			197.69
02/01/2024	AMZN MKTP US*R27FC5JI2	A RUIZ - MLK - SUPPLIES	901-356921-52212-0000030	12.17
	AMZN MKTP US*R27FC5JI2 Total			12.17
02/07/2024	AMZN MKTP US*R27VL3DU1	B Kennedy - Fire - ST 3 Office Chairs	222-451041-52405-0000000	753.94
	AMZN MKTP US*R27VL3DU1 Total			753.94
02/05/2024	AMZN MKTP US*R28MU0GZ1	R Vidmar - PW - Power Adapter (Returned)	601-617364-52103-0000000	39.30
	AMZN MKTP US*R28MU0GZ1 Total			39.30
02/02/2024	AMZN MKTP US*R294T9ET2	K Kuykendall - Library - Envelopes	251-713451-53201-0000000	31.50
	AMZN MKTP US*R294T9ET2 Total			31.50
02/01/2024	AMZN MKTP US*R299W1660	T MUEHLER - POLICE - FRAME	101-411041-52301-0000000	55.95
	AMZN MKTP US*R299W1660 Total			55.95
02/05/2024	AMZN MKTP US*RB17N3ZZ0	T MUEHLER - POLICE - BOOTS	101-414223-51405-0000000	133.88
	AMZN MKTP US*RB17N3ZZ0 Total			133.88
02/09/2024	AMZN MKTP US*RB1IU8U90	A RUIZ - MLK - BLDG & GROUNDS	211-356941-53801-0000000	669.36
	AMZN MKTP US*RB1IU8U90 Total			669.36
02/12/2024	AMZN MKTP US*RB1TZ9SH2	N Carr - Parks - RIFAC Dumbbells, Mat Rack	555-867563-52212-0000000	147.98
	AMZN MKTP US*RB1TZ9SH2 Total			147.98
02/05/2024	AMZN MKTP US*RB2UW2CX0	Split - A RUIZ - MLK - SUPPLIES (19.34%)	901-356921-52212-0000030	16.69
02/05/2024	AMZN MKTP US*RB2UW2CX0	Split - A RUIZ - MLK - BLDG & GROUNDS (45.81%)	211-356941-52301-0000000	39.54
02/05/2024	AMZN MKTP US*RB2UW2CX0	Split - A RUIZ - MLK - PREVENTION SUPPLIES (34.85%)	901-356921-52211-6163030	30.08
	AMZN MKTP US*RB2UW2CX0 Total			86.31
02/14/2024	AMZN MKTP US*RB49B8D71	T MUEHLER - POLICE - CSI SUPPLIES	101-413227-52205-0000000	215.93
	AMZN MKTP US*RB49B8D71 Total			215.93
02/13/2024	AMZN MKTP US*RB4F54561	R Vidmar - PW - Fuel Systems Filter Packs	601-617364-52305-0000000	132.80
	AMZN MKTP US*RB4F54561 Total			132.80
02/09/2024	AMZN MKTP US*RB5ID9V92	B Kennedy - Fire - Shoe Polish	222-451041-52301-0000000	60.36
	AMZN MKTP US*RB5ID9V92 Total			60.36
02/06/2024	AMZN MKTP US*RB5LL4E30	N Carr - Parks - RIFAC Pool Noodles	555-867562-52212-0000000	114.98
	AMZN MKTP US*RB5LL4E30 Total			114.98
02/12/2024	AMZN MKTP US*RB5LY4AE1	N Carr - Parks - RIFAC Swim Goggles	555-867564-52212-0000000	73.78
	AMZN MKTP US*RB5LY4AE1 Total			73.78
02/12/2024	AMZN MKTP US*RB5QF16G2	M Holderfield - CED - Dewalt Cordless Impact Driver Kit for New Inspector.	101-311041-52405-0000000	121.82
	AMZN MKTP US*RB5QF16G2 Total			121.82
02/12/2024	AMZN MKTP US*RB5R41LW1	S Foster - Library - Children Program Supplies (Hug-A-Book)	251-713471-52211-5653331	417.52
	AMZN MKTP US*RB5R41LW1 Total			417.52
02/07/2024	AMZN MKTP US*RB5ZT2VW0	B Kennedy - Fire - Towels	222-451041-52401-0000000	36.03
	AMZN MKTP US*RB5ZT2VW0 Total			36.03
02/05/2024	AMZN MKTP US*RB6DY0FQ0	K Kuykendall - Library - Paper Shredder	251-711401-52405-0000000	48.99
	AMZN MKTP US*RB6DY0FQ0 Total			48.99
02/15/2024	AMZN MKTP US*RB77H4KH1	T MUEHLER - POLICE - EVIDENCE SUPPLIES	101-414228-52205-0000000	90.18
	AMZN MKTP US*RB77H4KH1 Total			90.18
02/08/2024	AMZN MKTP US*RB7QY00L2	K Brozovich - Library - Book	251-713451-54305-0000000	8.94
	AMZN MKTP US*RB7QY00L2 Total			8.94
02/08/2024	AMZN MKTP US*RB7ZI7D20	T Smith - Fire - Air Filter	101-451291-52401-0000000	31.88

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Date	Merchant Name	Description	Account Number	Amount
	AMZN MKTP US*RB7ZI7D20 Total			31.88
02/19/2024	AMZN MKTP US*RI0779BZ2	T MUEHLER - POLICE - EVIDENCE SUPPLIES	101-414228-52205-0000000	90.18
	AMZN MKTP US*RI0779BZ2 Total			90.18
02/14/2024	AMZN MKTP US*RI0CB9LJ2	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	439.25
	AMZN MKTP US*RI0CB9LJ2 Total			439.25
02/20/2024	AMZN MKTP US*RI0WX8WT2	M Gonzalez - Parks - Preschool Crafts	555-867501-52212-0000000	90.55
	AMZN MKTP US*RI0WX8WT2 Total			90.55
02/14/2024	AMZN MKTP US*RI1O54BE0	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	18.58
	AMZN MKTP US*RI1O54BE0 Total			18.58
02/20/2024	AMZN MKTP US*RI4EG4P61	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	2,021.75
	AMZN MKTP US*RI4EG4P61 Total			2,021.75
02/23/2024	AMZN MKTP US*RI4S859Z1	J Riner - PW - Desk Converter, Riser	101-617114-52301-0000000	208.99
	AMZN MKTP US*RI4S859Z1 Total			208.99
02/19/2024	AMZN MKTP US*RI6A39942	K Kuykendall - Library - Winter Reading Prize	251-713451-52211-0000000	114.16
	AMZN MKTP US*RI6A39942 Total			114.16
02/23/2024	AMZN MKTP US*RI89L77T1	R Vidmar - PW - Dash Light Bulbs Socket Adapter for #7792	601-617364-52305-0000000	22.48
	AMZN MKTP US*RI89L77T1 Total			22.48
02/15/2024	AMZN MKTP US*RI8NV7SD0	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	172.28
	AMZN MKTP US*RI8NV7SD0 Total			172.28
02/19/2024	AMZN MKTP US*RI8PC6C51	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	499.70
	AMZN MKTP US*RI8PC6C51 Total			499.70
02/20/2024	AMZN MKTP US*RI9665YZ2	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	2,551.23
	AMZN MKTP US*RI9665YZ2 Total			2,551.23
02/15/2024	AMZN MKTP US*RI9S17T82	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	844.90
	AMZN MKTP US*RI9S17T82 Total			844.90
02/26/2024	AMZN MKTP US*RW05E5VT2	N Carr - Parks - RIFAC Squishy Toys	555-867565-52212-6340000	17.99
	AMZN MKTP US*RW05E5VT2 Total			17.99
02/20/2024	AMZN MKTP US*RW0FW8XF0	A RUIZ - MLK - GREEN LAB SUPPLIES	901-356921-52207-0000327	1,533.32
	AMZN MKTP US*RW0FW8XF0 Total			1,533.32
02/26/2024	AMZN MKTP US*RW23P32P2	R Vidmar - PW - Heavy Duty Hose Clamps	601-617364-52305-0000000	30.98
	AMZN MKTP US*RW23P32P2 Total			30.98
02/19/2024	AMZN MKTP US*RW2BP30H0	C Skolrood - Admin - Office Supplies	101-122041-52101-0000000	37.47
	AMZN MKTP US*RW2BP30H0 Total			37.47
02/23/2024	AMZN MKTP US*RW3AV6WV0	R Vidmar - PW - Mouse Pad	601-617364-52103-0000000	16.99
	AMZN MKTP US*RW3AV6WV0 Total			16.99
02/22/2024	AMZN MKTP US*RW3O12R30	S Foster - Library - Children Program Supplies	251-713471-52211-5653331	70.95
	AMZN MKTP US*RW3O12R30 Total			70.95
02/22/2024	AMZN MKTP US*RW4PS9RF0	M Holderfield - CED - Banker Boxes for Community Development	242-313851-52101-6197230	98.50
	AMZN MKTP US*RW4PS9RF0 Total			98.50
02/22/2024	AMZN MKTP US*RW5DA7AC2	K LESHOURE - MLK - STEAM GREEN LAB SUPPLIES	901-356921-52207-0000327	4,399.98
	AMZN MKTP US*RW5DA7AC2 Total			4,399.98
02/19/2024	AMZN MKTP US*RW5KO10Z0	L Pannier - Parks - Folders, Stickies, Etc	555-867564-52101-0000000	93.08
	AMZN MKTP US*RW5KO10Z0 Total			93.08
02/22/2024	AMZN MKTP US*RW7XL7E22	D Gleason - Parks - Seasonings	555-819615-52212-0000000	64.96
	AMZN MKTP US*RW7XL7E22 Total			64.96

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Date	Merchant Name	Description	Account Number	Amount
02/23/2024	AMZN MKTP US*RW8JG5YC0	D Driskill - Parks - Douglas Signs	555-822601-52301-5288000	145.23
	AMZN MKTP US*RW8JG5YC0 Total			145.23
02/20/2024	AMZN MKTP US*RW8XY3XN0	T MUEHLER - POLICE - CSI SUPPLIES	101-413227-52205-0000000	302.30
	AMZN MKTP US*RW8XY3XN0 Total			302.30
02/26/2024	AMZN MKTP US*RZ10K7TD0	Split - J Sager - Finance - Notary Logbook (14.61%)	101-211041-52101-0000000	9.99
02/26/2024	AMZN MKTP US*RZ10K7TD0	Split - J Sager - Finance - Notice Board (85.39%)	101-211041-52405-0000000	58.40
	AMZN MKTP US*RZ10K7TD0 Total			68.39
02/23/2024	AMZN MKTP US*RZ3O454R0	P Pena - Parks - RIFAC Soccer Benches	555-813501-52212-6127000	343.89
	AMZN MKTP US*RZ3O454R0 Total			343.89
02/26/2024	AMZN MKTP US*RZ6OU04Y0	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	169.41
	AMZN MKTP US*RZ6OU04Y0 Total			169.41
02/23/2024	AMZN MKTP US*RZ77K9CS0	S Foster - Library - Children Program Supplies	251-713471-52211-5653331	58.60
	AMZN MKTP US*RZ77K9CS0 Total			58.60
02/26/2024	APPLE.COM/BILL	K Kuykendall - Library - iPad Storage	251-712421-53823-0000000	9.99
	APPLE.COM/BILL Total			9.99
02/26/2024	ARGONICS INC	N Hartman - PW - Valve Box Replacement Caps	501-619356-52303-0000000	1,186.13
02/26/2024	ARGONICS INC	N Hartman - PW - Curb Inlet Hood	507-619348-52303-0000000	392.00
	ARGONICS INC Total			1,578.13
02/21/2024	ARMSTRONG SYSTEMS & CO	L Pannier - Parks - RIFAC Color Ribbon	555-867564-52101-0000000	268.04
	ARMSTRONG SYSTEMS & CO Total			268.04
01/31/2024	B AND B DO IT BEST HAR	C Steeber - Parks - HS Paint, Primer, Sponge	555-834751-52302-0000000	34.95
02/19/2024	B AND B DO IT BEST HAR	S Harker - PW - Building Hardware, Nail Brush	555-834751-52305-0000000	9.97
	B AND B DO IT BEST HAR Total			44.92
01/29/2024	BATTERIES+BULBS #0131	J Diekman - CED - Battery for Flashlight for New Inspector	101-311041-52405-0000000	4.99
	BATTERIES+BULBS #0131 Total			4.99
02/19/2024	BEACON ATHL	D Driskill - Parks - Dimensions Guide	555-822601-51501-0000000	24.98
	BEACON ATHL Total			24.98
01/31/2024	BENNIGAN'S-ROCK ISLAND	T Smith - Fire - Commissioners Meal Recruitment	101-451041-52216-0000000	64.96
	BENNIGAN'S-ROCK ISLAND Total			64.96
02/14/2024	BERGSTROM CHEVROLET OF	R Vidmar - PW - Discont A69 for #8923	601-617364-52305-0000000	159.57
	BERGSTROM CHEVROLET OF Total			159.57
02/22/2024	BIO COMPANY INC	E Tobin - Library - Children Program Supplies	251-713471-52211-0000000	40.00
	BIO COMPANY INC Total			40.00
02/19/2024	BKGHOTEL AT BOOKING.C	T Flaherty - Admin - Trip to D.C.	101-122041-54401-0000000	346.69
	BKGHOTEL AT BOOKING.C Total			346.69
02/22/2024	BLUE CARD COMMAND	B Baker - Fire - Blue Card Online Training	101-452271-51502-0000000	385.00
	BLUE CARD COMMAND Total			385.00
02/05/2024	BOUND TREE MEDICAL LLC	R Graff - Fire - Medical Supplies	101-454273-52214-0000000	1,056.61
02/05/2024	BOUND TREE MEDICAL LLC	R Graff - Fire - Medical Supplies	101-454273-52214-0000000	199.90
02/05/2024	BOUND TREE MEDICAL LLC	C Jacobs - Fire - Medical Supplies	101-454273-52214-0000000	199.90
	BOUND TREE MEDICAL LLC Total			1,456.41
02/02/2024	BURLINGTON TRAILWAYS W	Pena - Parks - Game Bus Trip	555-813501-53903-6296000	358.49
	BURLINGTON TRAILWAYS W Total			358.49
02/19/2024	CANDLEWOOD SUITES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	309.62
02/19/2024	CANDLEWOOD SUITES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	309.62

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Date	Merchant Name	Description	Account Number	Amount
02/19/2024	CANDLEWOOD SUITES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	594.38
02/19/2024	CANDLEWOOD SUITES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	594.38
02/20/2024	CANDLEWOOD SUITES	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	395.04
	CANDLEWOOD SUITES Total			2,203.04
02/05/2024	CASEYS #3463	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	59.80
	CASEYS #3463 Total			59.80
02/01/2024	CIRCLE K 01215	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	45.70
	CIRCLE K 01215 Total			45.70
01/29/2024	COAST GARAGE D	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	(98.00)
	COAST GARAGE D Total			(98.00)
01/31/2024	CONNOR CO MOLINE	Z Jordan - PW - Aerator (Returned)	101-617111-52303-0000000	33.15
02/01/2024	CONNOR CO MOLINE	Z Jordan - PW - Credit for Returned Aerator	101-617111-52303-0000000	(33.15)
	CONNOR CO MOLINE Total			-
02/06/2024	DAVENPORT IA CITY	M DeMarlie - Parks - Hort Soil	555-822611-52220-0000000	125.00
02/07/2024	DAVENPORT IA CITY	E Hillyer - Parks - Hort Soil	555-822611-52220-0000000	75.00
	DAVENPORT IA CITY Total			200.00
02/09/2024	DIMENSIONS EDUCATIONAL	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	70.00
	DIMENSIONS EDUCATIONAL Total			70.00
02/20/2024	DNH*GODADDY.COM	A Campbell - Library - Domain Renewal	251-712421-53823-0000000	22.17
	DNH*GODADDY.COM Total			22.17
01/31/2024	DOLLAR TREE	C JIMENEZ - MLK - SUPPLIES	906-356921-52101-6163506	7.50
	DOLLAR TREE Total			7.50
02/16/2024	DOLLAR-GENERAL #4112	C Doherty - Finance - Cleaning Supplies	101-211041-52206-0000000	39.87
	DOLLAR-GENERAL #4112 Total			39.87
02/15/2024	DOLLARTREE	R Ippolito - Library - Spring Decor	251-714404-52405-0000000	22.50
	DOLLARTREE Total			22.50
02/13/2024	DUNKIN #356648	K Kuykendall - Library - Seed Supplies	251-713451-52211-0000000	25.00
	DUNKIN #356648 Total			25.00
01/29/2024	EATALY CHICAGO PIPA	P Pena - Parks - IPRA Conference	555-813501-51502-0000000	85.90
	EATALY CHICAGO PIPA Total			85.90
02/12/2024	EB 2024 INDUSTRIAL WA	L Perry - PW - Industrial Waste Seminar Registration	506-618041-51502-0000000	60.00
	EB 2024 INDUSTRIAL WA Total			60.00
02/23/2024	EB 2024 QUAD CITIES R	K Steffen - Library - Prof Development (QC Disaster Conference)	251-711041-51502-0000000	40.00
	EB 2024 QUAD CITIES R Total			40.00
01/31/2024	EBAY O*10-11119-37600	J Glidewell - PW - Abdominal Crunch Cam Plate	555-867564-52410-0000000	62.44
	EBAY O*10-11119-37600 Total			62.44
02/01/2024	EBAY O*16-11119-55232	R Vidmar - PW - Tire for #2500	601-617364-52305-0000000	190.00
	EBAY O*16-11119-55232 Total			190.00
02/26/2024	EIG*CONSTANTCONTACT.CO	A RUIZ - MLK - CONSULTANT	901-356921-53112-6302000	41.00
	EIG*CONSTANTCONTACT.CO Total			41.00
02/13/2024	ERIE COTTON PRODUCTS I	N Hartman - PW - Goods/Services	501-619356-52206-0000000	134.83
	ERIE COTTON PRODUCTS I Total			134.83
02/15/2024	ESSILOR LABORATORIES O	C FOREMAN - POLICE - SAFETY	101-412206-51401-0000000	435.68
	ESSILOR LABORATORIES O Total			435.68
01/30/2024	ETR ASSOCIATES	C JIMENEZ - MLK - SUPPLIES	906-356921-52101-6163506	753.87

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	ETR ASSOCIATES Total			753.87
02/16/2024	EVIDENT INC	C FOREMAN - POLICE - CSI SUPPLIES	101-413227-52205-0000000	40.63
02/16/2024	EVIDENT INC	C FOREMAN - POLICE - CSI SUPPLIES	101-413227-52205-0000000	880.00
	EVIDENT INC Total			920.63
02/01/2024	FACEBK MCYEBZP2C2	L Lockheart - Library - Facebook Advertisement	251-711041-53401-0000000	34.26
	FACEBK MCYEBZP2C2 Total			34.26
02/12/2024	FAMILY DOLLAR	K LESHOURE - MLK - FOOD/HUMAN METRO YOUTH PROGRAM	901-356921-52216-6160000	129.74
	FAMILY DOLLAR Total			129.74
01/31/2024	FAMILY DOLLAR #1452	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	37.75
02/12/2024	FAMILY DOLLAR #1452	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	19.90
02/15/2024	FAMILY DOLLAR #1452	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	192.80
02/16/2024	FAMILY DOLLAR #1452	T BROOKS - MLK - FOOD/HUMAN FOR STEERING COMMITTEE	901-356921-52216-6525039	24.00
02/21/2024	FAMILY DOLLAR #1452	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	73.30
	FAMILY DOLLAR #1452 Total			347.75
02/08/2024	FASTENAL COMPANY 01ILM	M Weeks - PW - Hardware	506-618341-52305-0000000	92.67
	FASTENAL COMPANY 01ILM Total			92.67
02/19/2024	FEDEX270971038150	R Thompson - Parks - Saukie Ship Return	555-854701-53302-0000000	29.40
	FEDEX270971038150 Total			29.40
01/30/2024	FILM MOVEME	K Brozovich - Library - Audio/Visual Materials	251-713451-54305-0000000	134.79
	FILM MOVEME Total			134.79
02/05/2024	FUN EXPRESS	D Gleason - Parks - IPRA Conference Candy Egg Hunt	555-813501-52212-6289000	355.76
	FUN EXPRESS Total			355.76
02/05/2024	GAB TERM B DCA	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	17.13
	GAB TERM B DCA Total			17.13
01/29/2024	GIFTSHOPHYATTREGENCYCH	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	13.42
01/29/2024	GIFTSHOPHYATTREGENCYCH	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	11.16
	GIFTSHOPHYATTREGENCYCH Total			24.58
02/16/2024	GIH*GLOBALINDUSTRIALEQ	J Riner - PW - Roll Towels	101-617111-52207-0000000	1,293.49
02/16/2024	GIH*GLOBALINDUSTRIALEQ	N Hartman - PW - Ice Maker	501-619356-52301-0000000	2,312.10
	GIH*GLOBALINDUSTRIALEQ Total			3,605.59
02/02/2024	GOOGLE ADS5976596107	C Roelf - Parks - Rifac Ads	555-867564-53401-0000000	151.88
	GOOGLE ADS5976596107 Total			151.88
02/06/2024	GRAINGER	J Poulos - PW - Selector Switch	506-618341-52305-0000000	111.64
02/06/2024	GRAINGER	J Poulos - PW - SS Sheet	506-618341-52301-0000000	1,100.88
02/12/2024	GRAINGER	J Poulos - PW - Contact Block	506-618341-52305-0000000	43.31
02/16/2024	GRAINGER	J Poulos - PW - Jaw Coupling Insert	506-618341-52305-0000000	6.17
02/20/2024	GRAINGER	M Weeks - PW - Gloves, Bib Apron	506-618341-51402-0000000	84.45
02/20/2024	GRAINGER	J Poulos - PW - Strut Channel	506-618341-52301-0000000	159.03
	GRAINGER Total			1,505.48
02/13/2024	GRAMMARLY CO*Q6N3NNU	T Thompson - Admin - Grammarly Subscription	101-122041-54301-0000000	72.00
	GRAMMARLY CO*Q6N3NNU Total			72.00
02/01/2024	GREENHOUSE MEGASTORE	M DeMarlie - Parks - Hort Planters	555-822613-52201-0000000	761.02
	GREENHOUSE MEGASTORE Total			761.02
01/30/2024	HACH COMPANY	K Miles - PW - Chlorine	506-618341-52205-0000000	380.00
02/16/2024	HACH COMPANY	N Hartman - PW - Chlorine RGT	501-619356-52404-0000000	324.00

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Date	Merchant Name	Description	Account Number	Amount
	HACH COMPANY Total			704.00
01/29/2024	HALSTED STREET DELI	T Winter - Parks - IPRA Conference	555-813501-51502-0000000	12.62
	HALSTED STREET DELI Total			12.62
02/02/2024	HANDY TRUE VALUE HARDW	M DeMarlie - Parks - Hort Hose, Out Box	555-822611-52201-0000000	58.98
02/02/2024	HANDY TRUE VALUE HARDW	M DeMarlie - Parks - Hort Hose	555-822611-52201-0000000	48.99
02/05/2024	HANDY TRUE VALUE HARDW	M DeMarlie - Parks - Out Box, GFCI, Glue, Cover	555-822601-52301-0000000	52.75
02/05/2024	HANDY TRUE VALUE HARDW	K Syslo - PW - Quick Link, All Whtr Tape	501-618352-52305-0000000	22.48
02/12/2024	HANDY TRUE VALUE HARDW	K Syslo - PW - Utility Heaters (2)	501-618352-52305-0000000	85.98
02/12/2024	HANDY TRUE VALUE HARDW	K Syslo - PW - Bleach	501-618352-52305-0000000	7.17
02/12/2024	HANDY TRUE VALUE HARDW	D Driskill - Parks - Douglas Spike Nails	555-822601-52301-5288000	40.98
02/16/2024	HANDY TRUE VALUE HARDW	D Driskill - Parks - Douglas Hardware	555-822601-52301-5288000	13.76
02/16/2024	HANDY TRUE VALUE HARDW	W Conger - PW - Condensate Remove Pump, Repair Valve	506-619346-52303-0000000	97.98
02/16/2024	HANDY TRUE VALUE HARDW	K Syslo - PW - Tissue, Multifold Towels	501-618352-52207-0000000	98.75
02/16/2024	HANDY TRUE VALUE HARDW	W Conger - PW - Sledge Hammer	501-619356-52401-0000000	26.99
02/19/2024	HANDY TRUE VALUE HARDW	W Conger - PW - Toaster	501-619356-52301-0000000	38.99
02/19/2024	HANDY TRUE VALUE HARDW	W Conger - PW - Ells, Adapters, Tees, Hose	501-619356-52303-0000000	14.50
02/21/2024	HANDY TRUE VALUE HARDW	D Driskill - Parks - Douglas Hardware	555-822601-52301-5288000	15.48
02/22/2024	HANDY TRUE VALUE HARDW	J Poulos - PW - Grab Hooks	506-618341-52305-0000000	20.98
02/23/2024	HANDY TRUE VALUE HARDW	M DeMarlie - Parks - Hort Keys, Dynaflex	555-822611-52301-0000000	26.41
02/26/2024	HANDY TRUE VALUE HARDW	J Poulos - PW - Gate Valve, Nipple, Bushings	506-618341-52303-0000000	73.46
	HANDY TRUE VALUE HARDW Total			744.63
01/30/2024	HARBOR FREIGHT TOOLS34	J Poulos - PW - Tools	506-618121-52401-0000000	86.94
02/19/2024	HARBOR FREIGHT TOOLS34	Split - B Carothers - PW - HD Portable Equipment (68.43%)	601-617362-52401-0000000	259.99
02/19/2024	HARBOR FREIGHT TOOLS34	Split - B Carothers - PW - Pressure Paint Tool/Spray Gun Hose Kit (31.57%)	601-617363-52401-0000000	119.96
02/26/2024	HARBOR FREIGHT TOOLS34	B Kennedy - Fire - Paint Supplies	222-451041-52301-0000000	90.94
	HARBOR FREIGHT TOOLS34 Total			557.83
01/31/2024	HEMPEL PIPE & SUPPLY I	J Poulos - PW - PVC Pipe	506-618341-52303-0000000	415.38
02/02/2024	HEMPEL PIPE & SUPPLY I	J Poulos - PW - Nipples, Pipe, Tees, Ells	506-618341-52303-0000000	1,142.65
02/02/2024	HEMPEL PIPE & SUPPLY I	J Poulos - PW - Credit for Returned Pipe	506-618341-52303-0000000	(415.38)
	HEMPEL PIPE & SUPPLY I Total			1,142.65
02/05/2024	HILTON	N Mata - CED - Hotel Stay in Washington D.C.	242-311041-51502-6196244	1,201.24
02/05/2024	HILTON	M Brainard - CED - Hotel for M.Brainard while in Washington D.C.	242-311041-51502-6196244	1,247.64
	HILTON Total			2,448.88
02/05/2024	HILTON DC F&B	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	19.00
	HILTON DC F&B Total			19.00
02/13/2024	HILTON GARDEN INN	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	216.96
02/19/2024	HILTON GARDEN INN	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	867.84
	HILTON GARDEN INN Total			1,084.80
01/31/2024	HOBBY-LOBBY #535	M Martin - PW - Frames	101-611041-52101-0000000	29.97
02/12/2024	HOBBY-LOBBY #535	T MCCLOUS - POLICE - BLDG SUPPLIES	101-411041-52301-0000000	13.01
	HOBBY-LOBBY #535 Total			42.98
02/20/2024	HOLIDAY INNS	C Jacobs - Fire - Lodging	101-453282-51502-0000000	250.38
	HOLIDAY INNS Total			250.38
01/29/2024	HYATT HOTELS	K Kruse - Parks - IPRA Conference	555-811041-51502-0000000	590.85
01/29/2024	HYATT HOTELS	N Carr - Parks - IPRA Conference	555-813501-51502-0000000	590.85

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01/29/2024	HYATT HOTELS	K Kruse - Parks - IPRA Conference	555-811041-51502-0000000	68.39
	HYATT HOTELS Total			1,250.09
01/29/2024	HYATT REGENCY CHICAGO	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	25.90
01/29/2024	HYATT REGENCY CHICAGO	K Kruse - Parks - IPRA Conference	555-811041-51502-0000000	32.94
01/29/2024	HYATT REGENCY CHICAGO	K Kruse - Parks - IPRA Conference	555-811041-51502-0000000	10.28
01/29/2024	HYATT REGENCY CHICAGO	N Carr - Parks - IPRA Conference	555-813501-51502-0000000	31.94
01/29/2024	HYATT REGENCY CHICAGO	L Pannier - Parks - IPRA Conference	555-813501-51502-0000000	32.13
01/29/2024	HYATT REGENCY CHICAGO	C Roelf - Parks - IPRA Conference	555-813501-51502-0000000	31.94
01/29/2024	HYATT REGENCY CHICAGO	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	30.94
01/29/2024	HYATT REGENCY CHICAGO	J Gripp - Parks - IPRA Conference	555-811041-51502-0000000	62.52
	HYATT REGENCY CHICAGO Total			258.59
02/02/2024	HY-VEE MOLINE 1416	H Gray - Parks - Preschool Lunches	555-867501-52216-0000000	640.00
02/09/2024	HY-VEE MOLINE 1416	H Gray - Parks - Preschool Lunches	555-867501-52216-0000000	651.88
02/16/2024	HY-VEE MOLINE 1416	H Gray - Parks - Preschool Lunches	555-867501-52216-0000000	645.94
02/23/2024	HY-VEE MOLINE 1416	H Gray - Parks - Preschool Lunches	555-867501-52216-0000000	659.88
	HY-VEE MOLINE 1416 Total			2,597.70
01/29/2024	HY-VEE ROCK ISLAND 154	M Gonzalez - Parks - Preschool Snacks	555-867501-52216-0000000	24.00
01/30/2024	HY-VEE ROCK ISLAND 154	T Mendoza - PW - Food/Soda for A Vanderheyden Retirement Party	601-617041-52216-0000000	72.28
01/30/2024	HY-VEE ROCK ISLAND 154	C FOREMAN - POLICE - MEETING	101-411041-54401-0000000	37.19
02/01/2024	HY-VEE ROCK ISLAND 154	C FOREMAN - POLICE - MEETING	101-411041-52216-0000000	33.94
02/01/2024	HY-VEE ROCK ISLAND 154	I Pena - Fire - Commissioner's Meal	101-451041-52216-0000000	8.99
02/01/2024	HY-VEE ROCK ISLAND 154	J Sager - Finance - Postage for 1099 Mailing	101-211041-53201-0000000	11.70
02/05/2024	HY-VEE ROCK ISLAND 154	R Vidmar - PW - Cake/Soda for A Vanderheyden Retirement Party	601-617041-52216-0000000	81.26
02/06/2024	HY-VEE ROCK ISLAND 154	C FOREMAN - POLICE - MEETING	101-411041-54401-0000000	15.78
02/08/2024	HY-VEE ROCK ISLAND 154	K LESHOURE - MLK - FOOD/HUMAN TEAM MEETING	211-356941-52216-0000000	194.52
02/09/2024	HY-VEE ROCK ISLAND 154	A RUIZ - MLK - FOOD/HUMANS WER MEETING	901-356911-52216-6525000	71.41
02/09/2024	HY-VEE ROCK ISLAND 154	A RUIZ - MLK - POSTAGE	901-356041-53201-0000000	10.60
02/09/2024	HY-VEE ROCK ISLAND 154	K Kuykendall - Library - Food for Movie Club	251-711041-52216-0000000	13.98
02/13/2024	HY-VEE ROCK ISLAND 154	C FOREMAN - POLICE - MEETING	101-411041-54401-0000000	33.16
02/19/2024	HY-VEE ROCK ISLAND 154	M Gonzalez - Parks - Preschool Snacks	555-867501-52216-0000000	29.36
02/20/2024	HY-VEE ROCK ISLAND 154	A Campbell - Library - Food for Knitting Class	251-711041-52216-0000000	9.49
02/21/2024	HY-VEE ROCK ISLAND 154	B HOWARD - MLK - BUS PASSES	905-356921-52207-0000440	35.00
02/23/2024	HY-VEE ROCK ISLAND 154	K LESHOURE - MLK - SUPPLIES	901-356921-52212-0000030	110.00
	HY-VEE ROCK ISLAND 154 Total			792.66
02/09/2024	I-80 INN AND SUITES	N RUSH - MLK - HOTEL STAY PROFESSIONAL DVLP	905-356921-51502-0000440	112.00
	I-80 INN AND SUITES Total			112.00
02/08/2024	IAAI	G Marty - Fire - Arson Investigators Annual Fee	101-453282-54402-0000000	133.00
02/12/2024	IAAI	G Marty - Fire - Arson Investigators Annual Fee FF A Schooley	101-453282-54402-0000000	133.00
	IAAI Total			266.00
02/07/2024	ICMA ONLINE	T Thompson - Admin - ICMA Annual Membership Dues	101-122041-54402-0000000	1,200.00
	ICMA ONLINE Total			1,200.00
02/22/2024	IL AFTERSCHOOL NETWORK	L TRICE - MLK - PROFESSIONAL DEVELOPMENT	901-356921-52212-0000030	150.00
02/22/2024	IL AFTERSCHOOL NETWORK	L TRICE - MLK - PROFESSIONAL DEVELOPMENT	901-356921-52212-0000030	150.00
	IL AFTERSCHOOL NETWORK Total			300.00
01/30/2024	IL DPT PUB HEALTH EMS	C Jacobs - Fire - J Kelly Paramedic Renewal Fee	101-454273-54206-0000000	41.00

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Date	Merchant Name	Description	Account Number	Amount
02/05/2024	IL DPT PUB HEALTH EMS	C Jacobs - Fire - B Farber Paramedic Renewal Fee	101-454273-54206-0000000	41.00
	IL DPT PUB HEALTH EMS Total			82.00
02/13/2024	IL TOLLWAY-WEB-UNPD TO	L Pannier - Parks - IPRA Conference	555-813501-51502-0000000	24.00
	IL TOLLWAY-WEB-UNPD TO Total			24.00
02/19/2024	ILLINOIS AWWA	T Matlick - PW - 2024 Spring Regulatory Update for Matlick/Upton	501-618041-51502-0000000	104.00
	ILLINOIS AWWA Total			104.00
02/14/2024	ILLINOIS CERTIFICATION	C JIMENEZ - MLK - REFUND PROF. DEVELOP.	906-356921-51502-5323405	(363.13)
	ILLINOIS CERTIFICATION Total			(363.13)
02/12/2024	ILLINOIS CITY COUNTY M	T Thompson - Admin - ICMA Annual Membership	101-122041-54402-0000000	406.25
	ILLINOIS CITY COUNTY M Total			406.25
02/12/2024	ILLINOIS ENVIRONMENTAL	S Reinbeck - CED - IEHA Conference for B.Tauke	101-314881-51502-0000000	75.00
	ILLINOIS ENVIRONMENTAL Total			75.00
02/08/2024	ILLINOIS GOVERNMENT FI	J Sager - Finance - Unclaimed Property Webinar - T Toney	101-211041-51502-0000000	20.00
	ILLINOIS GOVERNMENT FI Total			20.00
02/20/2024	ILLINOIS LIBRARY ASSOC	S Foster - Library - RFN Conference Ticket	251-711041-51502-0000000	160.00
	ILLINOIS LIBRARY ASSOC Total			160.00
02/12/2024	IN *BRL LAND SOLUTIONS	M DeMarlie - Parks - Hort Fruits and Vegetables Plants	555-822611-53802-0000000	3,200.00
	IN *BRL LAND SOLUTIONS Total			3,200.00
02/08/2024	IN *ORANGEBOY, INC.	L Lockheart - Library - Promotional Publications	251-711041-53503-0000000	500.00
	IN *ORANGEBOY, INC. Total			500.00
02/08/2024	IN *TECHNOLOGY Solutio	L Vanlandegen - PW - Street Paths Monthly Fee	101-616307-53805-0000000	560.00
	IN *TECHNOLOGY Solutio Total			560.00
01/31/2024	IN *TROPHY WORLD	K LESHORE - MLK - MLK MEMORIAL SERVICE	901-356911-53110-5327032	325.07
	IN *TROPHY WORLD Total			325.07
02/12/2024	ITE PARTS INC.	R Vidmar - PW - Welded Ring with Chain for #5566	601-617364-52305-0000000	17.34
	ITE PARTS INC. Total			17.34
01/31/2024	JACK IN THE BOX 6231	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	10.48
	JACK IN THE BOX 6231 Total			10.48
02/02/2024	JIM'S RIB HAVEN INC	T Smith - Fire - Commissioners Meal Recruitment	101-451041-52216-0000000	90.00
	JIM'S RIB HAVEN INC Total			90.00
02/12/2024	JOHN M ELLSWORTH CO IN	R Vidmar - PW - Filter Cartridges for DEF Pump	601-617364-52305-0000000	114.00
	JOHN M ELLSWORTH CO IN Total			114.00
01/31/2024	JUMERS HOTEL	G Marty - Fire - FM Conference	101-453282-51502-0000000	1,000.00
	JUMERS HOTEL Total			1,000.00
01/29/2024	LABOR LAW POSTERS	R Hitchcock - PW - Labor Law Posters	101-611041-53505-0000000	79.50
	LABOR LAW POSTERS Total			79.50
02/23/2024	LNDRYBAGS	N Carr - Parks - RIFAC New Laundry Bags	555-867561-52212-0000000	466.25
	LNDRYBAGS Total			466.25
02/01/2024	LONGWORTH FC	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	25.76
	LONGWORTH FC Total			25.76
01/31/2024	LOVE'S #0500 OUTSIDE	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	56.80
	LOVE'S #0500 OUTSIDE Total			56.80
01/29/2024	LOVE'S #0754 OUTSIDE	L Pannier - Parks - IPRA Conference	555-813501-51502-0000000	36.21
	LOVE'S #0754 OUTSIDE Total			36.21
01/30/2024	LOWES #00104*	A RUIZ - MLK - BLDG & GROUNDS	211-356941-53801-0000000	32.83

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Date	Merchant Name	Description	Account Number	Amount
01/30/2024	LOWES #00104*	K Steffen - Library - Cleaning Supplies	251-711401-52206-0000000	49.95
01/31/2024	LOWES #00104*	J Glidewell - PW - Cleaner, Wire, Parts	555-867564-52301-0000000	133.60
02/05/2024	LOWES #00104*	A Campbell - Library - Seed Supplies	251-713451-52211-0000000	150.88
02/12/2024	LOWES #00104*	K Steffen - Library - Mailbox Base SW	251-714403-52301-0000000	54.69
02/19/2024	LOWES #00104*	B Kennedy - Fire - St 3 Fitness	222-451041-52410-0000000	144.65
02/19/2024	LOWES #00104*	W Conger - PW - Deco Plate, Adapter, Blow Mold Tab, Connector	501-619356-52303-0000000	94.13
02/20/2024	LOWES #00104*	J Glidewell - PW - Fasteners, Handy Box, Covers, Wire	555-867564-52301-0000000	121.63
02/20/2024	LOWES #00104*	A McDowell - Parks - Taping Knife, Valve	101-617111-52301-0000000	37.96
02/21/2024	LOWES #00104*	A McDowell - Parks - Plumbing Items	101-617111-52303-0000000	77.15
	LOWES #00104* Total			897.47
02/02/2024	LOWES #00907*	C FOREMAN - POLICE - SHOOTING SUPPLIES	101-414223-52213-0000000	173.59
02/02/2024	LOWES #00907*	C FOREMAN - POLICE - SHOOTING SUPPLIES	101-414223-52213-0000000	3.21
	LOWES #00907* Total			176.80
02/02/2024	MARTIN EQUIPMENT INC 4	S Harker - PW - Elbow Fittings, Hose Fittings, Global Parts	555-834751-52305-0000000	430.44
	MARTIN EQUIPMENT INC 4 Total			430.44
02/05/2024	MEDIACOM BRO*	B Kennedy - Fire - ST 2	222-451041-53706-0000000	57.79
02/05/2024	MEDIACOM BRO*	B Kennedy - Fire - St 1 Cable	222-451041-53706-0000000	61.96
02/12/2024	MEDIACOM BRO*	B Kennedy - Fire - Cable St 4	222-451041-53706-0000000	57.79
02/13/2024	MEDIACOM BRO*	B Kennedy - Fire - FFT St 3	222-451041-53706-0000000	57.79
	MEDIACOM BRO* Total			235.33
01/29/2024	MENARDS MOLINE IL	M DeMarlie - Parks - Hort Thermostat, Wood, Hardware	555-822611-52301-0000000	290.24
01/29/2024	MENARDS MOLINE IL	Split - D Driskill - Parks - Douglas Hardware (62.55%)	555-822601-52301-5288000	56.38
01/29/2024	MENARDS MOLINE IL	Split - D Driskill - Parks - Douglas Paint Items (37.45%)	555-822601-52302-5288000	33.76
01/29/2024	MENARDS MOLINE IL	E Hillyer - Parks - Hort Flap Disc, Trash Can, Items	555-822611-52301-0000000	1,154.73
02/02/2024	MENARDS MOLINE IL	Split - D Driskill - Parks - Douglas (46.66%)	555-822601-51402-5288000	13.96
02/02/2024	MENARDS MOLINE IL	Split - D Driskill - Parks - Douglas Sand in a Tube (53.34%)	555-822601-52301-5288000	15.96
02/05/2024	MENARDS MOLINE IL	Split - M DeMarlie - Parks - Hort GFI Cover (7.29%)	555-822611-52304-0000000	17.88
02/05/2024	MENARDS MOLINE IL	Split - M DeMarlie - Parks - Hort Nut Driver (5.7%)	555-822611-52401-0000000	13.98
02/05/2024	MENARDS MOLINE IL	Split - M DeMarlie - Parks - Hort Bags, Plants (13.68%)	555-822611-52201-0000000	33.54
02/05/2024	MENARDS MOLINE IL	Split - M DeMarlie - Parks - Hort Wood, Hardware (73.32%)	555-822601-52301-0000000	179.76
02/05/2024	MENARDS MOLINE IL	T Winter - Parks - Wood for Renovation	555-813501-52301-0000000	1,635.97
02/05/2024	MENARDS MOLINE IL	T Smith - Fire - Lumber 4x4	101-452271-52301-0000000	64.54
02/12/2024	MENARDS MOLINE IL	J Glidewell - PW - Fasteners, Box Covers, Door Stop, Drill Bits	555-867564-52301-0000000	221.52
02/12/2024	MENARDS MOLINE IL	K Steffen - Library - Mailbox SW	251-714403-52301-0000000	108.88
02/12/2024	MENARDS MOLINE IL	J Glidewell - PW - Tube, Fasteners	555-867564-52303-0000000	127.42
02/14/2024	MENARDS MOLINE IL	J Glidewell - PW - Zinc Post	555-867564-52301-0000000	5.67
02/16/2024	MENARDS MOLINE IL	J Glidewell - PW - Copper Union, Pipe Cutter, Elbows, Tee	555-867564-52303-0000000	64.02
02/19/2024	MENARDS MOLINE IL	Split - J Poulos - PW - Storage Cabinets, Storage Box, Hangers (99.3%)	506-618341-52301-0000000	253.70
02/19/2024	MENARDS MOLINE IL	Split - J Poulos - PW - Screwdriver (0.7%)	506-618341-52401-0000000	1.78
02/22/2024	MENARDS MOLINE IL	M DeMarlie - Parks - Hort Furnace Pipe, Cab, Coll, Hardware	555-822601-52301-0000000	125.75
02/26/2024	MENARDS MOLINE IL	J Poulos - PW - Repair Parts for Electrical Connection for Digester Mixers	506-618341-52304-0000000	238.11
02/26/2024	MENARDS MOLINE IL	M DeMarlie - Parks - Hort Elbow	555-822611-52301-0000000	16.69
	MENARDS MOLINE IL Total			4,674.24
02/05/2024	MICHAELS STORES 2106	A Campbell - Library - Seed Supplies	251-713451-52211-0000000	73.94
	MICHAELS STORES 2106 Total			73.94

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Date	Merchant Name	Description	Account Number	Amount
02/05/2024	MOLINE FARM & FLEET	J Diekman - CED - Flashlight for New Inspector	101-311041-52405-0000000	21.49
02/19/2024	MOLINE FARM & FLEET	B Kennedy - Fire - Paint ST 3	222-451041-52301-0000000	251.93
	MOLINE FARM & FLEET Total			273.42
02/19/2024	NATL ASSOC OF EMS EDUC	C Jacobs - Fire - Level One Instructor Course	101-454273-51502-0000000	320.00
02/19/2024	NATL ASSOC OF EMS EDUC	C Jacobs - Fire - Annual EMS Educators Fee	101-454273-51502-0000000	95.00
	NATL ASSOC OF EMS EDUC Total			415.00
02/13/2024	NCL OF WISCONSIN INC	K Miles - PW - Broth with Rosolic	506-618341-52205-0000000	184.40
	NCL OF WISCONSIN INC Total			184.40
02/21/2024	NORTH CAROLINA FARMS I	M DeMarlie - Parks - Hort Plants	555-822611-52201-0000000	633.53
	NORTH CAROLINA FARMS I Total			633.53
02/02/2024	NRPA OPERATING	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	70.00
02/02/2024	NRPA OPERATING	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	(70.00)
	NRPA OPERATING Total			-
02/01/2024	OFFICEMAX/DEPOT 6195	L TRICE - MLK - SUPPLIES	901-356921-52212-0000030	70.98
02/02/2024	OFFICEMAX/DEPOT 6195	J Sager - Finance - 1096 Forms	101-213063-53502-0000000	13.79
02/16/2024	OFFICEMAX/DEPOT 6195	T BROOKS - MLK - OFFICE SUPPLIES	901-356921-52207-6525039	59.98
02/21/2024	OFFICEMAX/DEPOT 6195	T BROOKS - MLK - OFFICE SUPPLIES	901-356921-52207-6525039	5.97
	OFFICEMAX/DEPOT 6195 Total			150.72
02/01/2024	ORACL*WAFFLE HOUSE	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	73.80
	ORACL*WAFFLE HOUSE Total			73.80
02/07/2024	O'REILLY 753	T Smith - Fire - E32 Auto Part	101-451292-52305-0000000	32.99
	O'REILLY 753 Total			32.99
01/31/2024	ORKIN LLC 002	N Carr - Parks - RIFAC Pest Control	555-867564-53801-0000000	111.99
	ORKIN LLC 002 Total			111.99
01/29/2024	OTC BRANDS INC	S Foster - Library - Craft Supplies	251-713471-52211-0000000	26.48
	OTC BRANDS INC Total			26.48
02/05/2024	PAR*SMOOTHIE KING SK19	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	40.63
	PAR*SMOOTHIE KING SK19 Total			40.63
02/21/2024	PARTY CITY 5139	R Dennis - Library - Children Program Supplies	251-713471-52211-5653331	41.60
	PARTY CITY 5139 Total			41.60
02/12/2024	PAYPAL *FITNSGRVYRD	J Glidewell - PW - Weight Stack Pin	555-867564-52410-0000000	48.62
	PAYPAL *FITNSGRVYRD Total			48.62
02/02/2024	PAYPAL *IAWPCO	J Upton - PW - Illinois WW Professionals Conference	501-618041-51502-0000000	335.00
	PAYPAL *IAWPCO Total			335.00
01/31/2024	PAYPAL *ROCKISLANDC	A Tysma - PW - QC Stormwater Conference 2024	606-615091-51502-0000000	40.00
02/13/2024	PAYPAL *ROCKISLANDC	L Vanlandegen - PW - Stormwater Conference Registration	101-616041-51502-0000000	40.00
	PAYPAL *ROCKISLANDC Total			80.00
01/31/2024	PFG*PROFORMA	Split - K LESHOURE - MLK - BUSINESS CARDS ANA (33.33%)	901-356921-52212-0000030	75.80
01/31/2024	PFG*PROFORMA	Split - K LESHOURE - MLK - BUSINESS CARDS BONNIE (33.33%)	905-356921-52207-0000440	75.80
01/31/2024	PFG*PROFORMA	Split - K LESHOURE - MLK - BUSINESS CARDS BLANCO (33.34%)	906-356921-52101-6163506	75.80
01/31/2024	PFG*PROFORMA	K LESHOURE - MLK - BUSINESS CARDS	905-356921-52207-0000440	79.17
	PFG*PROFORMA Total			306.57
02/21/2024	PHILLIPS 66 - SHOP & G	K LESHOURE - MLK - SUPPLIES/FUEL	211-356041-52203-0000000	30.00
	PHILLIPS 66 - SHOP & G Total			30.00
02/02/2024	POSTCARDMANIA	C Roelf - Parks - Rifac Postcards	555-867564-53401-0000000	575.93

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Date	Merchant Name	Description	Account Number	Amount
02/13/2024	POSTCARDMANIA	C Roelf - Parks - Rifac Postcards	555-867564-53401-0000000	306.00
02/14/2024	POSTCARDMANIA	C Roelf - Parks - RIFAC Postcards	555-867564-53401-0000000	726.40
	POSTCARDMANIA Total			1,608.33
02/21/2024	PPG PAINTS 9827	B Carothers - PW - Primer/Paint	601-617364-52302-0000000	944.26
02/22/2024	PPG PAINTS 9827	B Carothers - PW - Thinner	601-617364-52302-0000000	54.16
	PPG PAINTS 9827 Total			998.42
01/31/2024	PRICELN*SUPER 8 BY WYN	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	303.88
	PRICELN*SUPER 8 BY WYN Total			303.88
02/23/2024	PROCTORU INC.	C Steeber - Parks - HS Exam	555-834751-51502-0000000	12.00
02/26/2024	PROCTORU INC.	J Riner - PW - General Standards Exam	101-616601-51502-0000000	24.00
	PROCTORU INC. Total			36.00
01/30/2024	PUBLICAN ORD	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	25.81
01/30/2024	PUBLICAN ORD	M Brainard - CED - Meals in Washington D.C.	242-311041-51502-6196244	23.81
	PUBLICAN ORD Total			49.62
02/14/2024	PY *QC CUSTOM TEES & M	P Pena - Parks - RIFAC Shirt Order	555-867566-52212-6274000	10.00
	PY *QC CUSTOM TEES & M Total			10.00
01/29/2024	QC POWER EQUIPMENT INC	T Smith - Fire - Snowblower ST 2	101-451292-52402-0000000	727.00
	QC POWER EQUIPMENT INC Total			727.00
02/05/2024	QT 216	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	65.60
	QT 216 Total			65.60
02/05/2024	QUAD CITIES CHAMBER OF	T Thompson - Admin - Registration for Quad Cities Mayors Breakfast	101-122041-54401-0000000	20.00
	QUAD CITIES CHAMBER OF Total			20.00
02/12/2024	REPUBLIC SERVICES TRAS	L Vanlandegen - PW - Recycling Services	510-616331-53805-0000000	91.91
	REPUBLIC SERVICES TRAS Total			91.91
02/07/2024	ROSS MEDICAL SUPPLY	R Graff - Fire - Amb O2 Supply	101-454273-52214-0000000	325.27
	ROSS MEDICAL SUPPLY Total			325.27
02/16/2024	SAFE KIDS WORLDWIDE	I Pena - Fire - Cert Course Registration Fee	279-451041-51502-0000000	95.00
	SAFE KIDS WORLDWIDE Total			95.00
02/09/2024	SAMS CLUB #8238	N Carr - Parks - RIFAC Sweetheart Snacks	555-867566-52216-6317000	217.49
	SAMS CLUB #8238 Total			217.49
01/30/2024	SAMSClub #8238	N Carr - Parks - RIFAC Food	555-867564-52501-0000000	66.69
02/08/2024	SAMSClub #8238	P Pena - Parks - Rec Gym Food	555-867566-52501-6150000	200.82
02/21/2024	SAMSClub #8238	N Carr - Parks - RIFAC Snacks	555-867564-52501-0000000	95.28
	SAMSClub #8238 Total			362.79
02/09/2024	SAMSClub.COM	M Gonzalez - Parks - Preschool Snacks	555-867501-52216-0000000	266.73
	SAMSClub.COM Total			266.73
02/05/2024	SCHOLASTIC, INC.	E Tobin - Library - Tax Refund	251-713471-54305-0000000	(8.68)
	SCHOLASTIC, INC. Total			(8.68)
02/08/2024	SHEET GURUS SMS	K LESHOURE - MLK - Mass Messaging for ASP (Consultant Services)	901-356921-53112-5332310	67.00
	SHEET GURUS SMS Total			67.00
01/29/2024	SHELL OIL 574419442QPS	J Gripp - Parks - IPRA Conference	555-811041-51502-0000000	74.77
	SHELL OIL 574419442QPS Total			74.77
01/29/2024	SHELL OIL 57443685706	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	25.00
	SHELL OIL 57443685706 Total			25.00
02/26/2024	SHERWIN WILLIAMS 70315	B Kennedy - Fire - Paint	222-451041-52301-0000000	58.89

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Date	Merchant Name	Description	Account Number	Amount
	SHERWIN WILLIAMS 70315 Total			58.89
02/19/2024	SOI 2 THAI STREET FOOD	T Flaherty - Admin - Lunch with Miles and Tarah	101-122041-52216-0000000	68.30
	SOI 2 THAI STREET FOOD Total			68.30
02/09/2024	SOUTHERN LABWARE INC	E Lower - PW - Filter Paper	501-618352-52205-0000000	24.74
	SOUTHERN LABWARE INC Total			24.74
02/12/2024	SP ACOUSTIC SOUNDPAN	T Winter - Parks - Renovation Project, Acoustic Panels	555-813501-52301-0000000	1,928.96
	SP ACOUSTIC SOUNDPAN Total			1,928.96
02/05/2024	SP PANTHER UNIFORMS IN	R Graff - Fire - Uniform	101-451041-51401-0000000	162.90
	SP PANTHER UNIFORMS IN Total			162.90
02/19/2024	SPECTRIO	C Roelf - Parks - RIFAC Muzak	555-867564-53822-0000000	113.99
	SPECTRIO Total			113.99
01/30/2024	SQ *APWA - ILLINOIS CH	A Tysma - PW - APWA Class Registration	101-616041-51502-0000000	795.00
02/06/2024	SQ *APWA - ILLINOIS CH	J Riner - PW - APWA Registration Fee	101-616041-51502-0000000	795.00
02/06/2024	SQ *APWA - ILLINOIS CH	R Hitchcock - PW - IPSI Training	101-616041-51502-0000000	795.00
	SQ *APWA - ILLINOIS CH Total			2,385.00
02/16/2024	SQ *BAYSIDE BISTRO	T BROOKS - MLK - FOOD/HUMAN FOR STEERING COMMITTEE	901-356921-52216-6525039	350.00
	SQ *BAYSIDE BISTRO Total			350.00
01/31/2024	SQ *BOP BOP	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	16.58
01/31/2024	SQ *BOP BOP	M Brainard - CED - Meals in Washington D.C.	242-311041-51502-6196244	16.76
	SQ *BOP BOP Total			33.34
02/16/2024	SQ *CENTRAL ILLINOIS F	C Jacobs - Fire - CIFIA Class	101-453282-51502-0000000	190.00
	SQ *CENTRAL ILLINOIS F Total			190.00
02/01/2024	SQ *COMBAT BRANDS, LLC	R VESEY - MLK - CLOTHING	901-356921-51405-6162034	100.00
02/05/2024	SQ *COMBAT BRANDS, LLC	R VESEY - MLK - CLOTHING	901-356921-51405-6162034	70.00
	SQ *COMBAT BRANDS, LLC Total			170.00
02/05/2024	SQ *CREWS DCA LLC	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	3.27
	SQ *CREWS DCA LLC Total			3.27
02/20/2024	SQ *EL PATRON	T Thompson - Admin - Lunch with New Deputy Clerk	101-122041-52216-0000000	62.16
	SQ *EL PATRON Total			62.16
02/02/2024	ST LOUIS CARDINALS ECO	P Pena - Parks - Cardinals tickets	555-813501-53110-6336000	3,104.50
	ST LOUIS CARDINALS ECO Total			3,104.50
01/31/2024	STARBUCKS 58385	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	11.78
02/02/2024	STARBUCKS 58385	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	12.43
02/02/2024	STARBUCKS 58385	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	13.75
02/05/2024	STARBUCKS 58385	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	15.51
	STARBUCKS 58385 Total			53.47
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	(101.38)
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	(99.88)
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	(100.00)
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	190.40
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	193.40
02/05/2024	SUPER 8 MOTELS	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	100.00
	SUPER 8 MOTELS Total			182.54
01/29/2024	SWISSOTEL	T Winter - Parks - IPRA Conference	555-813501-51502-0000000	464.91
01/29/2024	SWISSOTEL	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	439.60

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Date	Merchant Name	Description	Account Number	Amount
01/29/2024	SWISSOTEL	J Gripp - Parks - IPRA Conference	555-811041-51502-0000000	506.78
01/29/2024	SWISSOTEL	P Pena - Parks - IPRA Conference	555-813501-51502-0000000	506.77
	SWISSOTEL Total			1,918.06
01/31/2024	THE PEMBROKE	M Brainard - CED - Meals in Washington D.C.	242-311041-51502-6196244	166.32
	THE PEMBROKE Total			166.32
01/30/2024	THORNTONS #0315	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	39.90
01/30/2024	THORNTONS #0315	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	7.68
	THORNTONS #0315 Total			47.58
02/07/2024	TITAN SECURITY SUPPLY,	R Vidmar - PW - Vehicle Port Adapter for #7118	601-617364-52305-0000000	45.12
	TITAN SECURITY SUPPLY, Total			45.12
02/22/2024	TOOLSOURCE.COM	R Vidmar - PW - Connector for Shop Porta-Power	601-617364-52305-0000000	27.96
02/26/2024	TOOLSOURCE.COM	R Vidmar - PW - Male Connector	601-617364-52305-0000000	25.43
	TOOLSOURCE.COM Total			53.39
02/02/2024	TRELLO.COM* ATLISSIAN	T Thompson - Admin - Annual Subscription	101-122041-54302-0000000	119.99
	TRELLO.COM* ATLISSIAN Total			119.99
02/05/2024	TRITECH FORENSICS	C FOREMAN - POLICE - TRAINING	101-414223-51502-0000000	709.00
	TRITECH FORENSICS Total			709.00
01/29/2024	TST* BOTTLENECK MANAGE	T Winter - Parks - IPRA Conference	555-813501-51502-0000000	104.75
01/29/2024	TST* BOTTLENECK MANAGE	K Kruse - Parks - IPRA Conference	555-811041-51502-0000000	106.31
	TST* BOTTLENECK MANAGE Total			211.06
01/29/2024	TST* NIU SUSHI	D Gleason - Parks - IPRA Conference	555-813501-51502-0000000	62.36
	TST* NIU SUSHI Total			62.36
01/30/2024	TST* THE DUBLINER	N Mata - CED - Meals in Washington D.C.	242-311041-51502-6196244	24.70
01/30/2024	TST* THE DUBLINER	M Brainard - CED - Meals in Washington D.C.	242-311041-51502-6196244	40.30
	TST* THE DUBLINER Total			65.00
02/01/2024	U OF I CROP SCIENCE	C Steeber - Parks - HS Training	555-834751-51502-0000000	45.00
02/23/2024	U OF I CROP SCIENCE	J Riner - PW - Rights of Way Training	101-616601-51502-0000000	25.00
02/23/2024	U OF I CROP SCIENCE	J Riner - PW - Rights of Way Training	101-616601-51502-0000000	25.00
02/23/2024	U OF I CROP SCIENCE	J Riner - PW - General Standards Training	101-616601-51502-0000000	45.00
	U OF I CROP SCIENCE Total			140.00
02/19/2024	U.S. CELLULAR	K LESHOURE - MLK - TELEPHONE	211-356041-53204-0000000	94.10
	U.S. CELLULAR Total			94.10
02/20/2024	ULINE *SHIP SUPPLIES	C FOREMAN - POLICE - EVIDENCE SUPPLIES	101-414228-52205-0000000	472.61
02/22/2024	ULINE *SHIP SUPPLIES	S Gange - Admin - Frames and Standing Sign Holders for Move	101-131041-52101-0000000	217.63
02/22/2024	ULINE *SHIP SUPPLIES	T Thompson - Admin - Frames and Standing Sign Holders for Move	101-122041-52101-0000000	217.63
	ULINE *SHIP SUPPLIES Total			907.87
02/26/2024	UPS*1Z6437060391572474	N Blair - IT - Headsets Return	101-256081-52103-0000000	20.20
	UPS*1Z6437060391572474 Total			20.20
02/22/2024	USPS PO 1651060464	L Pannier - Parks - Stamps	555-867564-53201-0000000	408.00
	USPS PO 1651060464 Total			408.00
01/29/2024	USPS PO 1667860402	N Simmons - Library - Postage	251-713451-53201-0000000	24.22
02/05/2024	USPS PO 1667860402	N Simmons - Library - Postage	251-713451-53201-0000000	21.70
02/07/2024	USPS PO 1667860402	J Sager - Finance - Postage	101-211041-53201-0000000	7.92
02/09/2024	USPS PO 1667860402	N Simmons - Library - Postage	251-713451-53201-0000000	16.38
02/19/2024	USPS PO 1667860402	N Simmons - Library - Postage	251-713451-53201-0000000	25.62

City of Rock Island

Purchase Card Report

1/27/2024 - 2/26/2024

Date	Merchant Name	Description	Account Number	Amount
02/26/2024	USPS PO 1667860402	N Simmons - Library - Postage	251-713451-53201-0000000	26.32
	USPS PO 1667860402 Total			122.16
02/07/2024	USPS PO 1667870401	V SPINSBY - POLICE - POSTAGE	101-411041-53201-0000000	17.55
02/19/2024	USPS PO 1667870401	J Sager - Finance - BRM Permit Renewal	101-211041-53201-0000000	320.00
	USPS PO 1667870401 Total			337.55
02/14/2024	VERIZON*ONEPOS 711358	K Brozovich - Library - Mobile Hotspot	251-713451-54305-0000000	30.02
	VERIZON*ONEPOS 711358 Total			30.02
02/06/2024	WAL-MART #2231	N Carr - Parks - RIFAC Sweetheart Dance Supplies	555-867566-52212-6317000	117.10
02/12/2024	WAL-MART #2231	N Carr - Parks - RIFAC Sweetheart Snacks	555-867566-52216-6317000	80.89
	WAL-MART #2231 Total			197.99
01/29/2024	WAL-MART #4511	M Gonzalez - Parks - Preschool Mat & Pan	555-867501-52212-0000000	114.50
	WAL-MART #4511 Total			114.50
02/01/2024	WALMART.COM	M Gonzalez - Parks - Preschool Vday Candy	555-867501-52216-0000000	19.74
02/01/2024	WALMART.COM	M Gonzalez - Parks - Preschool	555-867501-52216-0000000	6.69
02/01/2024	WALMART.COM	M Gonzalez - Parks - Preschool Snacks	555-867501-52216-0000000	45.67
02/05/2024	WALMART.COM	M Gonzalez - Parks - Preschool Crafts	555-867501-52212-0000000	29.31
02/22/2024	WALMART.COM	M Gonzalez - Parks - Preschool	555-867501-52212-0000000	45.19
02/22/2024	WALMART.COM	M Gonzalez - Parks - Preschool	555-867501-52212-0000000	4.82
	WALMART.COM Total			151.42
02/22/2024	WALMART.COM 8009666546	M Gonzalez - Parks - Preschool	555-867501-52212-0000000	1.13
02/23/2024	WALMART.COM 8009666546	M Gonzalez - Parks - Preschool	555-867501-52212-0000000	131.64
	WALMART.COM 8009666546 Total			132.77
02/14/2024	WASP BARCODE TECHNOLOG	T MUEHLER - POLICE - EVIDENCE SUPPLIES	101-414228-52205-0000000	280.67
	WASP BARCODE TECHNOLOG Total			280.67
02/02/2024	WCI*WASTE CONNECTIONS	L Vanlandegen - PW - Waste Removal Saulie Lane	510-616331-53805-0000000	114.61
02/02/2024	WCI*WASTE CONNECTIONS	L Vanlandegen - PW - Waste Removal Sunset Marina	510-616331-53805-0000000	103.45
	WCI*WASTE CONNECTIONS Total			218.06
02/05/2024	WENDY'S 2190	R VESEY - MLK - PROFESSIONAL DEVELOPMENT TRIP	901-356921-51502-6162034	10.78
	WENDY'S 2190 Total			10.78
02/06/2024	WHITE CAP #671	J Irvine - CED - Tire Wire for a Property in Rock Island	101-311041-52301-0000000	10.83
	WHITE CAP #671 Total			10.83
01/31/2024	WM SUPERCENTER #2231	C JIMENEZ - MLK - SUPPLIES	906-356921-52101-6163506	111.36
02/09/2024	WM SUPERCENTER #2231	T Kavanaugh - PW - TV, Mount, Service Plan for Bridge Building	101-617374-52304-0000000	495.46
02/22/2024	WM SUPERCENTER #2231	N Carr - Parks - RIFAC	555-867565-52212-6340000	87.81
	WM SUPERCENTER #2231 Total			694.63
02/26/2024	WM SUPERCENTER #3255	B Lawson - Fire - IFSI Meals	101-452271-51502-0000000	115.64
02/26/2024	WM SUPERCENTER #3255	B Kreiter - Fire - IFSI Meal	101-452271-51502-0000000	58.45
	WM SUPERCENTER #3255 Total			174.09
02/06/2024	WPY*NATIONAL COMMUNITY	J Bote - CED - NCDA Training April 2024	242-313851-51502-6197244	386.25
02/09/2024	WPY*NATIONAL COMMUNITY	M Holderfield - CED - NCDA Training	242-311041-51502-6196244	593.25
	WPY*NATIONAL COMMUNITY Total			979.50
	Grand Total			96,160.73

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding the purchase of Aruba switches from Concentric Integration, LLC of Crystal Lake, Illinois in the amount of \$18,685.63.
Date: March 25, 2024

Introduction and Background Information:

In June 2014, the Mill Street Treatment Plant (MSTP) successfully implemented a computer-based Supervisory Control and Data Acquisition (SCADA) system upgrade as part of the Long Term Control Project. This system plays a crucial role in overseeing the operations of both sanitary and wet weather treatment processes. The central component of this SCADA system is a dedicated computer responsible for collecting field device data and issuing commands to control treatment processes. A key element of the communication infrastructure facilitating these operations is the deployment of two essential switches.

However, on October 7, 2023, an unexpected failure occurred in one of the switches, resulting in the loss of computer control over MSTP treatment operations. Swift action was taken by a technician from Concentric Integration, LLC, who implemented a temporary fix to restore functionality. Unfortunately, the manufacturer deemed the existing equipment obsolete, and finding a replacement switch proved challenging. The technician, dedicated to resolving the issue, conducted thorough research to identify suitable replacements compatible with the older computer equipment, ensuring the restoration of the SCADA system's original functionality and redundancy.

Concentric Integration has presented three viable options for switch replacements, each catering to specific requirements and budget considerations:

Aruba (Hewlett Packard)	\$18,685.63
Cisco	\$31,949.50
Fortinet	\$5,281.10

After careful consideration, the City's IT department has recommended the purchase of Aruba switches. Aruba switches align with the current standard for the City's computer operations, facilitating in-house support and minimizing the need for external contractors, thereby saving costs. Moreover, Aruba switches offer the longest warranty period among the options, with a substantial 5-year coverage, compared to Cisco's 3 years and Fortinet's 1 year. While Fortinet stands out as the most cost-effective option, it falls short in providing the robustness required for the SCADA system's critical functions.

In summary, selecting the Aruba switches not only ensures compatibility with existing systems but also demonstrates a commitment to long-term reliability and cost-effectiveness. The comprehensive warranty period and alignment with the City's IT standards make Aruba the

most favorable choice for the seamless and efficient operation of the MSTP treatment processes.

Previous Council Action (if any):

Budget Impact:

Vendor: Concentric Integration, LLC
Payment Amount: \$18,685.63
Account Chargeable:
Fund: 506 Wastewater Operations
Division: 618 Utilities
Cost Center: 341 Wastewater Mill Street Plant
Object Code: 52305 Auto/Equipment Supplies

Requisition: R010329

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Public Works Department recommends that the City Council approve the purchase of the Aruba switches for the SCADA system from Concentric Integration, LLC, Crystal Lake, IL in the amount of \$18,685.63.

Submitted by: Michelle Martin, Manager

Approved by:

QUOTE



Concentric Integration, LLC

8678 Ridgefield Road
Crystal Lake, IL 60012
815-788-3600 / 815-455-0450 (fax)
purchasing@goconcentric.com

Quote #:	2024Q-RCKIC002
Date:	2/1/2024
Expires:	3/1/2024
Prepared by:	Doug Strempek
Requested by:	Doug Swanson

Prepared for:

Company: City of Rock Island
Contact: Lisa Perry
Address: 1528 Third Avenue
Rock Island, IL 61201
Phone: 309-732-2000
Email: perry.lisa@rigov.org

Ship to:

Company: City of Rock Island
Contact: Lisa Perry
Address: 1528 Third Avenue
Rock Island, IL 61201
Phone: 309-732-2000
Email: perry.lisa@rigov.org

Notes:

No labor is included with this quote.

Terms: Net 30 days

FOB: Origin; Freight Prepaid & Add

Qty	Item #	Description	Coverage Period	Price Each	Total
1	Option 1: Aruba	Aruba 6200M 24G 4SFP Switch/Redundant Power/5 Years 4-Hour Exchange Service	NA	\$18,685.63	\$18,685.63
1	Option 2: Cisco	Catalyst 9300 4SFP Switch/Redundant Power/3 Years 4-Hour Exchange Service	NA	\$31,949.50	\$31,949.50
1	Option 3: Fortinet	FortiSwitch 424E 4SFP Switch/Redundant Power/1 Year 4-Hour Exchange Service	NA	\$5,281.10	\$5,281.10
			Sub Total		\$55,916.23
			Estimated Shipping & Handling		N/A
			Taxes		N/A
			Total		\$55,916.23

This is a quote, not an invoice. Actual shipping date and charges will be determined at the time of invoicing.

To order: Sign and date below, and return via email to purchasing@goconcentric.com (or email your Purchase Order).

Desired Option: _____

Total of Option Selected from Above: _____

Accepted by: _____

Date: _____

Statement of Conditions

The information in this document is believed to be accurate. However, Concentric Integration assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Concentric Integration is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Concentric Integration may make changes to this quote including changes or updates to the products and services described, including pricing, without notice or obligation.

Memorandum



To: Rock Island City Council
From: Timothy Bain
Subject: Report from the Information Technology Department regrading payment in the amount of \$22,155.60 to System Innovators of Chicago, Illinois, for iNovah Software annual support maintenance.
Date: March 25, 2024

Introduction and Background Information:

The centralized cash receipting system - "iNovah" software annual support maintenance is due. The amount of \$22,155.60 will renew the maintenance contract from 7/1/2024 to 6/30/2025. The cost of this agreement is lower than the previous year due to the elimination of the Duncan parking ticket interface.

Previous Council Action (if any):

Budget Impact:

Vendor: 05246 - System Innovators, a division of N. Harris Corp.
Total Payment:\$22,155.60
Account Chargeable:
Fund:101 - General Fund
Department:256 - Information Technology
Cost Center:081- Information Systems
Object Code:53822 - Operating Services Contacts
Project:5228000 - Financial Software

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Information Technology Department recommends that the City Council authorize the City Manager to pay System Innovators of Chicago, IL for the iNovah System annual support maintenance in the total amount of \$22,155.60.

Submitted by: Timothy Bain

Approved by:

REMIT TO: System Innovators, a division of N. Harris Computer Corporation
PO Box 74007259
Chicago, IL 60674-7259
PO

DATE: 3/13/2023

Notice of Support Pricing

BILL TO: CITY OF ROCK ISLAND
Attn: Timothy Bain
1528 3rd AVE
ROCK ISLAND IL 61201
PO

Timothy Bain
bain.timothy@rigov.org
blair.nancy@rigov.org

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
	Software Support		
	7/01/2024 - 6/30/2025	YEAR	
1	iNovah - SWS	\$ 19,785.87	\$ 19,785.87
1	LockBox Import-SWS	\$ 2,369.73	\$ 2,369.73

NOTE: System Innovators will conduct receipt license audits on an annual basis.
Your current annual receipt license = “100,000” receipts.

Total \$ 22,155.60

Please Note: Pricing does not include taxes. If our corporate office does not have a tax exempt certificate on file the actual total will include taxes.

Name:

PO:

Signature:

Email for Invoice:

Maintenance Plus (Optional)

1	Attendance for two at Harris Computer’s Annual User Conference for Oct 7-10, 2024 (Atlanta GA)	\$ 4,000.00
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Memorandum



To: Rock Island City Council
From: Nichole Mata, Miles Brainard, Director
Subject: Report from the Community & Economic Development Department regarding the purchase of a SciAps Lead Paint Analyzer for \$25,225.

Motion: Motion whether or not to approve Consent
Agenda items a through g.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Community Development Division manages different housing rehabilitation programs that sometimes require that testing be done to identify lead-based paint. Lead poisoning in children is a serious concern and lead-based paint is almost always present in older housing like that seen in the City of Rock Island. The Construction Officer, who develops scopes of work for housing rehabilitation projects, is a certified lead inspector and uses a few different methods to test for lead. The primary way to test is using what is colloquially called a "lead gun." In the past, only two HUD/EPA-approved models were available on the market: the Niton XRF and the Viken XRF. These older models rely on a radioactive isotope to test for lead which has made them difficult to maintain and raised safety concerns. More recently, a new model has received HUD/EPA approval that uses different technology: the SciAps X-550 Pb HUD/EPA Lead Paint Analyzer.

Unlike the other models, the SciAps lead gun uses an easy to replace X-ray tube to do the testing. Instead of constantly emitting radiation like an isotope, the X-rays are only emitted when the unit is in operation. An electrical charge goes through the tube when in operation, sending a brief X-ray into the material being tested. The gun then registers how the X-rays interact with the molecules present in the material to determine how much lead, if any, is present. The basic method of testing is the same as the old guns but more accurate and safer to do. The SciAps lead paint analyzer has other advantages as well:

- Radioactive isotopes decay over time, meaning that the older they are, the less well they work. Testing time increases as the isotope decays, eventually requiring replacement, also called "resourcing." Radioactive isotopes are a highly regulated material, so transporting and purchasing them in the course of replacement is costly, complicated, and time-consuming. The X-ray tube, in contrast, does not decay over time and has a five-year warranty. A replacement tube every five years is estimated to cost about \$3,500. These tubes are not as highly regulated, so turnaround time for replacement will only take weeks and not the months it sometimes takes with an isotope. The isotopes cost about \$9,000 every two to three years.
- When tested, the SciAps gun had no inconclusive ranges and no substrate corrections. In other words, it performed perfectly in identifying lead even deep inside building materials.
- The SciAps gun is able to take readings faster than other models. Each time it is used it

takes between 2 and 6 seconds to register a reading. A lead-based paint hazard analysis of a single house requires hundreds of readings on many different surfaces, so time to test is critical.

- Customizable software that comes with the SciAps gun helps the operator to collect and organize all the testing information it collects.
- The gun's batteries last up to six hours in the field at a time before needing to be recharged.
- In addition to the five-year warranty on the X-ray tube, the rest of the hardware has a one-year warranty.

While the SciAps lead gun is more expensive upfront than isotope-based models, its low maintenance cost saves money over the long term. Below is a cost of ownership comparison over five years. Note that the comparison table does not include the “soft costs” of regulatory compliance including tracking, documentation, dosimeter badges, and general concern about loss or theft of a radioactive device.

	SciAps Model	Isotope-Based Model
Instrument Price	\$24,500	\$16,000
Replacing Isotope at Year 1.5	\$0	\$3,800
Replacing Isotope at Year 3	\$0	\$3,800
Replacing Isotope at Year 4.5	\$0	\$3,800
Leak/Wipe Tests	\$0	\$750
TOTAL	\$24,000	\$30,150

The neighboring cities of Davenport, Moline, and Rock Island have all been interested in purchasing new lead guns. Having researched the models available, the three cities invited a sales representative from SciAps to do a product demonstration back in January. Afterward, staff from all three cities agreed that the SciAps gun would be the best model to purchase.

Previous Council Action (if any):

The City Council approved the sole-source procurement of a Nikon lead gun in 2020.

Budget Impact:

The cost of a SciAps lead gun is \$24,500, an extension pole to reach high places is \$500, and shipping is \$225. CDBG funds will be used for the purchase.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community & Economic Development Department recommends that the City Council

approve the sole source procurement of the SciAps X-550 Pb Paint Analyzer in the amount of \$25,225.00.

Submitted by: Nichole Mata

Approved by:



SciAps

SciAps, Inc. 7 Constitution Way, Woburn, MA 01801 USA +1 339-927-9455 EIN: 45-5055500



Quotation For:

Jeff Laxton
Construction Officer
City of Rock Island
1528 3rd Avenue
Rock Island, IL 61201
Laxton.Jeff@rigov.org
309-732-2906

Quotation #: 2000307-101
DATE 3/7/2024
Quotation valid until: 4/6/2024

Line Item	Part Number	Product and Description	Quantity	Sale Price	Price, in USD
1	910-500138	SciAps X-550 Pb HUD/EPA Lead Paint Analyzer - Au <i>No radioactive materials, no licensing costs or travel restrictions and no isotope replacement and disposal costs.</i> <i>The X-550 Pb utilizes miniaturized, rugged Au X-ray tube (40 kV, 100 uA, 4 W) and Silicon Drift Detector for measurement of lead-based paint in units of mg/cm2. The X-550 Pb is world's only handheld XRF accepted by HUD and EPA for testing residential, day care, schools and other such properties via a published Performance Characteristics Sheet (PCS). It provides analysis of lead (Pb) loadings both for surface and deeply covered lead in paint in as little as 1 second, as well as a risk-assessment indicator if the lead is on the surface or covered by non-lead containing paint.</i> <i>The X-550 Pb may be operated in two Apps. One is the PCS App, for automatic testing fully in compliance with the PCS. In this setup the analyzer automatically terminates testing as soon as the lead level is above or below the Action Level (usually 1.0 mg/cm2) with 95% confidence. The unit also features an OSHA/IH App for precision-based test times designed for industrial type compliance testing where operators want to measure the presence of any detectable lead. The lead limit of detection is typically 0.01 mg/ cm2. The analyzer auto-calibrates on a 316 stainless steel clip, and the user performs a lead calibration check on a NIST 1.0 mg/ cm2 calibration block. Analyzer auto-calibrates on external 316 stainless beam cover and is equipped with NIST certified reference paint sample to verify calibration at 1.04 mg/ cm2. Analyzer includes dual integrated cameras. A macro-camera for photo-documentation of tests and reading bar codes and internal targeting camera for pinpointing specific test regions especially on molding or other irregularly shaped testing surfaces. Google-powered, Android operating system providing easy and intuitive operation. Wireless and Bluetooth built in for easy connectivity to other devices.</i> <i>PC Software for PC operation, import/export of results, data management.</i> <i>Included with each System: 2 Li-Ion batteries, battery charger, ruggedized carrying case, spare Kapton windows, operations manual, 1 year manufacturing warranty on analyzer except X-ray tube. X-ray tube warranty is 5 years.</i>	1	\$24,500.00	\$24,500.00
2	900-500149	X550Pb Extension Pole 0.00	1	\$500.00	\$500.00

Additional Notes:

SUBTOTAL, USD \$25,000.00

Estimated Shipping \$225.00

Excludes Sales Tax *

Total, USD \$25,225.00

If you have any questions concerning this quotation, please contact:

Eileen Orosz - Inside Sales, (339) 927-9455 or
eorosz@sciaps.com

Tim Johnson

Tim Johnson
SciAps Inc., Sales
tjohnson@sciaps.com
(785) 230-6910

Order Approved By: _____

*Sales Tax will be calculated upon receipt of order and communicated via order confirmation. If this purchase is tax-exempt, please email a tax-exempt certificate to kgarvey@sciaps.com

SciAps Inc. (Seller) TERMS AND CONDITIONS OF SALE - April 1, 2013

1. BUYER'S TERMS AND CONDITIONS

Products furnished and services rendered by Seller are sold only on the terms and conditions stated herein. Notwithstanding any terms or conditions on Buyer's order, Seller's performance of any contract is expressly made conditional on Buyer's agreement to Seller's Terms and Conditions of Sale unless otherwise specifically agreed to in writing by Seller. In the absence of such agreement, commencement of performance and/or delivery shall be for Buyer's convenience only and shall not create any contractual obligation nor shall it be deemed or construed to be acceptance of Buyer's terms and conditions, or any of them. If a contract is not earlier formed by mutual agreement in writing, acceptance of any Product furnished or service rendered shall be deemed assent to and acceptance of the terms and conditions stated herein. All contracts for the sale of Products shall be construed under and governed by the laws of the State of Massachusetts.

2. QUOTATIONS AND PRICES

All quotations are subject to the terms and conditions stated herein as well as any additional terms and conditions that may appear on the face hereof. In the case of a conflict between the terms and conditions stated herein and those appearing on the face hereof, the latter shall control. Seller's prices and quotations are subject to the following: (a) All published prices are subject to change without notice. (b) UNLESS OTHERWISE SPECIFIED IN WRITING, ALL QUOTATIONS ARE FIRM FOR, AND EXPIRE, THIRTY (30) DAYS AFTER DATE THEREOF AND CONSTITUTE OFFERS; quotations that, budgetary quotations and estimates are for preliminary information only and shall neither constitute offers, nor impose any responsibility or liability upon Seller. (c) Unless otherwise stated in writing by Seller, all prices quoted shall be exclusive of transportation, insurance, taxes (including, without limitation, any sales, use or similar tax), license fees, duties and other charges related thereto, and Buyer shall report and pay any and all such shipping charges, premiums, taxes, fees, duties and other charges related thereto, and Buyer shall hold Seller harmless therefrom. (d) Stenographical, typographical and clerical errors are subject to correction. (e) Prices quoted are for Products only and do not include technical data, proprietary rights of any kind, patent rights, qualification, environmental or other than Seller's standard tests, and other Seller's normal domestic commercial packaging, unless expressly agreed to in writing by Seller. (f) Published weights and dimensions are approximate only. Manuals, programs, listings, drawings or other documentation required hereunder must be referenced specifically, and will be the latest applicable version.

3. TERMS OF PAYMENT

Unless credit is granted, payment is due upon delivery. All payments for Products released and shipped on approved credit accounts shall be due in full thirty (30) days from date of invoice unless otherwise provided. Past due balances shall be subject to a service charge not more than the amounts allowed by law. Partial shipments will be billed as made and payments therefor are subject to the above terms. Payment shall not be withheld for delay in delivery of required documentation unless a separate price is stated therefor, and then only to the extent of the price stated for such undelivered documentation. Seller may cancel or delay delivery of Products in the event Buyer fails to make prompt payment therefor, or in the event of an arrearage in Buyer's account with Seller.

4. INTERNATIONAL TRANSACTION - Payment will be in United States dollars unless otherwise agreed to in writing.

5. TRANSPORTATION AND RISK OF LOSS

Transportation will normally follow Buyer's shipping instructions, but Seller reserves the right to ship Products freight collect and to select the means of transportation and routing when Buyer's instructions are not provided. Unless otherwise advised, Seller may insure to full value of the Products or declare full value thereof to the transportation company at the time of delivery and all such freight and insurance costs shall be for Buyer's account. Risk of loss or damage shall pass to Buyer upon delivery of the Products to the transportation company at the FOB point, whether or not installation is provided by or under supervision of Seller. Unless otherwise provided by Seller, title shall pass from Seller to Buyer when products are delivered to the transportation company at the location of Seller's manufacturing plant from which the Products are shipped. Confiscation or destruction of, or damage to Products shall not release, reduce or in any way affect the liability of Buyer therefor. Notwithstanding any defect or nonconformity, or any other matter, such risk of loss shall remain in Buyer until the Products are returned at Buyer's expense to such place as Seller may designate in writing. Buyer, at its expense, shall fully insure Products against all loss or damage until Seller has been paid in full therefor, or the Products have been returned, for whatever reason, to Seller. All Products must be inspected upon receipt and claims should be filed with the transportation company when there is evidence of damage, either concealed or external. As used in the clauses appearing herein or attached hereto, "delivery" shall occur when the Products are delivered at the FOB point, which shall be the point of manufacture or such other place as Seller shall specify in writing, notwithstanding installation by or under supervision of Seller. Notwithstanding the foregoing, until the purchase price and all other charges payable to Seller have been received in full, Seller shall retain, and Buyer hereby grants to Seller, a security interest in the products delivered to Buyer and any proceeds therefrom Buyer agrees to promptly execute any documents requested by Seller to document, perfect and/or protect such security interest.

6. PERFORMANCE

Neither party shall be liable in any way because of any delay in performance hereunder due to unforeseen

circumstances or to causes beyond its control, including, without limitation, strike, lockout, riot, war, fire, act of God, accident, inability to obtain labor, delays caused by suppliers, subcontractors or by other parties, materials shortages, curtailment of or inability to obtain sufficient electrical or other energy supplies, or compliance with any governmental law, regulation or order. Prompt notice of any such delay beyond either party's control shall be given to the other party. Provided such delay is neither material nor indefinite, performance shall be deemed suspended during and extended for such time as any such circumstances or causes have been remedied, the delayed party shall continue, and the non-delayed party shall accept performance hereunder. Seller may in the absence of applicable government regulations, during any period of shortage due to circumstances beyond its control, allocate inventories and current production among its customers. In addition, in the interest of conservation of scarce materials and of the efficient utilization of high value parts and components, Seller may substitute suitable materials, including remanufactured parts and components, when in its opinion, such substitution is necessary. Such substituted materials are covered by the same warranty and are subject to the same high standards of quality control applied to other materials. As used herein, "performance" shall include, without limitation, fabrication, shipment, delivery, assembly, installation, testing and warranty repair or replacement, as applicable.

7. ACCEPTANCE

The furnishing by Seller of a Product to the Buyer shall constitute acceptance of that Product by Buyer, unless notice of defect or nonconformity is received by Seller within ten (10) days of receipt of the Product at Buyer's designated receiving address; provided that, for Products for which Seller agrees in writing to perform acceptance testing after installation, the completion of Seller's applicable acceptance tests, or execution of Seller's acceptance form by Buyer shall constitute acceptance of the Product by Buyer. Notwithstanding the foregoing, any use of a Product by Buyer, its agents, employees, contractors or licensees, for any purpose, after receipt thereof, shall constitute acceptance of that Product by Buyer. Seller may repair or at its option, replace defective or nonconforming parts after receipt of notice of defect or nonconformity.

8. EXPORT LAWS

The Product is subject to U.S. Government export laws and regulations. Buyer shall not export, re-export or transfer the goods or any proprietary information received from Seller without first obtaining the appropriate U.S. Government approvals.

9. ASSIGNMENTS AND TERMINATIONS

Any assignment by Buyer of any contract hereunder without the express written consent of Seller is void.

Buyer shall not cancel, terminate or reschedule any order accepted by Seller except by the prior written consent of Seller. In any such event, with or without Seller's consent, Buyer agrees to pay Seller a charge determined solely by Seller to cover the reasonable costs of processing, order handling, retesting, repackaging and Seller damages under the Uniform Commercial Code, or as determined in accordance with the published policies of the Seller.

10. PATENTS AND OTHER INTELLECTUAL PROPERTY RIGHTS

Seller will at its own expense and as set forth herein, defend any action brought against Buyer in respect to any claim that the design or manufacture of any Product in the Seller's commercial line of Products or manufactured to specifications set by the Seller and furnished hereunder, constitutes an infringement of any patents or other intellectual property rights of the United States or Canada. Subject to the provisions in the DAMAGES AND LIABILITY section hereof, Seller will pay all damages and costs either awarded in a suit or paid, in Seller's sole discretion, by way of settlement, which are based on such claim of infringement, provided that Buyer promptly notifies Seller in writing of such claim of infringement and gives Seller full authority, information and assistance in settling or defending such claim, or Seller will, in its sole discretion and at its own expense, either procure a license which will protect Buyer against such claim without cost to Buyer, replace said Product with a non-infringing product, or remove said Product and refund an equitable portion of the price paid by the Buyer to Seller for said Product. Seller shall have no liability whatsoever hereunder with respect to any claims settled by Buyer without Seller's prior written consent. Seller EXPRESSLY EXCLUDES from any liability hereunder and Buyer shall hold Seller harmless from and against any expense, loss, costs, damages or liability resulting from claimed infringement of patents, trademarks, copyrights or other intellectual property rights: (1) arising from a use of or a combination of said Product with other equipment, processes, programming applications or materials not furnished under this contract, (2) based on items made with the Product furnished under this contract, (3) arising out of compliance by Seller with Buyer's designs, specifications or instructions, and/or (4) arising from use or manufacture by anyone of inventions in connection with products or services sold, used or intended for sale or use in performing contracts with the United States or related subcontracts. The foregoing states Seller's entire liability for any claim based upon or related to any alleged infringement of any patent or other intellectual property rights.

11. WARRANTY - Seller warrants that each standard Product sold by it is free of defects in materials and workmanship for such period of time and under such conditions as are specified herein or as may be specified by Seller on the face of its quotation or otherwise reduced to writing and expressly approved by Seller. Seller's obligation under said warranty continues for a period of time and under such conditions as specified in Seller's warranty for the individual Product. The warranty period so specified by Seller shall commence on the date of shipment from Seller to the original purchaser. If no period of time is stated, then such warranty is limited to one (1) year. Unless otherwise specified on the face hereof or otherwise mutually agreed in writing, Seller's applicable standard warranties are incorporated herein by this reference. Repair, or at Seller's option, replacement of defective parts shall be the sole and exclusive remedy under warranty; provided that, Seller may as an alternative, elect to refund an equitable portion of the purchase price of the Product. All warranty replacement or repair of parts shall be limited to Product malfunctions which, in the sole opinion of Seller, are due or traceable to defects in original materials or workmanship. Experimental, developmental or special application products, or products with a limited life are sold without warranty. All obligations of Seller under warranty shall cease in the event of abuse, accident, alteration, misuse or neglect of the Product, in-warranty repaired or replaced parts are warranted only for the remaining unexpired portion of the original warranty period applicable to the repaired or replaced parts. After expiration of the applicable warranty period, Buyer shall be charged at the then current prices for parts, labor and transportation. Reasonable care must be used to avoid hazards. Seller expressly disclaims responsibility for loss or damage caused by use of its products other than in accordance with proper operating procedures. THIS WARRANTY IS EXPRESSLY IN LIEU OF AND EXCLUDES ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR PARTICULAR PURPOSE, USE, OR APPLICATION, AND ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF SELLER, UNLESS SUCH OTHER WARRANTIES, OBLIGATION OR LIABILITIES ARE EXPRESSLY AGREED TO IN WRITING BY SELLER. Statements made by any person, including representatives of Seller, which are inconsistent or in conflict with the terms of these warranties shall not be binding upon Seller unless reduced to writing and approved by an officer of Seller.

12. WARRANTY REPLACEMENT AND ADJUSTMENT

All claims under warranty must be made promptly after occurrence of circumstances giving rise thereto and must be received within the applicable warranty period by Seller or its authorized representative. Such claims should include the Product type and serial numbers, and a full description of the circumstances giving rise to the claim. Before any Products are returned for repair and/or adjustment, written authorization from Seller or its authorized representative for the return and instructions as to how and where these Products should be shipped must be obtained. Any product returned to Seller for examination shall be sent prepaid via the means of transportation indicated as acceptable by Seller. Seller reserves the right to reject any warranty claim not promptly reported and any warranty claim on any item that has been altered or has been shipped by unacceptable means of transportation. When any Product is returned for examination and inspection, of for any other reason, Buyer shall be responsible for all damage resulting from improper packing or handling, and for loss in transit, notwithstanding any defect or non-conformity in the Product. In all cases Seller has sole responsibility for determining the cause and nature of failure and Seller's determination with regard thereto shall be final. IF IT IS FOUND THAT SELLER'S PRODUCT HAS BEEN RETURNED WITHOUT CAUSE AND IS STILL SERVICEABLE, BUYER WILL BE NOTIFIED AND THE PRODUCT RETURNED AT ITS EXPENSE. IN ADDITION, A CHARGE FOR TESTING AND EXAMINATION MAY, IN SELLER'S SOLE DISCRETION, BE MADE ON PRODUCT SO RETURNED.

13. DAMAGES AND LIABILITY - SELLER'S AGGREGATE LIABILITY IN DAMAGES OR OTHERWISE SHALL NOT EXCEED THE PAYMENT, IF ANY, RECEIVED BY SELLER FOR THE UNIT OF PRODUCT OR SERVICE FURNISHED OR TO BE FURNISHED, AS THE CASE MAY BE, WHICH IS THE SUBJECT OF CLAIM OR DISPUTE. IN NO EVENT SHALL SELLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR SPECIAL LOSS OR DAMAGES OF ANY KIND, HOWSOEVER CAUSED.

14. TRADEMARKS - Buyer agrees that it will not use any name or trademark of SciAps, Inc. without prior written permission.

15. DISPUTES

All disputes under any contract concerning Products not otherwise resolved between Seller and Buyer shall be resolved in a court of competent jurisdiction in Middlesex County, Massachusetts and in no other place. Provided that, in Seller's sole discretion such action may be heard in some other place designated by Seller (if necessary to acquire jurisdiction over third persons), so that the dispute can be resolved in one action. Buyer hereby consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof. No action, regardless of form, arising out of, or in any way connected with, the Products or services furnished by Seller, may be brought by Buyer more than one (1) year after the cause of action has accrued. If any part, provision or clause of the terms and conditions of sale, or the application thereof to any person or circumstances, is held invalid, void or unenforceable, such holding shall not affect and shall leave valid all other parts, provisions, clauses or applications of the terms and conditions remaining, and to this end the terms and conditions shall be treated as severable.

16. GOVERNMENT SALE

For contracts placed in support of and charged to a U.S. Government Prime Contract procuring an item meeting the Federal Acquisition Regulation (FAR) definition of a commercial item, the following clauses set forth in the FAR or the Defense Federal Acquisition Regulation Supplement (DFARS) in effect as of the date of this contract are incorporated herein by reference.

(a) Utilization of Small Business Concerns FAR 52.219-8

(b) Equal Opportunity FAR 52.222-26

(c) Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era FAR 52.222-35

(d) Affirmative Action for Workers with Disabilities FAR 52.222-38

(e) Subcontracts for Commercial Items and Commercial Components FAR 52.244-6

(f) Preference for Privately Owned U.S. Flag Commercial Vessels FAR 52.247-64

(g) Preference for Domestic Specialty Metals, Alternate 1 DFAR 252.225-7014

(h) Subcontracts for Commercial Items and Commercial Components DFAR 252.244-7000

(i) Transportation of Supplies by Sea DFAR 252.247-7023

(j) Notification of Transportation of Supplies by Sea DFAR 252.247-702

17. SOFTWARE

Buyer acknowledges that all software products obtained by Buyer from Seller are proprietary to Seller and its licensors and are subject to copyrights owned by Seller and its licensors. Any references to "purchases" of software products signify only the purchase of a license to use the software product in question pursuant to the terms of the Seller Software License Agreement, a copy of which is available to Buyer and which is incorporated herein in its entirety by this reference. Buyer agrees to be bound by all of the terms of such Software License Agreement and agrees that it will acquire no rights with respect to a software product other than the right to use it pursuant to the terms of such Software License Agreement.

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding the purchase of patio structures from ModStreet of Durango, Colorado in the amount of \$124,855 for the Rebuild Downtown Rock Island Improvement project.

Motion: Motion whether or not to approve the agreement and authorize the City Manager to execute the purchase agreement.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Engineering Division received and opened proposals on Thursday, March 14, 2024 from businesses looking to provide patio structures for the Rebuild Downtown Rock Island Improvement project. An invitation to bid was advertised in the Rock Island Argus on February 29 and March 01, 2024. The invitation to bid was also posted on the City website. The following suppliers were also contacted: Mod Street and Pop up Street Patios.

Purchase of the patio structures was included the base bid for the Rebuild Downtown project. To reduce costs it was decided to purchase these items directly from the supplier, thus saving any mark-up costs by the low bidding contractor. ModStreet, Co., Durango, Co was the only supplier who submitted with a quote of \$124,855, which is lower than the original bid price of \$192,725. This represents a savings of **\$67,970** to the City.

Previous Council Action (if any):

Budget Impact:

Vendor: ModStreet Co, Durango, CO
Contract Amount: \$124,855

Fund:	248	ARPA Fund
Department:	616	Municipal Services
Cost Center:	641	Downtown Revitalization Project
Object Code:	53805	Street/Lot S/C
Project:	2777	Rebuild Downtown Rock Island Improvement
Grant:	69X	Reserved for ARPA Reporting

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council approve the purchase of the patio structures from ModStreet, Co., Durango, Co., in the amount of \$124,855 and authorize the City Manager to execute purchase agreements.

Submitted by: Michelle Martin, Manager

Approved by:

ROCK ISLAND BID 2777

REBUILD DOWNTOWN ROCK ISLAND

IMPROVEMENTS: PARKLETS



SUBMITTED: 3/12/2024



PREPARED FOR:



MODSTREET

736 Main Ave, STE A
Durango, CO 81301
(970) 422-8400

CONTACT

Roger Zalneraitis- CEO
roger@modstreet.co
970-749-3399

March 12, 2024

Office of the City Engineer
City of Rock Island Public Works Department
Engineering Division
1309 Mill Street
Rock Island, IL 61201

RE: Bid 2777 Rebuild Downtown Rock Island Improvements: Parklets

To Whom it May Concern,

On behalf of MODSTREET, I am pleased to submit this proposal to Rock Island to provide 528 linear feet of bistro fencing for nine locations in beautiful downtown Rock Island. Our team is excited at the possibility of serving Rock Island, its residents and its visitors by helping to actualize your inspiring plan to rebuild downtown with our fencing that is unmatched in terms of aesthetics, ease of installation and longevity.

MODSTREET is an experienced manufacturer of pre-fabricated modular steel structures that require almost no tools to assemble, install or relocate. We began our manufacturing journey with outdoor dining and now provide a variety of services to help communities nationwide adapt their outdoor space for pedestrian, transit, and more. We distinguish ourselves by having a design/build/accessorize approach that allows us to help you on your journey from concept to install and expansion. We have ample capacity, a strong and diverse team, and robust supply chain relationships that enable us to deliver on time and budget. Our proven track record as a community partner demonstrates that we exceed our customer expectations and provide quality projects unmatched in the industry.

We aim to provide best-in-class customer service throughout the project. We will work closely with you to ensure that all design and outstanding issues are addressed before beginning production, provide regular communication during all processes, coordinate for delivery, work hand in hand with your team on installation, and follow up with regular check-ins to make sure all of your needs are being met and that everyone is ready for the next round of service going forward.

We submit our proposal in accordance with the terms and conditions outlined in the Request for Proposal, and our offer will remain in effect for at least ninety (90) days from the date of submittal. If we can provide any additional information about our firm or this proposal, please do not hesitate to contact me directly at roger@modstreet.co or 970-749-3399. I am the primary contact for this project and am authorized to negotiate with Rock Island in connection with this effort.

Sincerely,

Roger Zalneraitis

Roger Zalneraitis
CEO
MODSTREET

MODSTREET was established in 2020 to help meet the needs of businesses, municipalities and downtowns looking to thrive in the outdoor environment. Over the last four years, we have taken our unique toolless, clip-based, powdercoated systems to develop quality designed and fabricated steel products that serve a variety of needs for communities, businesses, and transit agencies. Our goal is to help public agencies nationwide create vibrant locations and infrastructure that residents and visitors love to see and use.



MODSTREET now offers a variety of products to meet the needs of communities for placemaking, revitalization, and transit services. These products include outdoor dining platforms (parklets), sidewalk extensions (pictured above), barricade systems, bistro fencing for sidewalks, transit stops, and more. While we have standardized systems, our team of architects, engineers, and fabricators can rapidly develop custom products to meet any requirements by our clients.

For Rock Island, MODSTREET would apply our clip-based system to create over 500 linear feet of sidewalk fencing for restaurants in your downtown. We have worked similar solutions for almost half a dozen communities nationwide, including nearby Peoria. Our bistro fencing uses is a lighter version of our barricade fencing, designed to be installed in areas where auto safety is not as high of a concern and at a more economical price point.

We are located in Durango, Colorado and produce all of our products out of American made, low carbon steel.

MODSTREET ORGANIZATION AND EXPERIENCE

MODSTREET began in 2020. Since that time, we have provided parklets, sidewalk extensions, fencing, and custom services to over 125 customers in 13 states. Key projects include:

- the production of over 600 linear feet of barricade fencing for Golden, Colorado in 2020 and 2021.
- the installation of a dozen parklets and barricade fences in Arvada, CO for a pedestrian area in 2021.
- a five year contract to provide parklets, barricade fences, and planter boxes for Boulder, CO starting in 2022.
- the production and installation of 14 parklets in Greensboro, North Carolina in 2023.
- integration of steel materials for 10 concrete parklets in Santa Cruz, California in 2023 and 2024.
- the selection to provide both sidewalk extensions and sidewalk fencing for Peoria, Illinois in 2024.

In addition to these key projects, MODSTREET has worked with smaller communities and independent business owners to provide products and ensure that all regulatory and design requirements of local agencies were met. Founded during the pandemic, MODSTREET quickly learned how to negotiate the supply chain and enhance our manufacturing to ensure that all projects are delivered on time and exceeding customer expectation for quality. ***Continued on the following page.***

Our company is a woman-owned small business, registered as a C-Corp in Colorado. We have a closely knit design and production team that collaborates both on product enhancement and project management. Our experience and in-house manufacturing has allowed us to refine our work to provide best-in-class barricade fencing and customer service that both stand the test of time.

DESIGN, CREATIVITY, AND EASE OF USE

MODSTREET was founded with the goal to get businesses outside quickly and safely. Our system is modular and built off of clips, which allows for toolless install of all of our products. In fact, our parklets can be set up in as little as 40 minutes with no tools or training required.

Our modular bistro fencing system is even simpler. As the photo shows, two people can setup each panel and post in minutes, allowing for nine modular locations to be quickly installed. MODSTREET is also a company that focuses on innovation. Practically all of our accessories have been a result of customers asking for new products to fit our system. Rock Island has asked for the fencing to be bolted into the sidewalk. We can easily do this, as well as add leveling feet to ensure that the fencing works on non level surfaces.



Two MODSTREET technicians will be onsite for three days not only to lead installing, leveling, and anchoring, but also to “train the trainers” to ensure that Rock Island and the participating restaurants can easily move the parklets in the future as desired. This will provide Rock Island the knowledge to adapt our product as it is designed to do in the future.

BISTRO FENCING FEATURES AND PRICING

528 linear feet of fencing for nine locations (wood slat inserts)	\$112,695
Shipping (estimate)	\$3,300
Install on site for three days	\$8,860
Total Project Cost:	\$124,855

MODSTREET's bistro fencing system is ideal for Rock Island's sidewalk parklets. The pricing above includes all hardware necessary for installing our barricades as a standalone system. This includes the posts for clipping the panels and planters into, leveling feet, and anchor bolts to lock the fencing into one location.

All of our products are American-made, and come with a 3 year limited manufacturers' warranty. Rock Island may select the powdercoat color of its choice for the fencing. We can also provide custom accessories at each location if the retail participants desire, including hanging planters light posts, bar tops, or custom signs for inserts.

Finally, our clip system allows for rapid install of the fencing. As noted before, our parklets can be installed in as little as 40 minutes, and our modular bistro fencing can be installed even more rapidly. Anchoring the fencing does add time, however, any disassembly will be simple and easy as Rock Island staff will be fully trained in our clip system to rapidly redeploy MODSTREET's product as needed.

KEY PERSONNEL

Project Management:

- *Michael Carrier* provides comprehensive project management experience from the initial design through installation. Mr. Carrier brings 25 years of design, permitting, and building experience as an architect, and also runs design and engineering for MODSTREET.

Design and Engineering:

- *Dylan Ishman* is MODSTREET's Design Engineer. He is responsible for managing producing the shop drawings and documentation, as well as working closely with the fabrication team.

Fabrication and shop management:

- *Matt Kibel* is the shop manager and lead fabricator for MODSTREET, and responsible for Quality Control on all production.

Contract management and customer success:

- *Roger Zalneraitis* is the CEO for MODSTREET and runs the the business, finance and sales departments.

REFERENCES

Downtown Greensboro, Inc. (Greensboro, North Carolina): MODSTREET worked with both Downtown Greensboro and private business owners to provide a \$450,000 project consisting of 14 steel fabricated patios totaling 2,500 square feet of space, including delivery and installation of the material. Total time from order to completion was four months.

Contact: **Rob Overman 336-681-0147**

References Continued on the following page

City of Arvada, Colorado: MODSTREET delivered a \$500,000 project of steel manufactured patios, fencing, and barricades totaling 2,000 square feet of space for the conversion of three city blocks in Olde Town Arvada into a new pedestrian zone. The project included delivery and installation of the material. Total time from order to completion was four months.

"Arvada chose to work with MODSTREET because of their innovative, hands-on approach and being able to provide solutions to businesses with different needs. MODSTREET's products look great and are built to last."
- Ryan Stachelski, Former Director of Community and Economic Development, Arvada CO

Contact: **Ryan Stachelski 303-371-9000**

City of Boulder, Colorado: MODSTREET secured a five (5) year, \$500,000 contract with the City of Boulder to deliver an indefinite quantity of steel fabricated patios, fencing, and barricades. To-date over 1,800 square feet of product has been delivered and installed for the City.

Contact: **Reegan Brown 720-660-9334**

City of Santa Cruz, CA: MODSTREET worked with design consultant and city staff to deliver steel components for nine (9) custom parklets. As part of our work we collaborated to deliver a customized final product while also reducing the costs on the steel components by almost 50%.

Contact: **Rita Manna 831-854-7492**

Additional projects and contact information available upon request.

THANK YOU
**FOR THE OPPORTUNITY
TO BID ON THIS PROJECT**



PROPOSAL

TO THE OWNER CITY OF ROCK ISLAND

1. PROPOSAL OF MODSTREET 736 Main Ave STE A Durango, CO 81301

(Name and Address of Bidder)

For the improvements, designated as follows:

***Rebuild Downtown Rock Island Improvements - Parklets
City Job Number 2777***

2. The plans for the proposed improvements are those prepared by *City Rock Island Public Works Department - Engineering Division* and which cover the work described in paragraph 1 above.

This contract shall be in accordance with the ***“Standard Specifications for Road and Bridge Construction,”*** adopted April 1, 2016; the ***“Supplemental Specifications and Recurring Special Provisions”*** as indicated on the Check Sheet, adopted January 1, 2020; ***“Standard Specifications for Water and Sewer Main Construction in Illinois”***, adopted July, 2009, the current edition of the Illinois Plumbing Code; the International Plumbing Code, 2015 edition as subject to any local amendments which are made a part hereof when not regulated by Illinois Plumbing Code; the ***“City of Rock Island Construction Standards,”*** adopted April 1, 2006; and the ***Special Provisions*** contained within.

3. The undersigned agrees to complete all work covered by this contract by:

June 1, 2024 – BASE BID

4. Accompanying this proposal is a bank draft, bank cashier's check, bid bond, certified check or completion of the attached Local Agency Proposal Bid Bond, complying with the requirements of the specifications made payable to THE CITY OF ROCK ISLAND. The amount of the check, bid bond or draft is at least five percent (5%) of the amount bid. (\$ 124,855).

If this proposal is accepted and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract and contract bond; otherwise said check or draft, or bidder's bond substituted in lieu thereof shall be returned to the undersigned.

ATTACH BANK DRAFT, BANK CASHIER'S CHECK, BID BOND OR CERTIFIED CHECK HERE

In the event that one check, bid bond or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual proposals covered.

5. The undersigned acknowledges receipt of the following ADDENDA:

<u>No.</u>	<u>Date</u>
Addendum 1	3/8/2024

6. Prior to its bid proposal submission to the City of Rock Island, the undersigned firm acknowledges that it shall bear sole responsibility to comply with all submission requirements in their proposal to include any additional items that may be required as noted on page ITB-1 for the page titled: "Instruction To Bidders".
7. The undersigned submits herewith this schedule of prices covering the work to be performed under this contract. Each pay item should have a unit price and a total price. The unit price shall govern if no total price is shown or if there is a discrepancy between the products of the unit price multiplied by the quantity. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
8. The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or the City of Rock Island, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from bidding on this contract as a result of conviction for the violation of the State laws prohibiting bid rigging or bid rotating.

(If an Individual)

Signature of Bidder _____
Business Address _____

(If a Partnership)

Firm Name _____
Signed By _____
Business Address _____

(Insert Name and Addresses of All Partners)

* * * * *

(If a Corporation)

Corporate Name MODSTREET
Signed By Roger Zalneraitis Jr.
(President)

Business Address 736 Main Ave STE A
Durango, CO 81301

(Insert Officer Names)

President Roger Zalneraitis

Secretary Michael Carrier

Treasurer _____

Attest:



Secretary



PO Box 5077 Sioux Falls SD 57117-5077

1-800-331-6053
Fax 1-605-335-0357
www.cnasurety.com
uwservices@cnasurety.com

DATE: March 11th, 2024

AGENT CODE: 05 17534

ATTENTION: Christopher

Number of Pages: 3

RE: Bond 72626397 . MODSTREET

City Job 2777 Rebuild Downtown Rock Island Improvements - Parkelts
5%

Contract Amount: \$ 125,000
Company Code: 0601

Thank you for placing this business with CNA Surety.

Please execute the requested bond(s) by using the documents sent with this fax/email. Sign the bond(s) and attach a gold colored seal from your Western Surety Company kit to each bond issued.

****Please advise us of the bid results as soon as they are available. Please complete and fax/email us the following:

Contract Price: \$ _____

Contract Date: _____

Next two lowest bidders: \$ _____
\$ _____

Was the principal the low bidder? ☐ Yes ☐ No

Do you need approval for the Performance and Payment bond at this time? ☐ Yes ☐ No

Please check your supply of gold seals periodically to ensure you have an adequate amount. To reorder gold seals, simply visit cnasurety.com and click on the "Order Supplies Here" icon under the Broker/Agent Services section.

****IMPORTANT NOTICE AND REMINDER:** Approval of the requested Bid Bond is NOT an approval of any final or other bonds that may be requested by this principal. Further, the Bid Bond approval is limited to the contract amount approved by the underwriter. If the anticipated bid exceeds this amount, you must contact the underwriter at 800-331-6053 to inquire about specific approval before filing the bid. Failure to receive approval could result in declination of any subsequent performance and payment bond(s) requested. Furthermore, we reserve the right to decline any bond for any reason per the terms of the General Indemnity Agreement, and shall not be liable to the principal or any person or entity for such declination.

Business Services

BID BOND
(Percentage)

Bond Number: 72626397

KNOW ALL PERSONS BY THESE PRESENTS, That we MODSTREET
_____ of
736 Main Ave., Ste. A, Durango, CO 81301, hereinafter
referred to as the Principal, and Western Surety Company,
as Surety, are held and firmly bound unto City of Rock Island
of 1309 Mill St, Rock Island, IL 61201,
hereinafter referred to as the Oblige, in the sum of Five Percent of the
Amount Bid (5 %) percent of the greatest
amount bid, for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly
and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Oblige on a contract for _____
City Job 2777 Rebuild Downtown Rock Island Improvements - Parkelts

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be
specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or
contract documents with surety acceptable to Oblige; or if Principal shall fail to do so, pay to Oblige the
damages which Oblige may suffer by reason of such failure not exceeding the penalty of this bond, then this
obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 13th day of March, 2024.

MODSTREET
(Principal)

By _____ (Seal)

Western Surety Company
(Surety)

By _____ (Seal)
CHRISTOPHER DREW WOOLVERT
Attorney In Fact

Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 72626397

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint CHRISTOPHER DREW WOOLVERT

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: MODSTREET

Obligee: City of Rock Island

Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

If Bond No. 72626397 is not issued on or before midnight of June 13th, 2024, all authority conferred in this Power of Attorney shall expire and terminate.

In Witness Whereof: Western Surety Company has caused these presents to be signed by its Vice President, Larry Kasten, and its corporate seal to be affixed this 13th day of March, 2024.

STATE OF SOUTH DAKOTA

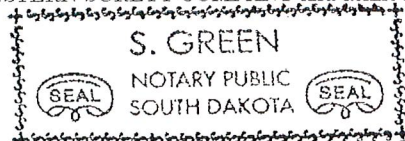
COUNTY OF MINNEHAHA

} ss

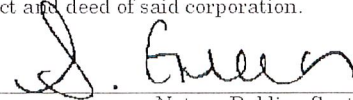
WESTERN SURETY COMPANY


Larry Kasten, Vice President

On this 13th day of March, in the year 2024, before me, a notary public, personally appeared Larry Kasten, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



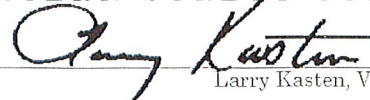
My Commission Expires February 12, 2027


Notary Public - South Dakota

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 13th day of March, 2024.

WESTERN SURETY COMPANY


Larry Kasten, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Base Bid - Parklets
Alternate 1 - Parklets Installation

SCHEDULE OF PRICES
Project: Rebuild Downtown Rock Island Improvements - Parklets (City of Rock Island Job No. 2777)
BASE BID

DATE: 2/27/2024									
Item No.	Description	Units	Base Bid Quantities	Alternate 1 Quantities	Unit Price	Total Base	Total Alternate 1		
1	PARKLETS DINING STRUCTURES (includes shipping)	LF	528		\$219.69 plf	\$115,995			
2	PARKLETS DINING STRUCTURES INSTALLATION	LF	3 days	528			\$8,860		
TOTAL						\$115,595	\$ 8,860		
TOTAL BASE BID + ALT 1						\$ 124,855			



**Contractor Information On-File at the
Office of the City Engineer (1309 Mill Street)
For Responsible Bidder Applications and Documentation:**

The City of Rock Island, Illinois will, to the extent permitted by law, maintain and treat all of the contractor's information as confidential and for use only by the City or other governmental agencies entitled by law or by agreement to use such information. Contractor and Bidder references are used interchangeably within the application document.

In selected contracts, additional responsibility factors may be established or waived by the City of Rock Island, Illinois per instructions included in the proposal documents. In such contracts, the manner of determining bidder responsibility will be stated in the proposal documents. Contracts in which such waiver may be made include, but are not limited to, contracts that require specialized skills not covered by available work categories, contracts for furnished manufactured products or contracts in which a waiver is necessary to achieve sufficient competition. However, contractors must still obtain an Illinois Certificate Of Authority To Transact Business, an Illinois Department of Human Rights identification number or otherwise provide evidence of compliance as an Equal Opportunity Employer, and be in compliance for items as specified in the proposal with regard to the City of Rock Island, Illinois Responsible Bidder Ordinance (City Code Chapter 13).

It shall be the sole responsibility of the contractor/bidder to comply with all the submission requirements at the time it submits its bid to the City of Rock Island.

Instructions:

Each item must be answered. Whenever a particular item does not apply, write "none" or "n/a" (not applicable). Please complete electronically in Microsoft Word, use typewriter or print legibly in dark ink when preparing this page to ensure contractor information can be coordinated to the file copy.

Submit this completed page with project bid proposal for:

**Rebuild Downtown Rock Island Improvements - Parklets
City Job Number 2777.**

**Contractor / Bidder Information Provided Below Shall Coordinate To Application
On-File With The Office of City Engineer at 1309 Mill Street, Rock Island, Illinois:**

CONTRACTOR BIDDER INFORMATION

Business Name of Bidder	MODSTREET		
Business Address (Street or P.O. Box)	736 Main Ave Ste A		
City	Durango	State	CO Zip Code 81301
Telephone	(970) 422-8400	Telefax No.	()
E-Mail Address	roger@modstreet.co		
Illinois Office Address	n/a		
Illinois Telephone No.	() n/a	City	Zip Code

Contractor shall ensure this above information appropriately matches the copy on-file with the Office of the City Engineer at 1309 Mill Street. With the current calendar year (January 1 to December 31), Contractor/Bidder applications for Public Works projects are to be on-file at the Office of the City Engineer prior to a submittal of a project bid proposal. The choice and use of subcontractors is at the discretion of the Contractor. City of Rock Island cannot dictate who a subcontractor might be or when to use one. Legal restrictions may exist for specific subcontractors as being banned or barred from public works projects in the State of Illinois. Contractor shall ensure subcontractors as required are compliant with all labor requirements and are not banned or barred from public works projects in the State of Illinois. Contractor must submit the above "Contractor/Bidder Information" completed for this page (Page RBO-1), plus a marked box and signature below for attachment to the bid proposal submission.

☐ Check-Mark Within Box To Left Signifies That A Current Year 2023 Contractor Application Is On-File Prior To Bid Proposal Submittal.

Signature of Contractor / Bidder: Roger Zalneraitis Jr.

City of Rock Island

Statement of Purpose For Collection Of Identification Numbers For Contractor Applications With Regard To Identity Protection Policy

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and State government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of purpose or purposes for which an agency is collecting and using an individual's Social Security Number (SSN). The City of Rock Island, Illinois also collects Federal Employer Identification Numbers (FEIN) and Taxpayer Identification Numbers (TIN), and therefore, includes their collection within this statement of purpose. This statement of purpose is being provided to you because you have been asked by the City of Rock Island to provide your SSN, FEIN, TIN, or because you requested a copy of this statement.

You are being asked for your SSN, FEIN, or TIN for one or more of the following reasons:

- Complaint mediation or investigation
- Vendor services, such as executing contracts and/or billing
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services and/or
- Compliance with Federal and State laws and regulations.

We will only use your SSN, FEIN, or TIN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN, FEIN, or TIN to a third party for any purpose
- Publicly post or publicly display your SSN, FEIN, or TIN
- Print your SSN, FEIN, or TIN on any card required for you to access our services
- Require you to transmit your SSN, FEIN, or TIN over the Internet, unless the connection is secure or your SSN, FEIN, or TIN is encrypted, or
- Print your SSN, FEIN, or TIN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN, FEIN, or TIN.

If you have any questions regarding how information is protected in a Freedom of Information Act request, you may contact the Rock Island City Clerk by calling 309/732-2009 or at the following address:

City of Rock Island
Attn: City Clerk
1528 3rd Avenue
Rock Island, IL 61201

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding payment to Walter D. Laud of East Moline, Illinois in the amount of \$42,652.88 for the 28th Street 20th to 21st Avenue Storm Sewer Project.
Date: March 25, 2024

Introduction and Background Information:

Walter D. Laud, Inc., East Moline, Illinois is due payment #5 and final for the 28th Street Storm Sewer, 20th/21st Avenues, for services provided November 14 to December 08, 2023 in the amount of \$42,652.88.

-

Previous Council Action (if any):

Budget Impact:

Vendor: Walter D. Laud, Inc., East Moline, Illinois
Contract Amount: \$42,652.88

Fund:	507	Storm Water Utility
Department:	619	Utilities Maintenance
Cost Center:	348	SW Collection Maintenance
Object Code:	56312	Storm Water System
Project:	2801	28 St, 20-21 Ave, Storm Sewer

Requisition Number: R010071

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Public Works Department recommends that the City Council approve payment #5 and final to Walter D. Laud, Inc., East Moline, Illinois in the amount of \$42,652.88.

Submitted by: Michelle Martin, Manager

Approved by:



Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 5 and Final
FOR THE PERIOD FROM 11/14/2023 to 12/8/2023

Contractor: Waller D Laud, Inc.

December 8, 2023

Project: 28th Street Storm Sewer Upgrade, 20th Ave to 21st Ave
Job Number: 2801
Engineer: Robert A. Horton, P.E.
Inspector: Tom Brokaw

	Contract Date	Contract Amount	Completion Date
ORIGINAL	8/16/2023	\$563,304.40	10/6/2023
REVISED	---	---	12/8/2023

Item No.	Description	2023 Plan Quantity	Units	Unit Price	Scheduled Total	Completed To Date	Total
1	Pavement Removal	2033.2	SY	\$8.00	\$ 16,265.60	2033.2	\$ 16,265.60
2	Earth Excavation	338.9	CY	\$34.00	\$ 11,522.60	338.9	\$ 11,522.60
3	Geotechnical Fabric For Ground Stabilization	2033.2	SY	\$2.00	\$ 4,066.40	2126.0	\$ 4,252.00
4	Aggregate Base Course, Type A	617.5	Ton	\$30.00	\$ 18,525.00	644.3	\$ 19,329.00
5	Portland Cement Concrete Pavement (Jointed), 7" (With Integral Curb)	2033.2	SY	\$81.00	\$ 164,689.20	2033.2	\$ 164,689.20
6	Sidewalk Removal	821.4	SF	\$2.00	\$ 1,642.80	898.9	\$ 1,797.80
7	Portland Cement Concrete Sidewalk, 5"	358.7	SF	\$12.00	\$ 4,304.40	520.8	\$ 6,249.60
8	Portland Cement Concrete Sidewalk, 6" (Pedestrian Curb Ramp)	290.7	SF	\$15.00	\$ 4,360.50	290.7	\$ 4,360.50
9	Exposed Aggregate Sidewalk, 5"	66.5	SF	\$25.00	\$ 1,662.50	87.4	\$ 2,185.00
10	Driveway Pavement Removal	206.3	SY	\$13.00	\$ 2,681.90	213.9	\$ 2,780.70
11	Exposed Aggregate Driveway Pavement, 6"	24.6	SY	\$115.00	\$ 2,829.00	24.6	\$ 2,829.00
12	Portland Cement Concrete Driveway Pavement, 6"	181.7	SY	\$95.00	\$ 17,261.50	189.3	\$ 17,983.50
13	Sewer Removal	549.0	Foot	\$15.00	\$ 8,235.00	517.0	\$ 7,755.00
14	Storm Sewer, 36"	637.0	Foot	\$218.00	\$ 138,866.00	638.0	\$ 139,084.00
15	Storm Sewer, 18"	33.0	Foot	\$130.00	\$ 4,290.00	36.0	\$ 4,680.00
16	Storm Sewer, 15"	24.0	Foot	\$100.00	\$ 2,400.00	26.0	\$ 2,600.00
17	Storm Sewer, Pressure Class Pipe, 15"	36.0	Foot	\$160.00	\$ 5,760.00	36.0	\$ 5,760.00
18	Storm Sewer, 12"	22.0	Foot	\$80.00	\$ 1,760.00	22.0	\$ 1,760.00
19	Storm Sewer, Pressure Class Pipe, 12"	44.0	Foot	\$131.00	\$ 5,764.00	44.0	\$ 5,764.00
20	Removing Inlets	1	Each	\$750.00	\$ 750.00	1.0	\$ 750.00
21	Removing Manholes	1	Each	\$1,000.00	\$ 1,000.00	1.0	\$ 1,000.00
22	Removing Manholes To Maintain Flow	1	Each	\$700.00	\$ 700.00	1.0	\$ 700.00
23	Manholes To Be Adjusted (Use Existing Frame And Lid)	3	Each	\$400.00	\$ 1,200.00	3.0	\$ 1,200.00
24	Diameter)	1	Each	\$5,100.00	\$ 5,100.00	1.0	\$ 5,100.00
25	Manholes With New Frame And Lid (Type A, 6' Diameter)	2	Each	\$7,600.00	\$ 15,200.00	2.0	\$ 15,200.00
26	Manholes With New Frame And Lid (Type A, 7' Diameter)	1	Each	\$15,000.00	\$ 15,000.00	1.0	\$ 15,000.00
27	Manhole Relocation To Protect Water (Type A, 4' Diameter)	1	L SUM	\$6,000.00	\$ 6,000.00	1.0	\$ 6,000.00
28	Catch Basin To Be Adjusted (Use Existing Frame And Grate)	7	Each	\$400.00	\$ 2,800.00	7.0	\$ 2,800.00
29	Catch Basin, Single, With New Frame And Type C Grate	6	Each	\$3,600.00	\$ 21,600.00	6.0	\$ 21,600.00
30	Pipe Underdrain, Perforated, Corrugated, Polyethylene, 4"	1150.0	Foot	\$17.00	\$ 19,550.00	1150.0	\$ 19,550.00
31	Trench Backfill	1320.4	CY	\$20.00	\$ 26,408.00	1320.4	\$ 26,408.00
32	Sodding	742.0	SY	\$5.00	\$ 3,710.00	742.0	\$ 3,710.00
33	Project Signs	2	Each	\$400.00	\$ 800.00	0.0	\$ -
34	Traffic Control And Protection	1	L SUM	\$13,500.00	\$ 13,500.00	1.00	\$ 13,500.00
35	Inlet And Pipe Protection	10	Each	\$100.00	\$ 1,000.00	0.0	\$ -
36	Carrier Pipe, Ductile Iron, Mechanical Joint, 8"	19.5	Foot	\$200.00	\$ 3,900.00	19.5	\$ 3,900.00
37	Casing Pipe, Steel, 14"	16.0	Foot	\$200.00	\$ 3,200.00	16.0	\$ 3,200.00
38	Connection of 18" and 36" Storm to Existing 6' Dia. Manhole	1	L SUM	\$5,000.00	\$ 5,000.00	1.0	\$ 5,000.00
	Total Cost of Construction				\$ 563,304.40		\$ 566,265.50



Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 5 and Final
FOR THE PERIOD FROM 11/14/2023 to 12/8/2023

Contractor: Walter D Laud, Inc.

December 8, 2023

Project: 28th Street Storm Sewer Upgrade, 20th Ave to 21st Ave
Job Number: 2801
Engineer: Robert A. Horton, P.E.
Inspector: Tom Brokaw

	Contract Date	Contract Amount	Completion Date
ORIGINAL	8/16/2023	\$563,304.40	10/6/2023
REVISED	---	---	12/8/2023

CHANGE ORDERS					
No.	Description	Quantity	Unit	Price	Amount
1	Added extention to water service box at 2031 - 28th st, repaired water service for 2041 - 28th Street and re-routed sanitary lateral for 2001 - 28th Street to new MH #5				\$ 4,765.03
Total:					\$ 4,765.03

PREVIOUS PAYMENTS		
Payment	Amount	
1	\$	89,423.72
2	\$	108,704.08
3	\$	93,514.77
4	\$	236,735.08
Total:		\$ 528,377.65

PAYMENT SUMMARY	
Total Amount of Work Completed to Date =	\$ 566,265.50
+ Change Orders =	\$ 4,765.03
Total Amount Earned to Date =	\$ 571,030.53
Retained Percentage (0%) =	\$ -
Total amount Earned Less Retained Percentage =	\$ 571,030.53
- Total Previous Payments =	\$ 528,377.65
TOTAL AMOUNT THIS PAYMENT =	\$ 42,652.88

The undersigned Contractor certifies that to the best of their knowledge, information and belief the Work Covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous payments were issued and received from the City and that current payment shown herein is now due.

Contractor: Walter D Laud, Inc.

Signature Scott C. RL

Date 1/31/2024

Recommended for payment:

City Engineer Michael A. Hone

Date 03/13/2024

Acct: 507-619348-56501-2801000 \$42652.88

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding payment to Five Cities Construction of Coal Valley, Illinois in the amount of \$97,498.54 for the Augustana sewer relocation.
Date: March 25, 2024

Introduction and Background Information:

Five Cities Construction, Coal Valley, IL is due Payment #3 for the Augustana Sewer Relocation, CRI #2869, for services provided for the period of January 30, 2024 to March 5, 2024. Work included sewer, manhole, and pavement placement. Payment #3 is in the amount of \$97,498.54.

Previous Council Action (if any):

Budget Impact:

Vendor: Five Cities Construction, Coal Valley, IL
Payment Amount: \$97,498.54

Fund:	248	ARPA Fund	(\$8,876.07)
Division:	619	Utilities Maintenance	
Cost Center:	346	Wastewater Collection Maintenance	
Object Class:	53806	Infrastructure Maintenance	
Project Code:	8518	Augustana Sewer Relocation	
Grant:	645	Reserved for ARPA Reporting	

Fund:	506	Wastewater Operation & Maintenance	(\$88,622.47)
Division:	619	Utilities Maintenance	
Cost Center:	346	Wastewater Collection Maintenance	
Object Class:	53806	Infrastructure Maintenance	
Project Code:	2869	Augustana Sewer Relocation	

Purchase Order Numbers: P009237 (ARPA) and P009260 (506 Fund)

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Public Works Department recommends that the City Council approve payment #3 to Five Cities Construction, Coal Valley, IL, in the amount of \$97,498.54.

Submitted by: Michelle Martin, Manager

Approved by:



Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 3
FOR THE PERIOD FROM 1/30/2023 to 3/5/2024

Contractor: Five Cities Construction

March 11, 2024

Project: Augustana Sewer Relocation, Multi-Use Path Area
Job Number: 2869
Engineer: Robert A. Horton, P.E.
Inspector: Quentin L. Jefferson

	Contract Date	Contract Amount	Completion Date
ORIGINAL	10/31/2023	\$588,557.69	1/5/2024
REVISED	---	---	---

Item No.	Description	Plan Quantity	Units	Unit Price	Scheduled Total	Completed To Date	Total
1	Sewer Removal	107.9	Foot	\$20.00	\$ 2,158.00	60.60	\$ 1,212.00
2	Removing Manholes To Maintain Flow	2.0	Each	\$17,333.00	\$ 34,666.00	1.00	\$ 17,333.00
3	Manholes With New Frame And Lid (Type A, 6' Diameter)	2.0	Each	\$27,250.00	\$ 54,500.00	1.00	\$ 27,250.00
4	Manholes With New Frame And Lid (Type A, 8' Diameter)	1.0	Each	\$73,176.00	\$ 73,176.00	1.00	\$ 73,176.00
5	Sanitary Sewer, 36", DIP, CL, TC, Class 250	38.5	Foot	\$1,160.00	\$ 44,660.00	34.50	\$ 40,020.00
6	Sanitary Sewer, 36", PVC (A-2000 or Equivalent)	369.6	Foot	\$340.00	\$ 125,664.00	282.00	\$ 95,880.00
7	Connection of 36" Wye With 12" Drop, Plus Abandonment Existing	1.0	L Sum	\$20,734.00	\$ 20,734.00	0.00	\$ -
8	Sanitary Sewer, 6" (Vertical Pipe For Outside Drop At MH A)	60.0	Foot	\$130.00	\$ 7,800.00	0.00	\$ -
9	Sanitary Sewer, 8" (Vertical Pipe For Outside Drop At MH A)	20.0	Foot	\$130.00	\$ 2,600.00	86.75	\$ 11,277.50
10	Sanitary Sewer, 24" (Connection At MH A Invert)	10.0	Foot	\$330.00	\$ 3,300.00	0.00	\$ -
11	Drop Manhole Connection (Fittings/Material/Connections)	4.0	Each	\$1,000.00	\$ 4,000.00	1.00	\$ 1,000.00
12	Storm Sewer, 12"	59.9	Foot	\$130.00	\$ 7,787.00	43.50	\$ 5,655.00
13	Trench Backfill, CA-6 (Multi-Use Path Area)	719.8	CY	\$30.00	\$ 21,594.00	1340.40	\$ 40,212.00
14	Pavement Removal	428.0	SY	\$10.00	\$ 4,280.00	428.00	\$ 4,280.00
15	Earth Excavation	208.5	CY	\$10.00	\$ 2,085.00	207.00	\$ 2,070.00
16	Geotechnical Fabric For Ground Stabilization	1043.3	SY	\$6.00	\$ 6,259.80	944.80	\$ 5,668.80
17	Aggregate Base Course, Type A, 6"	201.5	Ton	\$25.00	\$ 5,037.50	201.50	\$ 5,037.50
18	High Early Strength Portland Cement Concrete Pavement (Jointed), 7"	433.1	SY	\$130.00	\$ 56,303.00	437.10	\$ 56,823.00
19	Protective Coat	433.1	SY	\$6.90	\$ 2,988.39	441.10	\$ 3,043.59
20	Pipe Underdrains, Perforated, Corrugated, Polyethylene, 4"	656.7	Foot	\$15.00	\$ 9,850.50	634.70	\$ 9,520.50
21	Pipe Underdrains (Special), Non-Perforated Thru Gabion	10.5	Foot	\$40.00	\$ 420.00	65.40	\$ 2,616.00
22	Aggregate Shoulders, Type A, CA 10	45.3	Ton	\$35.00	\$ 1,585.50	45.30	\$ 1,585.50
23	Filter Fabric, Gabion Back Edge To Earth	147.8	SY	\$10.00	\$ 1,478.00	145.70	\$ 1,457.00
24	Gabions, 9 Gauge, Welded Wire, 3'x3'x3' Cells	126.7	CY	\$400.00	\$ 50,680.00	124.00	\$ 49,600.00
25	Tree Root Barrier (24" Depth)	40.0	Foot	\$100.00	\$ 4,000.00	25.00	\$ 2,500.00
26	Temporary Fence, Tree Protection	241.5	Foot	\$10.00	\$ 2,415.00	241.50	\$ 2,415.00
27	Topsoil, Furnish and Place, 4"	2386.6	SY	\$3.50	\$ 8,353.10	2386.60	\$ 8,353.10
28	Nitrogen Fertilizer Nutrient	4.9	LB	\$100.00	\$ 490.00	47.50	\$ 4,750.00
29	Phosphorus Fertilizer Nutrient	4.9	LB	\$100.00	\$ 490.00	47.50	\$ 4,750.00
30	Potassium Fertilizer Nutrient	4.9	LB	\$100.00	\$ 490.00	47.50	\$ 4,750.00
31	Seeding, Class 3 (Northern Slope Mixture)	2386.6	SY	\$1.50	\$ 3,579.90	3408.30	\$ 5,112.45
32	Erosion Control Blanket, Excelsior Type	2386.6	SY	\$5.00	\$ 11,933.00	3408.30	\$ 17,041.50
33	Relocate PCC Monument (Near MH-A under Sycamore Tree)	1.0	Each	\$100.00	\$ 100.00	0.00	\$ -
34	Relocate Small Plaque At Bench (Near Edge of Slough)	1.0	Each	\$100.00	\$ 100.00	2.00	\$ 200.00
35	Remove and Replace Existing Bench, or Relocate Existing Bench To New Location	2.0	Each	\$250.00	\$ 500.00	1.00	\$ 250.00
36	Project Signs	2.0	Each	\$250.00	\$ 500.00	2.00	\$ 500.00
37	Traffic Control And Protection	1.0	L Sum	\$6,000.00	\$ 6,000.00	1.00	\$ 6,000.00
38	Median Inlets (Special)	2.0	Each	\$3,000.00	\$ 6,000.00	1.00	\$ 3,000.00
	Total Cost of Construction				\$ 588,557.69		\$ 514,339.44

Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 3

FOR THE PERIOD FROM 1/30/2023 to 3/5/2024

Contractor: Five Cities Construction

March 11, 2024

Project: Augustana Sewer Relocation, Multi-Use Path Area

Job Number: 2869

Engineer: Robert A. Horton, P.E.

Inspector: Quentin L. Jefferson

	Contract Date	Contract Amount	Completion Date
ORIGINAL	10/31/2023	\$588,557.69	1/5/2024
REVISED			

CHANGE ORDERS						
No.	Description	Quantity	Unit	Price	Amount	

PREVIOUS PAYMENTS			
Payment	Amount		
1	\$ 122,114.77		
2	\$ 269,009.16		
3			
4			
5			
Total: \$		391,123.93	

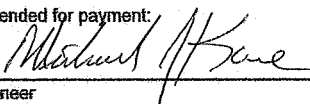
PAYMENT SUMMARY	
Total Amount of Work Completed to Date =	\$ 514,339.44
+ Change Orders =	\$ -
Total Amount Earned to Date =	\$ 514,339.44
Retained Percentage (5%) =	\$ 25,716.97
Total amount Earned Less Retained Percentage =	\$ 488,622.47
- Total Previous Payments =	\$ 391,123.93
TOTAL AMOUNT THIS PAYMENT =	\$ 97,498.54

The undersigned Contractor certifies that to the best of their knowledge, information and belief the Work Covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous payments were issued and received from the City and that current payment shown herein is now due.

Contractor: Five Cities Construction

Signature  Date 3-13-24

Recommended for payment:

City Engineer  Date 03/13/2024

Acct: 248-619346-53806-8518645 \$8,876.07
Acct: 506-619346-53806-2869000 \$88,622.47

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding payment to Langman Construction of Rock Island, Illinois in the amount of \$203,609.62 for the downtown parking garage and parking lot.

Motion: Motion whether or not to allow claims items b through d.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Langman Construction, Rock Island, IL, is due Payment #8 for the Downtown Parking Garage and Parking Lot, Project 2847. Services were provided for the period of August 1 to December 31, 2023. Work included lighting, landscaping and pouring lot pavement. Payment #8 is in the amount of \$203,609.62.

Previous Council Action (if any):

Budget Impact:

Vendor: Langman Construction Inc, Rock Island, IL
Payment Amount: \$203,609.62

Fund:	201	TIF #1 Downtown
Division:	312	Economic Development
Cost Center:	801	General Development
Object Class:	53801	Buildings & Grounds S/C
Project Code:	5044	Downtown Parking Ramp
Grant:	000	

Purchase Order: P008594

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Public Works Department recommends that the City Council approve Payment #8 to Langman Construction, Rock Island, IL, in the amount of \$203,609.62.

Submitted by: Michelle Martin, Manager

Approved by:



Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 8
FOR THE PERIOD FROM 8/1/2023 to 12/31/2023

Contractor: Langman Construction, Inc.
220 34th Avenue
Rock Island, IL 61201

January 24, 2024

Project: Downtown Parking Garage Demolition and Parking Lot

Job Number: 2847

Engineer: Michael J. Kane, PE

Inspector: Quentin L. Jefferson

	Contract Date	Contract Amount	Completion Date
ORIGINAL	9/28/2022	\$ 1,963,813.01	6/15/2023
REVISED	---	\$ 1,963,813.01	8/31/2023

Item No.	Description	Plan Quantity	Units	Unit Price	Scheduled Total	Completed To Date	Total
1	Mobilization	1	LS	\$150,000.00	\$ 150,000.00	1.0	\$ 150,000.00
2	Construction Layout	1	LS	\$6,750.00	\$ 6,750.00	1.0	\$ 6,750.00
3	Traffic Control and Protection	1	LS	\$10,000.00	\$ 10,000.00	1.0	\$ 10,000.00
4	Clearing and Grubbing	1	LS	\$0.01	\$ 0.01	1.0	\$ 0.01
5	Earth Excavation	1	LS	\$22,600.00	\$ 22,600.00	1.0	\$ 22,600.00
6	Pavement Removal	1127.0	SQ YD	\$10.00	\$ 11,270.00	1127.0	\$ 11,270.00
7	Sidewalk Removal	2750.0	SQ YD	\$7.25	\$ 19,937.50	2750.0	\$ 19,937.50
8	Removal of Landscaped Areas	6085.0	SQ FT	\$2.50	\$ 15,212.50	6085.0	\$ 15,212.50
9	Tree Removal (6 to 20 Units)	151	UNITS	\$100.00	\$ 15,100.00	151.0	\$ 15,100.00
10	Planter Removal	7	EACH	\$700.00	\$ 4,900.00	0.0	\$ -
11	Art Removal	2	EACH	\$3,500.00	\$ 7,000.00	2.0	\$ 7,000.00
12	Inlet Removal	1	EACH	\$2,800.00	\$ 2,800.00	1.0	\$ 2,800.00
13	Manhole Removal	1	EACH	\$2,160.00	\$ 2,160.00	1.0	\$ 2,160.00
14	Lighting Removal	7	EACH	\$750.00	\$ 5,250.00	7.0	\$ 5,250.00
15	Parking Garage Removal	1	LS	\$454,500.00	\$ 454,500.00	1.0	\$ 454,500.00
16	Aggregate Base, 6"	8857.0	SQ YD	\$6.85	\$ 60,670.45	8857.00	\$ 60,670.45
17	Aggregate Base, 4"	1216.0	SQ YD	\$5.30	\$ 6,444.80	1216.0	\$ 6,444.80
18	Geotechnical Fabric for Ground Stabilization	9743.0	SQ YD	\$0.50	\$ 4,871.50	9743.00	\$ 4,871.50
19	PCC Pavement, 6" (Integral Curb and Gutter)	8615.0	SQ YD	\$40.00	\$ 344,600.00	8615.0	\$ 344,600.00
20	PCC Sidewalk	10511.0	SQ FT	\$14.00	\$ 147,154.00	10511.0	\$ 147,154.00
21	PCC Sidewalk, ADA Ramp	433.0	SQ FT	\$14.50	\$ 6,278.50	433.0	\$ 6,278.50
22	ADA Detectable Warnings	120.0	SQ FT	\$25.00	\$ 3,000.00	120.0	\$ 3,000.00
23	Storm Sewer Removal, 12" - 15"	9.0	LF	\$20.00	\$ 180.00	9.0	\$ 180.00
24	Single Inlet	9	EACH	\$3,100.00	\$ 27,900.00	9.0	\$ 27,900.00
25	Storm Sewer, RCP (Class III) 12"	259.0	LF	\$87.00	\$ 22,533.00	259.0	\$ 22,533.00
26	Manhole Adjustment, Minor	2	EACH	\$1,000.00	\$ 2,000.00	2.0	\$ 2,000.00
27	Inlet Adjustment, Minor	9.0	LF	\$1,000.00	\$ 9,000.00	9.0	\$ 9,000.00
28	Abandon and Fill Storm Sewer	0.5	CU YD	\$575.00	\$ 287.50	0.5	\$ 287.50
29	Fire Hydrant, Remove & Reinstall	1	EACH	\$2,000.00	\$ 2,000.00	0.0	\$ -
30	Utility Adjustment	8	EACH	\$1,000.00	\$ 8,000.00	8.0	\$ 8,000.00
31	Pavement Markings, 4" Equivalent, Durable Paint	8213.0	LF	\$2.00	\$ 16,426.00	8213.0	\$ 16,426.00
32	Pavement Markings, Symbol, Durable Paint	82	EACH	\$55.00	\$ 4,510.00	18.0	\$ 990.00
33	Topsoil Mixtue, Furnish and Place, 4" Thick	15554.0	SQ FT	\$1.00	\$ 15,554.00	15554.0	\$ 15,554.00
34	Sodding	13033.0	SQ FT	\$1.25	\$ 16,291.25	13033.0	\$ 16,291.25
35	Mulching, 3"	2521.0	SQ FT	\$2.00	\$ 5,042.00	2521.0	\$ 5,042.00
36	Perennial Plants, Ornamental Type, Quart Pots	421	EACH	\$25.00	\$ 10,525.00	421.0	\$ 10,525.00
37	Tree, Ginkgo Biloba (Ginkgo), 2-1/2" Caliper, Balled and Burlapped	15	EACH	\$700.00	\$ 10,500.00	15.0	\$ 10,500.00
38	Tree, Gymnocladus Dioicus (Kentucky Coffeetree), 2-1/2" Caliper, Balled and Burlapped	15	EACH	\$700.00	\$ 10,500.00	15.0	\$ 10,500.00
39	Tree, Cercidiphyllum Japonicum (Katsure Tree), 8' Height, Clump Form	14	EACH	\$650.00	\$ 9,100.00	14.0	\$ 9,100.00
40	Tree, Cercis Canadensis (Eastern Redbud), 2-1/2" Caliper, Tree Form, Balled and Burlapped	3	EACH	\$700.00	\$ 2,100.00	3.0	\$ 2,100.00
41	Parking Lot Area Lighting (L2/P2)	4	EACH	\$6,644.00	\$ 26,576.00	4.0	\$ 26,576.00
42	Exterior Decorative Lighting (L1/P1)	15	EACH	\$8,490.00	\$ 127,350.00	15.0	\$ 127,350.00
43	Security Cameras	4	EACH	\$3,950.00	\$ 15,800.00	8.0	\$ 31,600.00
44	Underground Conduit, PVC or HDPE, 2" Diameter	320.0	LF	\$25.00	\$ 8,000.00	545.0	\$ 13,625.00
45	Underground Conduit, PVC or HDPE, 1-1/2" Diameter	2610.0	LF	\$17.50	\$ 45,675.00	3479.0	\$ 60,882.50
46	Underground Conduit, PVC or HDPE, 1" Diameter	1630.0	LF	\$16.00	\$ 26,080.00	1278.0	\$ 20,448.00
47	Electrical Wire - 2#12 & 1#12 G.	710.0	LF	\$2.20	\$ 1,562.00	0.0	\$ -
48	Electrical Wire - 2#10 & 1#10 G.	1365.0	LF	\$3.00	\$ 4,095.00	1827.0	\$ 5,481.00
49	Electrical Wire - 2#6 & 1#10 G.	210.0	LF	\$7.00	\$ 1,470.00	0.0	\$ -
50	Electrical Wire - 2#4 & 1#4 G.	790.0	LF	\$13.00	\$ 10,270.00	841.0	\$ 10,933.00
51	Electrical Wire - 2#2 & 1#2 G.	245.0	LF	\$15.00	\$ 3,675.00	287.0	\$ 4,305.00
52	Electrical Wire - Cat6 Ethernet Cable	920.0	LF	\$2.00	\$ 1,840.00	2897.0	\$ 5,794.00
53	Electrical Wire - Fiber Optic Cable	320.0	LF	\$80.00	\$ 25,600.00	712.0	\$ 56,960.00
54	Lighting Control Panel (LCP-1)	1	EACH	\$40,900.00	\$ 40,900.00	1.0	\$ 40,900.00
55	Electric Service Entrance	1	LS	\$10,450.00	\$ 10,450.00	1.0	\$ 10,450.00
56	Card-Read Access Gates	4	EACH	\$9,859.00	\$ 39,436.00	0.0	\$ -
57	Electric Vehicle Charging Stations	2	EACH	\$12,610.00	\$ 25,220.00	2.0	\$ 25,220.00
58	Pedestrian Signal Pole	1	EACH	\$2,999.00	\$ 2,999.00	1.0	\$ 2,999.00
59	Pedestrian Signal Head	4	EACH	\$1,130.00	\$ 4,520.00	4.0	\$ 4,520.00
60	Traffic Signal Pole	1	EACH	\$2,999.00	\$ 2,999.00	1.0	\$ 2,999.00
61	Traffic Signal Head	1	EACH	\$1,138.00	\$ 1,138.00	1.0	\$ 1,138.00
62	Project Sign	1	EACH	\$2,500.00	\$ 2,500.00	2.0	\$ 5,000.00
63	Sign Remove and Reinstall	14	EACH	\$100.00	\$ 1,400.00	0.0	\$ -
64	Sign and Post Removal	9	EACH	\$100.00	\$ 900.00	9.0	\$ 900.00



Public Works Department / Engineering Division

PAY ESTIMATE NUMBER 8
FOR THE PERIOD FROM 8/1/2023 to 12/31/2023

Contractor: Langman Construction, Inc.
220 34th Avenue
Rock Island, IL 61201

January 24, 2024

Project: Downtown Parking Garage Demolition and Parking Lot

Job Number: 2847
Engineer: Michael J. Kane, PE
Inspector: Quentin L. Jefferson

	Contract Date	Contract Amount	Completion Date
ORIGINAL	9/28/2022	\$ 1,963,813.01	6/15/2023
REVISED	---	\$ 1,963,813.01	8/31/2023

65	Sign and Post Reinstall	9	EACH	\$400.00	\$ 3,600.00	0.0	\$ -
66	Large Parking Sign Removal	2	EACH	\$2,850.00	\$ 5,700.00	2.0	\$ 5,700.00
67	Bench, Remove and Reinstall	4	EACH	\$1,140.00	\$ 4,560.00	0.0	\$ -
68	Wayfinding Kiosk Removal	1	EACH	\$570.00	\$ 570.00	1.0	\$ 570.00
69	Inlet Protection	13	EACH	\$150.00	\$ 1,950.00	13.0	\$ 1,950.00
70	Concrete Washout	1	LS	\$1,000.00	\$ 1,000.00	1.00	\$ 1,000.00
71	Stabilized Construction Entrance	1	LS	\$1,500.00	\$ 1,500.00	1.0	\$ 1,500.00
72	Perimeter & Slope Sediment Control Device, 8" Diam	1175.0	LF	\$4.00	\$ 4,700.00	0.0	\$ -
73	Erosion Control	1	LS	\$2,000.00	\$ 2,000.00	1.0	\$ 2,000.00
74	PCC Curb & Gutter, B6.24, 9" Depth	1161.0	LF	\$30.00	\$ 34,830.00	1161.0	\$ 34,830.00
Total Cost of Construction					\$ 1,963,813.01		\$ 1,968,158.51

CHANGE ORDERS					
Description	Quantity	Unit	Price	Amount	
T&M Manhole Replacement Corner of 4th Ave & 16th St	1	L.S.	\$ 8,626.24	\$	8,626.24
T&M Leaking Hydrant Replacement/Repair and Sewer Repair	1	L.S.	\$ 11,600.44	\$	11,600.44
T&M Remove and Replace Two Broken Composite Handholes, 11"x18"x12"	1	L.S.	\$ 1,931.20	\$	1,931.20
T&M Rock Excavation	1	C.Y.	\$ 1,725.00	\$	1,725.00
Adjustment for Matching Site Link Poles	1	L.S.	\$ 3,014.00	\$	3,014.00
Total:				\$	26,896.88

PREVIOUS PAYMENTS			
	Payment	Amount	
Pay Estimate #1		\$	548,354.26
Pay Estimate #2		\$	239,118.62
Pay Estimate #3		\$	14,811.63
Pay Estimate #4		\$	71,959.32
Pay Estimate #5		\$	434,608.18
Pay Estimate #6		\$	279,178.20
Pay Estimate #7		\$	162,516.92
Total:		\$	1,750,547.13

PAYMENT SUMMARY	
Total Amount of Work Completed to Date =	\$ 1,968,158.51
+ Change Orders =	\$ 26,896.88
Total Amount Earned to Date =	\$ 1,995,055.39
Retained Percentage (2.05%) =	\$ 40,898.64
Total amount Earned Less Retained Percentage =	\$ 1,954,156.75
- Total Previous Payments =	\$ 1,750,547.13
TOTAL AMOUNT THIS PAYMENT =	\$ 203,609.62

The undersigned Contractor certifies that to the best of their knowledge, information and belief the Work Covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous payments were issued and received from the City and that current payment shown herein is now due.

Contractor: Langman Construction, Inc.

Signature: Brian Gaul Date: 1/31/2024

Recommended for payment: Michael Kane Date: 03/13/2024
City Engineer Date

Acct: 301-612381-56303-2376 \$203,609.62

Memorandum



To: Rock Island City Council

From: Tarah Sipes, Economic Development Manager,
Thomas Flaherty, Assistant to the City Manager, Miles
Brainard, Director

Subject: Report from the Community & Economic Development
Department regarding a GRIT Agreement with
Brothers Rocktown LLC.

Motion: Motion whether or not to approve the
agreement and authorize the City Manager to
execute the documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Economic development staff has been working with Brothers Rocktown LLC on a business expansion project that includes the purchase of three properties located at 2508-2515 5th Avenue. The current phase of the project will create a small warehousing and distribution space and create up to three new jobs. Brothers Rocktown purchased the properties in 2023 and proposes an investment of no less than \$185,000 in this phase of the project. Staff proposes a GRIT award of \$50,000 with \$25,000 of the award to be forgiven and \$25,000 to be repaid into the GRIT fund.

Previous Council Action (if any):

On May 22, 2023 the Rock Island City Council passed Resolution 011-2023 establishing the ARPA funded business assistance programs, GRIT and PEP.

Budget Impact:

\$50,000 from the GRIT Program, seeded with ARPA funds, shall be used.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

N/A

Council Goal (if applicable):

N/A

Recommendation:

The Community & Economic Development Department recommends that the City Council approve the GRIT Agreement in the amount of \$50,000 with Brothers Rocktown LLC and authorize the City Manager to execute the agreement and loan documents.

Submitted by: Tarah Sipes, Economic Development Manager

Approved by:

Economic Development Assistance Agreement

THIS AGREEMENT, entered into this _____ day of March, 2024 ("Effective Date") by and between BROTHERS ROCKTOWN LLC ("Developer") and the CITY OF ROCK ISLAND ("City"), a home rule municipality under the laws of the State of Illinois. The City and the Developer sometimes are referred to individually as a "Party" and collectively as the "Parties".

WHEREAS, BROTHERS ROCKTOWN LLC, owner of a commercial property, located at 2511 5th Avenue in Rock Island, Illinois, has applied for financial assistance from the City to complete a project further described below, and;

WHEREAS, the Developer is requesting said assistance in order to modernize, repair, and reconfigure the facility, and;

WHEREAS, the City has the authority pursuant to the laws of the State of Illinois, to promote the health, safety, and welfare of its inhabitants, to prevent the spread of blight, to encourage private development in order to enhance the local tax base, to increase job opportunities, and to enter into contractual agreements with third Parties for the purpose of achieving these goals, and;

WHEREAS, it is the intent of the City to support development within the corporate boundaries of the City of Rock Island when certain project gaps and/or community benefits can be demonstrated, and;

NOW THEREFORE, the parties, in consideration of the mutual covenants and agreements set forth in this Agreement, the City and the Developer hereby agree as follows:

1.1 The Developer is the owner of the property located at 2511 5th Avenue, Rock Island, Illinois (the "Subject Property"). The Developer intends to rehabilitate the property in order to use the building to expand a neighboring business's operational capacity.

1.2 The Developer intends to improve the Subject Property with significant upgrades to the electrical, plumbing, and HVAC systems, reconfiguration of restrooms, garage doors, structural repairs and the addition of a walk-in cooler to support the expansion of business operations (the "Project"). The portion of the project for which the Developer has applied for assistance shall require an investment of approximately one hundred eight-five thousand, six hundred forty dollars (\$185,640.00). The Developer intends to create a minimum of two (2) jobs within thirty-six months after completion of the Project and full operation of the Business.

1.3 The Developer has advised the City that it is not economically feasible for the Developer to undertake the Project without financial assistance and the City is prepared

to financially assist the Developer in an amount not to exceed fifty thousand dollars (\$50,000.00) in order to accomplish the improvements to the Subject Property and to attract Business to the City.

1.4 The City desires the Developer to proceed with the Project in accordance with this Agreement in order to eliminate the blight factors and characteristics found at the Subject Property and to expand their business in the City and, therefore, is prepared to reimburse the Developer for certain eligible costs of the Project, subject to the terms of this Agreement and all provisions of the law.

DEVELOPER'S OBLIGATIONS

2.1 The Developer agrees to obtain any and all permits as required from the City to construct the Project in accordance with all applicable codes and ordinances of the City.

2.2 The Developer hereby agrees to commence construction of the Project no later than May 1, 2024 and shall have completed the project in accordance with the requirements of Section 2.1 above, on or before December 31, 2024. Failure to complete construction by the date specified herein shall be considered a material breach of this agreement entitling the City to terminate this agreement by written notice to Developer at his address of such intention not less than fourteen (14) days prior to the desired termination date.

2.3 Upon completion of the Project, the Developer shall submit to the City, paid bills, invoices or any other receipts, the total of which shall evidence investment in the Subject Property of no less than one hundred eighty-five thousand, six hundred and forty dollars (\$185,640.00).

CITY'S OBLIGATIONS

3.1 The City agrees based on the terms and conditions hereinafter set forth, to make a loan (the "Loan") from the Growing Rock Island Together (GRIT) program to the Developer upon full execution of this agreement in the sum total of fifty thousand dollars (\$50,000.00). The terms of the loan are further described in Section 4.

3.2 The City's obligation to reimburse the Developer under this agreement is a limited obligation payable solely from Growing Rock Island Together (GRIT) program funding and shall not be secured by the full faith and credit of the City.

AMOUNT AND TERMS OF THE LOAN

4.1 The City hereby agrees to award the Developer a fifty thousand dollar (\$50,000.00) loan. The Loan will be issued to the Developer upon full execution of this Agreement.

4.2 One half of the Loan (\$25,000.00) will be forgiven over a period of five (5) years at a rate of five thousand dollars (\$5,000.00) per year so long as no event described in the Enforcements and Remedies section has occurred for which notice has been issued and remains outstanding, but only upon satisfaction of the following:

- A.) Completion of the Project and issuance of a certificate of substantial completion for the Subject Property;
- B.) Commencement of operation of the expanded portions of the Business; and,
- C.) Continued operations of the existing and expanded portions of the Business; and,
- D.) Satisfaction of all the Developer's obligation under the section titled Developers Obligations.

4.3 No interest will be charged on the forgivable portion of the Loan so long as the terms of this Agreement are met. However, if one or more events described in the Enforcements and Remedies section of the Agreement has occurred the unforgiven portion of the Loan will become repayable to the GRIT program fund at 4% interest.

4.4 The remaining half of the loan (\$50,000.00) will be repaid to the GRIT program fund at 3% interest in monthly installments.

4.5 The full terms of the Loan are outlined in a separate loan agreement to be executed by both parties after the official approval of this Agreement.

ENFORCEMENT AND REMEDIES

5.1 The City may enforce or compel the performance of this Agreement, in law or in equity, by suit, action, mandamus, or any other proceeding, including specific performance. Notwithstanding the foregoing, the Developer agrees that it will not seek, and does not have the right to seek, to recover a judgement for monetary damages against the City or any elected or appointed officials, officers, employees, agents, representatives, engineers, consultants, or attorneys thereof, on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement other than payments due to the Developer under the section titled City's Obligations.

5.2 In the event of a breach of this Agreement, the City agrees that the Developer shall have thirty (30) days after notice of any breach delivered in accordance with the section titled Notices hereof to correct such breach prior to the Party's pursuit of any remedy provided for in the following paragraph; provided, however, that the 30-day period; but only if the alleged default is not reasonably susceptible to being cured within the 30-day period; the Developer has promptly initiated the cure of the default' and, the Developer diligently and continuously pursues the cure of the breach until its completion. If the Developer fails to cure the default, the City shall have the right (but not the obligation) to take any action as in its discretion and judgement shall be deemed necessary to cure the default. In any event, the Developer hereby agrees to

pay the City for all costs and expenses reasonably incurred by it in connection with any action taken to cure the default.

5.3 Any of the following events or circumstances shall be an event of default by Developer with respect to this Agreement:

A.) If any material representation made by the Developer in this Agreement, or in any certificate; notice, demand to the City; or request made by the City in connection with any documents, shall prove to be untrue or incorrect in any material respect as of the date made.

B.) Developer's default in the performance or breach of any material covenant, warranty, or obligation contained in this Agreement.

C.) The entry of a decree or order for relief by a court having jurisdiction in the premises in respect of the Developer in an involuntary case under federal bankruptcy laws, as now or hereafter constituted, or any other applicable federal or state bankruptcy, insolvency, or other similar law, or appointing a receiver, liquidator, assignee, custodian, trustee, sequestrator, or similar official of the Developer for any substantial part of its property, or ordering the winding-up or liquidation of its affairs and the continuance of any such decree or order un-stayed and in effect for a period of 60 consecutive days. There shall be no cure period for this event of default.

D.) The commencement by Developer of a voluntary case under the federal bankruptcy laws, as now or hereafter constituted, or any other applicable federal or state bankruptcy, insolvency, or other similar law, or the consent by Developer to the appointment of or taking possession, by a receiver, liquidator, assignee, trustee, custodian, sequestrator, or similar official of Developer or of any substantial part of Developer's property, or the making by any such entity of any assignment for the benefit of creditors or the failure of Developer generally to pay such entity's debts as such debts become due or the taking of action by Developer in furtherance of any of the foregoing. There shall be no cure period for this event of default.

E.) Developer's failure to pay all permit fees, fines, taxes (including real estate taxes), licenses, water bill or any other amount due and owing to the City.

F.) The Developer ceases to continue the full operation of the Business at the Subject Property.

5.4 In the event of default by the Developer, the City may:

- (a) Subject to the provisions of this Agreement, in the case of an event of default by Developer, the City, pursuant to this Section 5.3, may institute such proceedings as may be necessary or desirable in its opinion to cure or

remedy such default or breach, including proceedings to compel specific performance of Developer of its obligations under this Agreement.

- (b) In case the City shall have proceeded to enforce its rights under this Agreement and such proceedings shall have been discontinued or abandoned for any reason or shall have been determined adversely to the City, then, and in every such case, Developer and the City shall be restored respectively to their several positions and rights hereunder, and all rights, remedies and powers of Developer and the City shall continue as though no such proceedings had been taken.

MUTUAL UNDERSTANDINGS

6.1 The Developer agrees to indemnify the City, and all of its elected and appointed officials, officers, employees, agents, representatives, engineers, consultants, and attorneys, against any and all claims that may be asserted at any time against any of such persons in connection with or as a result of (i) the Developer's development, construction, maintenance, or use of the Project (ii) Developer's default under the provisions of this Agreement. Such indemnification obligation, however, shall not extend to claims asserted against the City or any of the aforesaid persons in connection with or as a result of: (i) the performance of the City's obligations under this Agreement; or, (ii) the act, omission, negligence or misconduct of the City or any of the aforesaid persons. If the Developer shall commit an event of default and the City should employ an attorney or attorneys or incur other expenses for the collection of the payments due under this Agreement or the enforcement of performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer, on the City's demand, shall pay to the City the reasonable fees of such attorneys and such other reasonable expenses so incurred by the City.

6.2 The Developer hereby acknowledges that use of City funds requires compliance with the Illinois Prevailing Wage Act (820 ILCS 1130) as amended.

6.3 This Agreement shall be governed and construed in accordance with the laws of the State of Illinois with jurisdiction and venue in Rock Island County.

6.4 Developer shall maintain the Subject Property in reasonably good and clean condition at all times during the construction of the Project by the Developer.

6.5 The Developer acknowledges and agrees that (i) the City is not, and shall not be, in any way liable for any damages or injuries that may be sustained as the result of the City's review and approval of any plans or improvements or as a result of the issuance of any approvals, permits, certificates, or acceptances for the development or use of any portion of the Subject Property or the improvements and (ii) the City's review and approval of any plans and the issuance of any approvals, permits, certificates, or acceptances does not, and shall not, in any way be deemed to insure Developer, or any

of its successors, assigns, tenants, or licensees, or any third Party, against violations or damage or injury of any kind at any time. In addition:

(a) The Developer shall hold harmless the City, and all of its elected and appointed officials, employees, agents, representatives, engineers, consultants, and attorneys from any and all claims that may asserted at any time against any of such Parties in connection with (i) the City's review and approval of any plans or improvements; or, (ii) the City's issuance of any approval, permit or certificate. The foregoing provision, however, shall not apply to claims made against the City as a result of a City event of default under this Agreement and claims that the City, either pursuant to the terms of this Agreement or otherwise explicitly has agreed to assume.

(b) Developer shall pay all expenses, including legal fees and administrative expenses, incurred by the City in defending itself with regard to any and all of the claims identified in the first sentence of Subsection (a) above.

6.6 Time is of the essence in the performance of all terms and provisions of this Agreement. However, the time for a Party's performance of any obligation hereunder shall be extended on a day-for-day basis by reason of Force Majeure, as hereinafter provided, and the time for performance of any obligation hereunder the Developer may be extended without having to amend this Agreement. The Parties shall cooperate with one another on an ongoing basis and make every reasonable effort (including, with respect to the City, the convening of meetings and, when necessary, public hearings, within reasonable periods, and the adoption of ordinances) to further the implementation of the provisions of this Agreement and the intentions of the Parties as reflected by those Provisions. The Developer agrees to execute such application and other documents and to otherwise cooperate as may be necessary, proper and appropriate to obtain approvals and authorizations from other government and administrative entities. Whenever a Party is required to obtain the approval or consent of the other Party, or of any of its employees, agents, or attorneys, under the provisions of this Agreement, such approval or consent shall not be unreasonably withheld or delayed.

6.7 Notwithstanding that time is of the essence; provided a party shall not be deemed in material default of this Agreement with respect to any obligations of this Agreement on such Party's part to be performed if such Party fails to timely perform the same and such failure is due in whole or in part to any civil disorder, inability to procure materials, weather conditions, wet soil conditions, failure or interruptions of power, restrictive governmental laws and regulations, condemnations, riots, insurrections, war, fuel shortages, accidents, casualties, floods, earthquakes, fires, acts of God, epidemics, quarantine restrictions, freight embargoes, acts caused directly or indirectly by the other Party (or the other Party's agents, employees or invitees) or similar causes beyond the reasonable control of such Party ("Force Majeure"). If one of the foregoing events shall occur or either Party shall claim that such an event shall have occurred, the

Party to whom such claim is made shall investigate the same and consult with the Party making such claim regarding the same and the Party to whom such claim is made shall grant any extension for the performance of the unsatisfied obligation equal to the period of the delay, which period shall commence to run from the time of the commencement of the Force Majeure; provided that the failure of performance was reasonably caused by such Force Majeure.

6.8 The Developer may not assign its rights or obligations under this Agreement without the express written consent of the City.

6.9 The Developer shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. To the fullest extent permitted by law, the Developer shall take affirmative action to require that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, religion, sex or national origin. There shall be no discrimination against or segregation of any person or group of persons on account of sex, race, color, creed, national origin or ancestry in the construction of the Project. Neither the Developer nor any person claiming under or through the Developer shall establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessees, or vendees of any portion of the Subject Property.

TERM

This Agreement shall be in full force and effect upon its execution by the Parties and terminate upon fulfillment by the Developer of the terms of this Agreement and the expiration of five (5) years or full forgiveness of the Loan.

NOTICES

8.1 All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered to the addressee thereof (a) when delivered in person on a business day at the address set forth below, or (b) on the third business day after being deposited in any main or branch United States post office, for delivery by properly addressed, postage prepaid, certified or registered mail, return receipt requested, at the address set forth below, or (c) by facsimile or email transmission, when transmitted to either the facsimile telephone number or email address set forth below, when actually received.

Notices and communications to Developer shall be addressed to, and delivered at, the following addresses:

Brothers Rocktown, LLC
Attn: Jason and Justen Parris, Owners
2509 5th Avenue
Rock Island, Illinois 61201

Notices and communications to the City shall be addressed to and delivered at these addresses:

City of Rock Island
1528 Third Avenue
Rock Island, Illinois 61201
Attn: City Manager

By notice complying with the requirements of this Section, each Party shall have the right to change the address or addressee, or both, for all future notices and communications to such Party, but no notice of a change of address or addressee shall be effective until actually received.

8.2 No modification, addition, deletion, revision, alteration, amendment or other change to this Agreement shall be effective unless and until the change is reduced to writing and executed and delivered by the City and the Developer. No term or condition of this Agreement shall be deemed waived by any Party unless the term or condition to be waived, the circumstances giving rise to the waiver and, where applicable, the conditions and limitations on the waiver are set forth specifically in a duly authorized and written waiver of such Party. No waiver by any Party of any term or condition of this Agreement shall be deemed or construed as a waiver of any other term or condition of this Agreement, nor shall waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or different provisions of this Agreement.

8.3 No claim as a third-Party beneficiary under this Agreement by any person, firm, or corporation shall be made, or be valid, against the City or Developer.

8.4 This Agreement shall constitute the entire agreement of the Parties; all prior agreements between the Parties, whether written or oral, are merged into this Agreement and shall be of no force and effect.

8.5 This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Rock Island, Illinois.

City of Rock Island, an Illinois municipal
corporation

By: _____
Todd Thompson, City Manager

Attest:

Samantha Gange, City Clerk

Brothers Rocktown LLC

By: _____
Jason Parris, Owner

By: _____
Justen Parris, Owner

Attest:

Memorandum



To: Rock Island City Council
From: Nichole Mata, Miles Brainard, Director
Subject: Report from the Community & Economic Development Department regarding intergovernmental agreements for Housing Needs Assessment and Analysis of Impediments to Fair Housing.

Motion: Motion whether or not to approve the intergovernmental agreements and authorize the Mayor to execute the documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The cities of Rock Island, Moline, and Davenport are entitlement communities that receive community development block grant (CDBG) funding every year from the US Department of Housing & Urban Development (HUD). Entitlement communities are required to prepare a Consolidated Plan every five years that provides a high-level set of goals for how CDBG funds will be used during that time frame. All three cities have the same planning cycle, so they work together to develop their Plans.

As part of that, two studies have to be done: the Analysis of Impediments to Fair Housing Choice and the Housing Needs Assessment. Every planning cycle, the three cities rotate which one will take the lead on contracting a consultant to do the two studies. This year it is Moline's turn. Having completed a competitive bidding process, Moline is recommending a contract with Mosaic Community Planning. Staff from Rock Island and Davenport support this recommendation. They have also had their respective legal teams review all the associated contract language and, after minor edits, there are no concerns.

To facilitate the work between the three cities, each one needs to approve a pair of intergovernmental agreements. Together, these will allow Moline to enter into a service agreement with Mosaic and its subcontractor Points Consulting on behalf of the group. Moline staff will act as the project lead and ensure the consultant completes the two studies on time and on budget. Note that the mayors of each community are being asked to execute the two intergovernmental agreements given that they are not specifically service agreements.

Previous Council Action (if any):

The City Council has approved similar intergovernmental agreements and the associated costs every five years.

Budget Impact:

The three cities save money by sharing the cost of this undertaking. Rock Island's share of the

cost for the Regional Analysis of Impediments to Fair Housing is \$23,607 and its share for the Housing Needs Assessment is \$24,997. All of this will be paid for using CDBG funds.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Data from these two studies will be used later in 2024 for the development of a strategic housing development plan. Staff intend to use ARPA funds for that planning process but can save money by using the two CDBG-funded studies for their data.

Council Goal (if applicable):

NA

Recommendation:

The Community & Economic Development Department recommends that the City Council approve the two Intergovernmental Agreements for Professional Consulting Services between Rock Island, Moline, Davenport, Points Consulting, and Mosaic Community Planning for a Regional Housing Needs Assessment and Regional Analysis of Impediments to Fair Housing Choice.

Submitted by: Nichole Mata

Approved by:



REQUEST FOR PROPOSALS (RFP)

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AIFHC) FOR A REGIONAL CONSORTIUM CITIES OF MOLINE, ROCK ISLAND, IL AND DAVENPORT, IA



Issue Date

November 8, 2023

Closing Date and Time

November 28, 2023, 2:30 p.m. CST

Closing Location

City Clerk
City of Moline
619 16th Street
Moline, IL 61265

Contact Person

K.J. Whitley
Community Development Manager
Community & Economic Development Department
City of Moline
619 16th Street
Moline, IL 61265
Email: kwhitley@moline.il.us
Office Phone: (309) 524-2044
Cell: (309) 317-8917

Request for Proposals (RFP)
Analysis of Impediments to Fair Housing Choice (AIFHC)
for a Regional Consortium

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SECTION I – GENERAL INFORMATION

A. Statement of Intent

The City of Moline is currently accepting proposals from qualified firms with expertise in regional assessments of fair housing to lead the process of completing an Analysis of Impediments to Fair Housing Choice (AIFHC) for a Regional Consortium. The consortium consists of three U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Cities: Moline & Rock Island, Illinois and Davenport, Iowa, and six Public Housing Authorities (PHAs) serving Davenport, Moline, Rock Island, Mercer County, Henry County and the Greater Metropolitan Housing Authority of Rock Island (hereinafter the Collaborating Parties).

On February 9, 2023, HUD published in the Federal Register a [Notice of Proposed Rulemaking \(NPRM\) entitled “Affirmatively Furthering Fair Housing.”](#) During proposed rulemaking, the AFFH Interim Final Rule (IFR) remains in effect. The proposed rule builds on past versions of the rule and would faithfully implement the Fair Housing Act’s (FHA) statutory mandate to affirmatively further fair housing (AFFH), which directs HUD to ensure that the agency and its program participants proactively take meaningful actions to overcome patterns of segregation, promote fair housing choice, eliminate disparities in opportunities, and foster inclusive communities free from discrimination.

The FHA – which prohibits housing discrimination based on race, color, religion, national origin, sex (including gender identity and sexual orientation), disability, and familial status – also requires recipients of HUD funding to affirmatively further fair housing. The 2023 proposed AFFH Rule builds on past versions of this rule and sets out the obligations of HUD grantees, including PHAs, states, and local jurisdictions to identify and remedy fair housing problems in their communities.

A map of this region is provided in **Attachment A**. This AIFHC shall be conducted in accordance with the necessary requirements and guidelines under the Federal regulations, including 24 CFR Part 5 as well as any and all subsequent Federal Register rulemaking guidance.

B. Background

HUD established requirements for all localities receiving federal assistance to affirmatively further fair housing. The Fair Housing Act (FHA) requires HUD and its recipients of federal financial assistance to do more than simply not discriminate; they must take meaningful actions to overcome patterns of segregation and foster inclusive communities. These regulations require entitlement jurisdictions to engage in fair housing planning. The AIFHC (data) will become part of each Consortium’s Consolidated Plan, which is a HUD required document which is in effect for a five-year period. The Consolidated Plan identifies the City’s housing and community development needs and proposes the strategies for addressing those needs and includes a process of public involvement. Both plans use similar data so it seems functional to incorporate both into

one document.

Under these requirements, the jurisdictions' fair housing obligation is summarized as follows:

1. Conduct an Analysis of Impediments to Fair Housing Choice at the beginning of the Consolidated Plan cycle. The majority of the participating jurisdictions are preparing a five-year Consolidated Plan that will cover the 2025-2029 program years.
2. Plan and carry out actions to overcome the effects of identified impediments.
3. Maintain records and make available information and reports, including the Analysis of Impediments to Fair Housing Choice (AIFHC), and document actions undertaken or to be undertaken to eliminate identified impediments.

HUD encourages jurisdictions to evaluate their fair housing issues as an individual jurisdiction and within the context of the larger region. As a result, a Regional AIFHC shall encompass both the local analysis for each participating jurisdiction and a regional analysis.

In 2019, the three entitlement cities collaborated on a regional AI. A copy of the current AI is available at <https://www.moline.il.us/DocumentCenter/View/13062/Regional-Analysis-of-Impediments-to-Fair-Housing-Choice-2019>. It is the intent of the Collaborating Parties to complete one regional AIFHC, and the participants have designated the City of Moline as the lead entity. This RFP is being issued in accordance with regulations/requirements in place as of November 8, 2023, which may be subject to change.

In conjunction with this rule, HUD is providing its consolidated plan grantees and public housing authorities with an Assessment Tool which includes data and mapping tools to support the development of the Assessment. Links to the new rule and the Assessment Tool can be found here: <https://egis.hud.gov/affht/>.

The Assessment required planning process includes:

- Ensure Community Participation
- Assess Fair Housing Issues
- Identify Contributing Factors
- Prioritize Contributing Factors
- Clear Tracking for Set Fair Housing Goals
- More Direct Linkage with Other Planning Documents
- Increase Accountability Through Complaint and Enforcement

C. Request for Proposals Process

This solicitation is a Request for Proposals (RFP). Electronic and paper proposals will be accepted until **November 28, 2023 at 2:30pm CST**. Late submittals will not be considered. **Faxed proposals will not be accepted.** Electronic proposals shall be submitted as a single PDF document to housing@moline.il.us prior to the above deadline. All proposals shall have the following information in the subject line:

2023 Analysis of Impediments to Fair Housing Choice (AIFHC) for a Regional Consortium

If you elect to submit a hard copy proposal, please provide **four** copies of your proposals. Hard copies of the RFP shall be in a **sealed** envelope and clearly marked on the front: **2023 Analysis of Impediments to Fair Housing Choice (AIFHC) for a Regional Consortium, Do Not Open, Bid date: November 28, 2023 at 2:30pm CST.** and will be received at the City of Moline, Attention: City Clerk, 619 16 Street, Moline, IL 61265, until **2:30pm CST, Tuesday, November 28, 2023.**

The entire RFP can be found on the City's website at <https://www.moline.il.us/bids.aspx>. The City reserves the right to reject any or all responses hereto, as well as the right to waive any technicalities in otherwise responsive submissions if it should be deemed in the public interest and to invite for interviews the firms which are, in its opinion, most advantageous to the City.

Proposals will be reviewed by the selection committee comprised of staff from the three Consortium Cities. The committee will evaluate each proposal according to the criteria outlined in the RFP packet. Interviews may be requested with one or more firms responding to the RFP.

All requests for clarifications or interpretations shall be made in writing and shall be emailed to housing@moline.il.us. Inquiries shall contain the firm's name, contact person, and email address and be titled **2023 Analysis of Impediments to Fair Housing Choice (AIFHC) for a Regional Consortium RFP**. Deadline for inquiries is **November 28, 2023 at 2:30pm CST**. Responses to all inquiries will be posted in the form of an addendum with the RFP documents at www.moline.il.us/bids.aspx on or before **November 28, 2023 at 2:30pm CST**. Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent.

The Consortium Cities may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject any or all proposals. The Consortium Cities reserve the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in the RFP and other services as deemed necessary by the Consortium Cities. Pricing, while an important factor, will be only one criterion used to evaluate the responses to the RFP.

D. Housing Needs Assessment (Assessment)

The City of Moline has also released a Request for Proposals (RFP) to complete a Housing Needs Assessment (Assessment) for a Regional Consortium. The Consortium consists of three HUD Community Development Block Grant Entitlement Cities; Moline & Rock Island, Illinois and Davenport, Iowa and therefore receives a direct allocation U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant (CDBG) funds. The Assessment shall provide an overview of the Cities' (regional) current housing stock, identify gaps in housing options, and identify areas that could best utilize newly-adopted missing middle housing options.

The consultant shall complete a comprehensive housing conditions, needs, trends, and opportunities assessment. This assessment must be informed by a robust and meaningful engagement process that addresses (a) public sentiment on housing issues; (b) stakeholder (e.g. developer, housing advocate, housing service provider, and elected official) input on conditions and opportunities; and (c) provide input on service gaps and needs.

At a minimum, the assessment shall document the following:

1. Collect and examine the housing inventory information;
2. Determine if and what additional housing inventory information is needed to provide a housing needs assessment for the Cities;
3. Collect the additional housing inventory information based on recent data, and identify existing needs and future needs. Cities envision that at a minimum the housing needs analysis should include the following:
 - Demographic Trends
 - Economic Trends
 - Housing Market Trends and Indicators
 - Housing Needs Analysis
 - Qualitative Assessments of Housing Challenges
 - Major Housing Challenges and Recommendations, including strategies for staff in combating housing issues and identification of proposed target areas based on distress
 - Public Participation

The City anticipates that significant overlap will occur between—at least—the conditions analysis component of the City’s Housing Needs Assessment, and the Consortium’s AIFHC.

The City also recognizes that housing is a regional issue, and there should be alignment in the understanding of housing conditions at the local, regional and national levels. To that end:

1. The Consortium encourages potential respondents to apply for both RFPs;
2. Scopes of work should either:
 - a. If applying for both RFPs: be prepared to reallocate resources and time spent to avoid duplication of work on conditions/market assessment if the consultant is selected for both contracts. For example, if the applicant is also awarded the Consortium’s HNA contract, conditions analysis tasks for the Consortium’s AIFHC should be replaced with enhancement to other elements of the scope, such as enhanced local engagement activities, or more detailed research into strategies and implementation actions for the Consortium’s AIFHC RFP;
 - b. If applying for only the Consortium’s AIFHC RFP: reference the Consortium’s HNA and incorporate coordination with the Consortium’s HNA in the proposed tasks to ensure that all findings and conditions analyses from the Consortium’s AIFHC study are harmonized with the Consortium’s HNA study results.

SECTION II – SCOPE OF WORK

A. Analysis of Impediments to Fair Housing Choice (AIFHC)

The consultant shall prepare this Regional AIFHC in accordance with established HUD regulations and HUD’s Fair Housing Planning Guide to ensure they have completed the steps required for a complete assessment.

The following tasks shall, at a minimum, be included:

1. A summary of current HUD requirements and/or guidelines to ensure compliance with the applicable regulations.
2. Comprehensive review of the current Regional Analysis of Impediments to Fair Housing Choice Plan 2019-2024.
3. Comprehensive review of actions taken by participating jurisdictions to address identified impediments.

4. Work with each fair housing service organization operating within Rock Island County (Illinois) and Scott County (Iowa) to comprehensively understand and characterize current fair housing issues and collect any relevant and necessary information and data to prepare and complete the requested Regional AIFHC consistent with current HUD regulations, the Fair Housing Planning Guide issued by HUD, or other current regulations or guidance.
5. Work with each participating jurisdiction, each housing authority within Rock Island County (Illinois) and Scott County (Iowa), and relevant regional agencies or taskforces to collect and analyze all relevant and necessary information or data to prepare and complete a Regional AIFHC consistent with current HUD regulations, the Fair Housing Planning Guide issued by HUD, or other current regulations or guidance.
6. Outreach to fair housing stakeholders and the general public to provide the opportunity to take part in the Regional AIFHC development process. Utilization of a consultation and input process that ensures the inclusion of the general public, individuals and groups that represent protective classes and other diverse groups, fair housing organizations, community-based organizations, housing providers, realtors, lenders, community planning officials, and any other relevant stakeholders necessary to produce a Regional AIFHC. Consultant will have access to contact lists maintained by all the participating jurisdictions.
7. Conduct community forums/meetings as deemed necessary to complete the Regional AIFHC. Currently, the participating jurisdictions are proposing a minimum of four community forums/public meetings to be held in different geographical areas of Rock Island and Scott Counties. The consultant will be responsible for inviting participants, preparing agendas, handouts and other presentation materials as appropriate. The consultant must ensure that proper interpretation services are available at all public meetings and forums. The consultant must maintain transcripts and minutes of the forums/meetings and citizen comments/input received. Attendee virtual participation is optional.
8. All materials, outreach efforts and meetings must be available in languages other than English that are relevant to the counties. These languages may include: Spanish and Swahili.
9. Inclusion and if necessary, development of tabular data or maps indicating concentrations of minority residents, residents living in poverty, availability of public transportation, lending rates (HMDA data), Section 8 rental assistance, public housing, group homes, and other information consistent with current HUD regulations and the Fair Housing Planning Guide issued by HUD.

10. Information and analysis of the effects of:

- a. Building, occupancy and health, and safety codes on housing and the use of accessibility standards and reasonable accommodation in local construction.
- b. Applicable zoning and land use laws and policies that place restrictions on housing or housing choice and the application of reasonable accommodation with respect to disabled populations.
- c. Policies and practices concerning the application of local neighborhood or site standards on new construction especially for assisted housing development.
- d. Policies and practices that connect transportation and available social services with housing opportunities.
- e. Policies and practices that affect the equal provision of governmental services.
- f. Policies concerning activities causing displacement, which may affect opportunities to select housing inside and outside areas of minority concentration, or housing that is accessible.
- g. Policies and practices that affect the representation of minorities and the disabled on planning and/or zoning boards and commissions.
- h. Policies and practices of public housing agencies and other housing assistance providers with respect to tenant selection and assignment, reasonable accommodation, delivery of services, and maintenance and accessibility.
- i. Policies and practices regarding the sale and rental of real estate, such as steering or “blockbusting,” “all adult” issues, deed restrictions, inaccessible design, local occupancy standards and practices, local lending practices, real estate appraisal practices, insurance underwriting practices, and segregated housing conditions.
- j. Any other component necessary but not listed above or in this RFP for the Regional AIFHC to be considered consistent with current HUD regulations or current Fair Housing Planning Guide issued by HUD.

B. Five-Year Fair Housing Action Plan

The following tasks shall be included:

1. Preparation of strategies and actions to address and eliminate identified impediments to fair housing choice both for individual jurisdictions and on a regional level.
2. Strategies and actions shall be identified separately for each participating jurisdiction and include appropriate prioritization after consultation with each jurisdiction. Suggested prioritization might be: High Priority – complete recommended action within 1 year; Medium-High Priority – complete recommended action within 2 years; Medium Priority – complete recommended action within 3 years; Medium-Low Priority – complete recommended action within 4 years; Low Priority – complete action within 5 years; Ongoing Priority – monitor activity on a periodic or ongoing basis.
3. Table listing action to be taken annually to address identified impediments.

C. Submission of the Plan

1. Provide periodic progress updates to the regional group as requested (minimum monthly meeting).
2. Provide a draft of the Regional AI report and five-year plan in progress for review and comment by the participating jurisdictions, prior to submission of the final document.
 - a. The draft Regional AI and Five-Year Fair Housing Action Plan document will be made available by each participating jurisdiction for a 30-day public review period prior to presentation of the draft document to each participating jurisdiction's City Council. One bound copy of the completed draft Regional AI and Five-Year Fair Housing Action Plan document along with an electronic version shall be provided by the consultant to each participating jurisdiction.
3. At the completion of the project, the consultant shall provide each participating jurisdiction one bound copy of the final Regional AIHFC and Five-Year Fair Housing Action Plan document and an electronic version in a fully searchable and bookmarked PDF file (not exceeding 5MB) that includes all tables, figures, and maps.
4. Complete the work within 180 days from commencement of the project (contract

execution).

The Collaborating Parties will:

- Provide a list of primary city/county contacts for each participating jurisdiction;
- Provide data and assessment of prior Analysis of Impediments;
- Assist identifying local data and local knowledge;
- Assist identifying stakeholders for and participate in community meetings;
- Assist collaborating parties in identifying contributing factors, priorities, and development of implementation and approval of goals for fair housing; and
- Review the consultant's data and analyze the findings, recommendations and the final report.

1. Using HUD's AFH User Interface

The Consultant must use HUD's AFH User Interface to retrieve HUD-provided data/maps and upload and submit the entire Assessment to HUD for all Collaborating Parties. *Note: The Collaborating Parties will assist the consultant with obtaining access to the HUD AFFH Data and Mapping Tool (<https://egis.hud.gov/Affht/>)

2. Using the Assessment Tool to Complete the Assessment Fair Housing

The Consultant will use HUD's Tool to complete the Assessment and will refer to HUD's Fair Housing Planning Guidebook: <https://www.hud.gov/sites/documents/FHPG.PDF> as a roadmap for this work. The tool is designed to identify fair housing issues, determine the factors that significantly create, contribute to, perpetuate, or increase the severity of one or more of those issues (including what data to use), and set goals to overcome the effects of contributing factors. The Assessment must include:

- Analysis and summary of fair housing issues and capacity; including housing issues pertaining to patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs, as well as the contributing factors for those issues;
- Analysis of HUD-provided data, local data, and local knowledge;
- Assessment of fair housing issues and contributing factors; and
- Identification of fair housing priorities and goals, including metrics, milestones for determining what fair housing results will be achieved.

3. Supplementing HUD-Provided Data with Local Data and Local Knowledge

The Consultant will work with the Collaborating Parties to identify and supplement HUD-provided data with local data and local knowledge. This data includes, but is not limited to, the information obtained through the community

participation process. The Consultant will develop an initial list of data required prior to beginning in-depth analyses.

4. Analyzing Fair Housing Data

The Consultant will use HUD-provided data and local data/knowledge to assess fair housing issues and contributing factors in order to work with the Collaborating Parties to set fair housing priorities and goals for the geographic areas covered by the Collaborating Parties. Data must provide goals with benchmarks to allow for the measuring of trends and changes over time.

5. Analyzing HUD-Provided Maps and Tables

HUD will provide data through maps and tables that will be available in the User Interface and the AFFH Data and Mapping Tool. The Consultant may provide additional relevant maps for attachment through the AFFH User Interface. The Consultant will analyze HUD-provided maps showing racially and ethnically concentrated areas of poverty, dot density maps showing the geographic dispersion of different racial and ethnic groups, and thematic maps showing disparities in access to opportunity (such as the location of proficient schools) across the jurisdictions, and the borders of the region as defined as the Core-Based Statistical Area (CBSA). HUD maps provide census tract boundaries, the borders of the jurisdictions. The Consultant will analyze HUD-provided tables and local data as needed.

6. Developing Maps and Gathering Local Data

The Consultant is required to supplement HUD-provided maps with local data and knowledge. Local data refers to metrics, statistics, and other quantified information that is relevant to the Region's geographic areas of analysis that can be found through a reasonable amount of search, are readily available at little or no cost, and are necessary for the completion of the Assessment using the Assessment Tool. Local knowledge refers to information to be provided by the Collaborating Parties that relates to the Region's geographic areas of analysis and is necessary for the completion of the Assessment using the Assessment Tool. Local knowledge includes information that is gathered through the community participation process and by consulting local, state, or regional planning departments, academics, and others with knowledge of the local areas or whose work impacts on housing. The Consultant is required to consult directly with assigned staff from the Collaborating Parties to evaluate public policies that could include:

- Procedures for federal funding including public housing, Section 8, tenant selection and site selection
- Local policies for zoning, building codes, public transit
- Administrative procedures for processing fair housing complaints,

- Address the needs of immigrants and persons with limited English proficiency
- The composition of appointed boards and commissions.

7. Community Participation Process

The Citizen Participation Plans of the Collaborating Parties should be used in the development of the Assessment to obtain community feedback and address comments. The Consultant will be required to gather public input through a variety of formats that could include public meetings, questionnaires, surveys, focus groups, etc. The Collaborating Parties will be included in the development of the tools used to gather input. The public participation process must meet the requirements described in each Collaborating Parties' Citizen/Community Participation Plan (Attachment C.) Additionally, the Consultant will:

- Make the HUD–provided data and any other data to be included in the Assessment available to residents, public agencies, and other interested parties according to the timeline provided in HUD regulations
- Will conduct consultation meeting(s) with stakeholders, as identified in 24 CFR Subpart B 91.100; submitted proposal should include list of proposed meetings and stakeholders.
- Conduct public meetings in accordance to collaborating parties' policies and HUD regulations at 24 CFR Part 91 and 24 CFR Part 903 (for PHA's). A minimum of two general public meetings will be required.
- Provide a summary of each community participation meeting; including the effectiveness of outreach efforts
- Document all comments received, consult with Collaborating Parties on response, and document the response to them per 24 CFR 5.154.

8. Identifying Fair Housing Contributing Factors

The identification and prioritization of contributing factors is a process intended to inform goal setting, and help identify strategies, actions, and policy responses to fair housing issues. The Consultant must identify fair housing issues and contributing factors, prioritizing those factors that limit or deny fair housing choice of access to opportunity, negatively impact fair housing, or violate civil rights compliance. The prioritization of the contributing factors must be justified.

9. Setting Fair Housing Priorities and Goals

The Consultant is required to draft at least one or more goal(s) to overcome the fair housing issues for which significant contributing factors have been identified and work with the Collaborating Parties in setting goals and priorities based on findings and data. HUD recommends SMART goals – Specific, Measurable, Action-Oriented, Realistic and Time-bound. For each goal, the Consultant must:

- Identify one or more contributing factors that the goal is designed to address;
- Describe how the goal relates to overcoming the identified contributing factor(s) and related fair housing issue(s);
- Identify the metrics and milestones for determining what fair housing results will be achieved, including the timeframes for achieving them; and
- Identify the responsible party for each regional and individual goal.

10. Draft Assessment and Deliverables

The Consultant must ensure the Assessment complies with HUD's Rule Guidebook. The Assessment Tool outlines the required prompts and questions and includes instructions for the Assessment and includes the following:

- I. Cover Sheet
- II. Executive Summary
- III. Community Participation Process
- IV. Assessment of Past Goals and Actions
- V. Fair Housing Analysis
 - a. Demographic Summary
 - b. General Issues
 - i. Segregation/Integration
 - ii. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)
 - iii. Disparities in Access to Opportunity
 - iv. Disproportionate Housing Needs
 - v. Publicly Supported Housing Analysis
 - vi. Disability and Access Analysis
 - vii. Fair Housing Enforcement, Outreach Capacity, and Resources
- VI. Fair Housing Contributing Factors
- VII. Fair Housing Goals and Priorities

11. Preparing the Draft Assessment for Review

The Consultant will submit the preliminary draft Assessment to the Collaborating Parties for review and comments. The Consultant will revise the Assessment after reviewing the Collaborating Parties' comments and submit revisions for the Collaborating Parties to review.

12. Preparing Public Summary for 30-Day Comment Period

Consultant will prepare a summary for public review after the draft is approved by the collaborating parties. *Note: See 24 CFR Part 91 and 24 CFR Part 903 (PHA) for public

comment period regulations and timing and will need to work closely with HUD representative on timing for all collaborating parties.

13. Responding to Public Comments

After review and acceptance of the draft report by the Collaborating Parties, the report and supporting data will be released to the public, providing them 30 calendar days to submit their comments.

- a. Provide a period of not less than 30 calendar days to receive comments from residents of the community.
- b. The Consultant will review and address comments received through the public comment period and prepare a revised AFH draft for approval by the Collaborating Parties.

14. Presenting Draft Assessment at Public Hearings

The Consultant will be required to attend and present at a public hearing before each of the entitlement cities' Councils. The consultant will present the draft Assessment, provide a summary with any findings/recommendations, and discuss the planning process.

15. Submitting Final AFH Plan

After the acceptance of the AFH by the Council/Boards/Commissions of the collaborating parties, the Consultant will submit the Assessment using HUD's online Assessment of Fair Housing User Interface for review and consideration before July 30, 2024.

16. Revising and Resubmitting the Assessment

The Consultant will be available for revision and resubmission of the final Assessment if HUD determines the Assessment is inconsistent with fair housing or civil rights requirements or if the Assessment is determined by HUD to be substantially incomplete. The Consultant must also provide assistance to the Collaborating Parties by making the revised Assessment available to the public for a 30-day review and comment period. If HUD deems the revision unacceptable, the Consultant will repeat the revision and resubmission process until HUD accepts the Assessment for all collaborating parties.

D. Tentative Schedule

The anticipated schedule of events is as follows. In addition, respondents are to submit a schedule of work that meets these deadlines:

Issue Request for Proposals	November 2023
Responses Due	December 2023
Evaluation/Interview/Select firm	December 2023/January 2024
Finalize contract with firm	January 2024
Contract to Council, Moline, Rock Island & Davenport	January/February 2024
AIFHC time (not to exceed 180 days)	Start within 1 month of contract execution (no later than February 28, 2024)
Draft Submitted	by July 31, 2024
Staff Review	August 2024
30-Day Public Comment Period	August 2024
Presentations & acceptance of AIFHC through City Councils/PHA Boards	August - September 2024
Final Regional Report	by September - October 2024

SECTION III – REQUEST FOR PROPOSALS PROCEDURE

A. Proposal Evaluations

From the complete proposals received before the deadline, finalists may be selected to present their proposal to the selection committee. Finalists shall be scored on a 100-point scale based on criteria that include:

- Relevant Experience of Project Team and Assurances That Identified Team Will Actually Work on the Project **(20 pts)**
- Relevant Prior Experience of Firm **(10 pts)**
- Proposed Approach and Timeline **(30 pts)**
- Understanding of the Process/Issues **(15 pts)**
- Clarity of Presentation **(10 pts)**
- Evaluation of References and Previously Completed Analyses **(15 pts)**

B. Required Qualifications

The contract will be awarded to a highly qualified and responsible consultant. In order to qualify as responsible, a prospective consultant shall meet the following standards as they pertain to this Request for Proposal.

- The successful bidder must have prior experience with development of Analyses of Impediments to Fair Housing Choice (AIHFC). Bidders with a significant record of producing Analyses of Impediments that conform to HUD standards or demonstrating experience restoring nonconforming AI to HUD standards will be given favorable considerations. Additional favorable consideration will be given to bidders that demonstrate a working knowledge of the development and implementation of local governments' housing programs, practices, housing and growth policies, strategies, and zoning land use regulations.
- The consultant should be qualified to assist in the preparation of appropriate presentations, able to clearly explain the regional Assessment as part of the public participation process, and successfully guide the public discussion.
- The consultant should be able to demonstrate the ability to build relationships with communities and organizational leadership from diverse communities and effectively partner with community leaders and stakeholders in the community engagement process. Similarly, the consultant should have experience working with racially, ethnically, linguistically, and socio-economically diverse communities, community engagement processes, and incorporating community comments into policy recommendations.
- Consultant must be able to comply with the proposed performance schedule for this project.
- Consultant must not be debarred from receiving federal contracts. The successful bidder is required to have a SAM (www.sam.gov) unique ID number.

SECTION IV – PROPOSAL SUBMISSION REQUIREMENTS

A. Tabbing of Sections

Each section identified below requires a separate uploaded document in the online bidding system. The Consultant should be sure to include all information that they feel will enable the Evaluation Committee and, ultimately, the Collaborating Parties to make a decision. Failure of the Consultant to provide specific, detailed information may result in their proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP

but that you feel would be helpful, should be attached to the end of the proposal in the section designated as other information.

1. Qualifications and Experience

- a. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- b. Identify the Project Lead and Project Manager for this project (include contact information)
- c. How many full-time employees (FTEs) do you plan to assign to this project if you are selected?
- d. How many people in total are employed by your company? Delineate between employees and consultants.
- e. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information

2. Proposed Approach

This section describes your proposed approach for meeting the services required by the Collaborating Parties, as listed above. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (if applicable), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- a. Describe how you will fulfill the needs of the Collaborating Parties identified in this RFP, including a schedule/timeline.

3. Cost Analysis and Budget for Primary Services

Provide an itemized budget and a detailed explanation for all costs associated with your providing the requested services.

4. References

List at least three HUD-funded cities/communities references for which you have recently provided similar services that include the development of an AI or an AFH. Of particular interest are references for regional versions of either of these plans. Include contact names, titles, phone numbers and e-mail addresses for all references provided.

5. Other Information

Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached.

SECTION V – GENERAL TERMS AND CONDITIONS

A. Insurance

A current Certificate of Insurance should be submitted with your proposal showing General Liability, Umbrella Liability, Workers' Compensation and Vehicle Liability.

B. Award

In accordance with the Moline code of Ordinances, Chapter 27, Purchasing, the contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids unless all bids are rejected.

C. Other Provisions

1. Signature by Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No consultant may assign or transfer any legal or equitable interest in their proposal after the date and hour set for the receipt of proposals.

2. City's Rights Reserved

The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the City is most advantageous to the City and to re-advertise if desired.

3. Conflict of Interest

The consultant agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The consultant further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

4. Interest of Public Officials

No member, officer or employee of the City during this tenure or for one year thereafter, shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

5. Indemnification

The consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected and appointed officials, agents and employees from and against any

and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, caused by consultant's proposals or subsequent submittals.

6. Consultant's Obligation

To protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

7. Ownership

All documents and materials prepared pursuant to this proposal are the property of the collaborating parties. The City of Moline shall have the unrestricted authority to publish, disclose, distribute and other use, in whole or in part, any reports, data or other materials prepared under this process.

8. Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agency or employee of any of the parties involved, either before, during or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this Request for Proposals.

9. Changes

The City of Moline may, from time to time, request changes in the Request for Proposal issued, to be performed hereunder. Such changes shall be incorporated in written amendments to this Request for Proposals.

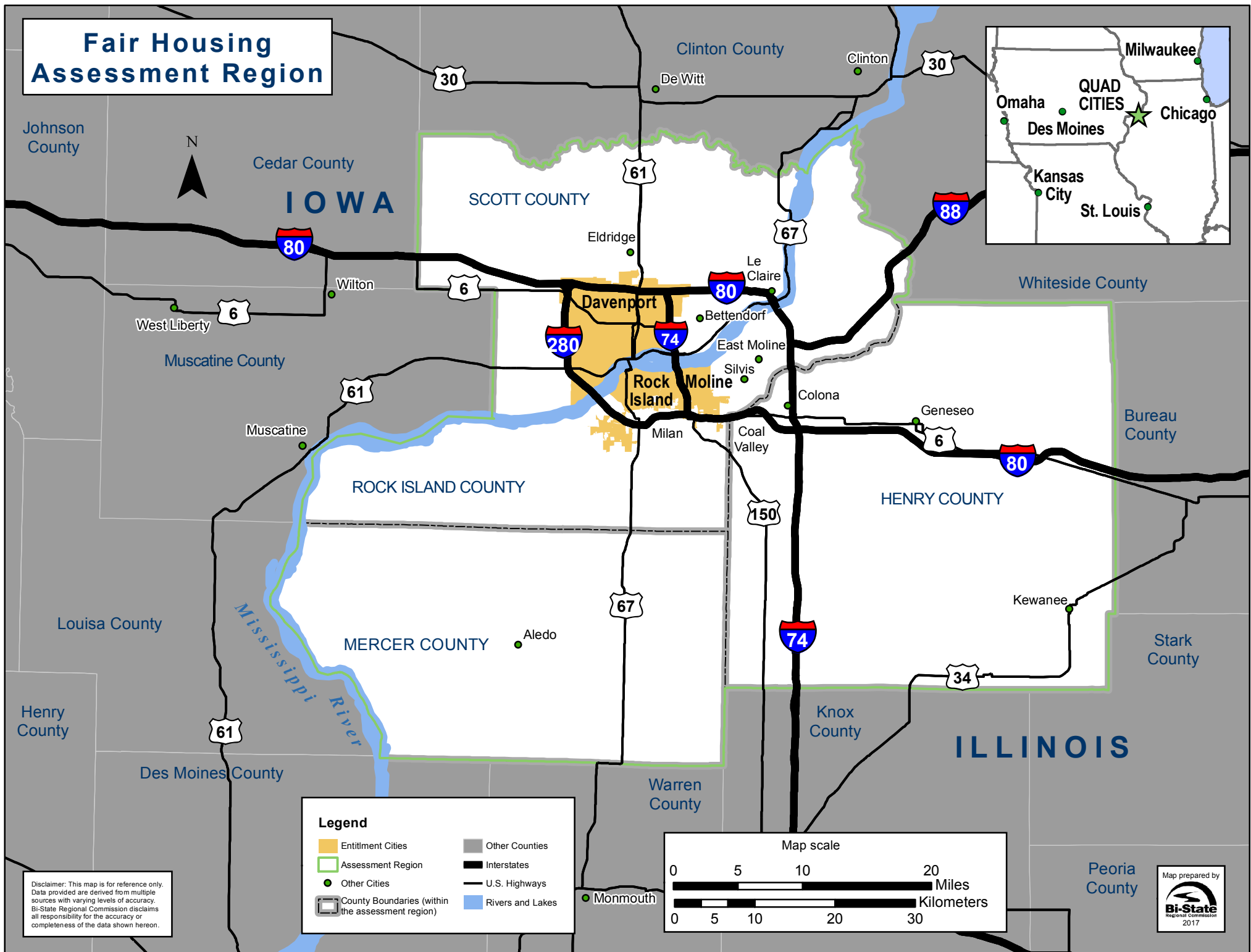
10. Anti-Discrimination

The vendor shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, gender identity or expression, national origin or ancestry, sexual orientation, age, marital status, familial status, physical or mental disability, or political beliefs or affiliations.

SECTION VI – ENCLOSURES

- A.** Map of Service Area
- B.** March 14, 2016 Memorandum from Harriet Tregoning addressing the Rule
- C.** Citizen Participation Plan(s), Moline, Rock Island, Davenport– links and copies of the most current plan will be available as requested

Fair Housing Assessment Region





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

MAR 14 2016

MEMORANDUM FOR: All CPD Formula Program Grantees
All CPD Field Office Directors

FROM: Harriet Tregoning, Principal Deputy Assistant Secretary
for Community Planning and Development, D

SUBJECT: Incorporating 24 CFR Part 5 Affirmatively Furthering Fair Housing
into 24 CFR 91.10 Consolidated Program Year, 24 CFR 91.105
Citizen participation plan for local governments and 24 CFR 91.115
Citizen participation plan for States

The U.S. Department of Housing and Urban Development (HUD) recently published a Final Rule at 24 CFR Part 5 regarding a grantee's obligation to Affirmatively Further Fair Housing (AFFH). The new rule sets forth a meaningful and transparent process to identify and understand local and regional fair housing issues and to set goals for improving fair housing choice and access to opportunity. HUD is providing its consolidated plan grantees and public housing authorities with an Assessment Tool and a rich set of data within a mapping tool to support the development of the Assessment of Fair Housing (AFH), which is replacing the Analysis of Impediments to Fair Housing Choice (AI). The assessment of information on the current state of neighborhood demographics and assets within an open planning process can affect the nature of the conversations, and ultimately, community decisions. The AFH Tool, informed by the community participation process, will guide grantees through the identification of fair housing issues and related contributing factors, and result in prioritizing and setting of goals for its upcoming planning period.

Under the new rule, the citizen participation plan requirements at 24 CFR 91.105 for local governments and 24 CFR 91.115 for states have been revised to accommodate the new AFH, the analysis undertaken pursuant to § 5.154 requiring consultation and community participation in the analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

Section 107 of the Cranston-Gonzalez National Affordable Housing Act and its implementing regulations at 24 CFR Part 91 require jurisdictions to implement a citizen participation process as a prelude to the allocation and expenditure of formula funds for HUD's Community Planning and Development programs. These requirements are also contained in section 104(a)(2) of the Housing and Community Development Act of 1974 for CDBG grantees. A grantee's citizen participation plan and proposed allocation of funds to eligible activities are components of its consolidated plan required pursuant to 24 CFR 91. The specific statutory requirement is implemented through 24 CFR 91.105 and 24 CFR 91.115, which describe the standards for local government and state citizen participation plans applicable to the formula grant programs.

Under the new AFFH rule, a grantee's citizen participation plan will need to be amended prior to the initiation of the AFH process to comply with the new provisions at § 91.105 for local governments and § 91.115 for states. This memorandum outlines the revisions and additions to the consolidated plan process, the consultation process and the citizen participation plan requirements for both local government and states so they may incorporate the AFH into their citizen participation plan.

24 CFR 91.10 – Consolidated program year and collaborating on an AFH submission

The AFFH rule at 24 CFR 5.152 and 5.156 encourages program participants to collaborate in undertaking a joint Assessment of Fair Housing (AFH) or a regional AFH. A joint AFH refers to two or more program participants conducting and submitting a single AFH. Joint participants may include local jurisdictions, states, Insular Areas, or PHAs. A regional AFH is a type of joint AFH in which at least two of the participants are consolidated plan program participants, conducting and submitting a single AFH. Collaborating program participants must, through a written agreement, designate one participant as the lead entity to oversee the joint or regional AFH on behalf of all collaborating program participants. Program participants that intend to collaborate must notify the appropriate FHEO Regional Director and provide a copy of their collaboration agreement. The new rule requests all collaborating program participants be on the same program year and consolidated plan submission cycle before submission of the joint AFH or regional AFH.

For the purposes of the AFFH Rule, HUD considers a consortium that acts as a single unit of general local government for the purposes of the HOME program to also be a single program participant for the purposes of completing an AFH. As such, a HOME consortium must submit a single AFH that covers the jurisdictions that make up the consortium. HUD does not consider such a submission to be a "joint" or "regional" submission. As such, HOME consortia are not subject to the requirements to notify HUD of the intent to submit jointly or to complete a separate written agreement. Consolidated Planning regulations require HOME consortium members to be on the same cycle for the 3-5 year consolidated plan (and to submit a single consolidated plan), so the AFH due date would be the same for the entire consortium.

Under 24 CFR 91.10, a jurisdiction may either shorten or lengthen its program year to align its program year with its collaborating partners. To change the beginning date of the following program year, the jurisdiction must notify their HUD field office in writing at least two months before the date the program year would have usually ended if it had not lengthened or at least two months before the end of a proposed shortened program year.

HUD recognizes that for the purpose of submitting a joint or regional AFH, some grantees may need to extend their consolidated plan beyond the normal three to five year time period in order to align their program with the other collaborating participants' consolidated plan cycles. Under 24 CFR 91.20, a jurisdiction may request an extension in writing to the field office of its intent to prepare a joint or regional AFH. The field office, at its discretion, will review and consider an extension of no more than two years for the specific purpose of aligning consolidated plan cycles for a joint or regional AFH. Jurisdictions requiring more than two years to become aligned with their designated AFH lead's program year start date should instead submit a new consolidated plan with a time period that would align the jurisdiction to its collaborating partners. Jurisdictions should

be aware that even when an extension is granted they must still continue to submit an annual action plan and required certifications.

The new rule does provide that if the alignment of a program year is not practicable, then the submission deadline for a joint AFH or regional AFH must be based on the designated lead entity's program year start date for its CPD formula grant programs. Within twelve months after the date of AFH acceptance, each collaborating program participant that has a program year start date earlier than the designated lead entity must make appropriate amendments to its consolidated plan to incorporate strategies and proposed actions consistent with the fair housing goals, issues, and other elements identified in the joint AFH or regional AFH.

24 CFR 91.100 and 24 CFR 91.110 - Consultation

The AFFH Final Rule revised the consultation process at 24 CFR 91.100(a)(1) and (5) and (c) and paragraph 91.100(e) was added to reflect the following additional consultation requirements for local governments. For states, the equivalent provision at 24 CFR 91.110(a) was also revised. Details of these additions and revisions are discussed in this section.

Under § 91.100(a)(1), a jurisdiction shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. A jurisdiction shall also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing both the AFH and the consolidated plan. The jurisdiction's consultation process, under § 91.100(a)(5), should include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.

States, under § 91.110(a), must comply with the same requirements as local governments with the addition of also consulting with state-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws during preparation of the AFH and consolidated plan.

Public housing agencies (PHAs):

Under § 91.100(c)(1), the jurisdiction shall consult with public housing authorities (PHAs) operating in the jurisdiction. This consultation will continue to consider public housing needs, planned programs and activities under the consolidated plan. It will also now require consultation with PHAs operating in the jurisdiction on the AFH, on strategies for affirmatively furthering fair housing, and on proposed actions to affirmatively further fair housing in the consolidated plan. The intent is that this consultation will help provide a better basis for the certification by the authorized officials that the PHA Plan is consistent with the consolidated plan and the local government's description of its strategy for affirmatively furthering fair housing. The consultation process continues to require the jurisdiction to address the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA to improve the

PHA's operations and remove the designation of troubled. The regulation, under § 91.100(c)(1), requires the jurisdiction to now obtain PHA input on addressing fair housing issues in the public housing and Housing Choice Voucher programs.

States must comply with the same requirements as local governments. Section 91.110(a)(1) is revised to address state-specific consultation requirements with respect to public housing or Housing Choice Voucher programs. The state shall consult with any housing agency administering public housing or the section 8 program on a statewide basis as well as all PHAs that certify consistency with the state's consolidated plan. A state's consultation with these entities may consider public housing needs, planned programs and activities, the AFH, strategies for affirmatively furthering fair housing, and proposed actions to affirmatively further fair housing. The state's consultation also helps ensure that activities with regard to affirmatively furthering fair housing, local drug elimination, neighborhood improvement programs, and resident programs and services, funded under a PHA's program are fully coordinated with those funded under a program covered by the consolidated plan to achieve comprehensive community development goals and affirmatively further fair housing.

Under § 91.100(c)(2) for local governments and § 91.110(a)(1) for states, the consultation process should work to ensure that activities with regard to affirmatively furthering fair housing are fully coordinated to achieve comprehensive community development goals and affirmatively further fair housing. If a PHA is required to implement remedies under a Voluntary Compliance Agreement, the grantee should now work with or consult with the PHAs, as appropriate, to identify actions the grantee may take, if any, to assist the PHA in implementing the required remedies.

Affirmatively Furthering Fair Housing:

Section 91.100(e)(1)-(3) for local governments and § 91.110(a)(2) for states are new additions to Part 91 and specifically address the consultation process with regard to affirmatively furthering fair housing organizations. The local jurisdiction shall consult with community-based and regionally-based organizations, and the state shall consult with state-based and regionally-based organizations. These organizations should represent protected class members, and organizations that enforce fair housing laws, such as state or local fair housing enforcement agencies, including participants in the:

- Fair Housing Assistance Program (FHAP);
- Fair housing organizations;
- Nonprofit organizations that receive funding under the Fair Housing Initiative Program (FHIP); and
- Other public and private fair housing service agencies, to the extent that such entities operate within the grantee's area.

This consultation will help provide a better basis for the grantee's AFH, its certification to affirmatively further fair housing, and other portions of the consolidated plan concerning affirmatively furthering fair housing.

- For local jurisdictions, this consultation must occur with any organizations that have relevant knowledge or data to inform the AFH.
- For states, this consultation should occur with organizations that have the capacity to engage with data informing the AFH.

The organizations involved in the consultations should be sufficiently independent and representative to provide meaningful feedback to a jurisdiction on the AFH, the consolidated plan, and their implementation. At a minimum, the grantee will consult with the above referenced organizations in the development of both the AFH and the consolidated plan. Consultation on the consolidated plan shall specifically seek input into how the goals identified in an accepted AFH inform the priorities and objectives of the consolidated plan.

24 CFR 91.105 and 91.115 - Citizen Participation Plan

The AFFH Rule has revised the citizen participation process at 24 CFR 91.105(a)(1) and (a)(2)(i) through (iii). Paragraph 91.105(a)(4) is added and paragraphs § 91.105(b), (c), (e)(1), (f) through (j) and (l) are revised to reflect additional citizen participation plan requirements for local governments. For states, 24 CFR 91.115 is revised at § 91.115(a)(1) and (2). Paragraph § 91.115(a)(4) is added and paragraphs § 91.115(b), (c), (f), (g), and (h) are revised to reflect additional citizen participation plan requirements. In addition to these new provisions, the regulation now replaces “citizens” with “residents” at § 91.105(b), development of the AFH and the consolidated plan. Details of these additions and revisions are discussed in this section.

Encouragement of citizen participation:

In addition to existing citizen participation plan requirements, under § 91.105(a)(2)(i) through (iii) for local governments and § 91.115(a)(2)(i) through (iii) for states, the plan must also encourage citizens to participate in the development of the AFH and any revisions to the AFH in the same manner one would encourage citizen participation in the consolidated plan, any substantial amendments to the plan and the performance report. This process shall include persons living in areas designated by the local jurisdiction as a revitalization area, areas designated by either a local jurisdiction or a state as a slum and blighted area and areas where CDBG funds are proposed to be used.

The citizen participation plan shall encourage the participation of local and regional institutions for jurisdictions and statewide and regional institutions for states. The plan shall also encourage the participation of Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations, in the process of developing and implementing the AFH and the consolidated plan.

States, under § 91.115(a)(2)(iii), should explore alternative public involvement techniques, such as focus groups and use of the internet. These techniques should encourage a shared vision of change for the community and the review of program performance.

For local jurisdictions, the citizen participation plan, under § 91.105(a)(2)(iii), shall also encourage, in conjunction with public housing agency consultations, participation of residents of

public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH and the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdictions shall make an effort to provide information to the PHA about the AFH, AFFH strategy, and consolidated plan activities related to the jurisdiction's developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

Assistance provided to non-English speaking residents of the community, previously addressed under § 91.105(e), is now located at § 91.105(a)(4) for local governments and § 91.115(a)(4) for states. The citizen participation plan shall describe the grantee's procedures for assessing its language needs and identify any need for translation of notices and other vital documents. At a minimum, the citizen participation plan shall require that the grantee take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking and limited English proficiency residents of the community.

Development of the AFH and the consolidated plan:

Under § 91.105(b) for local governments and § 91.115(b) for states, the citizen participation plan must include the following minimum requirements for the development of both the AFH and the consolidated plan.

- The citizen participation plan must require that the grantee make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the grantee plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after).
- The grantee may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.
- The citizen participation plan must require the grantee to publish the proposed AFH and the proposed consolidated plan in a manner that affords its residents, units of general local government, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments.
- The citizen participation plan must set forth how the grantee will make public the proposed AFH and the proposed consolidated plan and give reasonable opportunity to examine each document's content.
- The requirement for publishing may be met by publishing a summary of each document in one or more newspapers of general circulation, and by making copies of each document available on the Internet, on the grantee's official government web site, as well as at libraries, government offices, and public places.
- The summary must describe the content and purpose of the AFH or the consolidated plan, as applicable, and must include a list of locations where copies of the entire proposed document may be examined.
- In addition, a reasonable number of free copies of the plan or the AFH, as applicable, must be provided to residents and groups that request a copy of the plan or the AFH.
- The citizen participation plan must provide for at least one public hearing during both the development of the AFH and development of the consolidated plan and must provide a

period, not less than 30 calendar days, to receive comments from residents of the community on the consolidated plan or the AFH. The required public hearing must occur before the proposed consolidated plan is published for comment.

- The citizen participation plan shall require the grantee to consider the comments or views of residents, whether received in writing or orally at the public hearings, in preparing the final AFH or the final consolidated plan. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH or the final consolidated plan.

States must comply with the same requirements as local governments; new language at § 91.115(b)(2) also addresses the need for states to ensure that the AFH, the consolidated plan and the PHA plan are informed by meaningful community participation by employing communications means designed to reach the broadest audience.

Consolidated plan amendments and AFH revisions:

Under § 91.105(c)(1) for jurisdictions and § 91.115(c)(1) for states, the criteria for amendments to the consolidated plan remain the same; the rule adds a section on criteria for revisions to the AFH. Grantees must specify the criteria they will use for determining when revisions to the AFH will be required. At a minimum, the specified criteria must address the situations described in 24 CFR 5.164, which include a material change in circumstances in the jurisdiction that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Under § 91.105(c)(2) and § 91.115(c)(2), the citizen participation plan must provide community residents (and units of general local government for states) with reasonable notice and an opportunity to comment on substantial amendments to the consolidated plan and revisions to the AFH. The citizen participation plan must state how reasonable notice will be provided and the opportunity to comment will be given. The period of notification remains the same, not less than 30 calendar days, and now covers any revision to the AFH before the revised AFH is submitted to HUD for review. The grantee must still consider any comments or views of residents (and units of general local government for states) received in writing or orally at public hearings in regard to a substantial amendment to the consolidated plan or significant revision to the AFH, as applicable. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, shall be attached to the substantial amendment to the consolidated plan or the revision to the AFH.

Public hearings:

In addition to obtaining residents' views through the required public hearing addressing housing and community development needs, development of proposed activities, and review of program performance, § 91.105(e) for local governments and § 91.115(b)(3) for states, require that the grantee must also address the proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH. At least one of the public hearings must be held before the proposed consolidated plan is published for comment. Under § 91.105(1)(iii) for local governments and § 91.115(b)(3) for states, the citizen participation plan must provide that at least one public hearing is held before the proposed AFH is published for comment, in order to obtain the views of

the community on AFH-related data and affirmatively furthering fair housing in the grantee's housing and community development programs.

Meetings:

Under § 91.105(f) for jurisdictions and § 91.115(b)(3)(ii) for states, the citizen participation plan must provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8 as well as the Americans with Disabilities Act and implementing regulations at 28 CFR part 35 and 36, as applicable.

Availability to the public:

Under § 91.105(g) for local governments and § 91.115(f) for states, the citizen participation plan must state how documents will be available to the public. In addition to the consolidated plan and any substantial amendments thereto, the HUD-accepted AFH and any subsequent revisions must be made available to the public. This includes making materials available in a form accessible to persons with disabilities or limited English proficiency upon request.

Access to records:

Under § 91.105(h) for local governments and § 91.115(g) for states, the citizen participation plan must state how the grantee will provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the grantee's AFH, consolidated plan, and use of assistance under the programs covered by this part during the preceding 5 years.

Technical Assistance:

Under § 91.105(i), the citizen participation plan for local governments must provide for technical assistance to groups representative of persons of low-and-moderate income that request such assistance to comment on the AFH, or in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the jurisdiction. The assistance need not include the provision of funds to the groups.

Complaints:

Under § 91.105(j) for local governments and § 91.115(h) for states, the citizen participation plan shall describe the grantee's appropriate and practicable procedures to handle complaints from its residents related to the consolidated plan, consolidated plan amendments, the AFH, any revisions to the AFH, and the performance report. At a minimum, the citizen participation plan shall require that the grantee must provide a timely, substantive written response to every written resident complaint, within an established period of time (normally within 15 working days, where practicable).

Jurisdiction responsibility:

The new AFFH rule adds an AFH reference at § 91.105(l) to ensure that citizen participation requirements do not restrict the responsibility or authority of the local governments for the development and execution of its consolidated plan or AFH.

The revised standards for local government and state citizen participation plans are applicable to formula grant programs administered by the Office of Community Planning and Development (CPD). It is important that both local governments and states incorporate the new provisions described in this memorandum into their consultation and citizen participation process in order to remain in compliance with regulatory requirements.

Grantees with questions concerning this Notice should direct their inquiries to their local HUD Field Office Community Planning and Development Division. Field Offices should direct their questions to the Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program.

AIFHC Attachment C.

Additional regional Consortium information may be found at the below links.

City of Moline – www.moline.il.us

City of Rock Island – www.rigov.org

City of Davenport – www.davenportiowa.com



City of Moline
Community & Economic Development Department (CED)
Community Development Division (CD)
ADDENDUM No. 1 for Bid Package Dated 11/08/2023

Project:

1. Analysis of Impediments to Fair Housing Choice (AIFHC) For A Regional Consortium, Cities of Moline, Rock Island, IL and Davenport, IA

Today's Date: Monday, November 27, 2023

Original Bid Date: Tuesday, November 28, 2023 @ 2:30 p.m.

Addendum 1 – BID due date has been modified.

Location:

City of Moline
Community Development Division
619 16th Street
Moline, IL 61265
housing@moline.il.us
309.524.2044

This Addendum to the Plans, Specifications and Contract Documents for the above-captioned project explains or supersedes all contrary and conflicting information which is hereby supplemented or revised as follows:

Amend:

1. The bid date has been amended/revised to Tuesday, December 19, 2023 @ 2:30 p.m., not Tuesday, November 28, 2023 @ 2:30 p.m.
2. All other information contained in the November 8, 2023, Invitation to Bid (for this project) remains the same.

PLEASE CONTACT 309-524-2044 OR HOUSING@MOLINE.IL.US WITH ANY QUESTIONS.



City of Moline
Community & Economic Development Department (CED)
Community Development Division (CD)
ADDENDUM No. 2 for Bid Package Dated 11/08/2023

Project:

1. Analysis of Impediments to Fair Housing Choice (AIFHC) For A Regional Consortium, Cities of Moline, Rock Island, IL and Davenport, IA

Today's Date: Wednesday, December 6, 2023

Original Bid Date: Tuesday, November 28, 2023 @ 2:30 p.m.

Addendum 1 – Bid date changed. This bid is due Tuesday, December 19, 2023, 2:30 pm.

Addendum 2 - Please see below.

Location:

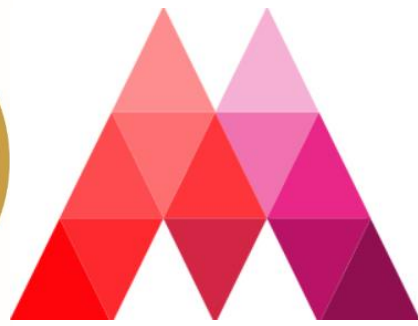
City of Moline
Community Development Division
619 16th Street
Moline, IL 61265
housing@moline.il.us
309.524.2044

The Addendum to the Plans, Specifications and Contract Documents for the above-captioned project explains or supersedes all contrary and conflicting information which is hereby supplemented or revised as follows:

Amend:

1. The Request for Proposal (RFP), dated November 8, 2023, inadvertently listed references to the debunked Affirmatively Furthering Fair Housing (AFFH) requirements. Please disregard any AFFH references and adhere to the Analysis of Impediments (to Fair Housing Choice) process only.
2. Amending Section VI, page 20, by inserting an additional resource enclosure: Attachment D. Restoring Affirmatively Furthering Fair Housing Definitions and Certifications (A Rule by the Housing and Urban Development Department on 03/10/2021), [Federal Register :: Restoring Affirmatively Furthering Fair Housing Definitions and Certifications](#)
3. All other information contained in the November 8, 2023, Invitation to Bid (for this project) and Addendum 1, dated November 27, 2023 remain the same.

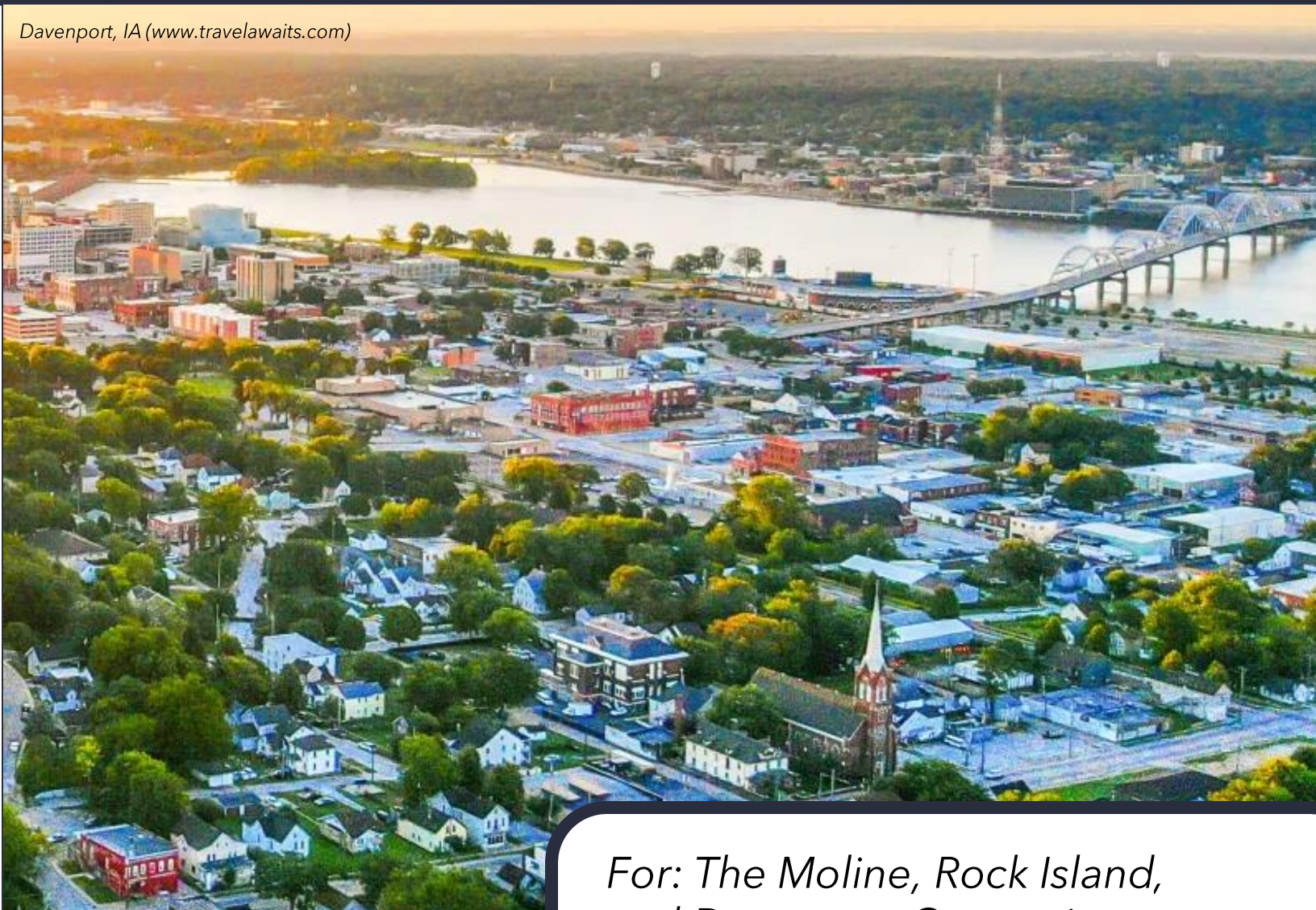
PLEASE CONTACT 309-524-2044 OR HOUSING@MOLINE.IL.US WITH ANY QUESTIONS.



Points Consulting LLC
points-consulting.com
Brian Points: 208-596-5809
409 S. Jackson St., Ste. 201
Moscow, Idaho 83843

Housing Needs Assessment for the Moline, Rock Island, & Davenport Consortium

Davenport, IA (www.travelawaits.com)



*For: The Moline, Rock Island,
and Davenport Consortium*

*From: Points Consulting &
Mosaic Community Planning*

December 18th, 2023

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1. Qualifications & Experience

Cover Letter

Dear Ms. Whitley and Tri-Cities Leadership:

Please accept this proposal from Points Consulting (PC) demonstrating our interest in the Housing Needs Assessment RFP for the Consortium Cities of Moline, Rock Island, and Davenport (the Cities). We are excited to engage with your communities to complete the quantitative analysis and policy research required to reevaluate the Cities' housing stock, needs, and policies.

PC's team is composed of top-notch experts in the fields of real estate economics, urban/land use planning, GIS analysis, and economic forecasting. Including work for public and private sector clients, our team has completed 18 directly related real-estate feasibility and market studies over the past two years. The demographics and geographic location of our clients are multi-faceted, which contributes to our boutique approach. Our diverse client list also provides us with national (rather than state-specific) awareness on policies related to land use, resource use, and zoning. We have also consulted with border communities on housing issues, such as Moscow, Idaho and Pullman, Washington, which will serve us well working with the Tri-Cities communities spanning the Illinois/Iowa border. Lastly, our project lead, Mr. Brian Points, is a former resident of Indiana, where he led over 20 studies for clients across the Midwest.

Understanding that the Cities have a simultaneous RFP fielded for the Analysis of Impediments to Fair Housing Choice (AIFHC), our team proposes a unique approach with our partners at Mosaic Community Planning (Mosaic). The Points Consulting team would serve as prime contractor for the Housing Needs Assessment (HNA) and the Mosaic team would serve as prime contractor for the AIFHC study. Our teams would serve as subcontractors to each other on each RFP. We believe there is efficiency and cost-savings to the Cities in this approach as our teams will collaborate to avoid duplicated effort.

Thank you for your consideration on this RFP. My contact information is below. Please reach out to me with any questions or updates throughout the evaluation process.

Sincerely, Brian Points



President, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
brian@points-consulting.com
(208)-596-5809
Date: December 18, 2023
SAMs UEI Number: EBUSKNS96NN9



Qualifications

Points Consulting

People's ability to live and thrive within a community requires a sufficient amount of attainably priced housing; as such, assessing local housing markets is one of Points Consulting's core services. At Points Consulting we believe in the power of peoples' interests, passions, and behaviors to shape the world around us. Now more than ever, people are the primary factor in the success of businesses, organizations, and communities. Housing studies are a core component of the work we do, as it represents the perfect intersection of economic development and real estate analytics.



PC is based out of Moscow Idaho but has a nationwide footprint. PC partners with a variety of industries including state and local government agencies; higher education not-for-profits; real estate developers; and private companies to understand and unleash the power of the workforce in our midst. Built on our experience advising hundreds of high performing organizations, Points Consulting strives to answer complex economic questions and recommend workable solutions.

Mosaic Community Planning

Mosaic Community Planning LLC is owned and managed by its principals, Melissa Mailloux and Jeremy Gray. Together, our team has over 70 years of combined experience producing Consolidated Plans, Annual Action Plans, Assessments of Fair Housing, Analyses of Impediments to Fair Housing Choice, housing action plans, market analyses, and similar housing and community development plans. In the last five years alone, Mosaic has completed more than 80 plans and analyses for over 50 client jurisdictions across the United States.



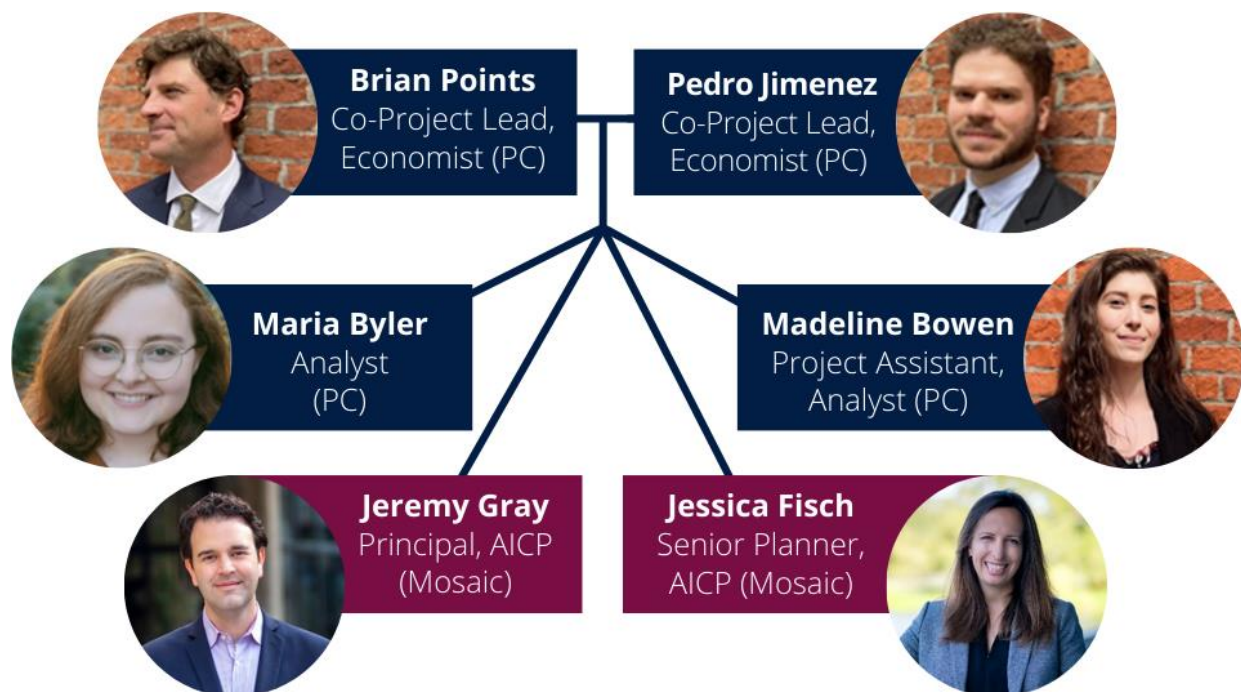
At Mosaic, we bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective. The effort can be challenging but is an essential cornerstone for successful and equitable community improvement. Mosaic is here to help communities plan differently. First and foremost, our plans are about people – the people who inform the planning process and those whose lives will be impacted by it. After all, it is the people in a community who hold the pieces of its story. Out of that story, we design strategies and build plans to shape communities.

When issues of equity are important, and where diverse perspectives are valued, communities across the United States have come to count on Mosaic to bring its unique approach to the intersections of their people and places.

Our Team

PC's team works very collaboratively with daily guidance and coaching provided by senior staff to junior staff as well as regular check-ins with subcontractors. In other words, we do not stuff our proposals with high-profile names only to staff the project with low-skill workers. PC has seven total employees and Mosaic has six (along with two part-time consultants). Though we manage numerous projects simultaneously, we are careful to pursue a responsible number of projects such that we do not overburden our staff or reduce our quality of output. In the event that our team is at risk of being overburdened, we will work with our clients to ensure that we reallocate staff time and resources appropriately.

PC proposes to partner with Mosaic for the AIFHC portion of this assignment and as such we have already "deduplicated" the two RFPs' scopes of work to ensure there is no unnecessary overlap. Each company will still provide their own reports and bill for their own activities. The organization chart below encompasses the key personnel that will be associated with this project. Their bios are contained further on in this proposal.



Collaborative Approach

The two consulting organizations possess their own strengths in the realm of housing analysis. To ensure compliance with grant funding and respond to the Cities unique needs on the two RFPs, each team will have a separate contract with the Cities and will deliver a report focused on each respective topic (AIFHC and HNA). PC and Mosaic will each assign a project manager to attend steering committee meetings and respond to needs from the Cities. (Whether the Cities choose to have separate calls for updates on each of the studies, is up to their preference, but for the sake of efficiency our team recommends that all project calls be conducted simultaneously.)



With respect to section 2A of the RFP, this collaborative approach will avoid duplication in numerous areas. These cost savings are reflected in [Section 3. Cost Analysis](#) of this proposal. On the HNA side, this will allow the PC team to focus more time and effort on **researching solutions and best practices, and on marketing strategies that will drive up participation in the community survey**. On the AIFHC side, PC's focus on in-depth data analysis will allow Mosaic more focus on **community engagement, and research on developing more inclusive pathways for housing policies**.

Mosaic completed the 2019 AIFHC study for the Tri-Cities and is aware of each unique aspect of the scope of work outlined in the AIFHC scope of work. Where Mosaic's team will assist PC in our efforts include:

- Mapping and GIS analysis of demographic information; locations and characteristics of affordable housing properties
- Facilitating focus group sessions with community members
- Assistance with identifying landlord practices that are non-compliant with AIFHC requirements
- Assisting PC on recommendations related to land-use and zoning, particularly driven by regional best practices on these topics

PC has completed and is continuing to work on HNAs for communities across the country. Our strengths harmonize with Mosaic's on multiple fronts. Where PC will assist Mosaic on their scope of work includes:

- Analysis and modeling of affordability metrics for each community, at various Area Median Income (AMI) levels
- Identifying precise locations where affordable housing developments are in high demand
- Forecasting demand for low-income and workforce housing needs
- Leading and analyzing the community survey

Key Personnel



Brian Points — Co-Project Lead | Economist

Brian Points is the president of Points Consulting and will serve as co-project lead with Pedro Jiminez. Over the past 15 years, Mr. Points has worked for a series of management consulting firms serving clients across the domains of public and private organizations. His quantitative skills include feasibility studies, revenue/cost forecasting, real estate pro formas, opportunity zone technical assistance, economic/fiscal impact analysis, industry/market studies, econometrics, and target industry analysis. He also excels at qualitative research such as focus group facilitation, survey design and analysis, and in-depth interviews.

In his career Mr. Points has completed 100+ projects across 30+ states, assisting noteworthy organizations such as the JPMorgan Chase Foundation, Purdue University, the Kentucky Cabinet for Economic Development, the Texas Office of the Governor, the Florida Board of Governors, the Aspen Institute, the Alliance for Excellent Education, and the Institute for Corporate Productivity, to name a few.

Selected Related Projects

Broken Arrow Housing & Demographic Study
City of Broken Arrow (Broken Arrow, OK)

City of Montrose Housing Needs Assessment
City of Montrose (Montrose, CO)

Woodland Park Housing Needs Assessment (Ongoing)
City of Woodland Park (Woodland Park, CO)

Housing Needs Assessment for North Central Idaho
Clearwater Economic Development District (Lewiston, ID)

Housing Needs Assessment for Chelan & Douglas Counties
Housing Authority of Chelan County & the City of Wenatchee
(Wenatchee, WA)

On-Campus Student Housing Needs Assessment
Wenatchee Valley College (Wenatchee, WA)

Ketchikan Housing Market Analysis (Ongoing)
Ketchikan Gateway Borough (Ketchikan, AK)

Frankfort & Franklin County Housing Market Demand Study
Franklin County & City of Frankfort (Frankfort, KY)

Work Experience

*President | Points Consulting, Moscow, Idaho
(2019- present)*

*Director of Research | Thomas P. Miller &
Associates, Indianapolis, Indiana (2016-2019)*

*Director of Consulting | Emsi, Moscow, Idaho
(2013-2016)*

*Staff Economist | Chmura Economics &
Analytics, Richmond, Virginia (2012-2013)*

Education

*Masters of Arts in Economics | University of
California Santa Barbara (2011)*

*Bachelor of Science in History | University of
Idaho (2005)*

Professional Affiliations

Urban Land Institute, Associate Member

*Northern Idaho Partnership Council (Innovia
Foundation)*

Pedro Jimenez –Points Consulting | Co-Project Lead, Economist

Pedro will serve as co-project lead with Brian Points. He earned his M.S. in Applied Economics from Washington State University in 2021 and is trained in economic and statistical analysis. His graduate education in economics has equipped him with a range of quantitative and qualitative skills to carry out research. Pedro joined Points Consulting in January 2022.



Work Experience

Economist | Points Consulting, Moscow, Idaho (January 2022- present)

Selected Related Projects

City of Montrose Housing Needs Assessment | *Montrose (CO)*

Nimiipuu Community Development Fund Feasibility Study | *Nimiipuu Fund (ID)*

North Central Idaho Housing Needs Assessment | *Clearwater Economic Development Association (ID)*

On-Campus Student Housing Needs Assessment | *Wenatchee Valley College (Wenatchee, WA)*

Housing Needs Market Study | *Housing Authority of Chelan County & the City of Wenatchee (WA)*

Education

M.S. Applied Economics | Washington State University (2021)

B.A. Economics | University of Puerto Rico at Mayagüez (2018)
Native American Financial Education Coalition, 2005-2015

Maria Byler – Points Consulting | Analyst

Maria will serve as an Analyst for this project. She earned her B.A. in Liberal Arts and Culture from New Saint Andrews College in 2019. She joined Points Consulting in October 2022 to assist with a variety of research tasks in the fields of real estate, planning and public administration, economic development, higher education, and workforce development.



Work Experience

Real Estate & Economic Analyst | Points Consulting, Moscow, Idaho (October 2022 - present)

Product Specialist | Lightcast, Moscow, Idaho (2021 - 2022)

Selected Related Projects

Frankfort & Franklin County Housing Market Demand Study | *Frankfort (KY)*

Port of The Dalles Strategic Business Plan Update | *Port of The Dalles (OR)*

Quincy Outreach & Engagement for Parks Facilities Improvements | *Nexus Planning Services & City of Quincy, WA (2023 - Ongoing)*

In her time at Lightcast, Maria worked with higher education institutions to produce employment reports on their alumni. Her portfolio includes over 100 schools, from small community colleges to large university systems. Duties included data *validation*, project management, and customer support.

Education

B.A. Liberal Arts and Culture | New Saint Andrews College (2019)

Full Stack Web Development Certificate | UNC Chapel Hill Bootcamp (2021)

Madeline Bowen – Points Consulting | Analyst/Project Assistant

Madeline will serve as Project Assistant for this project. She graduated with a B.S. in Business Economics from the University of Idaho in 2020 and brings qualitative and quantitative research skills, and organizational skills for managing public engagement processes. Madeline joined Points Consulting in October of 2021.



Work Experience

Economic Analyst | Points Consulting, Moscow, Idaho (October 2021 - present)

Selected Related Projects

Lewiston Community Strategic Plan | City of Lewiston (ID)

Regional Resiliency Plan | Southern Alleghenies Planning & Development Commission (PA)

Okanogan Community Needs Assessment | Okanogan County Community Action Council (WA)

Nimiipuu Community Development Fund Feasibility Study | Nimiipuu Fund (ID)

North Central Idaho Housing Needs Assessment | Clearwater Economic Development Association (ID)

Education

B.S. Business Economics | University of Idaho (2020)

Jeremy Gray — Mosaic | Principal & Co-Founder, AICP



Jeremy is a planner, consultant, and project manager with extensive public and nonprofit sector experience designing solutions to community needs. His background includes management of dozens of consolidated plans and/or fair housing engagements, leadership in urban neighborhood revitalization efforts, and development of collaborative regional and multi-state issue-based plans. Jeremy has held mayoral appointments to homelessness and housing policy-making bodies, a position as deputy director of the CDBG, HOME, ESG, and NSP programs for a large metro Atlanta county, and speaking engagements on planning and equity issues. As a Mosaic principal, he leads many of the firm's consulting and

planning projects, integrating Mosaic's industry-leading public engagement strategies to ensure equitable planning outcomes.

Jeremy is an expert public meeting facilitator and is skilled in stakeholder engagement techniques. He is a Certified HOME Program Specialist, Certified LIHTC Professional, and has been trained in the NCI Charrette System. He holds a Master of Public Administration degree from Georgia College & State University and a bachelor's degree in environmental policy from Oglethorpe University.

Selected Related Projects

Davenport, IA and Moline and Rock Island, IL, Regional Analysis of Impediments to Fair Housing Choice

San Bernardino County, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Commerce City, CO, Consolidated Plan and Annual Action Plan

Orange County, FL, Consolidated Plan, Annual Action Plan, Analysis of Impediments

City of Atlanta, GA, Consolidated Plan, Annual Action Plan, Regional Analysis of Impediments

Presentations

Panelist: Equity and Social Justice Roundtable, Savannah State University Urban Planning Conference

Work Experience

Principal | Mosaic Community Planning, Atlanta, GA, 2015-Present

VP - Consulting & Research | WFN Consulting, Marietta, GA, 2013-2015

Deputy Director | WFN Consulting, 2009-2013

Director of Community Development | Centenary Church, Macon, GA, 2005-2008

Community Organizer | Charis Community Housing, Atlanta, GA, 2002-2003

Education

Master of Public Administration | Georgia College & State University Milledgeville, Georgia (2008)

Bachelor of Arts in Environmental Policy | Oglethorpe University Atlanta, Georgia (2003)

Certifications

American Institute of Certified Planners (AICP)

Charrette System Certification, National Charrette Institute

Jessica Fisch — Mosaic | Senior Planner, AICP

Jessica is an urban planner and researcher with a passion for collaborating with communities in proactively planning for more equitable development. On the Mosaic team, she engages with local governments, residents, and stakeholders to integrate diverse local knowledge into planning for housing, neighborhood revitalization, and community development, with a focus on developing community-specific solutions to local challenges. Before joining Mosaic, Jessica worked in urban planning, neighborhood revitalization, and affordable housing in New Orleans and Atlanta and conducted research on how social capital shapes the inclusion of equitable development priorities in green infrastructure planning. She holds a Ph.D. in city and regional planning from Georgia Tech and a master's degree in urban and regional planning from the University of New Orleans.



Selected Related Projects

Kansas City and Wyandotte County, KS, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Greenville, NC, Consolidated Plan, Annual Action Plan, Assessment of Fair Housing

Chino Hills, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Presentations

Does Green Infrastructure Promote Equitable Development? The Mediating Role of Social Capital in Assessing Impacts. Association of Collegiate Schools of Planning.

Affiliations

American Planning Association

American Association of Geographers

Work Experience

Senior Planner, Mosaic Community Planning, Atlanta, GA, 2019-Present

Lab Instructor, Georgia Tech School of City and Regional Planning, Atlanta, Georgia, 2017-2019

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Urban Planning Consultant, Reuter Strategy, 2018

Education

PhD in City & Regional Planning Georgia Institute of Technology, Atlanta, GA, 2019

Master of Urban & Regional Planning University of New Orleans, New Orleans, LA, 2014

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Certifications

American Institute of Certified Planners (AICP)



Team Lead Contact Info

Below is the contact information for the team leads for this project.

Primary Contact

Brian Points
President, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
brian@points-consulting.com
(208) 596-5809

Secondary Contact

Pedro Jimenez
Staff Economist, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
pedro@points-consulting.com
(787) 309-6226

2. Proposed Approach

In 2020, the last Tri-Cities Housing Needs Assessment reported that over 20,000 households in the Tri-Cities region experienced unmet housing needs, representing 29% of the Cities' total households. The largest contributing factor responsible was found to be that of cost burden, representing households that spend more than 30% of their income on housing.¹

Nearly four years later, it is evident that the Cities require an updated HNA to determine how far they have come to address these needs, what gaps still need to be bridged, and best practices moving forward to meet the region's housing goals. Moreover, this study needs to seamlessly integrate with the Cities' coinciding AIFHC efforts to ensure fair housing choices among residents. With the completion of this study, and collaboration with Mosaic for the AIFHC requirements, our intention is that the cities of Moline, Rock Island, and Davenport will be able to answer these important questions for its leadership, citizens, and developers:

- What are the characteristics of current housing stock and trends in production over the past ten years?
- What is the precise demand for housing from now through the year 2040 including various housing typologies, price levels, and housing tenure (i.e. renter/owner)
- How are short-term rentals (STRs) affecting regional housing stock, and what options do the Cities have for navigating the variety of perspectives on this issue?
- How have COVID and the subsequent economic and housing crises changed the demand for housing, especially for low-income populations?
- What types of housing are not supplied (or undersupplied) that the Cities could support more of? And, what is the unmet demand gap for these housing types?
- Which cities and neighborhoods could best utilize newly-adopted missing middle housing options?
- What trade-offs are consumers willing to accept in order attain the housing they are looking for (i.e. location, finishes, home size, ADUs, etc.)
- How could vulnerable populations be better served in terms of housing solutions? And is there demand for more subsidized housing (Section 8, LIHTC, etc.)?
- How can regional leaders encourage and incentivize public-private partnership (P3) development of more housing?
- Are current zoning or permitting regulations preventing housing affordability and how can they be altered without negative impacts?
- Which areas in the region are best suited for more affordable housing (whether that be via new development, infill, or redevelopment)?

Our analysis is designed to answer these and other important questions. As is noted throughout the follow proposal, we recognize both the importance of high-quality research and strong recommendations for alleviating the identified issues.

¹ 2020 Tri-Cities Housing Needs Assessment



Moline, IL (via visitquadcities.com)

Task 1: Project Launch & Administration

If selected, the project team will initiate with an on-site meeting, during which key members of the project team will meet with the designated project lead or committee organized by the Cities. The purpose of the on-site meeting is to introduce the project team to local contacts, review project goals and objectives, discuss preliminary data findings, and answer a variety of administrative questions. The following are the topics to be discussed at the meeting:

- Identifying the Cities' point of contact(s) or project manager and steering committee
- Determine communication schedule and protocols
- Planning ahead for future on-site meetings and key milestone dates
- Determining and introducing other partners and stakeholder groups that the project team should engage with for information, perspectives, and feedback throughout the course of the project
- Identifying and sharing additional resources, reports, and datasets that should be utilized throughout the course of the engagement
- Identification of any preferred locations for residential development in the eyes of local government staff
- Identification of partnering entities for distributing and propagating the community survey
- Discussion of ideas, trends, and perspectives that the steering committee may have related to housing needs that the project team should further explore in the course of the analysis



Following the on-site project launch meeting, the steering committee and the project team will have a shared vision for the goals, context, overall timeline, and project milestones that will be adhered to throughout the course of the engagement.

Deliverable: Overall Project Timeline and Basic Assumptions

Task 2: Document & Ecosystem Review

Following the on-site meeting, the project team will conduct qualitative research of existing documents relevant to regional residential housing development. The exact documents will vary on a case-by-case basis, but PC anticipates reviewing the following resources:

- 2020 Tri-Cities Housing Needs Assessment
- Comprehensive plans, master plans, downtown development plans, and other relevant adopted plans for each of the Cities
- Zoning maps and codes for each City
- Annual reports for the Cities and associated counties specifically related to building permits, development fees, and property tax revenue
- Any other additional community and economic development related reports



Housing markets do not develop in a vacuum but instead are based on the hyper-local context of regional opportunities, incentives, and land-use regulations. Research on these topics will prepare the project team to analyze trends not just from a data perspective but contextually.

Task 3: Housing & Demographic Research

Assessment of the existing supply of housing, past and recent trends, and ongoing developments are an essential component of any HNA. To conduct this analysis, the team will utilize our experience and understanding of a diverse array of data sets and processes to obtain the most comprehensive and up-to-date possible portrait of regional housing supply and demand. Given that the Cities completed a Housing Needs Assessment in 2020, PC will take whatever data points were uncovered for the region during that study to determine if they can be used as a viable baseline. Also, please note that our assessment will treat each of the three cities separately for each aspect of the qualitative and data analysis, in all cases where sub-county data are available. While our team will include some data points in both the Housing Needs and AIFHC Assessments to meet HUD requirements, the lens of each study will be different to meet the goals of each project in their entirety.

Demographic Analysis

The demographic analysis will provide an overview of existing trends related to the region's population, including both individual and household-level statistics. Specific data points may include but are not limited to:

- Population - past and projected growth rate, age, race/ethnicity, per capita income, income due to transfer payments, poverty rates, net worth, counts of disadvantaged populations (veterans, disabled individuals, etc.), housing units per capita, and educational attainment
- Households - including overall number, median household size, income distributions, household composition; net worth, purchasing patterns, and Esri Community Tapestries segmentation
- Workforce - past and projected employment and earnings growth, jobs-to-housing ratio, employment by specific industry and occupation, commute patterns, migration patterns, and cost-of-living statistics.

Industry and Workforce Analysis

Building off the demographic analysis, an overview of the existing employment, commuting, migration, and workforce characteristics will highlight the need for housing to correspond with employment in certain areas. This assessment will also consider detailed information by industry and occupational classification and provide a jobs-to-housing ratio for the Cities. This analysis will factor in the spatial component of housing, employment, and transportation to uncover the existing relationship among land uses. In addition, specific areas may respond differently to economic growth cycles and recessions, so the project team will assess how the Cities have trended during recent periods of expansion and recession.

Existing Housing Stock

The project team will compile data estimating the number and type of housing units in each geographic subregion, as well as trends in production of housing. Aggregated information from Multiple Listing Service (MLS) will also be utilized to indicate current metrics such as inventory on the market, average and median days on the market, number of closed sales, homes taken off the market, and other useful information.

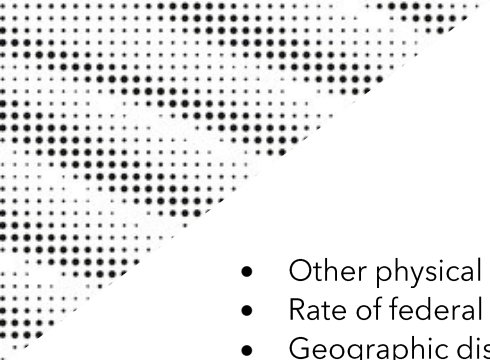
In the midst of this analysis, it will be particularly important for the Cities and their partners to furnish PC with any data sets that analyze information at the sub-City and County level, as most federal databases default to groupings such as County and Zip code. We will compile information about the number of housing units of various types within the region of analysis. These housing figures will be broken out by type (e.g., Owner-Occupied vs. Rental Housing; Single Family Dwellings vs. Attached Housing vs. Multi-Family Housing; Workforce, Section 8, & LIHTC):

- Home values currently and over time
- Rental costs by unit type and size
- Vacancy rates
- Building permits
- Utility cost burdens
- Housing characteristics (e.g., size, age of unit, tenure, number of rooms)
- Housing density by Census Tract
- Identification of overcrowded and less habitable areas

Core Data Sources

The consulting team relies on reputable and widely sampled data sources. A sample of our data sources (including those to be facilitated by the steering committee) include the following:

- American Community Survey (US Census)
- Bureau of Economic Analysis
- Bureau of Labor Statistics
- Data Tactical Group Labor Market Information
- Esri Business Analyst
- Federal Housing Finance Agency (FHFA)
- HomeTown Association of Realtors
- Housing & Urban Development (HUD)
- Iowa Association of Realtors
- Local Government: Residential Building & Remodeling Permits
- Nathalie P. Voorhees Center for Neighborhood and Community Improvement
- RS Means Building Cost Estimator
- University of Iowa: Public Policy Center

- 
- Other physical and occupancy characteristics, as appropriate
 - Rate of federal mortgage loans and applications
 - Geographic dispersion of sales by price point

Affordability and Access

The information listed above will feed into the project team's assessment of home affordability at various levels. Much of this section will be highly applicable to the concurrent AIFHC study, and PC will work collaboratively with Mosaic or the Cities' chosen vendor to incorporate all necessary information into both reports and avoid duplicated efforts. The project team will analyze rent and mortgage payment costs and estimate affordability levels throughout the region of analysis.

The affordability analysis will be multi-faceted accounting for various income levels and groups including the each of the following groups according to Area Median Income (AMI):

- Marginally housed/homeless population
- Very low income (<30% of AMI)
- Low income (40 to 60% of AMI)
- Workforce housing (60% to 80% of AMI)

In addition, recognizing that housing is a complex and interconnected topic, the consulting team will also study additional market segments such as seniors, first-time home buyers, young professionals, and high-income groups. To corroborate data on affordability and access, we will also collect data on foreclosure rates, homelessness data, and amount of available subsidized housing according to Section 8, LIHTC and other similar programs. After segmenting the population into these groups, we will determine whether low income and workforce housing populations are adequately served by existing housing supply.

Planned Developments

The project team will collaborate with the steering committee, economic and community developers, local realtors, and developers to identify in-progress and potential housing developments. This analysis will include all stages of the development life cycle including developments in-progress, for sale and entitled sites, and early-stage development discussions. We will inventory planned residential development and land available for future residential development within the region of analysis, including infill and redevelopment opportunities. This inventory will provide an up-to-date overview of future short-term additions to the supply of regional housing, as well as opportunities for more significant expansions.

Task 4: Community Tour & Housing Survey Facilitation

Though quantitative data are a highly important aspect of this study, it is also important to collect qualitative information from residents and regional leaders. PC will collaborate with Mosaic for this all elements of community engagement to ensure coherent application to both the Housing Needs Assessment and AIFHC. While our firm will perform a community survey and regional touring, Mosaic will handle in-depth interviews with local leaders and people of interest, as well as community Townhall presentations to inform the public of the proceedings. PC would also be responsible for facilitating an introductory letter to be given to interviewees explaining our involvement with the Cities and the nature of the project. For all aspects of stakeholder engagement, community input will be non-attributable to any specific individuals.



Housing Survey

The project team is skilled in survey development, having facilitated 50+ community surveys on a variety of topics. As such, our team will recommend a set of topics to include in the survey instrument, which will include both closed-ended questions and open-ended questions. Surveys should not include exclusively open-ended questions both because such data are difficult to quantify and because they can be daunting to more casual survey takers. Closed-ended survey questions will include an array of question types including: single choice, multi-choice, Likert style, and ranked choice, to name a few.

The housing survey would be targeted to residents of Moline, Rock Island, and Davenport. The survey would be designed to gauge input of current housing needs, barriers to obtain affordable housing, demographic information, favor in types of homes, and other such inputs. The survey would be electronic and hosted/facilitated by the project team using a professional survey management tool, accessible in both desktop and mobile formats. To attain optimal participation, the electronic survey would contain only a handful of questions, requiring fewer than ten minutes to complete.



Sample PC Flyer for City of Broken Arrow, OK

Our team has learned that the following tactics also help to ensure a strong response rate. These principals would be applied within our survey effort:

- **Attractive design** - The survey would be supported by an easy-to-use interface with graphic design, local imagery, and infographics incorporated as applicable – both in survey tool itself and supporting materials (such as flyers and banners).
- **Multi-modal marketing** - Sponsoring the survey via multiple platforms is essential to reach the desired number of respondents. This is why we will pay for advertising with a wide array of local media outlets (such as local publications, posters, and flyers).

- **City advocacy** - Including information and links to the survey can go a long way in eliciting responses when each of the Cities is sending physical mail or emails to a large body of residents, particularly among older audiences or those less familiar with social media. When these tactics have been used previously, such as including survey info in utilities bills, they can significantly enhance community response rates.
- **Survey Completion Incentive** - Provided it is not prohibited by any administrative rules of the Cities, our team could arrange for an incentive to residents who complete the survey. The incentive will come out of the project budget without additional cost to The Cities. Winners will be randomly selected by the consulting team from the database of survey completers. Those selected as winners will also need to be verifiable residents of the region of analysis. Our team has found the “sweet spot” for incentives are awards of roughly \$100. In collaboration with the Cities, we would determine which local retail and/or food service establishments the project team should partner with on these awards.

Using these multimedia marketing tactics and relationships with steering committee members, our team is confident that a robust sample of at least a few hundred residents can be surveyed through these means.



Downtown Rock Island, IL (via earth.google.com)

Community Tours

In addition, PC recognizes that the success of the project requires an in-depth understanding of the region’s communities, culture, economy, and demographics. Hence, the project team will spend some additional time touring Moline, Rock Island, and Davenport. Any neighborhoods or properties emphasized by the steering

committee will be particularly focused on. This will be instrumental in the team’s efforts to identify areas that are best suited for affordable housing units (via new development, infill, or redevelopment) and those that could best utilize missing middle housing options.

Deliverable: Community Engagement Report

Task 5: Gaps & Barriers Analysis

Filling gaps in housing supply can come with plenty of barriers to overcome, and it is essential the Cities capitalize on available opportunities to meet needs as they arise. To identify these opportunities and facilitate ease of development for necessary housing units, the project team will calculate the amount of land available to each of the Cities. This goes hand in hand with identifying redevelopable/reusable and infill opportunities to convert



currently underused buildings and property into housing. Multiple things would need to be considered to complete this task:

- Alignment with the each of the Cities' comprehensive plans and goals
- Feasibility of purchasing a home according to current income, home values, and credit requirements for the region, by income level
- Capacity constraints due to resource availability and accessibility
- Feasibility of renting a home, while not sinking to a cost-burdened status by income level
- Costs for new housing development and infill (by housing type and square footage)
- Current regulations and code restrictions as they relate to development

Our team will assess risks unique to the area, building on data collected in Tasks 2-3. Engagement with local experts and entities involved in these subjects will be highly influential at this time. Armed with research on these topics, PC will be able to anticipate potential barriers and lay the groundwork for brainstorming solutions, recommendations, and strategies.

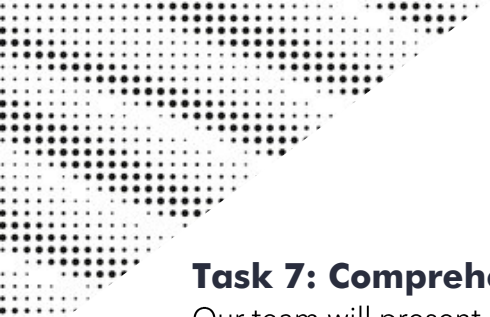
Task 6: Key Strategies & Recommendations

The prior research will lead to our Comprehensive Draft report, which will summarize all statistics, narrative, and community feedback. Using our understanding of Illinois and Iowa land-use policies, local conditions, and best practices from other similar communities, our team will form our understanding of the community's largest needs, gaps, and opportunities for improving the quantity, quality, and variety of housing stock. The analysis will account for both supply and demand forces, unique local conditions and constraints, and the perspectives of all sides of the equation including city leadership, builders/developers, and the general public.

Using information from Tasks 2 through 5, the project team will provide a summary of recommended strategies for increasing housing affordability and choices, including:

- Options for zoning/land-use and other regulations that could spur on more residential development
- Suggestions for achieving greater density of dwelling units without upsetting neighboring property owners
- Suggestions for appropriate policies for regulating Accessory Dwelling Units (ADUs)
- Potential policies for managing Short-Term Rentals (STRs)
- Options for fee waivers, bonuses, and other incentives that could encourage more housing development
- Recommendations on regulations and controls that the Cities could utilize to ensure appropriate mix of low- and middle-income housing development
- Recommendations on how and where to market the Cities to attract the right type of developers to meet the needs identified during this study

Deliverable: Draft Housing Needs Assessment



Task 7: Comprehensive Report & Presentation

Our team will present a Comprehensive Draft report roughly six weeks prior to project finalization, which will serve as the Cities' opportunity to request adjustments and additional considerations to the document. Once these considerations are addressed, the team will move to finalizing the report in a format suitable for public distribution which will include a presentation to the Cities. PC and Mosaic will collaborate throughout the project to enable presentation of both the Housing Needs Assessment and AIFHC reports at the same time unless otherwise indicated by the Cities' steering committee.

We anticipate presenting the reports and conclusions to City Councils and other formal bodies within each of the three Cities. Wherever possible our team will seek to do these presentations in-person, but will conduct some sessions remotely.

Deliverables:

- *Feedback Integration & Presentation*
- *Final Housing Needs Assessment*

Timeline

PC estimates this project to be completed by September 30, 2024. There are no major constraints and critical issues that would affect our team's performance on this project. The only variable outside of our control is ensuring that the Cities are able to execute the contract, and that steering committee members generally participate in the project to ensure smooth execution. In terms of meeting dates, our team generally holds standing bi-weekly catchup calls with each client to keep them apprised of project progress. Other critical on-site or public meeting dates are estimated within the following Gantt chart and can be adjusted to fit requirements of the project.



The following schedule outlines key deliverables and expected dates of delivery. PC will be on-site on three to four occasions over the course of the project, at times to be determined in the course of the project. To ensure optimal use of travel resources, each visit will be multiple days.

- **Deliverable:** Overall Project Timeline and Basic Assumptions
 - **Estimated Completion Date:** March 21, 2024
- **Deliverable:** Community Engagement Report
 - **Estimated Completion Date:** June 25, 2024
- **Deliverable:** Draft Housing Needs Assessment
 - **Estimated Completion Date:** July 31, 2024
- **Deliverable:** Feedback Integration & Presentation
 - **Estimated Completion Date:** August 30, 2024
- **Deliverable:** Final Housing Needs Assessment & Presentation
 - **Estimated Completion Date:** September 30, 2024

3. Cost Analysis and Budget for Primary Services

The following budget outlines the fixed-cost for completing the analysis. PC considers this project to be a fixed-price engagement. In other words, cost to the Cities will not vary based on PC's cost of labor or material resources to complete the analysis. PC intends to invoice near the end of each month for the percentage of work completed on each task during that month.

PC would share certain costs with Mosaic in the background, but this would not require an additional contract to be signed between Mosaic and the Cities. These costs are not broken out because it is not clear that the firms will be jointly selected. However, if selected, PC can provide a fixed-cost estimate of the costs to be shared with our subcontractor.

As noted in [Section 1. Qualifications & Experience](#), the PC and Mosaic teams believe there are significant savings of time and effort to contract with our teams jointly. Therefore, if the Cities award PC the HNA contract, the costs below would be discounted by 10% to arrive at a final cost of \$74,990. (The two options are indicated in Tables 1 and 2 below.)

Table 1: Tasks and Costs Assuming no Mosaic Partnership

Task	Cost
1: Project Launch & Administration	\$8,060
2: Document & Ecosystem Review	\$7,660
3: Housing & Demographic Research	\$17,540
4: Community Tour & Housing Survey Facilitation	\$11,730
5: Gaps & Barriers Analysis	\$17,190
6: Key Strategies & Recommendations	\$9,380
7: Comprehensive Report & Presentation	\$5,330
Travel Expenses	\$6,433
Grand Total	\$83,323

Table 2: Discounted Tasks and Costs Assuming Mosaic Partnership

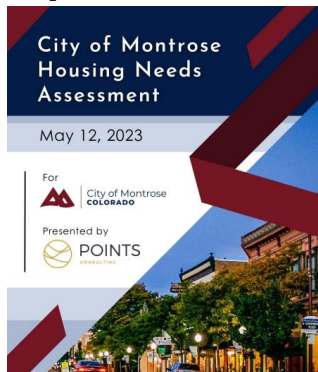
Task	Cost
1: Project Launch & Administration	\$7,250
2: Document & Ecosystem Review	\$6,890
3: Housing & Demographic Research	\$15,790
4: Community Tour & Housing Survey Facilitation	\$10,560
5: Gaps & Barriers Analysis	\$15,470
6: Key Strategies & Recommendations	\$8,440
7: Comprehensive Report & Presentation	\$4,800
Travel Expenses	\$5,790
Grand Total	\$74,990

4. References

This section contains three references and relevant past project descriptions for each firm. Each of the projects listed by PC below have been awarded HUD funding in the recent past.

Points Consulting

City of Montrose Housing Needs Assessment, Montrose, CO, 2022 – 2023



PC worked with City of Montrose on an assessment of demographic and economic conditions affecting the housing market. Efforts centered on identifying critical gaps in housing stock and ways to ensure the production of enough quality housing options for both market-rate and under-addressed subgroups, such as people with disabilities, older adults, and people experiencing homelessness. Our study found that homes in the City are more expensive than the rest of the nation on average, with Montrose households needing to invest over 5x their median annual income to purchase a home.

Moreover, Montrose County is projected to grow at a faster rate than Colorado state and the nation in upcoming years, with a projected need for 3,900 additional housing units by 2040. Montrose is an HUD funded city. Read the full report here: points-consulting.com/wp-content/uploads/2023/06/Montrose_Final_053123.pdf.

Reference: Jace Hochwalt, Planning Manager, *City of Montrose*

Phone Number: 970-240-1478

Email: jhochwalt@ci.montrose.co.us

Frankfort & Franklin County Housing Market Demand Study, Frankfort, KY, 2022 – 2023

PC worked with the City of Frankfort and Franklin County in Kentucky on a housing market demand study. Sandwiched between the cities of Lexington and Louisville, and home to the majority of bourbon manufacturing in the United States, Frankfort has transformed into a highly tourism-based economy in the past decade. PC's report includes analysis of demographics, industry and workforce, existing housing stock, affordability and access, and future planned developments in its demand assessment, among other key elements. The project was presented in July 2023, building off a community survey and outreach efforts. Frankfort is an HUD funded city. Read the full report here: <https://points-consulting.com/frankfort-franklin-county-kentucky-housing-market-demand-study/>



Reference: Eric Cockley, Planning and Community Development Director, *City of Frankfort*

Phone Number: 502-352-2100

Email: ecockley@frankfort.ky.gov

November 15, 2023



BROKEN ARROW
Housing & Demographic
Study Residents' Survey



Presented by:
POINTS
CONSULTING

City of Broken Arrow Housing & Demographic Study, City of Broken Arrow, OK, 2023–ongoing

Points Consulting is conducting a comprehensive housing and demographic study for the city of Broken Arrow, Oklahoma, with the aim of assessing the current and future housing needs of the community. By evaluating the existing conditions

and analyzing trends in population growth and housing supply over the next 20 years, Points Consulting will provide recommendations to enhance and maintain existing neighborhoods, and improve mobility between them. The study will provide valuable insights to the city on the regional housing market and can assist them in preparing for the future as well as enhancing the quality of life of their community. Broken Arrow is an HUD funded city.

Reference: Farhad Daroga, Placemaking Manager, *Broken Arrow Community Development*

Email: fdaroga@brokenarrowok.gov

Phone Number: 918-259-2400 x 5416

Mosaic Community Planning

Attainable Housing Study, City of Westerville, OH

In 2021-2022, Mosaic Community Planning collaborated with the City of Westerville to complete a study of the City's housing stock with a focus on assessing current and future attainability of housing in the city. Unique to this project was the drafting of a community-informed definition for "attainable housing". Not wanting to strictly adhere to HUD's affordability definition but to instead construct one reflective of a local concept of attainability, and inclusive of factors beyond just affordability, Mosaic guided stakeholders and community members through this process as a foundational aspect of the project.

Westerville is a growing suburb of Columbus, and the city will need to accommodate an increasing population through careful planning of housing and services. Choosing not to grow is not an option for any vibrant, healthy city. Rather, Westerville's choice is in how to accommodate growth while maintaining its unique identity and enhancing the quality of life that makes the city an appealing place to live.

Our study included data from sources such as the US Census, the American Community Survey, the national Comprehensive Housing Affordability Strategy Database, the City of Westerville's Building Permit database, and other local and regional sources. Most importantly, it also includes the voices of Westerville residents. From September through December 2021, Mosaic conducted an electronic community survey to receive input from Westerville residents and interested members of the wider community on the housing study. The 24-question survey received 553 responses and asked a range of questions regarding housing types, needs, and attainability in Westerville. Additionally, Mosaic conducted and participated in stakeholder interviews, focus groups, and community presentations.



By synthesizing demographic and housing market research with resident feedback, our Attainable Housing Study outlines a path for the City to plan for its future in a way that is fair and equitable to all.

Link to project: <https://www.westerville.org/housingstudy>

Reference: Carolyn Thurman, Deputy Director of Planning and Development, *City of Westerville*

Phone: 614-901-6895

Email: carolyn.thurman@westerville.org

Regional Housing Needs Assessment, Housing For All Regional Housing Consortium, Central Oregon Intergovernmental Council, Bend, OR

To assist a group of local partners in developing an action plan for working collaboratively to improve housing conditions in Central Oregon, Mosaic's Regional Housing Needs Assessment (RHNA), completed in 2019, studied housing affordability and other housing needs in the rapidly growing region. The assessment identified gaps in the numbers of affordable units needed at various rent or sales prices to meet the needs of current resident households while projecting future needs as well. Concluding the assessment was a comprehensive set of best practice-based strategy recommendations developed through a workshop process involving regional stakeholders.

The Central Oregon study area comprises three counties and includes eight incorporated cities and a tribal community. While many parts of the region remain rural, the cities of Bend and Redmond are fast-growing urban centers whose population growth exerts pressure on housing markets throughout the region. A key challenge of the Regional Housing Needs Assessment project was to strategize for the accommodation of an estimated 60% population increase by 2050 when housing affordability has already reached a crisis point.

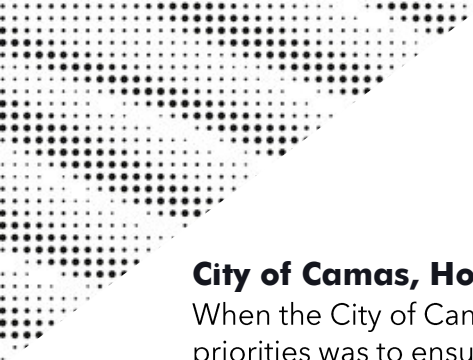
Mosaic met the challenge by working closely throughout the duration of the project with members of a multi-stakeholder regional housing consortium who would have the leverage and resources to actually implement the resulting strategy. This group consisted of local government staff, elected officials, nonprofit and for-profit housing developers, homelessness advocates, major employers, and environmental activists, throughout the entire planning effort. Broad cross-sector input and participation was a defining characteristic of the work, with a total of 772 people completing the RHNA survey and an additional 75 people attending a day-long RHNA workshop where participants contributed to the refinement of locally-viable strategies and best practices.

Link to report: <https://www.coic.org/wp-content/uploads/2020/01/regional-housing-needs-assessment-final-2.pdf>

Reference: Scott Aycock, Community & Economic Development Manager, *Central Oregon Intergovernmental Council*

Phone: 541-548-9523

Email: scotta@coic.org



City of Camas, Housing Action Plan, Camas, WA

When the City of Camas updated its Comprehensive Plan in 2016, one of the community's priorities was to ensure that, despite Camas's rapid growth and relatively high housing prices, there would remain "a wide variety and range of housing for all ages and income levels." To further study the City's housing needs and develop an implementation plan to help policymakers advance toward that goal, the City successfully applied for a grant from the Washington State Department of Commerce to fund development of its Housing Action Plan.

A defining characteristic of the Housing Action Plan's development was a vigorous, iterative engagement process with residents, stakeholders, and officials on the Planning Commission and City Council. Although nearly all engagement was limited to virtual interactions due to pandemic conditions, active discussions occurred in Zoom breakout rooms during public workshops, in phone calls with stakeholders, and over the project website, which attracted 2,500 visits. A community survey garnered more than 300 responses that helped to further identify housing needs and attitudes among Camas residents.

After multiple rounds of refinement with City staff and the Camas Planning Commission, Mosaic presented the City Council with a set of eight strategies, each targeted to one or more of the four goals for the Housing Action Plan. Some of the more technical strategies involved changes to lot sizes, dimensional standards, and authorized uses in certain zoning districts to encourage development of more diverse housing types. Others concerned communication both within and beyond the community regarding the availability of housing options and resources.

Link to report: <https://www.cityofcamas.us/com-dev/page/camas-housing-action-plan>

Media: <https://www.camaspostrecord.com/news/2020/sep/24/camas-explores-housing-affordability-diversity/>

Reference: Sarah Fox, AICP, Senior Planner, *City of Camas*

Current position: Climate Program Manager, Washington State Dept of Commerce

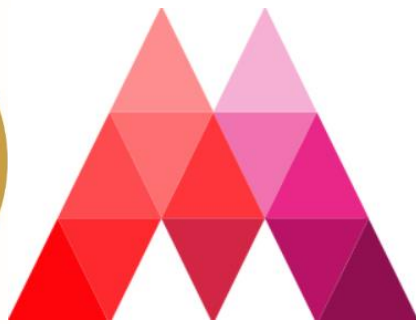
Phone: 360-725-3114

Email: GMSClimate@commerce.wa.gov



5. Other Information

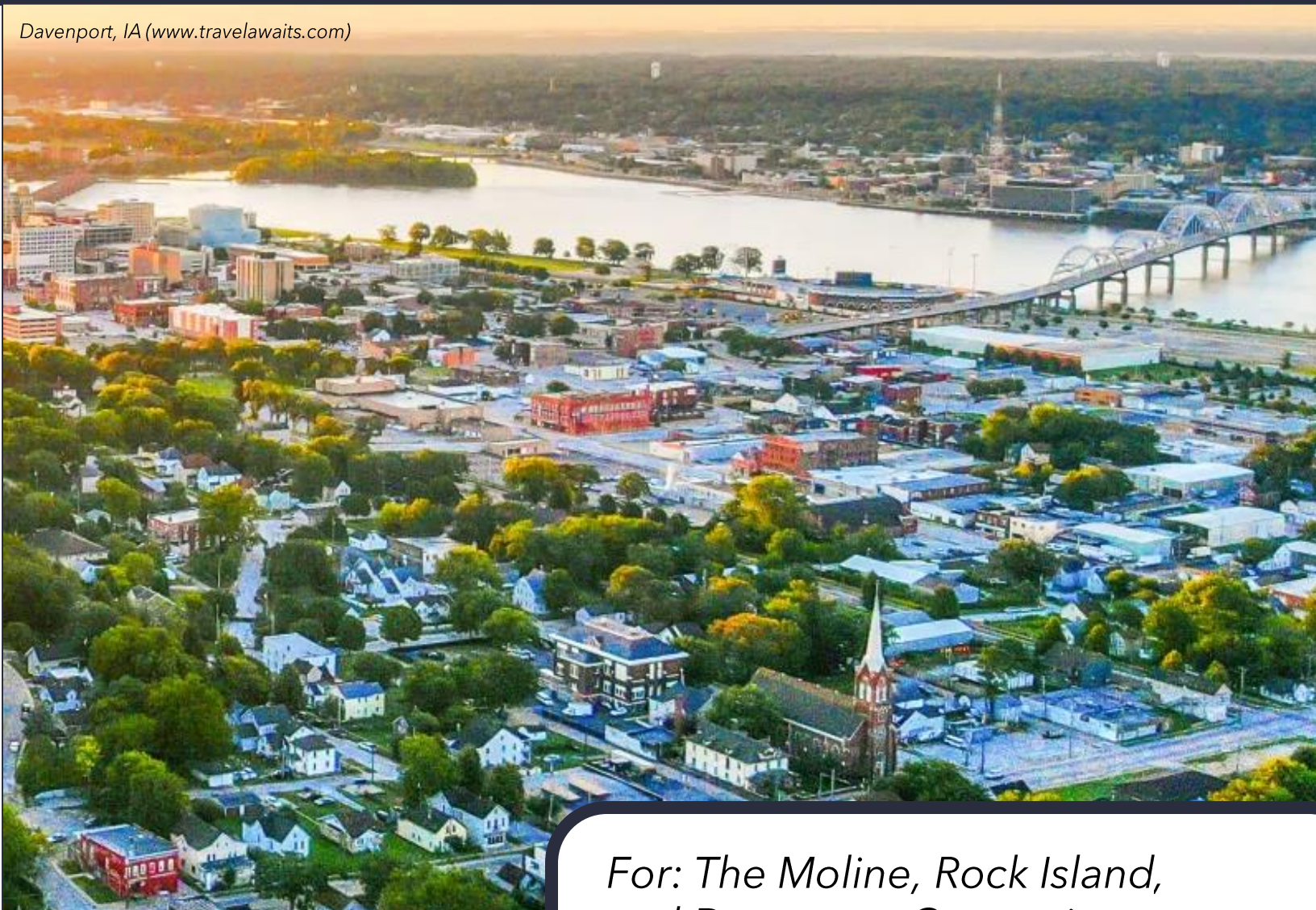
PC's insurance policies meet the standard requirements for professional services RFPs, namely exceeding \$1,000,000 in general liability and separate automobile coverage exceeding \$1,000,000. If awarded the contract, we will furnish proof of insurance and ensure that the Cities are listed as "additional insured" parties by our policy for the course of the study.



Points Consulting LLC
points-consulting.com
Brian Points: 208-596-5809
409 S. Jackson St., Ste. 201
Moscow, Idaho 83843

Housing Needs Assessment for the Moline, Rock Island, & Davenport Consortium

Davenport, IA (www.travelawaits.com)



*For: The Moline, Rock Island,
and Davenport Consortium*

*From: Points Consulting &
Mosaic Community Planning*

December 18th, 2023

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1. Qualifications & Experience

Cover Letter

Dear Ms. Whitley and Tri-Cities Leadership:

Please accept this proposal from Points Consulting (PC) demonstrating our interest in the Housing Needs Assessment RFP for the Consortium Cities of Moline, Rock Island, and Davenport (the Cities). We are excited to engage with your communities to complete the quantitative analysis and policy research required to reevaluate the Cities' housing stock, needs, and policies.

PC's team is composed of top-notch experts in the fields of real estate economics, urban/land use planning, GIS analysis, and economic forecasting. Including work for public and private sector clients, our team has completed 18 directly related real-estate feasibility and market studies over the past two years. The demographics and geographic location of our clients are multi-faceted, which contributes to our boutique approach. Our diverse client list also provides us with national (rather than state-specific) awareness on policies related to land use, resource use, and zoning. We have also consulted with border communities on housing issues, such as Moscow, Idaho and Pullman, Washington, which will serve us well working with the Tri-Cities communities spanning the Illinois/Iowa border. Lastly, our project lead, Mr. Brian Points, is a former resident of Indiana, where he led over 20 studies for clients across the Midwest.

Understanding that the Cities have a simultaneous RFP fielded for the Analysis of Impediments to Fair Housing Choice (AIFHC), our team proposes a unique approach with our partners at Mosaic Community Planning (Mosaic). The Points Consulting team would serve as prime contractor for the Housing Needs Assessment (HNA) and the Mosaic team would serve as prime contractor for the AIFHC study. Our teams would serve as subcontractors to each other on each RFP. We believe there is efficiency and cost-savings to the Cities in this approach as our teams will collaborate to avoid duplicated effort.

Thank you for your consideration on this RFP. My contact information is below. Please reach out to me with any questions or updates throughout the evaluation process.

Sincerely, Brian Points



President, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
brian@points-consulting.com
(208)-596-5809
Date: December 18, 2023
SAMs UEI Number: EBUSKNS96NN9



Qualifications

Points Consulting

People's ability to live and thrive within a community requires a sufficient amount of attainably priced housing; as such, assessing local housing markets is one of Points Consulting's core services. At Points Consulting we believe in the power of peoples' interests, passions, and behaviors to shape the world around us. Now more than ever, people are the primary factor in the success of businesses, organizations, and communities. Housing studies are a core component of the work we do, as it represents the perfect intersection of economic development and real estate analytics.



PC is based out of Moscow Idaho but has a nationwide footprint. PC partners with a variety of industries including state and local government agencies; higher education not-for-profits; real estate developers; and private companies to understand and unleash the power of the workforce in our midst. Built on our experience advising hundreds of high performing organizations, Points Consulting strives to answer complex economic questions and recommend workable solutions.

Mosaic Community Planning

Mosaic Community Planning LLC is owned and managed by its principals, Melissa Mailloux and Jeremy Gray. Together, our team has over 70 years of combined experience producing Consolidated Plans, Annual Action Plans, Assessments of Fair Housing, Analyses of Impediments to Fair Housing Choice, housing action plans, market analyses, and similar housing and community development plans. In the last five years alone, Mosaic has completed more than 80 plans and analyses for over 50 client jurisdictions across the United States.



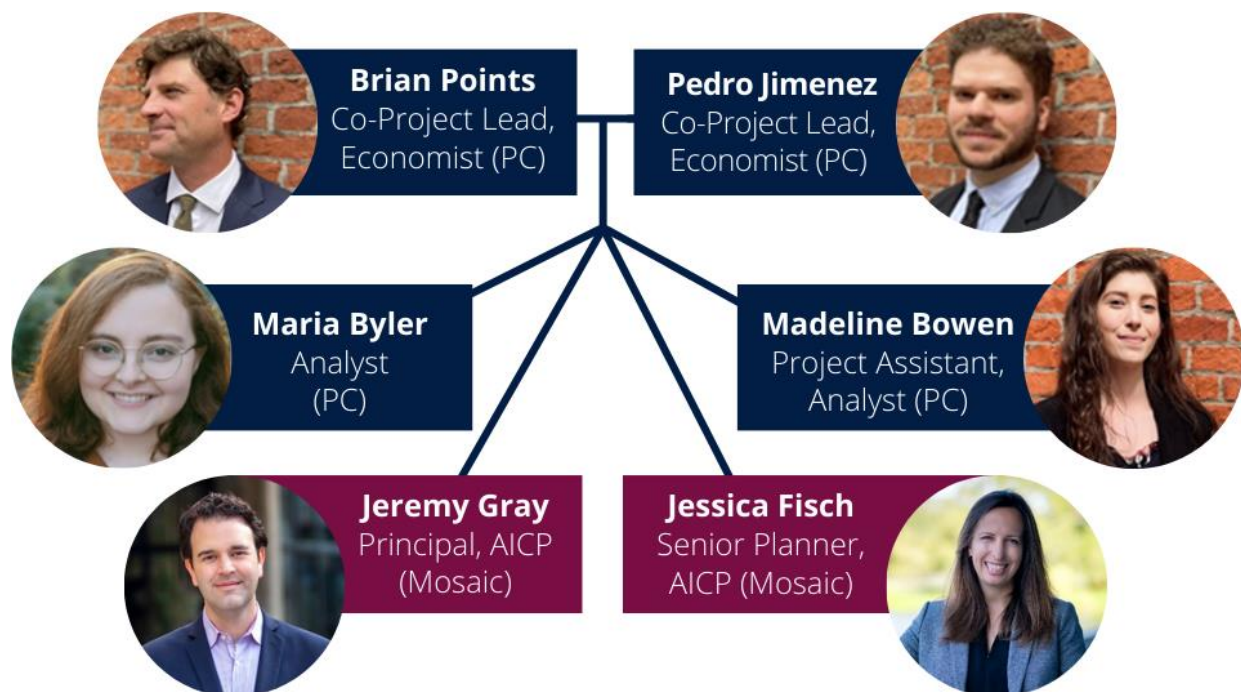
At Mosaic, we bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective. The effort can be challenging but is an essential cornerstone for successful and equitable community improvement. Mosaic is here to help communities plan differently. First and foremost, our plans are about people – the people who inform the planning process and those whose lives will be impacted by it. After all, it is the people in a community who hold the pieces of its story. Out of that story, we design strategies and build plans to shape communities.

When issues of equity are important, and where diverse perspectives are valued, communities across the United States have come to count on Mosaic to bring its unique approach to the intersections of their people and places.

Our Team

PC's team works very collaboratively with daily guidance and coaching provided by senior staff to junior staff as well as regular check-ins with subcontractors. In other words, we do not stuff our proposals with high-profile names only to staff the project with low-skill workers. PC has seven total employees and Mosaic has six (along with two part-time consultants). Though we manage numerous projects simultaneously, we are careful to pursue a responsible number of projects such that we do not overburden our staff or reduce our quality of output. In the event that our team is at risk of being overburdened, we will work with our clients to ensure that we reallocate staff time and resources appropriately.

PC proposes to partner with Mosaic for the AIFHC portion of this assignment and as such we have already "deduplicated" the two RFPs' scopes of work to ensure there is no unnecessary overlap. Each company will still provide their own reports and bill for their own activities. The organization chart below encompasses the key personnel that will be associated with this project. Their bios are contained further on in this proposal.



Collaborative Approach

The two consulting organizations possess their own strengths in the realm of housing analysis. To ensure compliance with grant funding and respond to the Cities unique needs on the two RFPs, each team will have a separate contract with the Cities and will deliver a report focused on each respective topic (AIFHC and HNA). PC and Mosaic will each assign a project manager to attend steering committee meetings and respond to needs from the Cities. (Whether the Cities choose to have separate calls for updates on each of the studies, is up to their preference, but for the sake of efficiency our team recommends that all project calls be conducted simultaneously.)



With respect to section 2A of the RFP, this collaborative approach will avoid duplication in numerous areas. These cost savings are reflected in [Section 3. Cost Analysis](#) of this proposal. On the HNA side, this will allow the PC team to focus more time and effort on **researching solutions and best practices, and on marketing strategies that will drive up participation in the community survey**. On the AIFHC side, PC's focus on in-depth data analysis will allow Mosaic more focus on **community engagement, and research on developing more inclusive pathways for housing policies**.

Mosaic completed the 2019 AIFHC study for the Tri-Cities and is aware of each unique aspect of the scope of work outlined in the AIFHC scope of work. Where Mosaic's team will assist PC in our efforts include:

- Mapping and GIS analysis of demographic information; locations and characteristics of affordable housing properties
- Facilitating focus group sessions with community members
- Assistance with identifying landlord practices that are non-compliant with AIFHC requirements
- Assisting PC on recommendations related to land-use and zoning, particularly driven by regional best practices on these topics

PC has completed and is continuing to work on HNAs for communities across the country. Our strengths harmonize with Mosaic's on multiple fronts. Where PC will assist Mosaic on their scope of work includes:

- Analysis and modeling of affordability metrics for each community, at various Area Median Income (AMI) levels
- Identifying precise locations where affordable housing developments are in high demand
- Forecasting demand for low-income and workforce housing needs
- Leading and analyzing the community survey

Key Personnel



Brian Points — Co-Project Lead | Economist

Brian Points is the president of Points Consulting and will serve as co-project lead with Pedro Jiminez. Over the past 15 years, Mr. Points has worked for a series of management consulting firms serving clients across the domains of public and private organizations. His quantitative skills include feasibility studies, revenue/cost forecasting, real estate pro formas, opportunity zone technical assistance, economic/fiscal impact analysis, industry/market studies, econometrics, and target industry analysis. He also excels at qualitative research such as focus group facilitation, survey design and analysis, and in-depth interviews.

In his career Mr. Points has completed 100+ projects across 30+ states, assisting noteworthy organizations such as the JPMorgan Chase Foundation, Purdue University, the Kentucky Cabinet for Economic Development, the Texas Office of the Governor, the Florida Board of Governors, the Aspen Institute, the Alliance for Excellent Education, and the Institute for Corporate Productivity, to name a few.

Selected Related Projects

Broken Arrow Housing & Demographic Study
City of Broken Arrow (Broken Arrow, OK)

City of Montrose Housing Needs Assessment
City of Montrose (Montrose, CO)

Woodland Park Housing Needs Assessment (Ongoing)
City of Woodland Park (Woodland Park, CO)

Housing Needs Assessment for North Central Idaho
Clearwater Economic Development District (Lewiston, ID)

Housing Needs Assessment for Chelan & Douglas Counties
Housing Authority of Chelan County & the City of Wenatchee
(Wenatchee, WA)

On-Campus Student Housing Needs Assessment
Wenatchee Valley College (Wenatchee, WA)

Ketchikan Housing Market Analysis (Ongoing)
Ketchikan Gateway Borough (Ketchikan, AK)

Frankfort & Franklin County Housing Market Demand Study
Franklin County & City of Frankfort (Frankfort, KY)

Work Experience

*President | Points Consulting, Moscow, Idaho
(2019- present)*

*Director of Research | Thomas P. Miller &
Associates, Indianapolis, Indiana (2016-2019)*

*Director of Consulting | Emsi, Moscow, Idaho
(2013-2016)*

*Staff Economist | Chmura Economics &
Analytics, Richmond, Virginia (2012-2013)*

Education

*Masters of Arts in Economics | University of
California Santa Barbara (2011)*

*Bachelor of Science in History | University of
Idaho (2005)*

Professional Affiliations

Urban Land Institute, Associate Member

*Northern Idaho Partnership Council (Innovia
Foundation)*

Pedro Jimenez –Points Consulting | Co-Project Lead, Economist

Pedro will serve as co-project lead with Brian Points. He earned his M.S. in Applied Economics from Washington State University in 2021 and is trained in economic and statistical analysis. His graduate education in economics has equipped him with a range of quantitative and qualitative skills to carry out research. Pedro joined Points Consulting in January 2022.



Work Experience

Economist | Points Consulting, Moscow, Idaho (January 2022- present)

Selected Related Projects

City of Montrose Housing Needs Assessment | *Montrose (CO)*

Nimiipuu Community Development Fund Feasibility Study | *Nimiipuu Fund (ID)*

North Central Idaho Housing Needs Assessment | *Clearwater Economic Development Association (ID)*

On-Campus Student Housing Needs Assessment | *Wenatchee Valley College (Wenatchee, WA)*

Housing Needs Market Study | *Housing Authority of Chelan County & the City of Wenatchee (WA)*

Education

M.S. Applied Economics | Washington State University (2021)

B.A. Economics | University of Puerto Rico at Mayagüez (2018)
Native American Financial Education Coalition, 2005-2015

Maria Byler – Points Consulting | Analyst

Maria will serve as an Analyst for this project. She earned her B.A. in Liberal Arts and Culture from New Saint Andrews College in 2019. She joined Points Consulting in October 2022 to assist with a variety of research tasks in the fields of real estate, planning and public administration, economic development, higher education, and workforce development.



Work Experience

Real Estate & Economic Analyst | Points Consulting, Moscow, Idaho (October 2022 - present)

Product Specialist | Lightcast, Moscow, Idaho (2021 - 2022)

Selected Related Projects

Frankfort & Franklin County Housing Market Demand Study | *Frankfort (KY)*

Port of The Dalles Strategic Business Plan Update | *Port of The Dalles (OR)*

Quincy Outreach & Engagement for Parks Facilities Improvements | *Nexus Planning Services & City of Quincy, WA (2023 - Ongoing)*

In her time at Lightcast, Maria worked with higher education institutions to produce employment reports on their alumni. Her portfolio includes over 100 schools, from small community colleges to large university systems. Duties included data *validation*, project management, and customer support.

Education

B.A. Liberal Arts and Culture | New Saint Andrews College (2019)

Full Stack Web Development Certificate | UNC Chapel Hill Bootcamp (2021)

Madeline Bowen – Points Consulting | Analyst/Project Assistant

Madeline will serve as Project Assistant for this project. She graduated with a B.S. in Business Economics from the University of Idaho in 2020 and brings qualitative and quantitative research skills, and organizational skills for managing public engagement processes. Madeline joined Points Consulting in October of 2021.



Work Experience

Economic Analyst | Points Consulting, Moscow, Idaho (October 2021 - present)

Selected Related Projects

Lewiston Community Strategic Plan | City of Lewiston (ID)

Regional Resiliency Plan | Southern Alleghenies Planning & Development Commission (PA)

Okanogan Community Needs Assessment | Okanogan County Community Action Council (WA)

Nimiipuu Community Development Fund Feasibility Study | Nimiipuu Fund (ID)

North Central Idaho Housing Needs Assessment | Clearwater Economic Development Association (ID)

Education

B.S. Business Economics | University of Idaho (2020)

Jeremy Gray — Mosaic | Principal & Co-Founder, AICP



Jeremy is a planner, consultant, and project manager with extensive public and nonprofit sector experience designing solutions to community needs. His background includes management of dozens of consolidated plans and/or fair housing engagements, leadership in urban neighborhood revitalization efforts, and development of collaborative regional and multi-state issue-based plans. Jeremy has held mayoral appointments to homelessness and housing policy-making bodies, a position as deputy director of the CDBG, HOME, ESG, and NSP programs for a large metro Atlanta county, and speaking engagements on planning and equity issues. As a Mosaic principal, he leads many of the firm's consulting and

planning projects, integrating Mosaic's industry-leading public engagement strategies to ensure equitable planning outcomes.

Jeremy is an expert public meeting facilitator and is skilled in stakeholder engagement techniques. He is a Certified HOME Program Specialist, Certified LIHTC Professional, and has been trained in the NCI Charrette System. He holds a Master of Public Administration degree from Georgia College & State University and a bachelor's degree in environmental policy from Oglethorpe University.

Selected Related Projects

Davenport, IA and Moline and Rock Island, IL, Regional Analysis of Impediments to Fair Housing Choice

San Bernardino County, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Commerce City, CO, Consolidated Plan and Annual Action Plan

Orange County, FL, Consolidated Plan, Annual Action Plan, Analysis of Impediments

City of Atlanta, GA, Consolidated Plan, Annual Action Plan, Regional Analysis of Impediments

Presentations

Panelist: Equity and Social Justice Roundtable, Savannah State University Urban Planning Conference

Work Experience

Principal | Mosaic Community Planning, Atlanta, GA, 2015-Present

VP - Consulting & Research | WFN Consulting, Marietta, GA, 2013-2015

Deputy Director | WFN Consulting, 2009-2013

Director of Community Development | Centenary Church, Macon, GA, 2005-2008

Community Organizer | Charis Community Housing, Atlanta, GA, 2002-2003

Education

Master of Public Administration | Georgia College & State University Milledgeville, Georgia (2008)

Bachelor of Arts in Environmental Policy | Oglethorpe University Atlanta, Georgia (2003)

Certifications

American Institute of Certified Planners (AICP)

Charrette System Certification, National Charrette Institute

Jessica Fisch — Mosaic | Senior Planner, AICP

Jessica is an urban planner and researcher with a passion for collaborating with communities in proactively planning for more equitable development. On the Mosaic team, she engages with local governments, residents, and stakeholders to integrate diverse local knowledge into planning for housing, neighborhood revitalization, and community development, with a focus on developing community-specific solutions to local challenges. Before joining Mosaic, Jessica worked in urban planning, neighborhood revitalization, and affordable housing in New Orleans and Atlanta and conducted research on how social capital shapes the inclusion of equitable development priorities in green infrastructure planning. She holds a Ph.D. in city and regional planning from Georgia Tech and a master's degree in urban and regional planning from the University of New Orleans.



Selected Related Projects

Kansas City and Wyandotte County, KS, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Greenville, NC, Consolidated Plan, Annual Action Plan, Assessment of Fair Housing

Chino Hills, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Presentations

Does Green Infrastructure Promote Equitable Development? The Mediating Role of Social Capital in Assessing Impacts. Association of Collegiate Schools of Planning.

Affiliations

American Planning Association

American Association of Geographers

Work Experience

Senior Planner, Mosaic Community Planning, Atlanta, GA, 2019-Present

Lab Instructor, Georgia Tech School of City and Regional Planning, Atlanta, Georgia, 2017-2019

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Urban Planning Consultant, Reuter Strategy, 2018

Education

PhD in City & Regional Planning Georgia Institute of Technology, Atlanta, GA, 2019

Master of Urban & Regional Planning University of New Orleans, New Orleans, LA, 2014

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Certifications

American Institute of Certified Planners (AICP)



Team Lead Contact Info

Below is the contact information for the team leads for this project.

Primary Contact

Brian Points

President, Points Consulting LLC

120 N. Line St., Moscow, Idaho 83843

brian@points-consulting.com

(208) 596-5809

Secondary Contact

Pedro Jimenez

Staff Economist, Points Consulting LLC

120 N. Line St., Moscow, Idaho 83843

pedro@points-consulting.com

(787) 309-6226

2. Proposed Approach

In 2020, the last Tri-Cities Housing Needs Assessment reported that over 20,000 households in the Tri-Cities region experienced unmet housing needs, representing 29% of the Cities' total households. The largest contributing factor responsible was found to be that of cost burden, representing households that spend more than 30% of their income on housing.¹

Nearly four years later, it is evident that the Cities require an updated HNA to determine how far they have come to address these needs, what gaps still need to be bridged, and best practices moving forward to meet the region's housing goals. Moreover, this study needs to seamlessly integrate with the Cities' coinciding AIFHC efforts to ensure fair housing choices among residents. With the completion of this study, and collaboration with Mosaic for the AIFHC requirements, our intention is that the cities of Moline, Rock Island, and Davenport will be able to answer these important questions for its leadership, citizens, and developers:

- What are the characteristics of current housing stock and trends in production over the past ten years?
- What is the precise demand for housing from now through the year 2040 including various housing typologies, price levels, and housing tenure (i.e. renter/owner)
- How are short-term rentals (STRs) affecting regional housing stock, and what options do the Cities have for navigating the variety of perspectives on this issue?
- How have COVID and the subsequent economic and housing crises changed the demand for housing, especially for low-income populations?
- What types of housing are not supplied (or undersupplied) that the Cities could support more of? And, what is the unmet demand gap for these housing types?
- Which cities and neighborhoods could best utilize newly-adopted missing middle housing options?
- What trade-offs are consumers willing to accept in order attain the housing they are looking for (i.e. location, finishes, home size, ADUs, etc.)
- How could vulnerable populations be better served in terms of housing solutions? And is there demand for more subsidized housing (Section 8, LIHTC, etc.)?
- How can regional leaders encourage and incentivize public-private partnership (P3) development of more housing?
- Are current zoning or permitting regulations preventing housing affordability and how can they be altered without negative impacts?
- Which areas in the region are best suited for more affordable housing (whether that be via new development, infill, or redevelopment)?

Our analysis is designed to answer these and other important questions. As is noted throughout the follow proposal, we recognize both the importance of high-quality research and strong recommendations for alleviating the identified issues.

¹ 2020 Tri-Cities Housing Needs Assessment



Moline, IL (via visitquadcities.com)

Task 1: Project Launch & Administration

If selected, the project team will initiate with an on-site meeting, during which key members of the project team will meet with the designated project lead or committee organized by the Cities. The purpose of the on-site meeting is to introduce the project team to local contacts, review project goals and objectives, discuss preliminary data findings, and answer a variety of administrative questions. The following are the topics to be discussed at the meeting:

- Identifying the Cities' point of contact(s) or project manager and steering committee
- Determine communication schedule and protocols
- Planning ahead for future on-site meetings and key milestone dates
- Determining and introducing other partners and stakeholder groups that the project team should engage with for information, perspectives, and feedback throughout the course of the project
- Identifying and sharing additional resources, reports, and datasets that should be utilized throughout the course of the engagement
- Identification of any preferred locations for residential development in the eyes of local government staff
- Identification of partnering entities for distributing and propagating the community survey
- Discussion of ideas, trends, and perspectives that the steering committee may have related to housing needs that the project team should further explore in the course of the analysis



Following the on-site project launch meeting, the steering committee and the project team will have a shared vision for the goals, context, overall timeline, and project milestones that will be adhered to throughout the course of the engagement.

Deliverable: Overall Project Timeline and Basic Assumptions

Task 2: Document & Ecosystem Review

Following the on-site meeting, the project team will conduct qualitative research of existing documents relevant to regional residential housing development. The exact documents will vary on a case-by-case basis, but PC anticipates reviewing the following resources:

- 2020 Tri-Cities Housing Needs Assessment
- Comprehensive plans, master plans, downtown development plans, and other relevant adopted plans for each of the Cities
- Zoning maps and codes for each City
- Annual reports for the Cities and associated counties specifically related to building permits, development fees, and property tax revenue
- Any other additional community and economic development related reports



Housing markets do not develop in a vacuum but instead are based on the hyper-local context of regional opportunities, incentives, and land-use regulations. Research on these topics will prepare the project team to analyze trends not just from a data perspective but contextually.

Task 3: Housing & Demographic Research

Assessment of the existing supply of housing, past and recent trends, and ongoing developments are an essential component of any HNA. To conduct this analysis, the team will utilize our experience and understanding of a diverse array of data sets and processes to obtain the most comprehensive and up-to-date possible portrait of regional housing supply and demand. Given that the Cities completed a Housing Needs Assessment in 2020, PC will take whatever data points were uncovered for the region during that study to determine if they can be used as a viable baseline. Also, please note that our assessment will treat each of the three cities separately for each aspect of the qualitative and data analysis, in all cases where sub-county data are available. While our team will include some data points in both the Housing Needs and AIFHC Assessments to meet HUD requirements, the lens of each study will be different to meet the goals of each project in their entirety.

Demographic Analysis

The demographic analysis will provide an overview of existing trends related to the region's population, including both individual and household-level statistics. Specific data points may include but are not limited to:

- Population - past and projected growth rate, age, race/ethnicity, per capita income, income due to transfer payments, poverty rates, net worth, counts of disadvantaged populations (veterans, disabled individuals, etc.), housing units per capita, and educational attainment
- Households - including overall number, median household size, income distributions, household composition; net worth, purchasing patterns, and Esri Community Tapestries segmentation
- Workforce - past and projected employment and earnings growth, jobs-to-housing ratio, employment by specific industry and occupation, commute patterns, migration patterns, and cost-of-living statistics.

Industry and Workforce Analysis

Building off the demographic analysis, an overview of the existing employment, commuting, migration, and workforce characteristics will highlight the need for housing to correspond with employment in certain areas. This assessment will also consider detailed information by industry and occupational classification and provide a jobs-to-housing ratio for the Cities. This analysis will factor in the spatial component of housing, employment, and transportation to uncover the existing relationship among land uses. In addition, specific areas may respond differently to economic growth cycles and recessions, so the project team will assess how the Cities have trended during recent periods of expansion and recession.

Existing Housing Stock

The project team will compile data estimating the number and type of housing units in each geographic subregion, as well as trends in production of housing. Aggregated information from Multiple Listing Service (MLS) will also be utilized to indicate current metrics such as inventory on the market, average and median days on the market, number of closed sales, homes taken off the market, and other useful information.

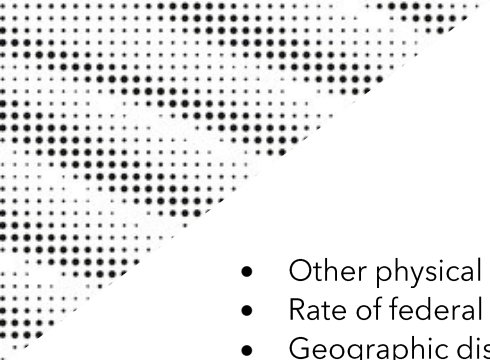
In the midst of this analysis, it will be particularly important for the Cities and their partners to furnish PC with any data sets that analyze information at the sub-City and County level, as most federal databases default to groupings such as County and Zip code. We will compile information about the number of housing units of various types within the region of analysis. These housing figures will be broken out by type (e.g., Owner-Occupied vs. Rental Housing; Single Family Dwellings vs. Attached Housing vs. Multi-Family Housing; Workforce, Section 8, & LIHTC):

- Home values currently and over time
- Rental costs by unit type and size
- Vacancy rates
- Building permits
- Utility cost burdens
- Housing characteristics (e.g., size, age of unit, tenure, number of rooms)
- Housing density by Census Tract
- Identification of overcrowded and less habitable areas

Core Data Sources

The consulting team relies on reputable and widely sampled data sources. A sample of our data sources (including those to be facilitated by the steering committee) include the following:

- American Community Survey (US Census)
- Bureau of Economic Analysis
- Bureau of Labor Statistics
- Data Tactical Group Labor Market Information
- Esri Business Analyst
- Federal Housing Finance Agency (FHFA)
- HomeTown Association of Realtors
- Housing & Urban Development (HUD)
- Iowa Association of Realtors
- Local Government: Residential Building & Remodeling Permits
- Nathalie P. Voorhees Center for Neighborhood and Community Improvement
- RS Means Building Cost Estimator
- University of Iowa: Public Policy Center

- 
- Other physical and occupancy characteristics, as appropriate
 - Rate of federal mortgage loans and applications
 - Geographic dispersion of sales by price point

Affordability and Access

The information listed above will feed into the project team's assessment of home affordability at various levels. Much of this section will be highly applicable to the concurrent AIFHC study, and PC will work collaboratively with Mosaic or the Cities' chosen vendor to incorporate all necessary information into both reports and avoid duplicated efforts. The project team will analyze rent and mortgage payment costs and estimate affordability levels throughout the region of analysis.

The affordability analysis will be multi-faceted accounting for various income levels and groups including the each of the following groups according to Area Median Income (AMI):

- Marginally housed/homeless population
- Very low income (<30% of AMI)
- Low income (40 to 60% of AMI)
- Workforce housing (60% to 80% of AMI)

In addition, recognizing that housing is a complex and interconnected topic, the consulting team will also study additional market segments such as seniors, first-time home buyers, young professionals, and high-income groups. To corroborate data on affordability and access, we will also collect data on foreclosure rates, homelessness data, and amount of available subsidized housing according to Section 8, LIHTC and other similar programs. After segmenting the population into these groups, we will determine whether low income and workforce housing populations are adequately served by existing housing supply.

Planned Developments

The project team will collaborate with the steering committee, economic and community developers, local realtors, and developers to identify in-progress and potential housing developments. This analysis will include all stages of the development life cycle including developments in-progress, for sale and entitled sites, and early-stage development discussions. We will inventory planned residential development and land available for future residential development within the region of analysis, including infill and redevelopment opportunities. This inventory will provide an up-to-date overview of future short-term additions to the supply of regional housing, as well as opportunities for more significant expansions.

Task 4: Community Tour & Housing Survey Facilitation

Though quantitative data are a highly important aspect of this study, it is also important to collect qualitative information from residents and regional leaders. PC will collaborate with Mosaic for this all elements of community engagement to ensure coherent application to both the Housing Needs Assessment and AIFHC. While our firm will perform a community survey and regional touring, Mosaic will handle in-depth interviews with local leaders and people of interest, as well as community Townhall presentations to inform the public of the proceedings. PC would also be responsible for facilitating an introductory letter to be given to interviewees explaining our involvement with the Cities and the nature of the project. For all aspects of stakeholder engagement, community input will be non-attributable to any specific individuals.



Housing Survey

The project team is skilled in survey development, having facilitated 50+ community surveys on a variety of topics. As such, our team will recommend a set of topics to include in the survey instrument, which will include both closed-ended questions and open-ended questions. Surveys should not include exclusively open-ended questions both because such data are difficult to quantify and because they can be daunting to more casual survey takers. Closed-ended survey questions will include an array of question types including: single choice, multi-choice, Likert style, and ranked choice, to name a few.

The housing survey would be targeted to residents of Moline, Rock Island, and Davenport. The survey would be designed to gauge input of current housing needs, barriers to obtain affordable housing, demographic information, favor in types of homes, and other such inputs. The survey would be electronic and hosted/facilitated by the project team using a professional survey management tool, accessible in both desktop and mobile formats. To attain optimal participation, the electronic survey would contain only a handful of questions, requiring fewer than ten minutes to complete.



Sample PC Flyer for City of Broken Arrow, OK

Our team has learned that the following tactics also help to ensure a strong response rate. These principals would be applied within our survey effort:

- **Attractive design** - The survey would be supported by an easy-to-use interface with graphic design, local imagery, and infographics incorporated as applicable – both in survey tool itself and supporting materials (such as flyers and banners).
- **Multi-modal marketing** - Sponsoring the survey via multiple platforms is essential to reach the desired number of respondents. This is why we will pay for advertising with a wide array of local media outlets (such as local publications, posters, and flyers).

- **City advocacy** - Including information and links to the survey can go a long way in eliciting responses when each of the Cities is sending physical mail or emails to a large body of residents, particularly among older audiences or those less familiar with social media. When these tactics have been used previously, such as including survey info in utilities bills, they can significantly enhance community response rates.
- **Survey Completion Incentive** - Provided it is not prohibited by any administrative rules of the Cities, our team could arrange for an incentive to residents who complete the survey. The incentive will come out of the project budget without additional cost to The Cities. Winners will be randomly selected by the consulting team from the database of survey completers. Those selected as winners will also need to be verifiable residents of the region of analysis. Our team has found the “sweet spot” for incentives are awards of roughly \$100. In collaboration with the Cities, we would determine which local retail and/or food service establishments the project team should partner with on these awards.

Using these multimedia marketing tactics and relationships with steering committee members, our team is confident that a robust sample of at least a few hundred residents can be surveyed through these means.



Downtown Rock Island, IL (via earth.google.com)

Community Tours

In addition, PC recognizes that the success of the project requires an in-depth understanding of the region’s communities, culture, economy, and demographics. Hence, the project team will spend some additional time touring Moline, Rock Island, and Davenport. Any neighborhoods or properties emphasized by the steering

committee will be particularly focused on. This will be instrumental in the team’s efforts to identify areas that are best suited for affordable housing units (via new development, infill, or redevelopment) and those that could best utilize missing middle housing options.

Deliverable: Community Engagement Report

Task 5: Gaps & Barriers Analysis

Filling gaps in housing supply can come with plenty of barriers to overcome, and it is essential the Cities capitalize on available opportunities to meet needs as they arise. To identify these opportunities and facilitate ease of development for necessary housing units, the project team will calculate the amount of land available to each of the Cities. This goes hand in hand with identifying redevelopable/reusable and infill opportunities to convert



currently underused buildings and property into housing. Multiple things would need to be considered to complete this task:

- Alignment with the each of the Cities' comprehensive plans and goals
- Feasibility of purchasing a home according to current income, home values, and credit requirements for the region, by income level
- Capacity constraints due to resource availability and accessibility
- Feasibility of renting a home, while not sinking to a cost-burdened status by income level
- Costs for new housing development and infill (by housing type and square footage)
- Current regulations and code restrictions as they relate to development

Our team will assess risks unique to the area, building on data collected in Tasks 2-3. Engagement with local experts and entities involved in these subjects will be highly influential at this time. Armed with research on these topics, PC will be able to anticipate potential barriers and lay the groundwork for brainstorming solutions, recommendations, and strategies.

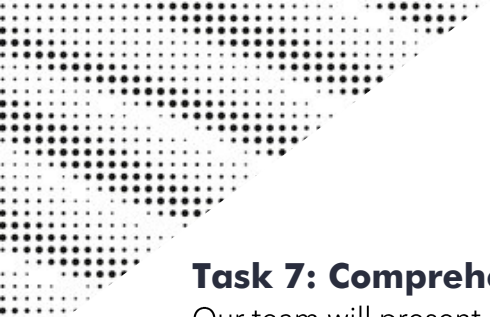
Task 6: Key Strategies & Recommendations

The prior research will lead to our Comprehensive Draft report, which will summarize all statistics, narrative, and community feedback. Using our understanding of Illinois and Iowa land-use policies, local conditions, and best practices from other similar communities, our team will form our understanding of the community's largest needs, gaps, and opportunities for improving the quantity, quality, and variety of housing stock. The analysis will account for both supply and demand forces, unique local conditions and constraints, and the perspectives of all sides of the equation including city leadership, builders/developers, and the general public.

Using information from Tasks 2 through 5, the project team will provide a summary of recommended strategies for increasing housing affordability and choices, including:

- Options for zoning/land-use and other regulations that could spur on more residential development
- Suggestions for achieving greater density of dwelling units without upsetting neighboring property owners
- Suggestions for appropriate policies for regulating Accessory Dwelling Units (ADUs)
- Potential policies for managing Short-Term Rentals (STRs)
- Options for fee waivers, bonuses, and other incentives that could encourage more housing development
- Recommendations on regulations and controls that the Cities could utilize to ensure appropriate mix of low- and middle-income housing development
- Recommendations on how and where to market the Cities to attract the right type of developers to meet the needs identified during this study

Deliverable: Draft Housing Needs Assessment



Task 7: Comprehensive Report & Presentation

Our team will present a Comprehensive Draft report roughly six weeks prior to project finalization, which will serve as the Cities' opportunity to request adjustments and additional considerations to the document. Once these considerations are addressed, the team will move to finalizing the report in a format suitable for public distribution which will include a presentation to the Cities. PC and Mosaic will collaborate throughout the project to enable presentation of both the Housing Needs Assessment and AIFHC reports at the same time unless otherwise indicated by the Cities' steering committee.

We anticipate presenting the reports and conclusions to City Councils and other formal bodies within each of the three Cities. Wherever possible our team will seek to do these presentations in-person, but will conduct some sessions remotely.

Deliverables:

- *Feedback Integration & Presentation*
- *Final Housing Needs Assessment*

Timeline

PC estimates this project to be completed by September 30, 2024. There are no major constraints and critical issues that would affect our team's performance on this project. The only variable outside of our control is ensuring that the Cities are able to execute the contract, and that steering committee members generally participate in the project to ensure smooth execution. In terms of meeting dates, our team generally holds standing bi-weekly catchup calls with each client to keep them apprised of project progress. Other critical on-site or public meeting dates are estimated within the following Gannt chart and can be adjusted to fit requirements of the project.



The following schedule outlines key deliverables and expected dates of delivery. PC will be on-site on three to four occasions over the course of the project, at times to be determined in the course of the project. To ensure optimal use of travel resources, each visit will be multiple days.

- **Deliverable:** Overall Project Timeline and Basic Assumptions
 - **Estimated Completion Date:** March 21, 2024
- **Deliverable:** Community Engagement Report
 - **Estimated Completion Date:** June 25, 2024
- **Deliverable:** Draft Housing Needs Assessment
 - **Estimated Completion Date:** July 31, 2024
- **Deliverable:** Feedback Integration & Presentation
 - **Estimated Completion Date:** August 30, 2024
- **Deliverable:** Final Housing Needs Assessment & Presentation
 - **Estimated Completion Date:** September 30, 2024

3. Cost Analysis and Budget for Primary Services

The following budget outlines the fixed-cost for completing the analysis. PC considers this project to be a fixed-price engagement. In other words, cost to the Cities will not vary based on PC's cost of labor or material resources to complete the analysis. PC intends to invoice near the end of each month for the percentage of work completed on each task during that month.

PC would share certain costs with Mosaic in the background, but this would not require an additional contract to be signed between Mosaic and the Cities. These costs are not broken out because it is not clear that the firms will be jointly selected. However, if selected, PC can provide a fixed-cost estimate of the costs to be shared with our subcontractor.

As noted in [Section 1. Qualifications & Experience](#), the PC and Mosaic teams believe there are significant savings of time and effort to contract with our teams jointly. Therefore, if the Cities award PC the HNA contract, the costs below would be discounted by 10% to arrive at a final cost of \$74,990. (The two options are indicated in Tables 1 and 2 below.)

Table 1: Tasks and Costs Assuming no Mosaic Partnership

Task	Cost
1: Project Launch & Administration	\$8,060
2: Document & Ecosystem Review	\$7,660
3: Housing & Demographic Research	\$17,540
4: Community Tour & Housing Survey Facilitation	\$11,730
5: Gaps & Barriers Analysis	\$17,190
6: Key Strategies & Recommendations	\$9,380
7: Comprehensive Report & Presentation	\$5,330
Travel Expenses	\$6,433
Grand Total	\$83,323

Table 2: Discounted Tasks and Costs Assuming Mosaic Partnership

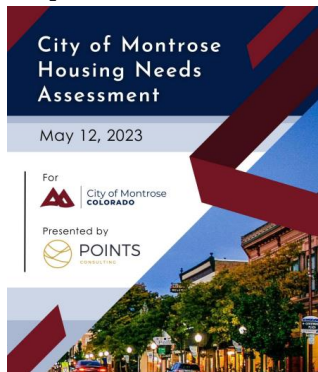
Task	Cost
1: Project Launch & Administration	\$7,250
2: Document & Ecosystem Review	\$6,890
3: Housing & Demographic Research	\$15,790
4: Community Tour & Housing Survey Facilitation	\$10,560
5: Gaps & Barriers Analysis	\$15,470
6: Key Strategies & Recommendations	\$8,440
7: Comprehensive Report & Presentation	\$4,800
Travel Expenses	\$5,790
Grand Total	\$74,990

4. References

This section contains three references and relevant past project descriptions for each firm. Each of the projects listed by PC below have been awarded HUD funding in the recent past.

Points Consulting

City of Montrose Housing Needs Assessment, Montrose, CO, 2022 – 2023



PC worked with City of Montrose on an assessment of demographic and economic conditions affecting the housing market. Efforts centered on identifying critical gaps in housing stock and ways to ensure the production of enough quality housing options for both market-rate and under-addressed subgroups, such as people with disabilities, older adults, and people experiencing homelessness. Our study found that homes in the City are more expensive than the rest of the nation on average, with Montrose households needing to invest over 5x their median annual income to purchase a home.

Moreover, Montrose County is projected to grow at a faster rate than Colorado state and the nation in upcoming years, with a projected need for 3,900 additional housing units by 2040. Montrose is an HUD funded city. Read the full report here: points-consulting.com/wp-content/uploads/2023/06/Montrose_Final_053123.pdf.

Reference: Jace Hochwalt, Planning Manager, *City of Montrose*

Phone Number: 970-240-1478

Email: jhochwalt@ci.montrose.co.us

Frankfort & Franklin County Housing Market Demand Study, Frankfort, KY, 2022 – 2023

PC worked with the City of Frankfort and Franklin County in Kentucky on a housing market demand study. Sandwiched between the cities of Lexington and Louisville, and home to the majority of bourbon manufacturing in the United States, Frankfort has transformed into a highly tourism-based economy in the past decade. PC's report includes analysis of demographics, industry and workforce, existing housing stock, affordability and access, and future planned developments in its demand assessment, among other key elements. The project was presented in July 2023, building off a community survey and outreach efforts. Frankfort is an HUD funded city. Read the full report here: <https://points-consulting.com/frankfort-franklin-county-kentucky-housing-market-demand-study/>



Reference: Eric Cockley, Planning and Community Development Director, *City of Frankfort*

Phone Number: 502-352-2100

Email: ecockley@frankfort.ky.gov

November 15, 2023



BROKEN ARROW
Housing & Demographic
Study Residents' Survey



Presented by:
POINTS
CONSULTING

City of Broken Arrow Housing & Demographic Study, City of Broken Arrow, OK, 2023–ongoing

Points Consulting is conducting a comprehensive housing and demographic study for the city of Broken Arrow, Oklahoma, with the aim of assessing the current and future housing needs of the community. By evaluating the existing conditions

and analyzing trends in population growth and housing supply over the next 20 years, Points Consulting will provide recommendations to enhance and maintain existing neighborhoods, and improve mobility between them. The study will provide valuable insights to the city on the regional housing market and can assist them in preparing for the future as well as enhancing the quality of life of their community. Broken Arrow is an HUD funded city.

Reference: Farhad Daroga, Placemaking Manager, *Broken Arrow Community Development*

Email: fdaroga@brokenarrowok.gov

Phone Number: 918-259-2400 x 5416

Mosaic Community Planning

Attainable Housing Study, City of Westerville, OH

In 2021-2022, Mosaic Community Planning collaborated with the City of Westerville to complete a study of the City's housing stock with a focus on assessing current and future attainability of housing in the city. Unique to this project was the drafting of a community-informed definition for "attainable housing". Not wanting to strictly adhere to HUD's affordability definition but to instead construct one reflective of a local concept of attainability, and inclusive of factors beyond just affordability, Mosaic guided stakeholders and community members through this process as a foundational aspect of the project.

Westerville is a growing suburb of Columbus, and the city will need to accommodate an increasing population through careful planning of housing and services. Choosing not to grow is not an option for any vibrant, healthy city. Rather, Westerville's choice is in how to accommodate growth while maintaining its unique identity and enhancing the quality of life that makes the city an appealing place to live.

Our study included data from sources such as the US Census, the American Community Survey, the national Comprehensive Housing Affordability Strategy Database, the City of Westerville's Building Permit database, and other local and regional sources. Most importantly, it also includes the voices of Westerville residents. From September through December 2021, Mosaic conducted an electronic community survey to receive input from Westerville residents and interested members of the wider community on the housing study. The 24-question survey received 553 responses and asked a range of questions regarding housing types, needs, and attainability in Westerville. Additionally, Mosaic conducted and participated in stakeholder interviews, focus groups, and community presentations.



By synthesizing demographic and housing market research with resident feedback, our Attainable Housing Study outlines a path for the City to plan for its future in a way that is fair and equitable to all.

Link to project: <https://www.westerville.org/housingstudy>

Reference: Carolyn Thurman, Deputy Director of Planning and Development, *City of Westerville*

Phone: 614-901-6895

Email: carolyn.thurman@westerville.org

Regional Housing Needs Assessment, Housing For All Regional Housing Consortium, Central Oregon Intergovernmental Council, Bend, OR

To assist a group of local partners in developing an action plan for working collaboratively to improve housing conditions in Central Oregon, Mosaic's Regional Housing Needs Assessment (RHNA), completed in 2019, studied housing affordability and other housing needs in the rapidly growing region. The assessment identified gaps in the numbers of affordable units needed at various rent or sales prices to meet the needs of current resident households while projecting future needs as well. Concluding the assessment was a comprehensive set of best practice-based strategy recommendations developed through a workshop process involving regional stakeholders.

The Central Oregon study area comprises three counties and includes eight incorporated cities and a tribal community. While many parts of the region remain rural, the cities of Bend and Redmond are fast-growing urban centers whose population growth exerts pressure on housing markets throughout the region. A key challenge of the Regional Housing Needs Assessment project was to strategize for the accommodation of an estimated 60% population increase by 2050 when housing affordability has already reached a crisis point.

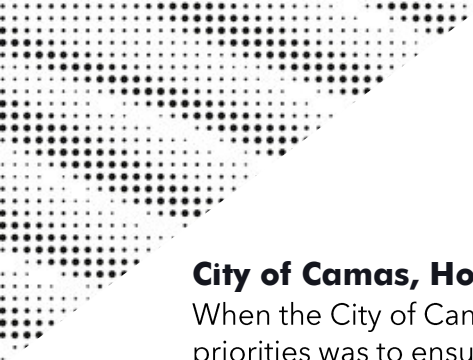
Mosaic met the challenge by working closely throughout the duration of the project with members of a multi-stakeholder regional housing consortium who would have the leverage and resources to actually implement the resulting strategy. This group consisted of local government staff, elected officials, nonprofit and for-profit housing developers, homelessness advocates, major employers, and environmental activists, throughout the entire planning effort. Broad cross-sector input and participation was a defining characteristic of the work, with a total of 772 people completing the RHNA survey and an additional 75 people attending a day-long RHNA workshop where participants contributed to the refinement of locally-viable strategies and best practices.

Link to report: <https://www.coic.org/wp-content/uploads/2020/01/regional-housing-needs-assessment-final-2.pdf>

Reference: Scott Aycock, Community & Economic Development Manager, *Central Oregon Intergovernmental Council*

Phone: 541-548-9523

Email: scotta@coic.org



City of Camas, Housing Action Plan, Camas, WA

When the City of Camas updated its Comprehensive Plan in 2016, one of the community's priorities was to ensure that, despite Camas's rapid growth and relatively high housing prices, there would remain "a wide variety and range of housing for all ages and income levels." To further study the City's housing needs and develop an implementation plan to help policymakers advance toward that goal, the City successfully applied for a grant from the Washington State Department of Commerce to fund development of its Housing Action Plan.

A defining characteristic of the Housing Action Plan's development was a vigorous, iterative engagement process with residents, stakeholders, and officials on the Planning Commission and City Council. Although nearly all engagement was limited to virtual interactions due to pandemic conditions, active discussions occurred in Zoom breakout rooms during public workshops, in phone calls with stakeholders, and over the project website, which attracted 2,500 visits. A community survey garnered more than 300 responses that helped to further identify housing needs and attitudes among Camas residents.

After multiple rounds of refinement with City staff and the Camas Planning Commission, Mosaic presented the City Council with a set of eight strategies, each targeted to one or more of the four goals for the Housing Action Plan. Some of the more technical strategies involved changes to lot sizes, dimensional standards, and authorized uses in certain zoning districts to encourage development of more diverse housing types. Others concerned communication both within and beyond the community regarding the availability of housing options and resources.

Link to report: <https://www.cityofcamas.us/com-dev/page/camas-housing-action-plan>

Media: <https://www.camaspostrecord.com/news/2020/sep/24/camas-explores-housing-affordability-diversity/>

Reference: Sarah Fox, AICP, Senior Planner, *City of Camas*

Current position: Climate Program Manager, Washington State Dept of Commerce

Phone: 360-725-3114

Email: GMSClimate@commerce.wa.gov



5. Other Information

PC's insurance policies meet the standard requirements for professional services RFPs, namely exceeding \$1,000,000 in general liability and separate automobile coverage exceeding \$1,000,000. If awarded the contract, we will furnish proof of insurance and ensure that the Cities are listed as "additional insured" parties by our policy for the course of the study.

**MOLINE AND ROCK ISLAND, ILLINOIS, DAVENPORT IOWA
REQUEST FOR PROPOSALS (AIFHC)
REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

Submission Date and Time: December 19, 2023, by 2:30 p.m.

COVER SHEET

Lead Firm: JQUAD PLANNING GROUP, LLC

Corporate Address: 6010 West Spring Creek Parkway, Plano, Texas 75024

Contact Person: James Gilleylen, President

Federal Tax ID: 03-0508483 Incorporated 1994

Phone: (214) 533-9028

Email: gilleylenj@jquad.com



RELIVANT PROJECTS - MULTI-DISCIPLINARY PLANNING DELIVERABLES

Consolidated – Annual Plans, Analysis of Impediments, Grants Management

Choice Neighborhoods, HOME ARP, and Disaster Recovery Planning - Management

Housing Needs Analysis, Neighborhood Revitalization, NRSA PLANS

CONSOLIDATED PLANS, ANNUAL PLANS, AI – PAST PERFORMANCE

Statewide Consolidated Plans – States of Arkansas, Florida, and Vermont.

Regional Consortium Consolidated Plan / AI – Phoenix/Scottsdale/Tempe, AZ; Pinellas Co./Clearwater/St. Petersburg/Largo, FL; Brownsville, San Bonito, Harlingen, TX; Prince Williams Co./Manassas/Haymarket, VA; Charleston, Charleston Co., N. Charleston, SC; City of Rockford, Winnebago and Boone Counties, IL; McHenry County, IL.

Recent - 2019 – 2023 Consolidated Plans and AI – State of Arkansas, Conway, Little Rock, North Little Rock, Fort Smith, Rogers, Springdale, AR; Arlington, Beaumont, Desoto, Fort Worth, Grand Prairie, Port Arthur, Wichita Falls, Brazoria County, TX; S. Fulton, GA.; Shreveport, Louisiana; Huntsville and Decatur, AL; and Charleston, SC.

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JQUAD PLANNING GROUP, LLC
6010 West Spring Creek Parkway
Plano, Texas 75024
Direct: (214) 533-9028

Tab 1: Transmittal Letter and Executive Summary

December 19, 2023

Request for Proposals AIFHC
K. J. Whitley Community Development Manager
City of Moline, 619 16th Street
Moline, Illinois 61265

kwhitley@moline.il.us

Attention: City Clerk, City of Moline

JQUAD Planning Group, LLC is pleased to submit our response to the **Request for Proposals for Consultant Services to develop the Regional Consortium Analysis of Impediments to Fair Housing Choice (AIFHC)** for the Cities of Moline and Rock Island, Illinois and Davenport, Iowa. JQUAD Planning Group is a Texas-based limited liability company with its primary offices located in the Dallas, Texas metropolitan area. JQUAD's team of professional urban planners, demographers, and housing consultants have provided quality services to city, county, state, and federal government agencies since 1994.

JQUAD specializes in housing, community, and economic development consulting, including housing needs assessments and grant preparation; entitlement program design, administration, and planning; land use and revitalization planning; de-concentration and fair housing; HOME ARP planning and administration; and disaster recovery planning and administration.

JQUAD's 2019 - 2023 experience include Consolidated Plans, Annual Plans and Analysis of Impediments for the Cities of Brunswick, South Fulton, and Valdosta, Georgia; Arlington, Beaumont, Desoto, Fort Worth, Grand Prairie, Mesquite, Orange, Port Arthur, Texarkana, and Wichita Falls, Texas; Charleston, South Carolina; Decatur, Huntsville, and Cullman County Alabama; Conway, Fort Smith, North Little Rock, Rogers, Springdale, and State of Arkansas; and McHenry County, Illinois.

JQUAD's most recently completed 2024 – 2028 Consolidated Plans and Analysis of Impediments include City of Fort Worth, Texas and South Fulton, Georgia. Current 2024 – 2028 Consolidated Plans and Analysis of Impediments underway include Cities of Shreveport, Louisiana, and Port Arthur, Texas due May 2024. During 2022 – 2023, JQUAD completed and received HUD approval of HOME ARP Plans and approved HOME ARP Substantial Amendments for the cities of Port Arthur, Grand Prairie, and Brazoria County, Texas; Conway, Fort Smith, and North Little Rock, Arkansas; and Shreveport, Louisiana.

JQUAD's Illinois consortium analysis of impediments, consolidated plans, analysis of impediments, and housing needs assessments planning experience has included McHenry County, Illinois, Boone County, Winnebago County, City of Rockford, and Rockford Housing Authority Consortium Plan. In 2010 - 2011, JQUAD was commissioned to complete the Moline, Rock Island, Illinois and Davenport, Iowa Consortium Analysis of Impediment.

JQUAD's experience includes HOME ARP consultation to the Cities of Port Arthur, Grand Prairie, and Brazoria County, Texas; Shreveport, Louisiana; Fort Smith and North Little Rock, Arkansas. HOME-ARP consultation included project funding evaluation, and community engagement for July 2021 allocations. JQUAD was responsible for HOME ARP Allocation Plan submission, and Annual Plan Substantial Amendments in IDIS. This included pre-bid consultation for potential allocation projects, bid submissions and technical assistance. HOME ARP allocations: Shreveport, \$3,000,000 HOME ARP - \$2,000,000 HOME Entitlement; Port Arthur \$1,000,453; Grand Prairie \$1,908,000; Brazoria County \$1,874,000; Fort Smith \$1,502,000; and North Little Rock \$1,201,000.

JQUAD PLANNING GROUP's offer under this proposal will remain in effect for ninety days after acceptance of the firm's proposal. James Gilleylen, President - contact person is authorized to negotiate and execute all contractual agreements.

Respectfully,

James Gilleylen, President

CONTACT INFORMATION

Name of Proposal: Request for Proposals to Develop
Moline, Rock Island, Davenport
2024 Consortium AIFHC

Name of Firm: JQUAD PLANNING GROUP, LLC

Federal Tax ID: 03-0508483

DUNS: 883209210

Local Address: 6010 West Spring Creek Parkway
Plano, Texas 75024

Contact Person: James Gilleylen, President

Phone: (214) 533-9028

Email: gilleylenj@jquad.com

Website: <http://www.jquad.com>

TAB 2: OVERVIEW OF JQUAD PLANNING GROUP, LLC

Nationally Recognized for Its' Innovation in Planning - JQUAD is a leader in entitlement grant planning and administration included Consolidated Plans, Annual Plans, Analysis of Impediments, CAPERS, Neighborhood Revitalization Strategy Area Plans, and HOME ARP Plans. JQUAD specializes in revitalization and sustainability planning with core competencies in housing needs assessments, urban, regional, and rural planning; disaster planning and recovery; commercial corridor and neighborhood redevelopment; housing and economic development finance; public policy, regulatory development, and implementation. Community engagement through transformation visioning exercises with stakeholders, swot analysis, and strategic planning are critical components of each planning effort. JQUAD places priority on involving a broad sector of the community and local stakeholders in developing a vision of their community and creating long term commitments to implementation, investment, and resiliency. JQUAD incorporates the use of state-of-the-art technology for gathering input and maximizing the involvement of stakeholders.

Our planning initiatives include public and assisted housing de-concentration plans, city comprehensive / master plans, market analysis, downtown housing, specialty districts and workforce housing; and creating commercial corridor plans – economic development strategies that guide redevelopment of communities and public policy. Communities impacted by natural disasters and economic downturns have commissioned JQUAD to develop plans identifying opportunities to match their emergency and immediate needs with implementation resources.

Federal Government Planning and Policy - Federal Consulting include HUD Headquarters - formulation of HUD's Capital Fund Formula, software and Public Housing Funding Allocation Model for funding Public Housing and Section 8 Voucher programs nationally; U. S. Fifth Circuit Court Consent Decree program management of the "Walker v HUD" in Dallas Texas and "Young v HUD" Housing Discrimination Lawsuits involving 72 cities and housing authorities in east Texas; and U.S. Department of Navy, Defense Manpower Analysis. In 2018, JQUAD completed Disaster Recovery Planning for Port Arthur Texas and provided statewide loan underwriting for the Texas GLO Multifamily Disaster Recovery Program. In 2020, JQUAD assisted the State of Arkansas with Disaster Recovery Planning for floods and tornado.

TAB 3: AIFHC REQUIREMENTS, APPROACH, METHODOLOGY

Understanding of Requirements – The Cities of Moline and Rock Island, Illinois and Davenport, Iowa have requested assistance with the development of their Consortium Analysis of Impediments of Fair Housing Choice (AIFHC). JQUAD’s proposal includes completion of the AIFHC utilizing the HUD AFH User Interface - Data and Mapping Tool, and in accordance with the HUD Fair Housing Guidebook, updated requirements for the Analysis of Impediments to Fair Housing, and in accordance with current HUD regulations. JQUAD’s proposal summarizes our work plan, approach and methodology which is based on the following HUD requirements. JQUAD’s core competencies and related experience also includes the Consolidated Plan, Citizen Participation Plan and Community Outreach, and other associated planning efforts that collaboratively relate to the Analysis of Impediments.

Analysis of Impediments (AI) and Assessment of Fair Housing (AFFH) Regulations - In 1995, HUD announced that “entitlement communities” - City, County, and State Governments receiving Community Development Block Grant (CDBG), HOME Investment Partnership Grants (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for People with Aids (HOPWA) funding and Public Housing Authorities receiving Section 8 Voucher and Low Rent Public Housing funding - must conduct an analysis of existing barriers to housing choice and certify that they are “affirmatively furthering fair housing choice”. In 2016 HUD published final regulations of the “Assessment of Fair Housing” (AFH) with proposed changes to the 1995 AI requirements. These new regulations were made effective November 2016 however HUD suspended the use of the on-line assessment tool, and the AFH during the Trump Administration, and reinstated the AFH – AI in 2021 by the Biden Administration.

The AI identifies impediments and violations based on the 1968 Federal Fair Housing Act, discovered through community input, analysis of census data, review of local land use plans and ordinances, fair housing complaints filed with the HUD FHEO, court decisions pertaining to fair housing, analysis of local policy, programs, and development regulations, and analysis of Home Mortgage Disclosure Act data. The process includes analyses of fair housing testing and FHIP/FHAP funded activities that may have been conducted in the jurisdiction. The AFH is required to present recommendations to remediate any impediments identified and to

develop an action plan describing actions to be taken to affirmatively further fair housing. The documentation provided in the analyses focuses the jurisdiction's attention to fair housing issues, provides a baseline from which the success of remediation activities can be measured, and serves as a foundation for partnerships between representatives of government, nonprofits, housing, business and the community, helping assure that all citizens have equal access to housing choices. Recommendations are incorporated into the Consolidated Plan and Annual Plan goals, objectives and programming, and progress toward implementing the remedial actions is reported annually to HUD as part of the jurisdictions CAPERS.

The role of economics, housing markets, personal choice, race, and ethnicity are considered in evaluating fair housing. Our comparative analysis of demographic factors is utilized in developing the Community Profile, Fair Housing Index and Home Mortgage Disclosure Act Analysis to determine any disparate impacts for persons of a particular race, ethnicity, or members of the protected classes. The Community Profile, Home Mortgage Disclosure Act Analysis and Fair Housing Index provide documentation that the methodology has included an examination of race and ethnicity in determining the impediments. This is an essential element of the Fair Housing Impediment Analysis methodology, and its importance elevated in the landmark court case involving Westchester County, New York.

The Public Involvement Process supports prioritization of community needs of the entire community including those of low-to-moderate income residents and the population. The AI will include conducting interviews, surveys and community input workshops coupled with data analysis to generate recommendations for addressing impediments.

The AI will provide an assessment of race and ethnicity, including location comparative analysis by race and ethnicity of ten demographic factors to determine any disparities in their effects on persons of a particular race, ethnicity, or members of the protected classes under fair housing law. This analysis is used to perform an equity assessment and disparate impact analysis of populations performing below the State, MSA or citywide median and to identify census tracts where the sum impact of certain demographic variables is adversely affecting a residents' fair housing choices and likely contributing to problems of housing discrimination and issues relative to housing quality and affordability. The HUD R/ECAP Assessment determines geographical concentrations of poverty, race and ethnicity and compares the

location and placement of persons assisted by cities, counties, and states in concentrated and non-concentrated areas.

The **Consolidated Plan** is a five-year plan and prerequisite for jurisdictions to receive HUD Entitlement Grants prescribed and published in 24 CFR 91.200-91.230, with revisions for the Consolidated Plan. The Consolidated Plan serves as both a planning document and meets the statutory requirements of performing community outreach and determining priority needs for the programming of CDBG, HOME, HOPWA, and ESG funding. The Consolidated Plan also sets forth the Entitlement's application for HUD funding. The Consolidated Plan includes a Housing Market Analysis, Housing and Homeless Needs Assessments, 5-Year Strategic Plan, and a 1-Year Action Plan, with accompanying documentation relating to public participation and public comment. The Strategic Plan will address specific needs that are identified in the data analysis, with specific goals and program targets for each category designated for funding. The Annual Action Plan is a subset of the Strategic Plan, addressing funding options for the first fiscal year. The Consolidated Plan can be used by organizations in the community as a guide for identifying activities through which they can help the jurisdiction reach their housing and community development goals. The Consolidated Plan also serves as the baseline for measuring program effectiveness, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) required by HUD at the completion of each fiscal year's funding allocation period.

Citizen Participation Plan and Community Outreach – The AIFCH Citizen Participation Plan will inform determination of priority needs for housing, infrastructure, non-housing community development, social service, human service, and supportive service needs of the community. The citizen participation methodology will utilize a survey instrument, stakeholder, advocacy group and service agency interviews, demographic research, and analysis, and focus group sessions, and community forums/public hearings, surveys, and interviews. The data and conclusions from the citizen participation plan can be used in developing the Strategic Plan and Annual Plan Housing and Homeless Needs Assessments and Non-Housing Community Development Needs Assessment and developing recommendations for funding priorities in the 5 Year Consolidated Plan and Annual Action Plan.

COMMUNITY ENGAGEMENT - APPROACH AND METHODOLOGY

COMMUNITY ENGAGEMENT

Community Outreach and Engagement

A central part of our planning efforts consists of the ability to reach and engage affected parties. To that end, we provide a unique and comprehensive process designed to effectively capture feedback from a variety of stakeholder groups. This process will allow us to quickly ascertain the deficiencies in the housing industry and provide recommendations based on existing conditions in the jurisdiction.

Our Process

A successful outreach program has many steps, and the process must be flexible to allow for unforeseen adjustments to get the best possible result.



I. **Identification of stakeholders.** The first step in the process is to identify the target audiences in the project. This requires input and discussion among stakeholders. We identify potential groups to participate in the survey and assessment process. These include, but may not be limited to:

- a. Board(s) of Realtors, Banking Associations (FHLB, Federal Reserve, Fannie Mae, etc.)
- b. Landlords (Apartment Owners, Managers, Landlord Associations)
- c. Homeowners Associations, Civic Groups, Religious Organizations, Churches
- d. Advocacy Groups (LULAC, NAACP, Urban League, Catholic Charities, CASA, Public Housing Tenant Associations, Senior Groups)
- e. Fair Housing Agencies
- f. Social Service Agencies
- g. Business Organizations, Chambers of Commerce

- h. Homeless Services Providers and Continuum of Care members
- i. Nonprofits, for profit and nonprofit housing developers
- j. Government (Enforcement Agencies, Code Enforcement, Building Inspections, Police, Fire, Entitlement Grant Administrators, Elected/Appointed Officials, Public Transit Agencies)
- k. Public (Tenants, Other Interested Parties)

II. **Development of Public Relations Campaign.** We encourage each jurisdiction to consider a branding campaign to be utilized to disseminate messages about the importance of the planning process, desired outcomes, and the need for feedback. This campaign could include:

- a. Development of a brand based on input from the sponsor organization and our target audiences. This brand will be used in marketing tools to create a common theme.
- b. Social media forums using Facebook, Twitter, and other applications.
- c. Public service announcements for radio and public access channels.
- d. Online webinars and videos posted on the City's website (such as HUD educational webinars).
- e. Participation in local festivals. We will develop an interactive booth set-up that may include such options as live skits or prize drawings for survey participants.

The public relations campaigns help get the word out to the public about the AFHIC planning process and encourages broad sectors of the community to participate.

III. **Strategic Planning Sessions.** Strategic planning sessions and community forms are designed to capture information from stakeholders.



WHY “CLICKERS” WORK

**LOUD VOICES
FREQUENTLY
SMOTHER
THOUGHTFUL
ONES.**

ELECTRONIC CLICKERS

In a group discussion, extroverts always dominate introverts. Pushy people usually drown out thoughtful ones.

Yet everyone who desires to participate in the strategic planning process wants their voice to be heard.

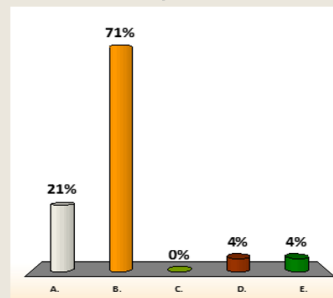
We utilize electronic response cards (or “clickers”) to give everyone equal input into the process.

The result is instantly projected on the screen in order that everyone has immediate and valuable content on which to base decisions.



In checking references on an application for a vacant apartment, an owner learns that the applicant has a history of mental illness. Although the applicant is not a danger to anyone, the owner does not want to rent to such a person.

- Regardless of what the law says, do you think the apartment building owner should be able to reject this application because of the applicant's mental illness.
 - a. Yes
 - b. No
 - c. It depends
 - d. Don't know/Not Sure
 - e. Unable to answer



Each of these strategies has a series of Key Success Factors, which are conditions or abilities a community must possess for a strategy to be successfully realized. It is these conditions that will be analyzed to identify the market weaknesses and the unique vision for the community based on community consensus. For each of the target audiences identified, a 1 - 2-hour work session will be held to gather input. Questions are posed to each group and their answers will be collected anonymously using wireless response card technology (we call them “clickers”).

IV. **Survey Deployment** - in addition to the work sessions held with targeted audiences, we also utilize surveys. The survey will also be available to gather input on priority needs for the City's 5-year Plan. The survey tool will be modified as a tool to determine impediments to fair housing choice from a community and stakeholder perspective. These surveys will be available online as well as utilized in public outreach programs and festivals to gather additional information from the local community including the public, homeowners and tenants, businesses, and service agencies.

V. **Assessment Development.**

Once all work sessions and surveys are complete, the team will develop Prioritized Strategy Report—a ranking of needs that demonstrate community goals and how addressing those needs respond to their vision for creating more sustainable communities, Goals for Improving neighborhoods and locations where community resources and reinvestment is lacking. The community's defined priority needs, and revitalization assessment will provide the



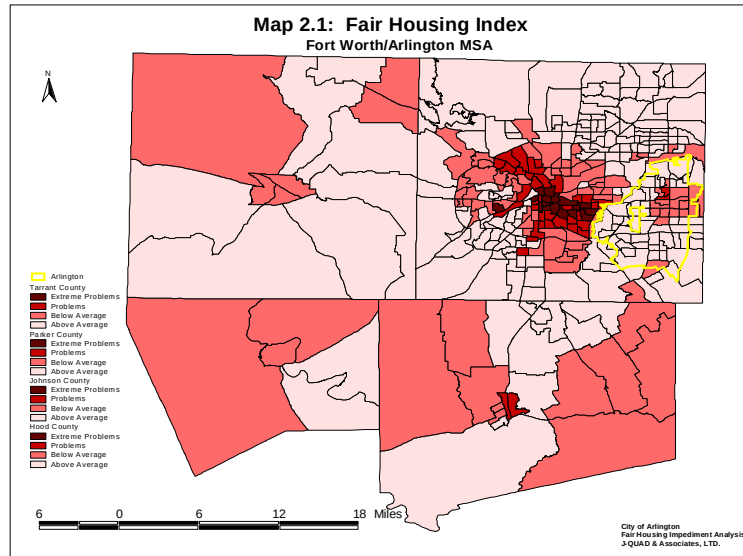
basis for recommendations to policy makers in adopting a consolidated plan. The assessment findings will yield scores based upon potential strategies available for the community. These include priority needs such as:

- a. Educational Programs
- b. Policy Changes
- c. Enforcement Activities
- d. Housing Affordability and Rehabilitation
- e. Infrastructure Development
- f. Financial Programs / Entitlement Funding
- g. Government Incentives

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AIFHC)

Overview - JQUAD provides a comprehensive analysis of impacts and occurrences relative to fair housing resulting from market factors, demographic characteristics, or the policies and regulations of each jurisdiction in the preparation of the AFHIC. The typical community profiles section of the document provides a demographic analysis of the subject jurisdiction within the context of its larger metropolitan statistical area. This analysis also provides a basis for identification of any disparate impacts on members of the protected classes under the Federal Fair Housing Act.

Fair Housing Index combines community lending data from the HMDA Analysis and demographic data compiled in the Community Profiles through a statistical standardization



process. The resulting values are mapped to provide a graphic representation of need. The Fair Housing Index Map 2.1 has been included to the right from our work in Arlington, Texas.

In the Fair Housing Index, a comparative analysis is performed by race and ethnicity of ten demographic factors to determine any disparities in their effects on persons of a particular race, ethnicity, or members of the protected classes based on the community profile. The Index combines effects of the demographic variables from the Community Profile with Home Mortgage Disclosure Act data and maps the results by census tract. Data for the ten demographic variables and HMDA are standardized and added to classify the conditions in various census tracts into degree of problems that may cause impediments to fair housing choice and the tabulation presented in the Fair Housing Index table. A GIS map provides a general indication of geographic regions in the jurisdiction, where residents may experience high, moderate, or low levels of housing discrimination or have problems finding affordable, appropriate housing.

The Community Profile and Fair Housing Index provide documentation that our methodology has included an examination of race and ethnicity in determining the impediments to housing. **This is an essential element of the Fair Housing Impediment Analysis methodology. In 2009, the courts created legal precedence in a lawsuit brought by the Anti-Discrimination Center (ADC) against Westchester County, NY.** Westchester County conducted its own Analysis of Impediment to Fair Housing and did not examine race and its effects on housing choice. Only income was studied from a demographic perspective. ADC filed a lawsuit against Westchester stating that the entitlement was not taking appropriate steps to identify and overcome impediments to fair housing. The Court in its decision stated that grant recipients must consider impediments erected by race discrimination, and if such impediments exist, it must take appropriate action to overcome the effects of the impediments. All entitlements receiving federal funds must certify that they will “affirmatively further fair housing. Fair Housing studies also contains an analysis of local and state fair housing ordinances for comparability to the federal Fair Housing Act, recent court cases affecting fair housing, an analysis of local entitlement funded program production, and fair housing complaints filed in the jurisdiction. Focus group sessions are held in each jurisdiction or in each sub-market for regional AI’s, to obtain citizen input into issues of local concern. From these collective inputs, impediments are identified and analyzed, and remedial strategies are presented.

APPROACH AND METHODOLOGY

History of Fair Housing and Affordable Housing in Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium - Includes a longitudinal trend analysis of housing patterns and practices and general perceptions of the barriers to fair and affordable housing over a twenty-year period from 2003 - 2023. Emphasis will be placed on cost variability in the housing supply and the local demand for housing by household income, race, and head of household characteristics within the general population. The methodology for the study will include analysis of various existing data sources concerning housing cost and opportunity. These data sources include: (1) census data on housing by household income, race, and head of household for the two decades, (2) Chamber of Commerce, Real

Estate Association, and mortgage lender data on the distribution of housing costs, (3) HUD data on government housing programs available to increase the opportunity for home ownership and low-cost rental housing, and (4) HUD and local housing authority data on housing subsidy certifications (5) foreclosure data.

A composite profile of housing cost, demand, and availability will be developed from the various data sources. Supply and demand ratios will be computed to determine historical trends in the availability of affordable housing in the Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium during the two decades between 2003 - 2023. In addition to examination of affordable housing trends, historical trends in fair housing will be assessed. Analysis of Impediments in the Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium will include documentation of fair housing complaints, litigations, and local government and housing advocates' responses to fair housing issues. Sources of data will include examination of the content of housing complaints filed based on the Federal Fair Housing Act, court cases filed and/or litigated, and interviews with leaders of housing advocacy organizations in the Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium from 2003 - 2023.

Resulting Product - A formal report of the results of the historical overview will be presented. A graphic data presentation format will be used to illustrate statistical data on historical fair and affordable housing trends along with a descriptive narrative summary. The statistical data will be supplemented with a detailed descriptive narrative of the community participation results.

FAIR HOUSING LAW, COURT LITIGATION, PUBLIC POLICY, PROGRAM AND REGULATORY REVIEW - This includes an assessment of the local, state and federal fair housing laws; local laws, policies, legislation and development regulations affecting affordable housing development and retention; landmark case law and discrimination complaints filed with the various governmental entities both locally and nationally; and programs operated in each jurisdiction with entitlement funding.

Resulting Product - A formal narrative will be included depicting the status and trend of fair housing enforcement based on the nature and sources of housing discrimination, complaints filed, court decisions, administrative actions and the implementation of various local laws, and entitlement funded programs. The narrative will address ordinances that affect sub-grantee and the local jurisdiction's ability to provide affordable housing and equal access for persons with similar incomes.

COMMUNITY PROFILE ANALYSIS - The Community Profile will provide a snapshot of the Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium as a basis for understanding and establishing the factors that affect housing choices. This review will establish profiles on demographics, transportation, housing, income, and employment. The resulting profiles will be presented in tabular format with computer-based maps presented where appropriate. The following is a summary of the characteristics of the profiles and the data sources.

Demographic Profile - The Demographic Profile will examine the racial, ethnic, age, and social composition of the Cities of Moline and Rock Island, Illinois and Davenport, Iowa Consortium. Data will be compiled and comparatively analyzed using the 2010 and 2020 U.S. Bureau of Census Reports, 2018 – 2023 Annual Community Survey (ACS) and supplemented with local government data.

Transportation Profile - The Transportation Profile will examine the availability and linkage of transportation and mobility and its impact on employment and housing choices made by protected class members, income groups and racial and ethnic groups.

Housing Profile - The Housing Profile will examine housing unit availability, housing conditions, demand for housing and cost as a basis for constructing a current profile of housing resources.

Income Profile - The Income Profile will examine personal and household income and poverty. Data will be compiled from the 2013 – 2023 U.S. Bureau of Census Reports, 2018 – 2023 ACS and supplemented with local and U.S. Bureau of Economic Analysis data on personal income.

Employment Profile - The Employment Profile will examine employment and unemployment rates, educational attainment, geographical distribution of wage rates and job distribution by skill classifications to generate an employment profile for the city.

Support Services Available to Promote Fair Housing Choices - Variables affecting fair housing choice are not necessarily vested in the community profile factor within a community. There are, in fact, contributing variables that must act in support of the community profile factor to insure fair housing choice and the existence of fair housing opportunities.

Education Profile - The Education Attainment Profile will examine correlations between education compared to income, poverty, race and ethnicity, and job – wage and impacts on housing unit availability, housing conditions, demand for housing and cost as a basis for constructing a current profile of housing resources.

Resulting Product - Community Profile Report summarizing research. The report includes a descriptive summary of the profiles and associated charts, graphs, and maps.

REVIEW OF CURRENT HOUSING POLICIES, PROGRAMS, AND INITIATIVES - Section analyzes PHA, City and sub-grantee policies, programs, and initiatives between 2013 and 2023 that address fair housing choice, affordable housing, and neighborhood revitalization.

Resulting Product - A formal report on the results of the research will be presented.

REVIEW OF THE HOME MORTGAGE DISCLOSURE ACT DATA - This section analyzes lending information from 2018 through 2023 provided under the Home Mortgage Disclosure Act and gathered from data provided by the Federal Financial Institutions Examination Council. The analysis will include the jurisdiction and MSA data for home mortgage, refinancing, and home repair loans. Results will be mapped to show geographical location and concentrations of loan applications, originations, and denials. We will also perform an analysis to determine any evidence or characteristics of redlining and other impacts disparately impacting minorities, protected class members and specific geographic concentrations of low-income persons and racial and ethnic minorities.

Resulting Product - A formal report on the results of the research will be presented.

FAIR HOUSING INDEX, EQUITY ASSESSMENT, R-ECAP ASSESSMENT

This section performs a comparative analysis by race and ethnicity of ten demographic factors to determine any disparities in their effects on persons of a particular race, ethnicity, or members of the protected classes under fair housing law. The analysis is then used to perform an equity assessment and disparate impact analysis of populations performing below the MSA or citywide median. We identify census tracts where the sum impact of demographic variables is adversely affecting residents' fair housing choices and contributing to housing discrimination, housing quality, and affordability. A HUD R/ECAP Assessment to determine geographical concentrations of poverty, race and ethnicity is also performed.

IDENTIFICATION OF FAIR HOUSING IMPEDIMENTS

This component will identify barriers to fair housing choice based on the information collected and presented in the previous reports. Contributing factors, such as market conditions, demographics, transportation, employment, housing financing, zoning, housing laws and policies and fair housing discrimination will be discussed in detail.

Resulting Product - A formal report that presents a detailed enumeration and Analysis of the Impediments to Fair Housing Choice will be presented.

RECOMMENDATIONS TO OVERCOME IMPEDIMENTS

The Impediments and Remedial Action Section provides recommendations intended to lessen the impact of impediment or remediate impediments. Best practices that have worked in other communities will be presented. We will provide a recommended corrective action plan including action step and appropriate timelines that can guide your post analysis and implementation efforts.

Resulting Product – Section Six of the report will provide detailed explanations for each impediment and recommendation for remedial action and best practice examples. A model for a five-year work program and timetable for addressing the identified impediments and creating an implementation strategy for remedial actions and recommendations will be developed as guidance for the city to developed and executed during the implementation period of the AIFHC and serving as a basis for annual reporting of the entitlement jurisdiction's progress in the annual CAPER.

TAB 4: PLANNING TOOLS SUPPORTING AIFHC DEVELOPMENT

JQUAD PLANNING GROUP is a leader in providing fair housing and related regulatory planning and grants management for entitlement communities. The AIFHC Plan incorporates housing market analysis, future growth modeling, and housing gap analysis coupled with sustainability planning outcomes performed as part of the Housing Needs Assessment, to comprehensively address fair housing impediments and constraints and community development and revitalization needs. Our core competencies include:

Urban Planning and Sustainability – city comprehensive / master plans, community needs assessments, market studies, neighborhood sustainability and revitalization master plans, land planning and urban design. Community engagement and strategic planning are critical components of each planning effort with a priority on involving a broad sector of the community and local stakeholders in developing a vision of their community and creating long term commitments to implementation, investment, and resiliency.

Housing Market Analysis, Needs Assessments, Gap Analysis, and Future Housing Projections – The Housing Needs Assessment (HNA) evaluates market demand for various housing types and price points and provides projections for future housing utilizing U.S. Bureau of the Census data, American Community Survey, Comprehensive Housing Affordability Strategy (CHAS) as well as Envision Tomorrow software. The market analysis compared existing rental and owner housing supply with the demands of householders in a projected year, and population projections to define correlations with economic growth.

The Balanced Housing Model, a housing projections tool, is used to analyze existing housing supply, and to provide projections for future housing needed including the matches and mismatches by age, household income and tenure (rental or owner-occupied). The model is also used to conduct a capacity analysis of development potential and to forecast age and income cohorts. Using this information, the model projections are then used as a basis to create a series of policy and strategic recommendations for a balanced, sustainable future housing supply along with targeted goals that can be used to determine future progress in addressing future housing needs. Current and future housing needs also depends on the

underlying economic conditions. The HNA examines population, occupations, wages, and employment data provided by North Dakota Labor Market and U.S Bureau of Labor Statistics.

Housing Needs Assessment and Revitalization Plans - JQUAD offers a unique planning approach that integrates land use planning, economic analysis – housing and economic development finance with community engagement to achieve actionable implementation that defines future growth, revitalizes communities, and creates long term sustainability. Visit website link <http://cullmanchamber.org> to review JQUAD’s Housing Demographic and Needs Assessment for Cullman County, Alabama 2018 – 2019 and 2022 – 2023 Update; <https://arlington.tx.gov>; JQUAD’s Housing Needs Assessment – Market Analysis for Arlington, Texas 2020; Cleveland, North Dakota Buckeye Transformation and Vision Plan <http://buckeyeshaker.org/>; Port Arthur, Texas Disaster Recovery and Resiliency Plan <http://portarthurtx.gov/DocumentCenter/view/6610/disaster-recovery-plan>; Downtown Revitalization and Housing Plan <http://portarthurtx.gov/488/downtown-target-area-housing-plan>; and ReNew East Arkansas, a Twelve County Regional Housing and Economic Development Plan <https://hudexchange.info>.

Regional - Consortium AIFCH and HUD Sustainable Communities Planning Grant Initiatives - JQUAD has completed Regional Analysis of Impediments and Fair Housing Equity Assessments, and Housing Needs Assessment for East Arkansas PDD, a twelve-County area in Northeast Arkansas in 2015 and the Rockford Metropolitan Agency for Planning which includes Boone and Winnebago Counties and the City of Rockford, Illinois in 2013 as part of the HUD Sustainable Communities Planning Grant Initiative.

Housing, Poverty and Racial De-Concentration Plans – JQUAD has developed De-Concentration Plans for the City of Rockford – Rockford Housing Authority, Illinois, and the City of Huntsville, Alabama and Port Arthur, Texas. The U. S. Department of HUD has defined “Area Concentration of Poverty and Racial or Ethnic Segregation (R/ECAP) – as areas or census tracts within a jurisdiction comprised of 50% or greater minority population and three times or more the poverty level of the MSA and having concentrations of public and assisted housing and deteriorated neighborhood conditions. JQUAD also provided consultation HUD for law suits Young v. HUD, seventy cities and housing authorities in east Texas; and Walker v. HUD and Dallas.

TAB 5: TEAM ORGANIZATION AND KEY STAFF

Project Delivery Team Members' Qualifications, and Responsibilities

JQUAD's Project Delivery will be supported by a primary team including a Delivery Manager and time allocations of six primary analysts. James Gilleylen will serve as Project Delivery - Quality Control Manager. Robert Joiner will serve as demographer, lead analyst – researcher. Otis Spriggs will serve as lead analyst supporting analysis of housing needs, economic development, government regulations, and economic impact - forecasting. Vivian Ballou will develop strategies and policies for addressing impediments, including revitalization of existing development and best practice solutions, regulations, housing, and public policy. Robin Williams will oversee community engagement, assisted by Emily McMillian. Jenea Lofton will conduct homeless and supportive housing service analysis, disparate impact. Emily McMillian will support community engagement utilizing social media and technology to enhance community involvement. Please note that additional resources appearing on the Project Team Chart are available if needed but are not currently programed for the AIFHC. Key person bios presented on the following pages.



Delivery Team Professional Qualifications

James Gilleylen | Delivery Manager and Lead Planner – James Gilleylen has worked as a professional planner and in executive management for more than 30 years in both the public and private sectors including Director of Housing and Development and Assistant Director of Planning and Development for the City of Dallas, and Deputy Director Office of Planning, Washington, DC. He serves as CEO and Principal Planner for JQUAD. He has led policy efforts including multiple consulting engagements with the U.S. Departments of HUD, Navy, and Commerce. His experience includes Housing Needs Assessments for Cullman County, Alabama Regional Consortium; East Arkansas 12 County Region; Rockford, Illinois, Boone, and Winnebago County; State of Arkansas; and Port Arthur, Texas. James served as Project Lead for Housing Needs Assessment Consolidated Plans and Analysis of Impediments for City of Fort Worth, Texas 2023, Fort Smith, Arkansas 2023, and Grand Prairie, Texas 2022 – 2023. James earned a Bachelor of Science degree in Public Administration and a Master of Science Degree in Urban and Regional Planning from the University of Mississippi “Ole Miss.”

Otis Spriggs | Lead Planner, Architect, Planning Implementation and Design - Otis Spriggs has worked as professional architect, planner for over 23 years in the public and private sectors including Director of Development Services, City of Missouri, City, TX; Director of Planning, City of Jonesboro, AR; Planning and Zoning Administrator, Colerain Township, and Designer Architect, KZF Design Inc., Cincinnati, Ohio. Otis serves as Project Manager - Principal Architect and Planner for JQUAD. He has led municipal planning, zoning, revitalization plans, and housing and economic development including Southern University – Baton Rouge Campus Plan and Off Campus Housing Plan, Future Housing Needs Assessment and Scotlandville Neighborhood in Baton Rouge, Louisiana, Housing Needs Assessment and Revitalization Plan. Otis earned a Master of Community Planning – University of Cincinnati, Cincinnati, Ohio, and Bachelor of Architecture – Southern University, School of Architecture, Baton Rouge, LA.

Vivian Ballou | Lead Planner and Planning Implementation and Design - Vivian Ballou serves as a Senior Analyst for JQUAD. Ms. Ballou has worked as a City Administrator, professional planner and housing consultant for more than 25 years in both the public and private sector including Executive Director of the Department of Housing and Human Services

and Vice President of the Housing Finance Corporation for the City of Irving, Texas, and Deputy Director of the Beaumont, Texas Housing Authority. In 2005, she founded Legacy CDC, a Port Arthur, Texas nonprofit development corporation and remains a guiding force in its' quest to provide affordable housing. Ms. Ballou's assignments include the Port Arthur Housing Needs Assessment. Ms. Ballou holds a Bachelor of Business Administration from Lamar University, Beaumont, Texas.

Robert Joiner III | Housing Finance and Economic Development Lead Planner – Robert Joiner serves as Demographer and Senior Analyst. Mr. Joiner has over ten years of progressive housing finance and mortgage underwriting experience. Mr. Joiner served as loan counselor, underwriter and modification specialist for diverse mortgage organizations including Wells Fargo, Green Tree, and Nation star prior to joining JQUAD. Recent project experience includes Senior Underwriter for the 2019 – 2020 Texas General Land Office Multifamily Housing Disaster Loan Program; Senior Analyst for the Cullman Area Needs Assessment; City of Fort Worth Consolidated Plan, Analysis of Impediments, HNA 2024; Senior Analyst for Desoto Texas Housing Analysis. Robert earned a Bachelor of Arts in Business Administration and Marketing American Intercontinental University, Atlanta, Georgia

Robin Joseph Williams | Urban Planning Economic Development, and Strategic Planning **Robin Williams, Principal** accomplished background encompassing Planning, Economic Development, Marketing, Communications, Community Engagement, and Public Affairs. Robin Joseph-Williams is an Urban Planner and Public Involvement/Community Outreach Specialist with over 25 years of experience on a variety of public sector and non-profit projects. Ms. Joseph-Williams has led successful planning, infrastructure, and environmental studies and been a task lead on local and regional transportation and workforce analyses, corridor development feasibility and rail transportation studies. Ms. Williams has managed strategic implementation planning involving housing needs assessments and economic development and park planning. Recent projects include City Fort Worth Comprehensive Plan, Parks Master Plan and Housing Needs Assessment – Consolidated Plan, Analysis of Impediments Community Engagement 2023. Robin holds a Master of Urban and Regional Planning from University of Michigan, Ann Arbor.

Johnny Anderson | Urban Planning Economic Development, and Strategic Planning –

Johnny Anderson, Associate's accomplished background encompassing Information Technology, Software Development, federal and private software solutions, including 20+ years as an IT professional managing data, developing solutions, and automating processes. includes NRC Corporation. Since joining JQUAD, experience includes GIS modeling, database development - demographic analysis including Dept. of HUD - Capital Fund Formula and Public Housing Allocation Models; Dept. of Navy, Defense Shore Manpower Analysis; CDFI - Opportunity Zone modeling. Johnny holds a Bachelor and Master of Science in Computer Science, both from the University of Mississippi, Oxford, Mississippi.

Emily McMillian | Community Engagement and Strategic Planning – Emily McMillian,

Principal background encompassing Planning, Marketing, Communications, Community Engagement, and Public Affairs. Ms. McMillian has served as Public Engagement / Community Outreach Specialist with 25 years of experience on a variety of public sector and corporate businesses including Coke Cola, American Airlines, and City of Atlanta. Ms. McMillian recent experience includes Cullman County HNA, public involvement/community outreach. She holds a Master of Science in Computer Engineering, and Bachelor of Science in Computer Science, both from the University of Mississippi, Oxford, Mississippi.

Jenea Lofton | Community Services and Strategic Solutions Planning – Jenea Lofton,

Principal background encompassing community services planning and administration, addressing issues of homelessness, youth homelessness, youth and children services, sex trafficking, food insecurities and food deserts. Ms. Lofton has served the public sector with 20 years of experience on a variety of public sector appointments including Child Protective Services of the State of Texas Case Manager and Director of Training and Professional Development. Ms. Lofton's recent experience includes Cullman County HNA and Fort Worth Analysis of Impediments, and HOME ARP planning. She holds a Master of Science Degree in Social Works and Social Service Delivery, Texas Women's University, Denton, Texas, and Bachelor of Science Texas Wesleyan University, Fort Worth, Texas.

TAB 6: JQUAD PAST PERFORMANCE REFERENCES

State of Arkansas Consolidated Plan, Assessment of Fair Housing, HOME American Rescue Allocation Plan, Community Engagement, and Implementation

State of Arkansas, Arkansas Economic Development Commission

Ms. Jean Noble, Director AEDC

1 Commerce Way, Ste. 601 Little Rock, Arkansas, 72202

Phone: (501) 682-7389

Email: jnoble@ArkansasEDC.com

City of Shreveport – Consolidated Plan, Annual Plan and Fair Housing Impediment Analysis, HOME American Rescue Allocation Plan, Community Engagement, and Implementation

City of Shreveport, Louisiana

Bonnie Moore, Community Development Department Director

401 Texas Street, Shreveport, LA 71101

Phone: (318) 673-5900

Email: Bonnie Moore <bonnie.moore@shreveportla.gov>

City of Fort Smith, Arkansas - Consolidated Plan, Annual Plan and Analysis of Impediment, HOME American Rescue Allocation Plan, Community Engagement, and Implementation

Ms. Candyce Gabucci, Director

City of Fort Smith, Community Development Department

623 Garrison Avenue – Suite 331, Fort Smith, Arkansas 72901

(479) 784-2456

Email: cgabucci@FortSmithAR.gov

City of Port Arthur, Texas – Consolidated Plan, Annual Plan and Analysis of Impediment Downtown Housing and Reinvestment Plan, Hurricane Harvey Resiliency Plan, HOME ARP Allocation Plan - Implementation

City of Port Arthur, Ron Burton, City Manager

501 Proctor Street, #100, Port Arthur, TX 77640

Phone: (409) 983 – 8135

Email: Ron Burton ron.burton@portarthurtx.gov

City of Fort Worth, Texas - Consolidated Plan, Annual Plan and Analysis of Impediment

City of Fort Worth, Victor Turner, Director Neighborhood Services Department

903 Monroe Street – Fort Worth, Texas 76102

(817) 392-8187

Email: victor.turner@fortworthtexas.gov

TAB 7: COST PROPOSAL AND TASK TABLE

JQUAD's cost proposal is \$86,850. Includes estimated 965 @ a rate of \$90.00 per hour. The hourly rate includes 8% of the \$86,500 for travel and overhead - \$6,948.

Task 1: Data Collection and Project Initial, Analysis, Community Engagement	Hours / Cost		Milestones / Deliverables
Task 1.1: Project Initiation, Data Collection, Research and Design	150 / \$13,500		Data Analysis and Research
Task 1.2 Assessment of Current HUD Guidelines /Regulations, Current Plans – HNS, AIFHC, Consolidated and Land Use. Review/Evaluate actions taken by jurisdictions to address 2019 AIFHC.	10 / \$900		Housing Needs and Market Analysis
Task 1.3: Community Engagement and Strategic Planning – Public Participation / Stakeholder Presentations, Interim Report	190 / \$17,100		Community Engagement and Findings
Task 1: Total Hours / Cost Interim Report – Community Engagement /Data Collection and Analysis, Assessment.	350 / \$31,500		Phase 1 Community Engagement, Data Collection / Analysis
Task 2: Community Profile, Needs Assessment, Housing Market / Gap Analysis, Policy, Regulatory, HMDA Analysis, Social Equity, Barriers, Projected Growth and Housing Needs.	Hours / Costs		Milestones / Deliverables
Task 2.1: Community Profiles, Needs Assessment, Housing Market and Gap Analysis.	120 / \$10,800		Community Profiles, Needs Assessment, Housing Market, Gap Analysis
Task 2.2: Analysis of Public Policy, R/ECAP Assessment, Fair Housing Index and Social Equity, Barriers to Affordable Housing.	60 / \$5,400		Analysis: Barriers, Impediments, Policy, Equity, Affordability
Task 2.3: Policy and Regulatory Review of Development, Land Use, Zoning and Recommendations / Impediments.	60 / \$5,400		Recommendations: Impediments, Policies, Regulations
Task 2.4 Home Mortgage Disclosure Act Analysis.	60 / \$5,400		HMDA Analysis, Housing, Financing, Affordability

Task 2.5: Evaluate Implications resulting from Balanced Housing Model - Housing Needs Projections, Infrastructure, and other needs in support of projected growth.	30 / \$2,700 Note: Balanced Housing, Needs Projections, Infrastructure Assessment, and other needs / projections cost included in HNA.		Housing Needs, Housing Types, Priorities / Growth Projections
Task 2.6: Recommended Strategies and Opportunities, Financing and Resources Needed, Policy and Regulatory Changes	50 / \$4,250		Strategies, Opportunities, and Recommendations
Task 2: Total Hours / Cost Interim Report – Impediments, Remedial Actions, Best Practices.	380/ \$34,200		Phase 2 Interim Report, Analysis, and Recommendations
Task 3: Final Report: Total Hours / Cost	100 / \$9,000		Phase 4 Final Report and Presentations
Task 4: Public Hearings / Cost Presentation / Public, Stakeholders, Participating Community Organizations.	50 / \$4,500		Phase 4 Final Report Presentations to Stakeholders.
Task 5: Public Hearings: Total Hours / Cost Public Hearings, Adoption and Presentations City Council, and IDIS HUD Submission.	45 / \$4,050		Phase 5 Final Report and Public Hearings
Project Completion: Total Hours / Cost AIFHC Overhead / Travel 8% = \$6,660 Overhead at 8% assumes both HNS and AIFHC awarded to single vendor with travel and overhead included in both the HNS and AIFHC. If different vendor is awarded the HNS and AIFHC, travel cost may increase.	Total Hours: 925 Total Cost: \$83,250 Note: Travel and overhead 8% = \$6,660 included in \$83,250)		IDIS HUD Submission

Note: Travel and Project Overhead \$6,660 included in the Labor Rate \$90.00 Blended Hour Rate for all Labor / Positions for 925 Hours \$83,660. Total cost of \$83,660 to be invoiced monthly for hours performed (progress billing based on task and hourly rate of \$90.00).

Moline and Rock, Island, Illinois and Davenport, Iowa Consortium Housing Needs Assessment Request for Proposals

December 18, 2023

COVER SHEET

Lead Firm: JQUAD PLANNING GROUP, LLC

Corporate Address: 6010 West Spring Creek Parkway, Plano, Texas 75024

Contact Person: James Gilleylen, President

Federal Tax ID: 03-0508483 Incorporated 1994

Phone: (214) 533-9028

Email: gilleylenj@jquad.com



RELIVANT PROJECTS - MULTI-DISCIPLINARY PLANNING DELIVERABLES

Consolidated – Annual Plans, Analysis of Impediments, Grants Management

Choice Neighborhoods, HOME ARP, and Disaster Recovery Planning - Management

Housing Needs Studies, Comprehensive Plans, Community Services, Homelessness

HOUSING PLANS – HOUSING NEEDS ASSESSMENTS – PAST PERFORMANCE

Midwest Jurisdictions – City of Cleveland, Ohio; City of Rockford and McHenry County, Illinois

Statewide Plans – States of Arkansas, Florida, and Vermont

Regional / Metropolitan Plans – Rockford, Winnebago, and Boone, Counties, Illinois;

Phoenix/Scottsdale/Tempe, AZ; Pinellas Co./Clearwater/St. Petersburg/Largo, FL; Prince

Williams Co./Manassas/Haymarket, VA; Charleston, Charleston Co., N. Charleston, SC;

Brownsville, San Bonito, Harlingen, TX: Cullman County, Cullman City, AL.

2019 – 2023 Housing Needs Assessments – State of Arkansas, City of North Little Rock, Arkansas; City of Arlington, Fort Worth, Grand Prairie, Port Arthur, Texas; City of Shreveport, Baton Rouge-Southern University, Louisiana; Cullman County Consortium, Cullman, Alabama.

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JQUAD PLANNING GROUP, LLC
6010 Spring Creek Parkway
Plano, Texas 75024
Office: (214) 533-9028

December 18, 2023

Request for Proposals AIFHC

K. J. Whitley Community Development Manager kwhitley@moline.il.us
City of Moline, 619 16th Street, Moline, Illinois 61265

Attention: City Clerk, City of Moline

JQUAD Planning Group, LLC is pleased to submit our response to the **Request for Proposals for Consultant Services to develop the Regional Consortium Housing Needs Assessment (HNS)** for the Cities of Moline and Rock Island, Illinois and Davenport, Iowa. JQUAD Planning Group is a Texas-based limited liability company with its primary offices located in the Dallas, Texas metropolitan area. JQUAD's team of professional urban planners, demographers, and housing consultants have provided quality services to city, county, state, and federal government agencies since 1994.

JQUAD offers a unique planning approach that integrates housing, land planning, economic analysis – housing and economic development finance with community engagement to achieve actionable implementation that defines future growth, revitalizes communities, and creates long term sustainability. Visit website link <http://cullmanchamber.org> to review JQUAD's Housing Plan Assessment for Cullman County, Alabama 2019 and 2023 Update; <https://arlington.tx.gov>; JQUAD's Housing Plan and Needs Assessment – Market Analysis for Arlington, Texas; Cleveland, Ohio Buckeye Transformation and Vision Plan <http://buckeyeshaker.org/>; Port Arthur, Texas Disaster Recovery and Resiliency Plan <http://portarthurtx.gov/DocumentCenter/view/6610/disaster-recovery-plan>; Downtown Revitalization and Housing Plan <http://portarthurtx.gov/488/downtown-target-area-housing-plan>; and ReNew East Arkansas, a Twelve County Regional Housing and Economic Development Plan <https://hudexchange.info>. James Gilleylen, JQUAD's President and contact is authorized to negotiate and execute contractual agreements. Thank you for your consideration.

James Gilleylen

President

CONTACT INFORMATION

**Name of Proposal: Request for Proposals
Housing Needs Assessment**

Name of Firm: JQUAD PLANNING GROUP, LLC

Federal Tax ID: 03-0508483

DUNS: 883209210

**Physical Address: 6010 West Spring Creek Parkway
Plano, Texas 75024**

**Mailing Address: P.O. BOX 803288
Dallas, Texas 75380**

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Section 1: Introductory Overview of Firm

JQUAD PLANNING GROUP is a leader in housing market analysis, future growth modeling, and gap analysis, coupled with sustainability planning. Our analysis includes land use planning, housing needs assessments, urban design, commercial corridor and neighborhood redevelopment, housing and economic development finance, public policy, regulatory development, and plan implementation. Our core competencies include:

Urban Planning and Sustainability – city comprehensive / master plans, community needs assessments, market studies, neighborhood sustainability and revitalization master plans, land planning and urban design. Community engagement through SWOT analysis and strategic planning are critical components of each planning effort with a priority on involving a broad sector of the community and local stakeholders in developing a vision of their community and creating long term commitments to implementation, investment, and resiliency. We incorporate the use of state-of-the-art technology for gathering input and maximizing the involvement of stakeholders participating in the plan.

Housing Market Analysis, Needs Assessments, Gap Analysis, and Future Housing Projections – The Housing Needs Assessment (HNA) evaluates market demand for various housing types and price points and provided projections for future housing utilizing U.S. Bureau of the Census data, American Community Survey, Comprehensive Housing Affordability Strategy (CHAS) as well as Envision Tomorrow software. The market analysis compared existing rental and owner housing supply with the demands of householders in a projected year, and population projections to define correlations with overall economic growth.

The Balanced Housing Model, a housing projections tool, is used to analyze existing housing supply, and to provide projections for future housing needed including the matches and mismatches by age, household income and tenure (rental or owner-occupied). The model is also used to conduct a capacity analysis of development potential and to forecast age and income cohorts. Using this information, the model projections are then used as a basis to create a series of policy and strategic recommendations for a balanced, sustainable future housing supply along with targeted goals that can be used to determine future progress in addressing future housing needs. Current and future housing needs also depend on the underlying economic conditions. The HNA examines population, occupations, wages, and employment data provided by the Texas Labor Market and U.S Bureau of Labor Statistics.

Community Engagement and Implementation of workable solutions - Drawing on our experience, expertise, and proven talents, JQUAD addresses the challenges and opportunities for community growth using planning and public involvement techniques to facilitate public discourse around topics such as housing, parks and recreation, land use planning, transportation, environmental issues, and public policy. Our firm places a strong emphasis on quality collaboration and public involvement while balancing practical solutions to reach consensus.

JQUAD provides each client with a range of customized planning approaches, public involvement and public information services designated to meet the specific needs of our client's projects. Our firm has experience with working in diverse communities regardless of income, education, race, ethnicity, or English proficiency. This commitment to "community engagement" in the decision-making process allows us to better assist the public with gaining an understanding of the issues, and results in better "context sensitive solutions" that reflect the concerns, ideals, and goals.

JQUAD enjoys investigating the linkage between people, and the built and natural environment by analyzing current housing, social, economic, and environmental conditions that are distinct to every project. Our collaborative approach is both experienced and experimental, emphasizing the interface between the affected public, planners/designers/engineers, and agency administrators. Together, JQUAD is committed to communities achieving results embodying lofty standards of analysis, integrity in the public participation process, strategies for implementation, and bettering environments where we live, work, and play.

JQUAD Planning and Consulting Expertise offered and past performance:

Consolidated Plans – Since 2005, JQUAD has completed Housing Needs Assessments, Future Housing Studies, Analysis of Impediments – Assessment of Fair Housing, Consolidated Plans, and Annual Plans in the HUD eCON Planning Software, for eighty-five jurisdictions in 19 states.

HOME American Rescue Plan Consulting – JQUAD offers consulting support to city, county, and state governments in developing their HOME ARP Allocation Plan and required conducting the public engagement process. JQUAD provides recommendations on how governments allocate their HOME ARP grant funds made available through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) in June 2021. JQUAD is currently assisting the City of Fort Smith, and North Little Rock, Arkansas; Brazoria County, Grand Prairie and Port Arthur, Texas; South Fulton, Georgia; and Shreveport, Louisiana.

Section 2: Similar Engagements and Past Performance Outcomes

Recent Projects and Similar Past Project Performance

Cullman County Alabama Housing Needs and Economic Assessment – a recently completed 2018 Housing Needs Assessment, updated 2023, is a collaboration between the twelve local jurisdictions, county and rural unincorporated communities, local developers, industry, and public, and support of the City and County governments. Housing Needs were modeled resulting in projected needs for 5, 10 and 15 years. The process included identified strategies for implementing the recommendations and housing projections to ensure that the jurisdictions achieved maximum implementation of the plan. A primary focus of the Needs Assessment was to ensure that housing needs supported economic development – job growth, and projected population for the future. The public engagement included twenty sessions and presentations involving over 780 resident participants and representatives from sixty businesses, institutional, governmental and education entities.

Cleveland Ohio Housing Needs Assessment and Revitalization Strategy – In Cleveland, a collaboration between the communities, local based non-profit developer Buckeye CDC and support of the Cleveland Foundation and Saint Luke Foundation is creating stability and sustainability in four strategic neighborhood areas in the city. Accomplishments include a Transformation Vision Plan and Implementation strategy creating a comprehensive plan to bring new single family and multi-family housing, green space, commercial development to the Saint Luke's campus, a development of property formerly owned by the Saint Luke's Foundation and historic site of the Saint Luke's Hospital. The plan featured affordable housing and economic development strategies for repurposed development and revitalization in four neighborhoods, three commercial corridors and a mixed-use development of retail, housing, and institutional uses for the former Saint Luke's campus. Buckeye Shaker Square Development Corporation estimates an economic impact of \$113,500,000 of investment since the initial 2008 plan and updates in 2012 and 2017 in various neighborhood projects, as proof of the community's momentum.

City of Shreveport, Louisiana Choice Neighborhood and Revitalization Plans – JQUAD supported the City of Shreveport, Louisiana in its' efforts to revitalize neighborhoods and create a sustainable community. JQUAD created the Shreveport Neighborhood Revitalization Plan and Housing Needs Assessment focusing on eight strategic neighborhood planning areas and successful Housing Choice Neighborhood Planning and Implementation Grant of \$1,000,000 in 2018 and \$30,000,000 Implementation Grant in 2020.

City of Arlington, Texas Housing Needs Assessment and Future Housing Needs Projections - JQUAD

assisted City of Arlington, Texas with development of a housing needs assessment and sustainability plan including a Housing Needs Assessment including model projections of future housing needs through 2030 completed in 2020. The Housing Needs Assessment / Market Analysis combines an evaluation of socio – economic and housing market conditions and characteristics with an analysis of housing and neighborhood conditions, community engagement, to create a housing needs assessment and gap analysis of future housing needs. The methodology resulted in projections of housing needs, data reference documents, and policy options to encourage future housing development and maintain neighborhood stability for current and future residents of the City of Arlington. The HNA evaluated market demand for various housing types and price-points in Arlington and provided projections for future housing needs, utilizing U.S. Bureau of the Census data, American Community Survey, Comprehensive Housing Affordability Strategy (CHAS) as well as Envision Tomorrow software. The market analysis compared existing rental and owner housing unit supply in 2018 with the demand for housing of householders in 2025 and 2030 by income. The Balanced Housing Model was used to analyze Arlington’s existing housing supply, including the matches and mismatches by age, household income and tenure (rental or owner-occupied). It was also used to conduct a capacity analysis of development potential and to forecast age and income cohorts. Using this information, the model was then used to create a series of policy and strategic recommendations for a balanced, sustainable future housing supply along with targeted goals that can be used to determine Arlington’s future progress in implementing its plan. The current and future housing needs of Arlington depend on the underlying economic conditions. This section examines population, occupations, wages, and employment data provided by the Texas Labor Market and U.S Bureau of Labor Statistics. Future housing needs were partially determined utilizing year 2040 population projections completed by the Texas Demographic Center which factors demographic change, mortality, fertility, and migration under the Cohort Component Population Projection Method.

Maintaining and enhancing neighborhood stability and achieving sustainability are essential recommendation for areas impacted by decline. For those areas, the plan is intended to guide EAPDD in implementing strategies that assist those communities to enhance their “Image and Identity” to attract new residents and retain existing residents and businesses. An essential component of this strategy includes areas becoming healthier, sustainable neighborhoods, able to meet the essential quality of life needs of its residents. This means improving the physical character of the neighborhood, which in some instances, is viewed both internally by its residents and externally by the larger community as uninviting. Some neighborhoods are viewed as unsafe and as havens for criminal activities. Whether this is reality or a perception, it has a detrimental effect on the image of the neighborhood either way.

East Arkansas Housing Needs Assessment, Gap Analysis, Future Housing Projections, Community Engagement

Community Outreach and Engagement

A central part of our planning efforts consists of the ability to reach and engage affected parties. We provide a unique and comprehensive process designed to capture feedback effectively and efficiently from a variety of stakeholder groups.



Our Process

A successful outreach program has many steps, and the process must be flexible to allow for unforeseen adjustments to get the best possible result.

1. **Identification of stakeholders.** The first step in the process is to identify the target audiences in the project. This requires input and discussion among stakeholders. We identify potential groups to participate in the survey and assessment process.
2. **Development of Public Relations Campaign.** Encouraging participation in the process, a branding campaign will be utilized to disseminate messages about the importance of the assessment program, desired outcomes, and the need for feedback.
3. **Strategic Planning Sessions.** For each of the target audiences, there are different strategies and tactics utilized to improve environments. Each of these strategies has a series of Key Success Factors, which are conditions or abilities a community must possess for a strategy to be successfully realized. It is these conditions that will be analyzed to identify the market weaknesses and the unique vision for the community based on community consensus.

For each of the target audiences identified, a 2- to 3-hour work session will be held to gather input. Questions are posed to each group and their answers collected anonymously using wireless response card technology (we call them “clickers”). Secondly, the accumulation of this data is part of a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis.



Why “Clickers” Work

Loud voices frequently smother thoughtful ones.

Electronic Clickers

In a group discussion, extroverts almost always dominate introverts. Pushy people usually drown out thoughtful ones.

Yet everyone who desires to participate in the strategic planning process wants their voice to be heard.

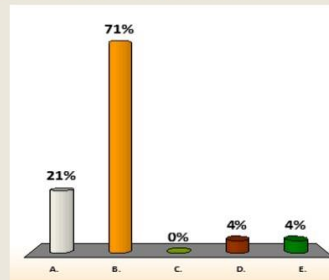
We utilize electronic response cards (or “clickers”) to give everyone equal input into the process.

The result is instantly projected on the screen in order that everyone has immediate and valuable content on which to base decisions.



In checking references on an application for a vacant apartment, an owner learns that the applicant has a history of mental illness. Although the applicant is not a danger to anyone, the owner does not want to rent to such a person.

- Regardless of what the law says, do you think the apartment building owner should be able to reject this application because of the applicant's mental illness.
 - a. Yes
 - b. No
 - c. It depends
 - d. Don't know/Not Sure
 - e. Unable to answer

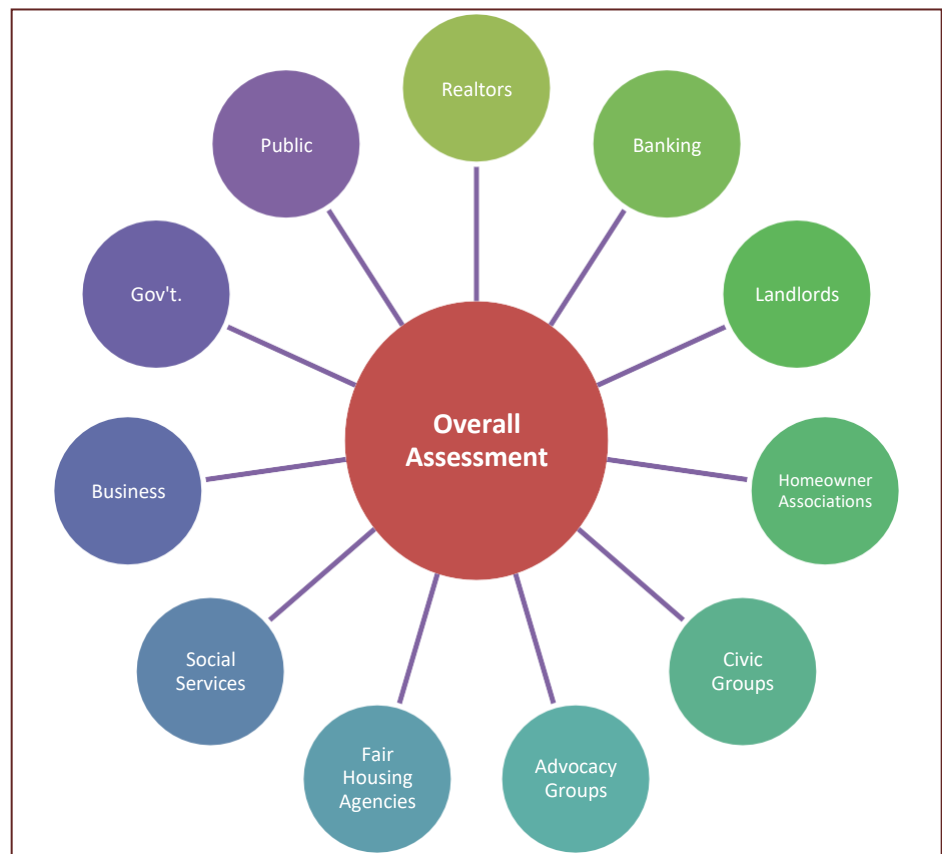


4. Survey Deployment

In addition to the work sessions held with targeted audiences, we also created two types of surveys. The first will be a document for each work session participant to complete, intended to gather individual information such as age, income level, race, ethnicity, education levels, etc. This information will be used for reporting purposes primarily to ensure that a representative cross-section of the community has been included in the strategic planning process. The second survey tool will be a modification of the assessment instrument utilized in the work sessions. These will be available online as well as utilized in public outreach programs and festivals to gather additional information from the local community including the public, homeowners and tenants, businesses, and service agencies.

5. Assessment Development.

Once all work sessions and surveys are completed, the team developed a Prioritized Strategy Report—a ranking of existing conditions that demonstrate where the community is succeeding in its vision for creating sustainable communities and neighborhoods and where it is lacking. The community vision and overall revitalization assessment will provide the basis for recommendations to improve the community.



The assessment findings will yield scores based upon potential strategies available for the community.

These include strategies based upon:

- a. Educational Programs
- b. Policy Changes
- c. Enforcement Activities
- d. Additional Outreach Efforts
- e. Rehabilitation
- f. Infrastructure Development
- g. Financial Programs / Entitlement Funding
- h. Government Incentives

Section 3: Past Performance References

City of Fort Worth, Texas – Housing Plan and Needs Assessment, Consolidated Plan, Annual Plan and Analysis of Impediment

City of Fort Worth, Victor Turner, Director Neighborhood Services Department
903 Monroe Street – Fort Worth, Texas 76102
(817) 392-8187 Email: victor.turner@fortworthtexas.gov

City of Port Arthur, Texas – Housing Needs Assessment, Market Analysis, Revitalization Plan Consolidated Plan, Downtown Housing Plan, and Disaster Recovery and Resiliency Plan

City of Port Arthur, Ron Burton, City Manager
501 Proctor Street, #100, Port Arthur, TX 77640
Phone: (409) 983 – 8135 Email: ron.burton@portarthurtx.gov

Cullman County Area Housing Needs Assessment – Cullman Area Chamber of Commerce Initiative

Cullman Area Chamber of Commerce
Ms. Peggy Smith, Director Ms. B. Hudson, Director of Planning
301 2nd Avenue, Southwest Cullman, Alabama 35055
Phone: (256) 734 - 0454 Email: psmith@cullmanchamber.org

Cullman Area Housing Needs Assessment Initiative – March 2019 and Plan Update July 2022 - Present

City of Shreveport – Revitalization Plan, Consolidated Plan and Fair Housing Impediment Analysis, Housing Market Analysis and Community Development Needs Assessment; Grants Management

City of Shreveport Department of Community Development
Ms. Bonnie Moore, Director
401 Texas Street, Room 314, Shreveport, LA, 71101
Phone: (318) 673 - 5900 Email: Bonnie.Moore@shreveportla.gov

City of Shreveport, Louisiana Consolidated Plans, Annual Action Plans, and Fair Housing Impediment
Analyses for program years 2008 – 2013 and 2014 – 2018.

Housing Market Analysis, Needs Assessment, and Neighborhood Revitalization Strategies 2005;
Commercial Corridor and Choice Neighborhood Consultation 2021 and HOME ARP Consultation July 2022.

Section 4: Project Delivery Team and Project Management

JQUAD PLANNING TEAM AND ORGANIZATION

The Moline, Rock Island, Davenport Consortium Housing Study and Needs Assessment will be supported by a primary team consisting of a Delivery Manager, Lead Planner - Quality Control Manager, Community Engagement Leader and five senior analysts with specialized expertise in urban planning, housing and commercial development finance, housing needs assessments and forecasting, housing development, entitlement grant program administration, and Geographic Information Systems (GIS).

James Gilleylen will serve as Project Delivery - Quality Control Manager Quality Control Manager, ensuring that the project methodology and HNA planning principles are adhered to. Otis Spriggs will also support Quality Control, providing independent fact checks and data queries in support of our analyses. Robert Joiner will serve as lead demographer and housing analyst for development and forecasting of future housing needs and perform analysis supported by the Balanced Housing Model Projections. Otis Spriggs will also serve as lead planner - analyst supporting analysis of housing needs, economic development, government regulations, and economic impact. Otis will also support land planning, urban design and conceptualization of development opportunities and program design. Vivian Ballou will develop strategies and policies for addressing housing needs, including revitalization of existing development and best practice solutions, regulations, housing, and public policy. Vivian will lead the analysis of public policy and identification of housing development incentives.

Robin Willians will oversee community engagement, assisted by Emily McMillian. Jenea Lofton will conduct homeless and supportive housing service analysis, disparate impact. Emily McMillian will support community engagement utilizing social media and technology to enhance community involvement. Please note that additional resources appearing on the Project Team Chart are available if needed but are not currently programed for the HNS. Key person bios presented on the following pages.



Delivery Team Professional Qualifications

James Gilleylen | Delivery Manager and Lead Planner – James Gilleylen has worked as a professional planner and in executive management for more than 30 years in both the public and private sectors including Director of Housing and Development and Assistant Director of Planning and Development for the City of Dallas, and Deputy Director Office of Planning, Washington, DC. He serves as CEO and Principal Planner for JQUAD. He has led policy efforts including multiple consulting engagements with the U.S. Departments of HUD, Navy, and Commerce. His experience includes Housing Needs Assessments for Cullman County, Alabama Regional Consortium; East Arkansas 12 County Region; Rockford, Illinois, Boone, and Winnebago County; State of Arkansas; and Port Arthur, Texas. James served as Project Lead for Housing Needs Assessment Consolidated Plans and Analysis of Impediments for City of Fort Worth, Texas 2023, Fort Smith, Arkansas 2023, and Grand Prairie, Texas 2022 – 2023. James earned a Bachelor of Science degree in Public Administration and a Master of Science Degree in Urban and Regional Planning from the University of Mississippi “Ole Miss.”

Otis Spriggs | Lead Planner, Architect, Planning Implementation and Design - Otis Spriggs has worked as professional architect, planner for over 23 years in the public and private sectors including Director of Development Services, City of Missouri, City, TX; Director of Planning, City of Jonesboro, AR; Planning and Zoning Administrator, Colerain Township, and Designer Architect, KZF Design Inc., Cincinnati, Ohio. Otis serves as Project Manager - Principal Architect and Planner for JQUAD. He has led municipal planning, zoning, revitalization plans, and housing and economic development including Southern University – Baton Rouge Campus Plan and Off Campus Housing Plan, Future Housing Needs Assessment and Scotlandville Neighborhood in Baton Rouge, Louisiana, Housing Needs Assessment and Revitalization Plan. Otis earned a Master of Community Planning – University of Cincinnati, Cincinnati, Ohio, and Bachelor of Architecture – Southern University, School of Architecture, Baton Rouge, LA.

Vivian Ballou | Lead Planner and Planning Implementation and Design - Vivian Ballou serves as a Senior Analyst for JQUAD. Ms. Ballou has worked as a City Administrator, professional planner and housing consultant for more than 25 years in both the public and private sector including Executive Director of the Department of Housing and Human Services and Vice President of the Housing Finance Corporation for the City of Irving, Texas, and Deputy Director of the Beaumont, Texas Housing Authority. In 2005, she founded Legacy CDC, a Port Arthur, Texas nonprofit development corporation and remains a guiding force in its' quest to provide affordable housing. Ms. Ballou's assignments include the Port Arthur Housing Needs Assessment. Ms. Ballou holds a Bachelor of Business Administration from Lamar University, Beaumont, Texas.

Robert Joiner III | Housing Finance and Economic Development Lead Planner – Robert Joiner serves as Demographer and Senior Analyst. Mr. Joiner has over ten years of progressive housing finance and mortgage underwriting experience. Mr. Joiner served as loan counselor, underwriter and modification specialist for diverse mortgage organizations including Wells Fargo, Green Tree, and Nation star prior to joining JQUAD. Recent project experience includes Senior Underwriter for the 2019 – 2020 Texas General Land Office Multifamily Housing Disaster Loan Program; Senior Analyst for the Cullman Area Needs Assessment; City of Fort Worth Consolidated Plan, Analysis of Impediments, HNA 2024; Senior Analyst for Desoto Texas Housing Analysis. Robert earned a Bachelor of Arts in Business Administration and Marketing American Intercontinental University, Atlanta, Georgia.

Robin Joseph Williams | Urban Planning Economic Development, and Strategic Planning Robin Williams, Principal accomplished background encompassing Planning, Economic Development, Marketing, Communications, Community Engagement, and Public Affairs. Robin Joseph-Williams is an Urban Planner and Public Involvement/Community Outreach Specialist with over 25 years of experience on a variety of public sector and non-profit projects. Ms. Joseph-Williams has led successful planning, infrastructure, and environmental studies and been a task lead on local and regional transportation and workforce analyses, corridor development feasibility and rail transportation studies. Ms. Williams has managed strategic implementation planning involving housing needs assessments and economic development and park planning. Recent projects include City Fort Worth Comprehensive Plan, Parks Master Plan and Housing Needs Assessment – Consolidated Plan, Analysis of Impediments Community Engagement 2023. Robin holds a Master of Urban and Regional Planning from University of Michigan, Ann Arbor.

Johnny Anderson | Urban Planning Economic Development, and Strategic Planning – Johnny Anderson, Associate’s accomplished background encompassing Information Technology, Software Development, federal and private software solutions, including 20+ years as an IT professional managing data, developing solutions, and automating processes. includes NRC Corporation. Since joining JQUAD, experience includes GIS modeling, database development - demographic analysis including Dept. of HUD - Capital Fund Formula and Public Housing Allocation Models; Dept. of Navy, Defense Shore Manpower Analysis; CDFI - Opportunity Zone modeling. Johnny holds a Bachelor and Master of Science in Computer Science, both from the University of Mississippi, Oxford, Mississippi.

Emily McMillian | Community Engagement and Strategic Planning – Emily McMillian, Principal background encompassing Planning, Marketing, Communications, Community Engagement, and Public Affairs. Ms. McMillian has served as Public Engagement / Community Outreach Specialist with 25 years of experience on a variety of public sector and corporate businesses including Coke Cola, American Airlines, and City of Atlanta. Ms. McMillian recent experience includes Cullman County HNA, public involvement/community outreach. She holds a Master of Science in Computer Engineering, and Bachelor of Science in Computer Science, both from the University of Mississippi, Oxford, Mississippi.

Jenea Lofton | Community Services and Strategic Solutions Planning – Jenea Lofton, Principal background encompassing community services planning and administration, addressing issues of homelessness, youth homelessness, youth and children services, sex trafficking, food insecurities and food deserts. Ms. Lofton has served the public sector with 20 years of experience on a variety of public sector appointments including Child Protective Services of the State of Texas Case Manager and Director of Training and Professional Development. Ms. Lofton’s recent experience includes Cullman County HNA and Fort Worth Analysis of Impediments, and HOME ARP planning. She holds a Master of Science Degree in Social Works and Social Service Delivery, Texas Women’s University, Denton, Texas, and Bachelor of Science Texas Wesleyan University, Fort Worth, Texas.

Section 5: Contact Information for Project Team

Name of Firm: JQUAD PLANNING GROUP, LLC

Local Address: 6010 W. Spring Creek Parkway, Plano, Texas 75024

Contact Person: James Gilleylen, President

Phone: (214) 533-9028

Email: gilleylenj@jquad.com

Website: <http://www.jquad.com>

Section 6: Project Delivery Schedule, Work Plan, and Deliverables

DELIVERY SCHEDULE, WORK PLAN TASK, AND SCHEDULE – JQUAD proposes a seven-month timeline with an estimated start February 1, 2024 - completion September 30, 2024. JQUAD actual schedule will be based upon execution of a contract. Schedule can be adjusted based on notice to proceed.

Phases 1: Data Collection and Initial Analysis	Completion Date	Hours / Cost	Timeline for Completion	Milestones / Deliverables
Phase 1.1: Project Initiation, Data Collection, Research and Design			Feb 1, 2024 – March 30, 2024	Data Analysis Report
Phase 1.2: Housing and Market Analysis, Housing Conditions, Infrastructure.			Feb 1, 2024 – April 30, 2024	Housing Needs and Market Report
Phase 1.3: Community Engagement and Strategic Planning including Public Participation / Stakeholder Input			Feb 1, 2024 – April 30, 2024	Community Engagement Report
Phase 1: Hours / Cost			Feb 1, 2023 – April 30, 2024	Phase 1 Draft Analysis Report
Phases 2: Needs Assessment, Housing Market and Housing Gap				Phase 2 Draft Analysis Report
Phase 2.1: Needs Assessment, Housing Market and Gap Analysis			Feb 1, 2024 – May 30, 2024	Housing Market Gap Analysis
Phase 2.2: Analysis of Public Policy, Impediment to Housing and Social Equity, Barriers to Fair and Affordable Housing.			Feb 1, 2024 – May 30, 2024	Analysis of Impediments - Housing Equity
Phase 2.3: Policy - Regulatory Recommendations. Infrastructure, Parks, Recreation, Quality of Life, Beautification.			Feb 1, 2024 – May 30, 2024	Recommended Policies – Regulations, Architecture,
Phase 2.4 Home Mortgage Disclosure Act Analysis; Access to Capital, Business Opportunity, Commercial Corridor, Infrastructure Reinvestment; Community Bldgs.			Feb 1, 2024 – May 30, 2024	Actions to support financing, affordability reinvestment, preservation
Phase 2.4: Balanced Housing Model Housing Needs Projections, and Market Analysis			Feb 1, 2024 – May 30, 2024	Housing Needs Projections
Phase 2.5: Recommended Strategies - Opportunities, Financing, Resources, Policy, Regulatory, Conceptual Development illustrations, design elements, modeling.			Feb 1, 2024 – May 30, 2024	Strategies and Opportunity Recommendation
Phase 2: Hours / Cost			Feb 1, 2024– May 30, 2024	Phase 2 Draft Recommendations
Phase 3: Recommendations, Best Practices, Implementation Plan - Metrics for Success; Draft Report and Staff Review			June 1, 2024 – August 15, 2024	Phase 3 Draft Report, Recommendations
Final Report: Total Hours / Cost			August 15, 2024 - Sep 30, 2024	Final Report

Section 7: Understanding of the Requirements – Approach and Methodology

Housing Study and Needs Assessment Approach and Methodology

The **Approach and Methodology** employs a scenario-based planning approach with four integrated phases used to identify housing needs and strategies for addressing housing needs, neighborhood stability, economic development, future housing development, rehabilitation, affordability, policy and regulatory changes, and community sustainability. Recommendations are designed to be replicable in any of the City's contrasting areas, markets, and economic environments. Each scenario is a plausible sequence of future events that affect housing need and development as well as implementation. The outcomes of the scenario-based planning process can be used to develop and refine prototype development opportunities, based on community input and fundamental influences of market, resources, public policies, regulations, and economics while replicating successes throughout the City.

The Needs Assessment will focus on creating sustainability and actionable implementation through specified research, analysis, and data used to develop prototypical strategies and recommendations based on existing conditions and market opportunities in the Moline, Rock Island, Davenport Consortium. Recommendations and strategies will be applicable area wide or in individual areas/neighborhoods. The plan will include policy and regulatory recommendations and resources needed for implementation as well.

The following is an overview of the key phases of scenario-based planning and how it can be used to establish an action-oriented implementation process. Six scenario planning opportunities will be examined.

1. Community Engagement / Rebuilding – Strengthening Neighborhood / Infrastructure Needs Scenario
2. Housing Needs / Affordability / Gap Analysis Scenario
3. Commercial Corridor / Economic Development/ Surrounding Neighborhood / Adjacent Markets Scenario
4. Existing Housing / Neighborhood Stabilization / New Housing Development Scenario
5. Housing Types / Sustainability / Barriers / Public Policy and Regulatory Scenario
6. Anchor Market Influences / Economic Impact Project / Downtown and Employment Centers Scenario

Phase 1 – Project Initiation, Data Collection, Research and Design – The project team will initiate the project, establish the factual basis within the scenario planning areas and identify critical issues based on these facts. This research includes analyzing local markets, city, county, regional and select sub-area market conditions, economic impact projects and anchor development influences for their impact on the planning for sub-area markets. This phase includes an analysis of housing market, supply and demand, and housing conditions including age, location, affordability, pricing and number of new and existing housing units, land uses, ownership patterns, public infrastructure, and transportation.

Phase 1.1 – Project Initiation and Work Plan Refinement

1. Prepare presentation materials and conduct strategic planning sessions and to identify Strengths, Weaknesses, Opportunities and Threats, (SWOT Analysis) to be used as a planning tool to establish a vision and goals for the planning process.
2. Refine the approach and methodology / timeline and task for the planning process.
3. Coordinate and refine the public participation process with staff.
4. Identify community stakeholders; include persons currently involved in the planning process.
5. Review existing planning documents, development plans, regulations, and reports.
6. Review existing City GIS, land use and demographic data and determine methodology for collecting supplemental data as required.
7. Delineate primary and sub-areas for data collection, planning, and neighborhood conditions evaluation.

Deliverables:

- Refined work program / schedule, GIS Based Maps, and supplemental data.
- Community Meetings, Focus Groups, SWOT Analysis, Community Engagement Report

Phase 1.2 – Data Collection, Housing, Neighborhood and Commercial Corridor Conditions Evaluation, Housing Market Analysis, Demographic and Socioeconomic Overview, Housing and Economic Analysis.

1. Review of local and regional trends and their impacts on the economic and demographic profile of the Moline, Rock Island, Davenport Consortium's population, economic base, and housing supply.
2. Review existing reports and conduct a property conditions windshield survey of selected planning areas documenting exterior conditions of residential structures, vacant structures, vacant lots, premise and neighborhood conditions, zoning, and land use in designated areas.
3. Perform an evaluation of comparative advantages and disadvantages to competitive markets including development opportunities and development modeling.

4. Collect and analyze housing, land use, zoning, and other pertinent demographic trends in planning areas. Determine the intersection of housing and economic development trends.
5. Provide analytical overview of housing conditions, supply, affordability and demand for new and existing housing units, and commercial buildings.
6. Review and analyze impact of federal and private sector financial programs/resources.
7. Document regulatory and enforcement issues needed changes in legislation, policies and regulatory reform and their impacts on access to quality goods and services for the planning areas.
8. Analyze adjacent markets, economic development opportunities, projected economic impact projects, market conditions, and anchor developments for their impact on the planning area.
9. Home Mortgage Disclosure Act (HMDA) Analysis to identify barriers to housing in public policy, lending, affordability, economic and neighborhood disparate impacts.

Deliverables:

- Demographic and Socioeconomic Profile; Housing and Economic Analysis; HMDA Analysis
- Neighborhood Condition, Commercial Corridor and Housing Stock Evaluation Report

Phase 1.3 - Community Engagement - During this phase, we gather stakeholder input on the purpose, approach, methodology and scope of the planning process. The planning team will seek broad community support in establishing the vision and desired outcomes for the planning effort based on identified issues, priority needs and understanding of the existing conditions.

Our Process - Multi-step outreach, flexible to allow for unforeseen adjustments and best possible result.

1. **Identification of stakeholders.** The first step in the process is to identify the target audiences in the project. This requires input and discussion among stakeholders. We identify potential groups to participate in the survey and assessment process. These include, but may not limited to:
 - a. Board(s) of realtors, Banking Associations (FHLB, Federal Reserve, Fannie Mae, etc.)
 - b. Landlords (Apartment Owners, Managers, Landlord Associations)
 - c. Homeowners Associations, Civic Groups, Religious Organizations, Churches
 - d. Advocacy Groups including Fair Housing, Social Service, Business, Chambers of Commerce
 - e. Government (Enforcement Agencies, Code Enforcement, Building Inspections, Police, Fire, Entitlement Grant Administrators, Elected/Appointed Officials, Public Transit Agencies)
2. **Development of Public Relations Campaign.** Encouraging participation in the process, a branding

campaign will be utilized to disseminate messages about the importance of the assessment program, desired outcomes, and the need for feedback. This campaign will include:

- a. Development of a brand based on input from the sponsor organization and our target audiences.

This brand will be used in all marketing tools to create a common theme for the project.

- b. Social media forums using Facebook, Twitter, and other applications.
- c. Public service announcements for radio and public access channels.
- d. Participation in local festivals. We will look at a schedule of public festivals in the area during the project time frame and determine the best choices for our purpose.

3. **Strategic Planning Sessions.** To capture information from stakeholders, there are different strategies and tactics utilized to improve environments. Each strategy has a series of Key Success Factors, which are conditions or abilities a community must possess for a strategy to be successfully realized. It is these conditions that will be analyzed to identify the market weaknesses and the unique vision for the community based on community consensus. For each work session, questions are posed, and answers collected anonymously using wireless response card technology (we call them “clickers”). Secondly, the accumulation of this data includes a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis.

4. **Survey Deployment**

In addition to the work sessions held with targeted audiences, we also created two types of surveys. The first will be a document for each work session participant to complete which gathers individual information such as age, income level, race, ethnicity, education levels, etc. This information will be used for reporting purposes primarily to ensure that a representative cross-section of the community has been included in the strategic planning process. The second survey tool will be a modification of the assessment instrument utilized in the work sessions. These will be available online as well as utilized in public outreach programs to gather additional information from the community.

5. **Assessment Development.**

Once all work sessions and surveys are completed, the team will develop a Prioritized Strategy Report—a ranking of existing conditions that demonstrate where the community is succeeding in its vision for creating sustainable communities and neighborhoods and where it is lacking. The community vision and overall revitalization assessment will provide the basis for recommendations to improve the community. The assessment findings will yield scores based upon potential strategies available for the community.

Deliverables:

- Draft Needs Assessment, Market and Gap Analysis, policies, neighborhood infrastructure
- Community Participation Plan Input and Analysis
- Draft Market Analysis and Future Housing Demand and Balanced Housing Forecast

Phase 2 – Housing Goals including Housing and Economic Development Policies, alternative solutions, implementation strategies, action plan, and resources – In this phase, we determine strategies for maintaining neighborhood stability, strengthening neighborhoods in transition, and explore future housing needs, development strategies, financing alternatives and potential resources and housing products necessary to implement this goal. Phase includes photographic images, conceptual development plans and project opportunity illustrations incorporated into our report that promote the recommended strategies, define development opportunities identified in the planning process, and offer visual aids helpful in determining perceptions to market, housing preferences and programs.

Outputs include:

1. Establish short-term / long-term goals for improving and maintaining housing and neighborhoods.
2. Create housing and economic development policies and strategies for improving and maintaining housing, commercial corridors and neighborhoods based on the planning process.
3. Develop 10-year housing needs projections and five-year action plan for implementation of strategies.
4. Identify roles and responsibilities of major participants, i.e., government, nonprofits, business and financial institutions, private sector developers, residents, and others and design conceptual financing structures / potential funding sources.
5. Identify public policy / regulatory changes and community organizational enhancements necessary to support implementation.
6. Identify and illustrate “project opportunity areas” and design “prototype demonstration projects.” as examples of Best Practices and implementation options.
7. Perform market research to validate the strategies and housing products recommended for the target markets and consumers, and community and industry stakeholder.
8. Develop Final Report and provide Presentations.

Deliverables:

- Final Reports on Housing Needs Assessment, Community Participation Report
- Final Report on Housing Forecast and Gap Analysis of Future Housing Needs.

Phase 3 – Barriers and Public Policy- Barriers are detailed in Element 4. The Barriers identified draw on information collected and analyzed in other sections that provide a context for remedial actions intended to address Barriers. Divided into five major categories, Barriers include: Community goals on quality, density, neighborhood impacts; Public Policy; financing, insurance; environmental, socioeconomic; NYNBSIM and barriers to specific populations. For each barrier identified, issues and impacts are detailed. Remedial actions are recommended, when appropriate, to address impediments, and conceptual frameworks for addressing the impediments. Conceptual actions and goals may require further research, analysis, and program design by the city prior to implementation.

Phase 4 – Housing Affordability and Housing Needs Assessment Implementation and Action Plan

The action plan will be structured to identify roles and responsibilities, and priorities for implementation based on resources, interactions with the community, City leaders, business, industry, and priorities established in public meetings with neighborhood residents. The Implementation Action Plan will provide general strategies that are designed to meet the strategic goals of the project, specific recommendations that address isolated needs, and illustrations of design concepts that could be incorporated where appropriate. Recommendation may be accompanied by a discussion of the underlying issue, a list of potential funding sources, and best practices successful at addressing issues.

The Needs Assessment recommendations are intended to guide implementation of actions and solutions identified in the report, in response to needs identified. The recommendations will be divided into categories of short-term, mid-term and long-term for purposes of estimating times to carry out the implementation program. The categories and times identified to guide implementation may vary depending upon resources required for implementation or public policy and regulatory changes that must be enacted before implementation can occur.

Short-term implementation will include evaluation of the recommendations contained in the report to determine fiscal impact, policy implications, and to what extent recommendations and times for implementation should be adjusted to meet the needs of Moline, Rock Island, Davenport Consortium. The Moline, Rock Island, Davenport Consortium will be responsible for post-planning activities and determine the level of community involvement necessary for implementation. The strategies and recommendations of the report are intended to guide the implementation of the Plan. The stakeholders, including city officials, neighborhood residents, developers, home buyers, business, industry, local school districts and colleges, and religious institutions should be encouraged to continue to provide leadership in refining the recommendations and transforming the planning area through implementation of the

needs assessment and plan recommendations. The initiatives and programs described in the Affordable Housing Needs Assessment and those presented as best practices may require further study for implementation and in some instance, pilot programs can be used to further evaluate their potential application in Moline, Rock Island, Davenport Consortium. An evaluation and revision process should be considered providing for annual auditing of accomplishments and adjustments as needed to be successful.

Phase 5 - Best Practices for Implementation and Conclusions - The Affordable Housing Strategies and Recommendations build upon the assessment of existing conditions, development opportunities, infrastructure needs, and alternative resources for development phase of the planning process. The methodology supports identification of alternative ways for improving existing conditions in the Plan. The plan incorporates our evaluation of socio – economic and housing market conditions and plan area characteristics with an analysis of housing and neighborhood conditions, community engagement, and a housing needs assessment to create revitalization and sustainability recommendations. The report is intended to address a wide range of alternatives for implementation including programs, financing, public policy, regulatory, and development. Recommendations include best practice examples used to demonstrate alternative approaches that have worked in other jurisdictions, and prototypical illustrations of potential locations in the Plan area that might support future developments.

The Needs Assessment is guided by Best Practices supporting the following goals and principles:

1. To determine what are the existing and future housing needs for the Moline, Rock Island, Davenport Consortium.
2. To maintain existing housing, neighborhood, and commercial corridor stability and reverse trends toward neighborhood decline with a focus on sustainability.
3. To understand existing housing characteristics, population trends, priority needs, development opportunities and the constraints on meeting housing demands.
4. To encourage diverse housing types; and quality retail and commercial uses priced to meet diverse community needs.
5. To strategize where and how housing development and neighborhood reinvestment should take place to foster economic opportunity and job growth.
6. To guide public policy and community discussion about planning and future housing needs.

7. To encourage the sustained involvement and interest of stakeholders in the future development of housing, in downtowns and main streets, commercial corridors, entertainment districts and surrounding neighborhoods.
8. To identify opportunities for community recreation facilities, parks and open space and determine the most appropriate programming based on community input.
9. To predict future housing needs and determine where and how housing development goals can best be implemented.
10. To identify necessary resources to achieve implementation, opportunities for leveraging private and federal resources, and support community partnerships for implementation.
11. To increase interest in development by private developers, investors, and financial institutions.
12. To assist local governments in targeting reinvestment and formulating public policy.
13. To address beautification and community revitalization through conceptualization of design, design principles, amenities, signage, branding, and public art.

City support requested by consultant - The City will provide previous planning, policy, development, and regulatory documents, including city, regional, and housing authority records and plans. The city will provide meeting space, equipment, and technical support for meetings, develop, and distribute invitations for community engagement, notification to participants, and will host the community engagements sessions. The city will advertise public engagement sessions and provide public notice, newspaper publications and other requirements for public engagement required by local, state, and federal regulations. JQUAD will conduct the meetings with support and input from the Moline, Rock Island, Davenport Consortium.

Section 8: Cost Proposal

Total cost of \$86,850 to be invoiced monthly for hours performed (progress billing based on task and hourly rate of \$90.00). Travel and Project Overhead \$6,948 included in the Labor Rate \$90.00 Blended Hour Rate for all Labor / Positions for 965 Hours \$86,850.



Grow America

Formerly NDC | Partners in Community Development

PROPOSED FOR
City of Moline

Community & Economic
Development Department

Community Development
Division

REQUEST FOR PROPOSALS

Analysis of
Impediments to Fair
Housing Choice
(AIFHC) for a
Regional Consortium

PROPOSED BY

Grow America

Headquarters

633 3rd Avenue
19th Floor Suite J
New York, NY 10017
(800) 501-7489

www.growamerica.org

Proposal Contact

Maureen Milligan
Field Director

Technical Advisory Services
(469)463-9620

mmilligan@growamerica.org

December 19, 2023

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December 19, 2023

K.J. Whitley
Community Development Manager
Community & Economic Development Department
City of Moline
619 16th Street
Moline, IL 61265

RE: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AIFHC) FOR A REGIONAL CONSORTIUM

Dear Ms. Whitley:

On behalf of Grow America (GA), I am pleased to submit for your consideration the enclosed proposal for the Analysis of Impediments to Fair Housing Choice for a Regional Consortium. Grow America understands all aspects of the RFP; and as such, is committed to performing these services.

Grow America, (formerly, The National Development Council (“NDC”) is the oldest national non-profit community development organization in the United States. Established in 1969, at the beginning of the community development movement, GA has played a significant role in shaping the strategies and methods that have set the standards for practice in the field. Throughout the history of the organization, GA professionals have delivered a unique combination of economic and housing development services – including policy solutions, technical assistance, training, and financing. In addition, GA has worked with federal, state, and local government and non-profit officials to create job opportunities and generate investment in distressed communities.

Our team brings the in-depth local knowledge and unparalleled technical expertise to successfully complete this project. GA appreciates the opportunity to submit this proposal. Please contact Maureen Milligan, Field Director, at 469-463-9620 or mmilligan@growamerica.com if you have any questions or need additional information.

Sincerely,

DocuSigned by:

1B01F4A360304FB...
Daniel Marsh III
President & CEO

1. Qualifications and Experience

Established in 1969 at the beginning of the community development movement, the National Council for Community Development, Inc. dba Grow America (formerly National Development Council) has played an integral role in shaping the strategies and methodologies that have set the standards of excellence in the practice of local economic development, affordable housing, and community development. Grow America's staff has worked with nonprofit and public sector practitioners in every one of the 50 states, more than 100 entitlement cities and counties, and hundreds of small cities to help leverage public funds in exchange for community development projects that generate long-term and sustainable community wealth. Grow America is a 501(c)3 non-profit corporation headquartered in New York, NY, with regional offices across the country. Grow America has 75 employees.

Grow America's mission focuses on increasing the flow of capital for homes, jobs, and community as described below.



Grow America acts as a teacher, advisor, investor, developer, and lender all in one, working tirelessly to increase the flow of investment capital, spur job creation and bring community development to America's economically challenged areas. Grow America's core expertise is in assisting its client communities in strategic uses of public resources and incentives to leverage private investment in economic and community development efforts. Grow America has excelled at delivering effective public-private partnerships that demonstrate these principles by providing direct technical assistance, building the capacity of our client staff, applying extensive knowledge of public sector financing with direct development experience, and helping our clients negotiate the best possible development outcomes. Grow America's technical assistance is deeper and

broader than consulting. We design and structure economic development and public facility finance programs, identify sources for funding, secure capitalization, and train and work alongside our clients' staff in program operations. Grow America's mission is skills-transfer to build local capacity.

Grow America undertakes its work through two areas of activity focus: capacity building and financing & development, as shown below.



Grow America's founding and continuing mission is to direct capital to support the development and preservation of affordable housing, create jobs through small business lending, advance livable communities with social infrastructure investment, and build capacity with hands-on technical assistance to local governments and community development organizations. For more than five decades, this has been the foundation of the Grow America services listed below:

Training: Recognizing that local capacity means local empowerment, over 40 years ago Grow America created the first professional education and certification program for community-based economic, housing and community development practitioners. Since then, Grow America has trained more than 81,000 individuals from a range of communities - urban and rural, large, and small - in the art and science of community development and finance. This work continues in every course with up-to-date curricula that reflect the changing finance and policy landscapes, with innovations in remote and in-person classroom technologies, and with practical, hands-on problem-solving experience in actual development projects.

Technical Assistance: Grow America is one of the nation's leading not-for-profit providers of technical assistance in the areas of economic development and housing development finance and underwriting, including small business underwriting. For over 50 years, Grow America's staff has worked with nonprofit and public practitioners in every one of the 50 states, in hundreds of large and small cities and rural areas, to help plan and execute development strategies, and to access, leverage, and deploy financing from public and private sources. We work side-by-side with our local partners, and with each project completed and program created, these local practitioners gain experience and knowledge for their continuing work in creating long-term and sustainable community wealth. Technical assistance is provided by field directors with a minimum of ten years progressively responsible experience in the field of housing and economic development. They are subject matter experts in federal programs and achieve required certifications to provide clients guidance on their most difficult community development projects, policies, and strategies.

Affordable Housing: Affordable housing, a critical element in creating equitable communities, has been a Grow America focus from the beginning. Our technical assistance has helped the hundreds of communities we serve plan and finance housing throughout the 50 years of changing federal and state policies. When the Low-Income Housing Tax Credit became the primary source of financing, we created Grow America's Housing & Economic Development Corporation (HEDC) Corporate Equity Fund (CEF). CEF's syndicated multi-investor funds provide equity capital for the construction and rehabilitation of affordable housing using Low Income Housing, Historic Preservation and Renewable Energy Tax Credits. Grow America's CEF works with local housing sponsors and developers from project inception, guiding the financial structuring and, again, building local technical capacity. CEF has financed nearly 13,000 housing units.

Small Business Lending: Access to capital for small businesses is another cornerstone of equitable community development. Grow America first entered this field of work with a service that helped minority business owners access credit from conventional banks through SBA and other loan programs.

Grow America Fund: Over 30 years ago, we began our own small business lending activities with Grow America's Grow America Fund (GAF), the nation's first and only U.S. SBA-licensed Small Business Lending Company (SBLC) owned and operated by a nonprofit organization. GAF has loaned almost one half billion dollars to more than 3,200 small businesses, creating and retaining over 50,000 jobs, including thousands of construction jobs.

Community Impact Loan Fund: Recognizing another unmet need in equitable community development – better access to credit for smaller, younger, minority-owned businesses, Grow America created its Community Impact Loan Fund (CILF) in 2014. A CDFI since 2016, CILF has loaned more than \$12 million to 201 businesses.

NDCIMPACT

COVID Response & Recovery



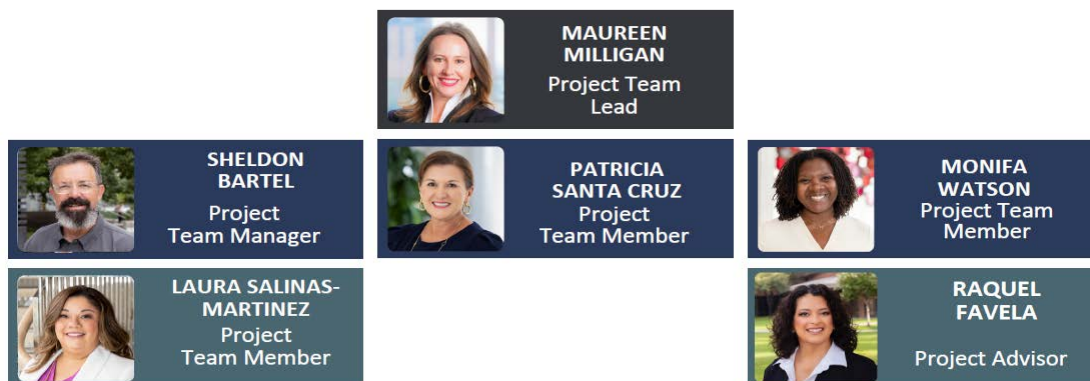
Pandemic-Related Small Business Assistance and Housing Assistance: Shortly after the COVID-19 pandemic began its march across the nation, Grow America’s existing client communities called upon Grow America to aid them in redesigning and redeploying their existing programs to respond to the crisis faced by local small businesses and low-income households. Additionally, Grow America began serving as a third-party administrator and/or lender for many statewide entities, counties, and cities across the nation and helped to deploy over \$715 million in COVID-19 financial assistance to 33,272 businesses and 2,541 low-income households. As a result of our participation in these initiatives, we collected both quantitative and qualitative data on the current (and evolving) state of small businesses and community needs.

Project Team

Grow America staff is a talented group of former bankers, government employees, developers, entrepreneurs, economic development leaders, and affordable housing and community development professionals. This diverse mix of backgrounds gives Grow America a special understanding of both private and public sector financing/funding sources and their respective community planning and compliance requirements. Maureen Milligan, Field Director with the Training & Technical Advisory Services Group, Central Team, will serve as the Project Lead and the primary point of contact. She can be reached at 469-463-9620, mmilligan@growamerica.com. Sheldon Bartel, Field Director, will serve as Project Manager and

secondary point of contact. His contact information is: 307-282-0109, sbartel@growamerica.org. One Full Time Employee will be assigned to this project who will be supported by the team members listed below.

PROJECT TEAM



Maureen Milligan is a Field Director in Grow America's Training & Technical Advisory Services Group. She has been a licensed attorney for over 15 years and has drafted state legislation, local ordinances, municipal court manuals, multi-departmental standard operating procedures, HUD Consolidated Plans, and local housing strategies. Immediately prior to joining Grow America in January 2020, she served as an Assistant Director in the Dallas Department of Housing and Neighborhood Revitalization where she managed a team of community development professionals who facilitated home repair, mortgage assistance, housing development and land bank programs that used funding sources including CDBG and HOME grants, general obligation bonds, and municipal general funds. During her tenure as an Assistant Director, Ms. Milligan led the implementation of the City of Dallas's first comprehensive housing policy, including drafting ordinances, program statements, and procedures related to incentive zoning, housing tax credits, community land trusts, tangled titles, neighborhood empowerment zones and strategic land acquisition/disposition. She established and managed the Housing Policy Taskforce where she engaged industry professionals, neighborhood leaders, and city staff in policy development at both the local and state level. Ms. Milligan prepared and presented City Council committee briefings and agenda items and worked closely with elected officials and city staff.

Sheldon Bartel, CECD, EDFP & HDFP is a Central Region Field Director. Mr. Bartel joined NDC in mid-2011 as a small business loan officer and joined the Central Team as a Field Director in 2019. Currently, Mr. Bartel provides housing, community, and economic development technical assistance to San Juan, McKinley and Cibola Counties in NM, City of Rio Rancho, NM, New Braunfels, TX, Port Arthur, TX, City of Longmont, CO, and Caddo Parish, LA. In addition,

Sheldon underwrites business and real estate incentive applications within his client communities and the City of Lawrence, KS and Omaha, NE. Also, Mr. Bartel worked on COVID recovery grant and loan programs. As a small business loan officer for NDC he provided direct TA to 100's of small businesses across the county. Mr. Bartel teaches small business and real estate finance classes for both Grow America and the International Economic Development Council.

To ensure that we meet the needs of this project, Grow America will draw upon its vast resources of staff expertise with the following Project Team Members below (alphabetically listed by first name).

Laura Salinas-Martinez is Operations Support Director at Grow America and a certified Housing Development Finance Professional (HDFP). Ms. Salinas-Martinez is an experienced community development professional working in this field since 2000. She has significant work experience in operations, federal grants administration, the Community Development Block Grant (24 CFR Part 570), the HOME Investment Partnerships Program (24 CFR Part 92), the Neighborhood Stabilization Program, Consolidated Plan Revisions and Updates Final Rule (24 CFR Part 91), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200), Environmental Review Requirements (24 CFR Part 58), planning and policy development, programmatic implementation, contract negotiations, and organizational leadership. Before joining Grow America, Ms. Salinas-Martinez served as the Grants Administrator (and in several other management roles) for the City of San Antonio where she had full management responsibility of annual HUD entitlement funding of over \$20 million to include ensuring timely draws and commitment deadlines, compliance and performance reporting, action plan development, grant reconciliations, IDIS activity set up and reporting, consolidated annual performance and evaluation reporting and serving as the primary point of contact with HUD. In addition, during the pandemic, she developed policies/procedures and led the processing teams for the City's COVID-19 Emergency Housing Assistance Program that subsequently deployed tens of millions of dollars. In addition, Ms. Salinas-Martinez has worked in several key roles organizations to include the City of Yakima's Office of Neighborhood Development Services (Washington), San Antonio Housing Authority, Neighborhood Housing Services of San Antonio, and the Brooks Development Authority. She attended the University of Texas-Pan American (now UT-RGV); she holds a Bachelor's Degree in Business Administration from Heritage University (Toppenish, WA) and a Master's degree in Business Administration from St. Mary's University (San Antonio, TX).

Monifa Watson is Assistant Field Director on the Technical Advisory Services Team where she assists with the servicing of contracts to local municipalities and client organizations with a concentration on community engagement efforts. She also lends support to other community development planning and implementation processes and strategies. Ms. Watson previously worked in Small Business Lending, marketing Grow America's loan products and servicing closed loans. She managed a portfolio of over 100 loans, developing professional relationships with borrowers and assisting them with post-closing compliance and capital needs. With over 20 years of non-profit management

experience, Ms. Watson has managed a transitional housing facility, served as the Program Director for a national housing organization and conducted financial literacy and first-time homebuyer seminars.

Patricia Santa Cruz joined Grow America in November 2021 as a Field Director in the Technical Advisory Services Division (Central Team). In this role, Ms. Santa Cruz assists local organizations in achieving a wide variety of community development goals. Patricia has 20 years of federal grant experience in management, administration, and implementation of federal programs. She has more than 12 years of experience in management and administration of HUD CDBG and HOME Program funds with various types of community development and housing projects. Her recent experience at the City of San Antonio includes overseeing \$21 million in CDBG and HOME budgets and activities and \$17 million in CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, ensuring the City met applicable funding commitment and expenditure deadlines, completing the Five-Year Consolidated Plan, as well as Annual Action Plans, Substantial Amendments, and Consolidated Annual Performance Evaluation Reports. She has extensive experience in other operational aspects of CDBG and HOME programs including IDIS, environmental reviews, Section 3, program compliance, eligibility determination, and contract administration. She also assisted with the implementation, policy development and monitoring of the City's \$140 million COVID-19 Emergency Housing Assistance Program funded with CARES Act and other federal and local funds and led the development of the department's Equity Action Plan, which outlines two-year goals and strategies for advancing racial and economic equity in their programs and policies. Ms. Santa Cruz is fluent in English and Spanish and resides in San Antonio, Texas.

Raquel Favela is a recognized expert in economic development and housing with 28 years of experience. Ms. Favela joined Grow America in 2007 and has been instrumental in the design, scaling and implementation of the flex-staff system which has allowed Grow America to scale efficiently and deploy more than \$900 million in Covid-response resources in Grow America client communities around the country. As Executive Managing Director, she leads the Training and Technical Advisory Services Group in helping public sector clients understand their markets and develop customized strategic plans and policy solutions that build eco-systems critical to equitable job creation and diverse housing options. Ms. Favela's unique brand combines practical experience with her long-range planning and policy acumen to bring balanced problem solving to communities. A thought leader and authority, she has walked in the shoes of most of the major participants in real estate development: owner, investor, developer, consultant, governmental entity, lender, and landlord. Known for delivering results, while at the City of San Antonio, Ms. Favela is credited with producing San Antonio's first Strategic Community Development Plan in 2007. Ten years later while serving as the City of Dallas' Chief of Economic Development and Neighborhood Services, Ms. Favela was lauded for delivering the city's first Comprehensive Housing Policy that addressed longstanding fair

housing issues and disparate impact. In her role with Grow America, Ms. Favela has been the trusted advisor to clients across the country to include East Chicago, Indiana, Rockford, Illinois, Memphis, Tennessee, Los Angeles County, Commonwealth of Puerto Rico, the State of Illinois and in Texas, San Antonio, Irving, and Temple. Ms. Favela has guided clients on financing structures for challenging redevelopment projects, a role that garnered her extensive transactional experience with federal, state, and local tools available to maximize public benefits. Ms. Favela resides in San Antonio, Texas and is fluent in English and Spanish.

Experience with HUD-Funded Activities

During the late 1960s, Grow America was among the key organizations involved in advocating for flexible funding for community development efforts following the lessons learned from programs like Urban Development Action and Model Cities Block Grants. At the program's outset, Grow America developed and delivered educational programs, workshops, and resources to help communities effectively utilize CDBG funds and comply with program requirements. As the CDBG program grew, Grow America continued to be actively involved in supporting impactful community development outcomes nationwide by providing technical assistance to grantees, offering guidance on program administration, financial management, project planning, and evaluation. Grow America's most recent and relevant experience includes successful development, completion, and acceptance of HUD plans for the following entitlement communities:

1. Hamilton County, OH
 - a. HOME ARP Allocation Plan:
www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP/ALLOCATIONPLANS/HamiltonCoOHAllocationPlan.pdf
 - b. 2023 Annual Action Plan:
www.hamiltonco.org/common/pages/DownloadFileByUrl.aspx?key=mKK70XxX7p3mCyjfsrEDiW9hs7YwFukOMJN4qe2L3eds2gPA%2Fmu3quRZG1yfiqvvt1ZiCOkQVpCILQdRXW6MUPCA3INALT31FRlae2dPY%2FVtXztzd34YTUdd8lr5jfFOYPgGvVtF%2BpfqTJCfju8RMkokM5AfQtDI9gJKe8zVr7dW2YGArNYmBz1tUa6ci4HDOvZAQ%3D%3D
2. City of San Antonio, TX
 - a. 2022-2026 Consolidated Plan & 2022 Annual Action Plan:
www.sa.gov/files/assets/main/v/1/nhsd/documents/fy-2022-2026-consolidated-plan-and-fy2022-actionplan.pdf
3. City of Lewisville, TX
 - a. 2022-2026 Consolidated Plan & 2022 Annual Action Plan:
www.cityoflewisville.com/home/showpublisheddocument/24426/637962363967370000

- b. 2022-2026 Assessment of Fair Housing:
<https://cityoflewisville.prod.govaccess.org/home/showdocument?id=26058&t=638186326612614089>
4. Hidalgo County, TX
 - a. 2023-2027 Consolidated Plan & 2023 Annual Action Plan:
<https://cms5.revize.com/revize/alton/departments/planning/Hidalgo%20County%202023-27%20Consolidated%20Plan-2023%20AAP%20Summary.pdf>
5. City of Irving, TX:
 - a. 2023-2027 Consolidated Plan & 2023 Annual Action Plan:
<https://www.cityofirving.org/DocumentCenter/View/59637/2024-2028-Irving-Consolidated-Plan>
 - b. 2023-2027 Assessment of Fair Housing:
<https://www.cityofirving.org/DocumentCenter/View/58643>
 - c. HOME ARP Allocation Plan:
www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP/ALLOCATIONPLANS/IrvingTXAllocationPlan.pdf
6. Los Angeles County Development Authority, CA
 - a. 2023-2028 Consolidated Plan & 2023 Annual Action Plan:
www.lacda.org/docs/librariesprovider25/community-development-programs/2023-2028-consolidated-plan-draft.pdf?sfvrsn=e986ca80_1
7. City of Los Angeles, CA
 - a. 2023-2027 Consolidated Plan & 2023 Annual Action Plan:
<https://communityinvestment.lacity.gov/consolidated-plan/consolidated-plan-five-year-plan#:~:text=The%202023%2D27%20Five%2DYear,the%20next%20five%20years%20to>
8. Henderson, NV
 - a. HOME ARP Allocation Plan:
www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP/ALLOCATIONPLANS/HendersonNVAllocationPlan2023.pdf

Grow America approached this work by following HUD’s guidance and best practices for the Consolidated Planning Process. For these engagements, Grow America was responsible for completing the following tasks:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Data Gathering and Analysis • Housing and Community Needs Assessment • Housing Market Analysis • Determining Strategic Plan Goals | <ul style="list-style-type: none"> • Stakeholder Consultation • Citizen Participation • Focus Groups/Town Halls • Community Engagement Survey | <ul style="list-style-type: none"> • Drafting Consolidated Plan and Annual Action Plan Documents • IDIS E-Con Planning Suite Entry and Submission • Coordination with Grantee Staff |
|--|---|--|

2. Proposed Approach

Assessment of Fair Housing

Grow America will research, collect feedback, and make recommendations on actions to affirmatively further fair housing and conduct an analysis of impediments to fair housing, including analyzing the specific data that is mentioned on page 9 of the RFP. Grow America will review key data and recommendations included in existing City, PHA, and regional planning documents and the previous Analysis of Impediments. Grow America will also review HUD's January 2023 guidance on "Affirmatively furthering fair housing" and make recommendations of what forthcoming requirements can be incorporated into the Region's approach to these issues.

Grow America will utilize a robust community engagement strategy (compliant with any applicable Citizen Participation Plans) to hear about fair housing concerns, challenges, and opportunities, as well as proposed strategies for gathering additional public input to identify potential areas of alignment with the broader community. As mentioned earlier, it is critical to receive citizen and stakeholder involvement from throughout the region. Grow America encourages the use of a mix of in-person and virtual meetings and tools to help identify fair housing concerns of the public and local stakeholders. Grow America will also develop a community engagement survey that will be used as an additional means of collecting citizen input. Furthermore, Grow America will coordinate closely with the local PHAs, fair housing organizations and representatives of underrepresented communities to design community engagement strategies that provide opportunities for members of these groups to meaningfully participate in the community engagement process. Grow America will host at least four community forums across the Region. If selected to also conduct the Housing Needs Assessment, Grow America will shift resources to add additional in-person, small-group focus meetings and one-on-one stakeholder consultations (virtual).

Community and stakeholder feedback will be supplemented with the collection of regional economic, demographic, and housing data from the Census Bureau, and other relevant local sources, including use of the AFH Assessment Tool and HUD provided data tables and maps. Data collection activities will also involve the assessment of other factors that may be contributing to the severity of fair housing issues, such as fair housing complaint and compliance records pertinent to the Region, loan and mortgage data from the Home Mortgage Disclosure Act, and lending records by Census tract from the Small Business Administration. Grow America will also inspect the HUD-provided Census data that depicts the distribution of the Region's population, including values that describe the degree of segregation and integration in the Region, as well as the geographic distribution of Racially Concentrated Areas of Poverty (RCAP) and Ethnically Concentrated Areas of Poverty (ECAP). Grow America will supplement maps provided by HUD with GIS-created maps to further illustrate the analysis. Grow America will be inspecting for disparities in opportunity throughout this evaluation.

Grow America will review sections of past CAPERs that address actions taken to overcome past impediments to fair housing choice, as well as Action Plans and Consolidated Plans that address affirmatively furthering fair housing, if available; and any commentary from HUD regarding the Region's efforts. Grow America will review written transcripts from any public input or review meetings that addressed Affirmatively Furthering Fair Housing and an Analysis of Impediments to Fair Housing Choice, attendance sheets, attendee demographics, and place and time/dates or any other part of the Consolidated Plan/AI occurring prior to Grow America's engagement in the planning process.

Grow America's final work product will include a five-year housing action plan that includes strategies and actions to eliminate impediments to fair housing choices. These strategies will be grounded in quantitative data and informed by qualitative citizen feedback. Strategies will be prioritized, and a substantive explanation will be given for the prioritization level assigned to each strategy.

Summary of Work Plan

Grow America will conduct all data analysis and planning necessary to engage in a meaningful community participation process that ultimately leads to the development of Analysis of Impediments. As detailed in the timeline below, Grow America's work will occur in four phases: (Grow America will be responsible for all work items unless specifically noted as a "Responsibility of Consortium Members").

1. Phase I: March – April 2024 **Kickoff & Planning**

Grow America will facilitate an in-person meeting that allows Grow America team members to meet with the Consortium Members to discuss existing data/plans, and review deliverables and timelines. By the end of March 2024, Grow America will produce and receive Consortium Members approval on a timeline for the proposed work and itemizing deliverable deadlines, Consortium Members review periods, public comment periods, and all other major milestones.

Grow America will review the prior Analysis of Impediments as well as sections of past CAPERs that address actions taken to overcome past impediments to fair housing choice, as well as Action Plans and Consolidated Plans that address affirmatively furthering fair housing, if available, and any commentary from HUD regarding the Consortium Member's efforts. Grow America will also review and revise the Citizen Participation Plan to comply with HUD requirements and incorporate best practices. Using this revised CPP, Grow America will develop a robust community engagement strategy.

Responsibility of Consortium Members: Identify a key staff member who will serve as the client contact for Grow America. Provide copies (or weblinks) to all plans, data, and other documents that the Consortium Members desire for Grow America to review and

incorporate into any of the deliverables, including an editable version of the current Citizen Participation Plan. Provide selected GIS mapping layers of Regional jurisdictions, as well as information such as specific locations of job training centers, employment centers, public transit routes, etc. Identify key stakeholders who should or could be consulted during the development of the survey and public meetings.

2. Phase II: May– June 2024

Community Survey, Community Meetings, Stakeholder Consultations, Focus Groups

Grow America will design and deploy the SurveyMonkey-based survey(s), facilitate the community participation process, and facilitate required public hearings in accordance with the Consortium Member's Citizen Participation Plans. Together with the Consortium Members, Grow America will create marketing materials for this engagement for dissemination through the Consortium Member's communication channels.

Responsibility of Consortium Members: Review and approve the survey and community engagement materials. Translate materials into appropriate languages. Market the survey and stakeholder meetings through the Regions' communication channels. Work with Grow America to identify meeting locations, dates for both the in-person and virtual meetings, as well as dates for the required public hearing. Provide audio/visual equipment and interpretation services at selected locations. Ensure that notification for all meetings, public comment periods and public hearings comply with the Citizen Participation Plan.

3. Phase III: July 2024 – August 2024

Draft Deliverables and Public Comment

Grow America will submit draft versions of the draft Analysis of Impediments. Grow America will review feedback received from staff and the public and will incorporate the feedback into draft versions of the Analysis of Impediments that can be published for public comment.

Responsibility of Consortium Member's: Review Grow America draft(s) of deliverables and provide feedback. Manage public comment period and share comments received with Grow America for inclusion in final Plan.

4. Phase IV: August– October 2024

Final Deliverables

Grow America will review feedback received from staff and the public and will incorporate the feedback into the final versions of the Analysis of Impediments. Grow America will make necessary presentations to Governing Boards.

3. Cost Analysis and Budget for Primary Services

PRICE SCHEDULE	
Task/Deliverable	Cost
<u>Analysis of Impediments</u> 1. Review existing plan; and 2. Complete an examination of pertinent data including demographic, income, employment, and housing data as well as studies that have been completed that relate to fair housing.	\$35,000.00
PHASE II	
<u>Analysis of Impediments</u> 1. Complete consultations with private agencies, public agencies, and community groups. 2. Submit draft Analysis of Impediments (e.g., drawings, illustrations, text, etc.) to the Region for review. 3. Complete summary information necessary for committee and council briefings. 4. Submit two hard copies of the final Analysis of Impediments (e.g., drawings, illustrations, text, etc.) to the Region as well as a digital version of the same.	\$35,000.00
TOTAL FOR PHASE I & II	\$70,000.00 *

* Pricing includes travel for Project Team Lead.

4. References

Reference #1:	Los Angeles County Development Authority, California
Contact Name:	Carolina Romo
Address:	700 W. Main Street, Alhambra, CA 91801
Phone No.:	(626) 296-6298
E-mail:	Carolina.romo@lacda.org
Service Dates:	July 2022 to July 2023
Project Name:	2023-2027 Consolidated Plan & 2023 Annual Action Plan

Reference #2:	City of Irving, Texas
Contact Name:	Imelda Speck, Senior Manager
Address:	825 W Irving Boulevard, Irving, TX 75060

Phone No.:	(972) 721-2398
E-mail:	ispeck@cityofirving.org
Service Dates:	December 2022 to August 2023
Project Name:	2023-2027 Consolidated Plan & 2023 Annual Action Plan

Reference #3:	Hidalgo County, Texas - Urban County Program
Contact Name:	Steve De La Garza, Director
Address:	1916 Tesoro St., Pharr, TX 78577
Phone No.:	(956) 787-8127
E-mail:	steven.delagarza@co.hidalgo.tx.us
Service Dates:	December 2022 to present
Project Name:	2023-2027 Consolidated Plan & 2023 Annual Action Plan

Reference #4:	City of Lewisville, Texas
Contact Name:	Ashleigh Feryan, Neighborhood Services Manager
Address:	151 W. Church Street, Lewisville, Texas 75057
Phone No.:	(972) 219-3736
E-mail:	aferyan@cityoflewisville.com
Service Dates:	January 2022 to August 2022
Project Name:	2022-2026 Consolidated Plan & 2022 Annual Action Plan

Reference #5:	Hamilton County, Ohio - Planning & Development
Contact Name:	Maria Collins, Community Development Administrator
Address:	Todd B. Portune Center for County Government 138 E. Court Street, Rm 1002, Cincinnati, OH 45202
Phone No.:	(513) 946-8234
E-mail:	Maria.collins@hamilton-co.org
Service Dates:	January 2022 to present
Project Name:	Management and Administration of CDBG, HOME and ESG Entitlement Programs

Laura Salinas-Martinez, HDFP
Operations Support Director
Tel: (210) 314-9860
Email: lsalinas@growamerica.org

Professional Summary

Certified Housing Development Finance Professional, Texas Licensed Real Estate Salesperson and experienced community development professional with vast working knowledge of operations, federal funding requirements, policy development, programmatic implementation, contract negotiations, affordable rental and homeownership housing development, and organizational leadership.

2020-Present

Grow America, New York, New York

- Serve as a resource as it relates to the Community Development Block Grant, HOME Investment Partnerships Program, Environmental Review Procedures and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Provide advisory services to clients related to community development programs, HUD Funding and Cross Cutting Requirements.
- Oversee Contractor Support Services to include contractor onboarding, issuing, and tracking work assignments, invoicing review and preparation, and contractor expense budgeting.
- Responsible for business development and collaboration with team members to prepare proposals for solicitations from existing or potential clients in desired target markets.
- Compile budget and performance reports for impact reporting.
- Prepare revenue projections for the Technical Advisory Services Division.
- Prepare contracts, developing contract pricing and tracking contracts.
- Develop and maintain term sheets for Technical Advisory Services product offerings.
- Develop and manage client management systems.

2010-2020

City of San Antonio, San Antonio, Texas

Grants Administrator

- Full management responsibility of HUD entitlement funding with current balances over \$31 million to include the annual planning processes, policy development, budget development, project selection, programmatic implementation, financial and performance reporting, contract negotiation and execution, compliance monitoring, and coordination with HUD.
- Lead for the COVID-19 Emergency Housing Assistance Program Processing Team which included development of process mapping, personnel planning, policy development, training and development, programmatic implementation,

performance reporting, invoicing, and compliance sampling and monitoring to ensure compliance with and timely expenditure of CARES Act funding.

- Responsible for the annual development and approval of the \$21 million CDBG and HOME budgets and \$3.3 million administrative budget.
- Responsible for the request for council action process to include agenda memo preparation, funding schedules, approval sequencing, presentations, council briefings, and providing support to the Director and presenting to council subcommittees and Housing Commission (when needed).
- Responsible for the Request for Applications/Qualifications process for affordable rental and homeownership housing development and professional services to include application development, project selection, development budget and pro forma review, funding award, contract negotiation, contract execution and contract compliance. Manage the development and implementation of performance goals, policies and priorities for the Grants Monitoring and Administration Division.
- Monitored and evaluated the efficiency and effectiveness of policies and procedures and identified opportunities for improvement and direct implementation.
- Managed strong working relationships with internal and external customers, responded to Executive Leadership regarding sensitive inquiries or high priority tasks, and facilitated connections and provided technical assistance to the Community Housing Development Organizations (CHDOs).
- Responsible for personnel planning, hiring, onboarding, training and development, project prioritization and Employee Performance Evaluations for a division of 16 employees.
- Provided staff support to the Mayor's Housing Policy Taskforce for the development of the Housing Policy Framework.
- Since September 2010, held the following positions within the Grants Monitoring and Administration Division: Grants Manager, Contract Manager, Senior Management Analyst and Management Analyst. Also served as the Interim Assistant Director of the Planning and Community Development Department in late 2016 and the newly-formed Neighborhood and Housing Services Department in 2018.

1999-2010

Affordable Housing & Community Development Entities, Yakima, Washington & San Antonio, Texas

Various Professional Roles

- Developed the \$16 million Annual Operating Budget to include revenue estimation, analysis of contractual obligations, budget formulation, budget amendments, budget adoption and execution.
- Maintained the five-year Capital Improvement Plan budget of \$58 million.
- Oversaw HUD-funded homeownership and home rehabilitation programs.
- Provided housing counseling for program participants and facilitated/taught Homebuyer Education, Financial Management, and Home Maintenance Workshops.

2015-2017 | 2008-2009

Rigel Realty | SYLIS Real Estate, San Antonio, Texas

Realtor

- Assisted buyers and sellers of residential real estate in every step of the real estate transaction to include contract development, negotiation, execution and amendments.
- Conducted comparative market analyses in target neighborhoods to aid the seller in setting a list price or the buyer in setting the offer price.
- Provided clients with referrals to lenders, inspectors, insurance agents, title companies, and any other real estate professionals involved in the transaction.
- Member of the San Antonio Board of Realtors, Texas Association of Realtors and the National Association of Realtors.

Education

St. Mary's University, San Antonio, Texas

Master of Business Administration

Heritage College, Toppenish, Washington

Bachelor of Business Administration

Texas Real Estate Commission

Real Estate Sales License #582276

Maureen Milligan

National Development Council

Tel: 469-463-9620 Email: mmilligan@ndconline.org

EXPERIENCE

Director

National Development Council, 2020-Present

Dallas, TX

Providing technical assistance to clients regarding all aspects of economic development and housing strategy, including conducting market analyses and helping clients design, implement, fund, and assess their programs. Providing training to clients regarding housing development and finance. Helping cities and counties administer nearly \$50M in funding for emergency rental and small business assistance.

Assistant Director

Dallas Department of Housing & Neighborhood Revitalization, 2018-2020

Dallas, TX

Managed a team of community development professionals who facilitated home repair, mortgage assistance, housing development and land bank programs that used funding sources including CDBG and HOME grants, general obligation bonds, and municipal general funds. Led the implementation of the City of Dallas's first comprehensive housing policy, including drafting ordinances, program statements, and procedures related to incentive zoning, housing tax credits, community land trusts, tangled titles, neighborhood empowerment zones and strategic land acquisition/disposition. Established and managed the Housing Policy Taskforce, which engaged industry professionals, neighborhood leaders, and city staff in policy development at both the local and state level. Helped draft competitive solicitations for the development and rehabilitation of mixed-income single- and multi-family housing developments. Successfully assisted the City in obtaining its first competitive HUD grant (Lead Hazard Control and Healthy Homes). Prepared and presented City Council committee briefings and agenda items and worked closely with elected officials and city staff.

Special Advisor to the Dallas Department of Housing & Neighborhood Revitalization, 2018

Executive Assistant City Attorney, Chief of Community Prosecution

Dallas City Attorney's Office, 2014-2018

Dallas, TX

Managed two distinct teams: (1) a neighborhood-based team of 16 attorneys who engaged in civil nuisance abatement litigation and criminal prosecution of city ordinance violations in state district court and municipal court and (2) a team of 12 social workers and community restitution coordinators who staffed the city's problem-solving municipal courts, including the South Dallas Drug Court and the South Oak Cliff Veteran's Treatment Court. Co-managed a multi-departmental team of 49 persons (16 attorneys, 12 code officers, 7 fire prevention officers, 7 police detectives, and 7 administrative support personnel) who were collectively responsible for engaging in creative problem-solving strategies aimed at stabilizing communities by improving public safety and reducing blight. Was responsible for a budget of approximately \$2.5 million including JAG, CDBG, and SAMHSA funds. Responded to requests for assistance from city council members, the mayor's office, city departments and neighborhood stakeholders. Assisted in drafting and leading the implementation of new city ordinances, including the Minimum Property Standards and Habitual Criminal Properties ordinances. Drafted a bill that amended the Texas Estates Code, prepared supporting documentation, and testified before the Texas House Judiciary & Civil Jurisprudence Committee.

Senior Assistant City Attorney, Deputy Chief of Community Prosecution, 2011-2014

Assistant City Attorney, Jubilee Park Community Prosecutor, 2007-2011

Law Clerk

Judge William F. Sanderson Jr., U.S. District Court, Northern District of Texas, 2005-2007

Dallas, TX

Drafted reports and recommendations, memorandum opinions, jury charges and research memos for review by the judge. Frequently conducted research on discovery matters, state and federal habeas corpus petitions, social security appeals and employment discrimination claims. Assisted judge during civil and criminal hearings.

Librarian

Baltimore City Public Schools, 2001-2002

Baltimore, MD

Designed and implemented library-media curriculum for four hundred students in grades Pre-K through 6th. Founded after-school literacy program. Facilitated donation of over 60 functioning computers to the school.

First Grade Teacher***District of Columbia Public Schools, 1999-2001***

Washington, DC

Instructed six-year-olds in reading, math, social studies, and science. Served as school spelling bee chair. Formed partnership with Duke University Alumni club. Facilitated numerous volunteer activities.

EDUCATION**American University, Washington College of Law**

Washington, DC

Juris Doctor, *cum laude*, 2005

The University of Virginia, Curry School of Education

Charlottesville, VA

Master of Education, 2002

Duke University, Trinity College of Arts and Sciences

Durham, NC

Bachelor of Arts, *Distinction in English*, 1999

CERTIFICATIONS

Economic Development Finance Professional, National Development Council, 2020

COMMUNITY INVOLVEMENT AND LEADERSHIP

Sustaining Member, Junior League of Dallas, 2006-Present

Active Member, Dallas Rotary Club, 2014-Present

Board Member, Lone Star Justice Alliance 2020-Present

Board Member, Teach for America Dallas-Fort Worth Alumni Board, 2017-2019

Participant, Junior League of Dallas T. Boone Pickens Leadership Institute, 2009-2010

Participant, Dallas Association of Young Lawyers Leadership Class, 2007-2008

TRAINING AND SPEAKING ENGAGEMENTS**Caruth Police Leadership Institute, 2016-2018**

Trainer, Internal Procedural Justice

Trainer, Procedural Justice I & II

Reclaiming Vacant Properties Conference, Center for Community Progress, 2013 & 2016

Speaker, Market-Informed Decision-Making for Strategic Code Enforcement

Trainer, Teamwork Makes the Dream Work: Uniting Code Enforcement, Police, Prosecution and Courts to Improve Community Safety and Combat Blight

National Community Prosecution Conference, Association of Prosecuting Attorneys, 2013 & 2014

Speaker, Community Prosecution 101

Crime Prevention Through Environmental Design, National Crime Prevention Council, 2011 & 2016

Trainer, Strategies for Addressing Abandoned and Foreclosed Properties

Monifa K. Watson, MPA

Tel: (678) 588-8824

monisaac@hotmail.com

Summary:

Dedicated and accomplished professional with extensive experience in program management, community engagement, and economic development. Proven track record in providing consultation and contractual services to local governments, leading business development efforts, and fostering community partnerships. Adept at conducting policy research and overseeing financial operations. Master's degree in Non-Profit Administration.

2011 – Present

National Development Council New York, NY

Assistant Director – Training, Technical Assistance and Advisory Services

- Provide third party consultation and contractual services to local governments and municipalities
- Facilitate community engagement and outreach efforts
- Lead business development efforts
- Conduct relevant policy research related to housing, small business & economic development programs, issues, and resources

Regional Program Manager – Multi-Cultural Community Investment

- Served as NDC MCI brand ambassador in metro Atlanta
- Identified local ecosystem partners including service providers, banks, faith-based organizations, and government entities.
- Conducted preliminary review and financial analysis of potential loan applicants
- Promoted and marketed NDC products and services to traditionally underserved communities and populations, community stakeholders, businesses, and philanthropic partners
- Conducted NDC Training classes

Portfolio Manager

- Maintained accurate and complete servicing files
- Conducted yearly site visits to each borrower/entrepreneur
- Performed written annual reviews of borrower performance
- Served as member of Loan Committee
- Implemented collection procedures, work out and liquidation and litigation plans as needed

2008

Housing Initiative of North Fulton (HomeStretch), Roswell, GA

Program Director

- Developed, evaluated, and maintained Program Policy and Procedures for Emergency and Transitional Housing Facilities
- Created and implemented Life Skills curriculum
- Managed Volunteer Staff

- Responsible for Program Development: Fundraising, grant writing and reporting
- Ensured compliance with accreditation and donor guidelines
- Created and submitted various reports as the Board and Executive Director request
- Oversaw Program Department budget
- Coordinated Fundraising events

2005

Consumer Credit Counseling Service, Atlanta, GA

Financial Literacy Program Director

- Managed the Consumer Credit Counseling Service satellite office at The Villages of Eastlake
- Conducted market research on the financial needs of constituents
- Performed individual counseling sessions for Eastlake residents
- Taught Adult and Youth Financial Literacy Class
- Promoted, marketed, and conducted community wide financial literacy seminars and workshops
- Responsible for external and internal compliance reporting
- Collaborated with other non-profits for maximum program effectiveness and sharing of resources
- Managed program budget
- Recruited and supervised staff

Housing Education Team Leader/Certified Housing Counselor

- Created and facilitated Housing Education seminars and workshops for first time homebuyers
- Oversaw Housing Education staff – paid and volunteer
- Responsible for external and internal compliance reporting
- Marketed Housing Education to potential clients and funders
- Cultivated and nurtured relationships with partners and sponsors

Community Outreach/Certified Credit Counselor

- Created and facilitated Financial and Housing Education seminars and workshops for clients.
- Marketed education services to potential clients and funders
- Responsible for internal reporting

Education

Metropolitan College of New York

Masters of Non-Profit Administration

Baruch College - The City University of New York

National Urban Fellow

Master of Public Affairs

Spelman College

Bachelor of Science - Economics

Patricia Santa Cruz

Tel: (281) 772-0733 | Email: psantacruz@growamerica.org

GRANT MANAGEMENT PROFESSIONAL with experience in all operational aspects of federal grant programs including grant and budget administration; project management; program monitoring and evaluation; fiscal monitoring and reporting and contract compliance. Experience with HUD and DOE programs.

Experience

Grow America, Central Team Field Director, San Antonio, TX (2021-Present)

- Provides technical assistance and training on federal, state, and local community development and housing programs to local governments.
- Provide ongoing federal program support and technical assistance to HUD grantees including Hamilton County, Ohio; DeSoto, TX; Madison County, IL; and Memphis, TN; Completion of HUD Annual Plans, CAPERs, and HOME ARP Plan in accordance with HUD requirements.

Grants Manager/ Interim Grants Administrator, City of San Antonio, Neighborhood and Housing Services Department, San Antonio, TX (2012-2014; 2015-2021)

- Developed and deployed an annual federal budget of \$21 million for U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds.
- Successfully completed the city's FY 2022-2026 Five-Year Consolidated Plan to secure funding of approximately \$111 million in CDBG, HOME, Health Emergency Solutions Grants (ESG) and Housing Opportunities for People with AIDS (HOPWA) funds.
- Managed all operational aspects of CDBG and HOME programs to include administrative and project budget development and oversight, policy development, program and contract monitoring and compliance, fiscal monitoring of grant funds and program income, and reporting in HUD's Integrated Disbursement and Information System (IDIS).
- Managed the environmental review process for all HUD funded projects within city's jurisdiction.
- Managed the citizen participation process, developed public notices, and coordinated public hearings and public meetings to meet HUD consolidated plan requirements.
- Developed and obtained HUD approval for the Annual Action Plan and Substantial Amendments, Consolidated Annual Performance and Evaluation Report, NSP plans/reports, and Section 3.
- Monitored all activity and program expenditures to ensure the city met its HOME and CDBG programmatic requirements and timeliness, commitment, expenditure, and draw down deadlines.
- Led the development of the department's 2-Year Equity Action Plan.

Project Analyst, Bexar County, Department of Community Resources, San Antonio, TX (1994-1997; 2009-2012; 2014-2015)

- Managed CDBG, HOME, and EECBG (Department of Energy) funded projects in accordance with all regulations for a range of activities including community development, affordable housing, and energy efficiency projects.

Senior Director of Housing and Energy Management, Sheltering Arms Senior Services, Houston, TX (1997-2004)

- Administered the federally funded Weatherization and Comprehensive Energy Assistance Programs with an annual budget of \$7 million provided by the Texas Department of Housing and Community Affairs; Managed the City of Houston subcontract for CDBG Home Repair Program.
- Established priorities and processes for providing service delivery and complying with state and federal guidelines; developed service delivery plans, budgets, reports, and policies for programs.

Education

Texas Tech University, Lubbock, TX
Bachelor of Science, Human Sciences

Raquel Favela
Executive Managing Director
Tel: (210) 215-0707
rfavela@growamerica.org

Professional Summary

Ms. Favela is a recognized expert in economic development and housing with 30 years of experience. As Executive Managing Director at the nation's oldest non-profit technical advisory services firm, Grow America, she leads the Training & Technical Advisory Services Team in helping clients understand their markets and develop customized strategic plans and policy solutions that build eco-systems critical to the creation of equitable job, small business and diverse housing options. A thought leader and authority, she has walked in the shoes of most of the major participants in real estate development: owner, investor, developer, consultant, governmental entity, lender and landlord. Known for delivering results, while at the City of San Antonio, Raquel is credited with producing San Antonio's first Strategic Community Development Plan in 2007. In 2018, while serving as the City of Dallas' Chief of Economic Development and Neighborhood Services, Raquel was lauded for delivering the city's first Comprehensive Housing Policy and Strategic Plan that addressed longstanding fair housing and disparate impact issues. Her unique brand of expertise in financing & real estate development join her long-range planning acumen to bring balanced problem solving to communities.

2018-Present

Grow America, New York, NY

Executive Managing Director, Training & Technical Advisory Services

- Leads team of housing and economic development technical advisors serving clients throughout the United States
- Assists clients in helping understand markets with granularity that allows them to more precisely use and leverage local, state and all federal housing and economic development financing tools
- Certified Housing and Economic Development Finance Professional
- Instructor in Grow America's Housing and Economic Development Finance Professional Certification Series

2017-2018

City of Dallas, Dallas, TX

Chief of Economic Development & Neighborhood Services

- Oversee the departments of Planning & Urban Design, Housing & Neighborhood Revitalization, Offices of Economic Development, Code Compliance, and Office of Fair Housing and Human Rights (Direct reports, with over 660 FTEs; combined portfolio budget of over \$850 million)
- Resolved thirty-two longstanding internal and federal audit findings
- Resolve legal issues ruled on by the Supreme Court of the United States to bring the City into compliance with affirmatively furthering fair housing laws and the Americans with Disabilities Act.
- Managed the assessment and transition of twelve top tier executives and recruited qualified replacements
- Led housing policy town halls that resulted in the development of the City's first comprehensive housing policy and rolling strategic plan to address the housing shortage crisis
- Provide a transparent and consistent set of underwriting guidelines and uniform incentive application
- Secured corporate sponsorship to provide professional certification training for nearly 100 employees and local non-profit partners in financial underwriting valued at \$380,000
- Procured the consultant team to complete the City's first Strategic Economic Development Plan in twenty years

2007-2017

Grow America, New York, NY

Midwest Field Director

- Provided technical assistance, training and financing to governments for real estate development projects utilizing Neighborhood Stabilization Program, New Market Tax Credits, Low Income Housing Tax Credits, Tax Increment Financing, HUD 108 Loans and other public financing mechanisms.
- Served as course instructor of Housing Development Finance and Economic Development Finance Professional Certification Programs.
- Served as advisor to city, county, state, federal, housing authorities and quasi-governmental entity officials on organizational, operational, programmatic and community relations related to housing, economic and community development.
- Sample client list: City of San Antonio, Texas; City of New Braunfels, Texas; City of Rockford, Illinois; Los Angeles County Community Development Commission; State of Illinois Department of Commerce and Economic Opportunity; City of East Chicago, Indiana; San Antonio Housing Authority; Laredo Housing Authority; City of El Paso, Texas; City of Normal, Illinois; City of Shreveport, Louisiana; City of New Orleans, Louisiana; City of Westminster, Colorado; Madison County, Illinois; City of San Angelo, Texas; Gainesville Community Redevelopment Authority, Florida; Prichard Housing Authority, Alabama;

2007-2007

Planning & Community Development Director, San Antonio, TX

City of San Antonio Assistant Director

- Designed and implemented the City's first three-year strategic plan for community development and implementation of reinvestment plans designed to encourage sustainable development in transitional areas of the city.
- Oversaw for the absorption of a fifty-year-old Urban Renewal and Redevelopment Agency, including assessment, financial reconciliation and transfer of all assets and liabilities.
- Implemented and managed reorganization of support staff teams geared toward results.

1998-2002

Neighborhood Action Department, San Antonio, TX**Special Projects Coordinator**

- Responsible for management of projects designed to serve the needs of specific communities, enhance the appearance of neighborhoods, and improve neighborhood-based services.
- Coordinated neighborhood service delivery.
- Developed of project timetables from initial stage through implementation.
- Conducted neighborhood meetings, which promoted departmental activities and developed project needs for implementation.
- Analyzed issues related to scheduling, legalities, funding limitations, creating distinct service areas, etc. and provided findings and recommendations.
- Worked extensively with City departments to develop and implement projects including serving on various committees, giving direction to other staff members and providing feedback to the Director.
- Coordinated activities with City departments, private sector entities, community leaders, representatives and other affected stakeholders.
- Maintained oversight and accountability through neighborhood follow-up meetings to answer questions and log work not completed, including providing handbooks of city services and community service logs to civic leaders for ongoing use.

1996-1998

Southwest Voter Registration Education Project, San Antonio, TX**Regional Field Coordinator**

- Organized and managed 300 voter registration and Get Out The Vote (GOTV) projects throughout Texas, Colorado, California and New Mexico.
- Hired staff and established operating budgets for each project.
- Monitored performance and managed all finances for all projects.
- Organized and led meetings with elected officials, community leaders, and candidates from each region to develop a strategy for the upcoming election cycle.
- Prepared performance and budget reports for each project.

1996-1997

Catholic Charities of San Antonio, Inc., San Antonio, TX**Program Coordinator**

- Structured a naturalization program with services that consisted of application processing, civics classes, civics testing, accredited representation and provided specialized services to elderly and disabled clients.
- Recruited and trained volunteers, solicited additional funding, held informational and pre-screening sessions for potential clients and increased the visibility of the agency.
- Developed a successful internship program with local universities.
- Achieved an effective outreach program by convincing a local radio personality to allow me to host a one-hour call-in show twice a week.
- Maintained ongoing familiarity with federal regulations/laws related to immigration, welfare and naturalization.

1994- 1994

Neighborhood Housing Services of San Antonio, Inc., San Antonio, TX**Assistant Community Development Planner**

- Assisted in land assembly and acquisition for affordable housing developments, teaching homebuyer education classes, creation of by-laws for newly formed neighborhood associations, wrote grant proposals and created reports for underwriters.

HONORS & DISTINCTIONS

- NDC Trainer of the Year, 2016
- Robert L. Woodson, Jr. Award Affordable Showcase of Homes, 2005
- Innovations in American Government, Harvard School of Government, Neighborhood Sweeps, 1999
- NAHRO, Innovations Award, Tax Increment Financing Program, 2006

Sheldon Bartel, EDFP& HDFP, CEcD

Field Director, Central Team

532 South Tschirgi/PO Box 6724

Sheridan, WY 82801

Tel: (307) 282-0109

sbartel@ndconline.org

Professional Summary

- *In depth knowledge and experience with federal, state, and local economic development finance programs*
- *More than 20 years of experience delivering one to one technical assistance, training, and finance for entrepreneur, micro and small business development*
- *Extensive practice with economic development programming: business retention and expansion, small business development, marketing and recruitment, credit analysis/underwriting.*
- *Proven leadership skills with demonstrated ability to organize, influence, and work cooperatively with community, business, and government leaders.*
- *Strong analytical, presentation, and organizational skills*
- *Business ownership and management experience*

4/2020 - present

Grow America (formerly National Development Council), New York, NY

Field Director

Responsible for providing economic and real estate development technical assistance in client communities. Duties include:

- Design, evaluate and implement economic and housing development programs.
- Underwrite applications for public incentives for commercial real estate and housing development projects as well as redevelopment of historic properties.
- Deliver and assist with client training initiatives by instructing in economic development finance including:
 - Small business credit analysis and financing
 - Commercial/industrial real estate development financing
 - Economic development credit analysis

6/2011-4/2020

National Development Council's Grow America Fund, New York, NY

Senior Loan Officer

Responsible for delivering SBA 7(a) loans in client communities. Duties included:

- Marketing the Grow America Fund to businesses, referral sources and potential client communities
- Collecting application materials, performing credit-analysis and deal structuring and preparing and presenting loan committee reports
- Preparing and negotiating term sheets and commitment letters
- Maintaining positive relationships with prospects, borrowers, economic development professionals in client communities, and team members

- Teaching multiple professional development classes in commercial credit analysis and economic development finance. All classes are part of nationally recognized IEDC and NDC professional certification programs.

2010-11

Economic and Community Development Institute, Columbus, OH

Vice President of Lending

- Responsible for the supervision of 5 staff delivering micro business loans up to \$100,000, one to one counseling and classroom training to businesses in 18 counties and 2 metro areas.

Extensively involved with:

- o delivering loans via 14 public and private funding sources
- o conducting due diligence and credit analysis, structuring, packaging, closing, servicing and post loan technical assistance as well as portfolio management
- o grant writing, administration and reporting
- o marketing of programs and representing the organization across the service area

2007-10

Great Falls Development Authority, Inc., Great Falls, MT

Vice President of Lending and Operations

- Delivered federal, state and local economic development finance programs while supervising 6 staff supplying business and community development programs including small business development center and procurement technical assistance.
- Worked with CEO and community asset manager to provide real estate, workforce, trade area, and incentives information to site selectors and inquiring business.
- Performed marketing, due diligence, credit analysis, structuring, processing, packaging, closing, and servicing functions using 4 federal revolving loan funds including EDA, USDA – IRP, CDBG, and EPA Brownfield as well as the SBA 504 loan program.

2002-07

Montana Business Assistance Connection, Inc., Helena, MT

Executive Director

- Advanced the Corporation's mission by successfully transforming the local public-private corporation into a tri county economic development district with a comprehensive economic development strategy and State of Montana Certified Regional Development designation that delivered job creation and retention in parallel with financial sustainability. The Corporation prioritized and delivered entrepreneur, micro, and small business development by combining one to one counseling and training, risk and gap finance, and community infrastructure/capacity building programs and projects.
- Supervised 6 staff delivering business and community development programs and projects including:
 - o 12 federal, state, and private revolving loans funds,
 - o Small and Micro Business Development Centers,
 - o Economic Development Administration - Economic Development District
 - o Montana Dept of Commerce – Certified Regional Development Program
 - o Business expansion and retention program

2000-02

Uptown Community Development Corporation, Sacramento, CA

Executive Director

- Implemented the Board's priorities and managed the day-to-day activities of the Corporation by marketing and coordinating private and public economic revitalization activities/opportunities.
- Supervise 2 employees delivering business and community development programs and projects in a designated redevelopment area.

1995-2000

New Mexico State University, Las Cruces, NM

Research Specialist

Conducted primary research activities related to rural economic and community development for the International Institute for Resources Management in the College of Agriculture and Home Economics

- Used quantitative and qualitative methods to collect, analyze, and present data
- Published and presented research and analysis in peer and community journals and forums.

1992-95

Scruffy Murphy's, Inc., Houston, TX

Managing Partner

- Co-owner of a restaurant and bar with live music entertainment.
- Responsible for all facets of management and operations; managed staff of 6

1992-95

Texas School of Business, Houston, TX

Instructor

- Part time instructor of basic business courses to immigrant and low-income populations as well as individuals seeking career training.

1990-92

Senterra Development Corporation, Houston, TX

Staff Accountant

- Completed accounting and finance functions for a large commercial real estate development company.

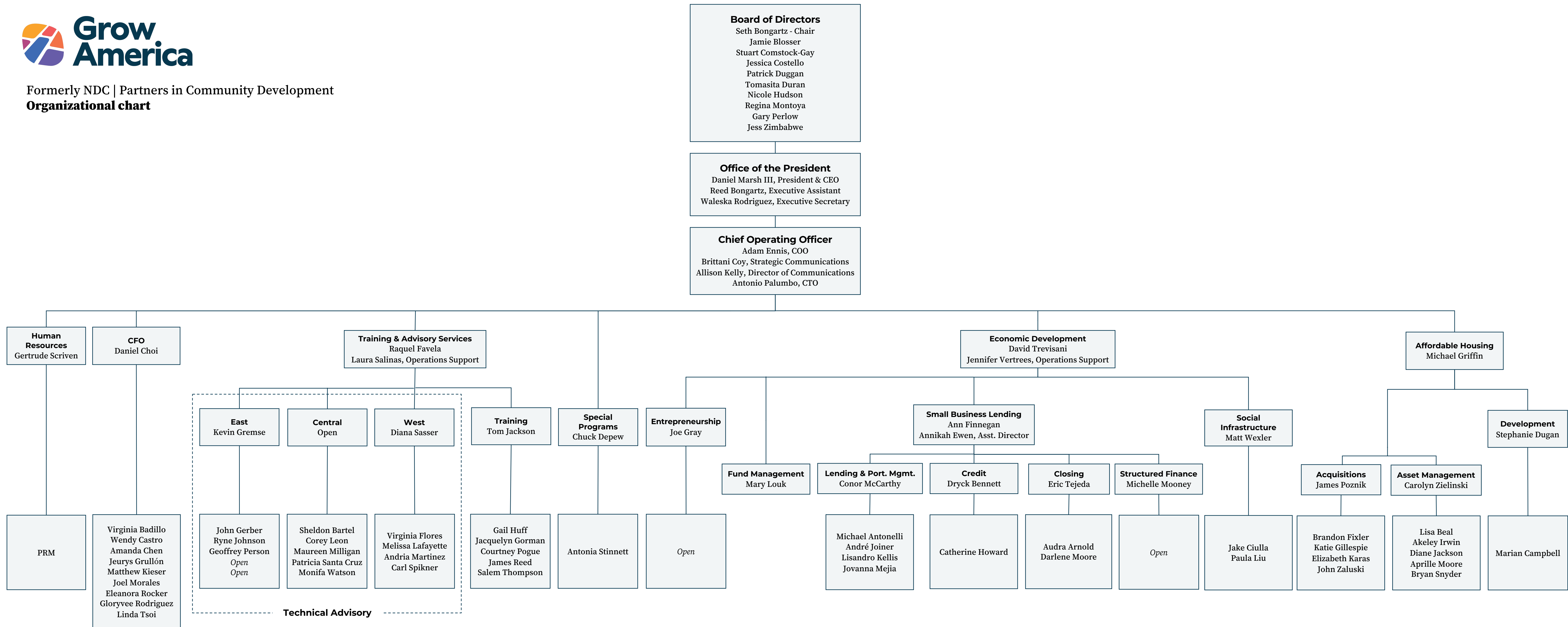
Education

- **New Mexico State University, College of Agriculture and Home Economics (2000)**
 - Master of Science – Design, Management and Appraisal Development Projects
- **Houston Baptist University (1990)**
 - Bachelor of Science – Economics and Finance
- **National Development Council**
 - Economic Development Finance Professional
 - Housing Development Finance Professional
- **International Economic Development Council**
 - Certified Economic Development Professional



Formerly NDC | Partners in Community Development

Organizational chart





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 Seattle-Alliant Insurance Services, Inc. 1420 Fifth Ave 15th Floor Seattle, WA 98101	CONTACT NAME:	
	PHONE (A/C, No, Ext): (206) 204-9140	FAX (A/C, No): (206) 204-9205
INSURED National Council for Community Development, Inc. dba National Development Council 1111 Superior Avenue E, Suite 1114 Cleveland, OH 44114	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Federal Insurance Company	
	INSURER B: Chubb Indemnity Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC ☐ OTHER:			35336064	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			73512244	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			79698760	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	71656165	5/1/2023	5/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Endorsement

<i>Policy Period</i>	MAY 1, 2023 TO MAY 1, 2024
<i>Effective Date</i>	MAY 1, 2023
<i>Policy Number</i>	3533-60-64 WUC
<i>Insured</i>	NATIONAL COUNCIL FOR COMMUNITY
<i>Name of Company</i>	FEDERAL INSURANCE COMPANY
<i>Date Issued</i>	APRIL 21, 2023

This Endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured**Additional Insured -
Scheduled Person
Or Organization**

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).
 - with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.
-

Liability Endorsement
(continued)

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

**Other Insurance –
Primary, Noncontributory
Insurance – Scheduled
Person Or Organization**

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

PERSONS OR ORGANIZATIONS THAT YOU ARE OBLIGATED, PURSUANT TO WRITTEN CONTRACT OR AGREEMENT BETWEEN YOU AND SUCH PERSON OR ORGANIZATION, TO PROVIDE WITH SUCH INSURANCE AS IS AFFORDED BY THIS POLICY; BUT THEY ARE INSURED ONLY IF AND TO THE MINIMUM EXTENT THAT SUCH CONTRACT OR AGREEMENT REQUIRES THE PERSON OR ORGANIZATION TO BE AFFORDED STATUS AS AN INSURED. HOWEVER, NO PERSON OR ORGANIZATION IS AN INSURED UNDER THIS PROVISION WHO IS MORE SPECIFICALLY DESCRIBED UNDER ANY OTHER PROVISION OF THE WHO IS AN INSURED SECTION OF THIS POLICY (REGARDLESS OF ANY LIMITATION APPLICABLE THERETO).

All other terms and conditions remain unchanged.

Authorized Representative



Conditions

Other Insurance (continued)

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not negotiated specifically to apply in excess of the Limits Of Insurance shown in the Declarations of this insurance.

Method of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this method each insurer contributes equal amounts until it has paid its applicable limits of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limits of insurance to the total applicable limits of insurance of all insurers.

Premium Audit

We will compute all premiums for this insurance in accordance with our rules and rates.

In accordance with the Estimated Premiums section of the Premium Summary, premiums shown with an asterisk (*) are estimated premiums and are subject to audit.

In addition to or in lieu of such designation in the Premium Summary, premiums may be designated as estimated premiums elsewhere in this policy. In that case, these premiums will also be subject to audit, and the second paragraph of the Estimated Premiums section of the Premium Summary will apply.

Separation Of Insureds

Except with respect to the Limits Of Insurance, and any rights or duties specifically assigned in this insurance to the first named **insured**, this insurance applies:

- as if each named **insured** were the only named **insured**; and
- separately to each **insured** against whom claim is made or **suit** is brought.

Transfer Or Waiver Of Rights Of Recovery Against Others

We will waive the right of recovery we would otherwise have had against another person or organization, for loss to which this insurance applies, provided the **insured** has waived their rights of recovery against such person or organization in a contract or agreement that is executed before such loss.

To the extent that the **insured**'s rights to recover all or part of any payment made under this insurance have not been waived, those rights are transferred to us. The **insured** must do nothing after loss to impair them. At our request, the **insured** will bring **suit** or transfer those rights to us and help us enforce them.

This condition does not apply to **medical expenses**.

Policy Conditions**Endorsement**

<i>Policy Period</i>	MAY 1, 2023 TO MAY 1, 2024
<i>Effective Date</i>	MAY 1, 2023
<i>Policy Number</i>	3533-60-64 WUC
<i>Insured</i>	NATIONAL COUNCIL FOR COMMUNITY
<i>Name of Company</i>	FEDERAL INSURANCE COMPANY
<i>Date Issued</i>	APRIL 21, 2023

This Endorsement applies to the following forms:

COMMON POLICY CONDITIONS

Under Conditions, the following condition is added.

Conditions**Notice Of Cancellation
To Scheduled Persons
Or Organizations When
We Cancel**

When we cancel this policy for any reason, other than non-payment of premium, we will notify person(s) or organization(s) shown in the Schedule at least 30 days in advance of the cancellation date.

Any failure by us to notify such person(s) or organization(s) will not:

- impose any liability or obligation of any kind upon us; or
 - invalidate such cancellation.
- *****

Schedule

Person(s) or Organization(s): IF YOU ARE OBLIGATED, PURSUANT TO A WRITTEN CONTRACT OR AGREEMENT, TO PROVIDE PERSONS OR ORGANIZATIONS

Address: WITH NOTICE OF CANCELLATION, THEN WE WILL NOTIFY SUCH PERSONS OR ORGANIZATIONS PROVIDED THAT WITHIN 15 DAYS OF THE DATE WE SEND NOTICE OF CANCELLATION TO THE FIRST NAMED INSURED, THE FIRST NAMED INSURED OR

Conditions
(continued)

Person(s) or Organization(s): PRODUCER OF RECORD PROVIDES US WITH A
SPREADSHEET
CONTAINING THE NAME, MAILING ADDRESS AND, IF
Address: AVAILABLE, E-MAIL ADDRESS OF THE PERSONS OR
ORGANIZATIONS.

If you are obligated, pursuant to a written contract or agreement, to provide person(s) or organization(s) with notice of cancellation, then we will notify such person(s) or organization(s) provided that within 15 days of the date we send notice of cancellation to the first named insured, the first named insured or producer of record provides us with a spreadsheet containing the name, mailing address and, if available, e-mail address of the person(s) or organization(s).

All other terms and conditions remain unchanged.

Authorized Representative



19	Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only	Only those "autos" that are land vehicles and that would qualify under the definition of "mobile equipment" under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.
----	--	---

B. Owned Autos You Acquire After The Policy Begins

1. If Symbols 1, 2, 3, 4, 5, 6 or 19 are entered next to a coverage in Item Two of the Declarations, then you have coverage for "autos" that you acquire of the type described for the remainder of the policy period.
2. But, if Symbol 7 is entered next to a coverage in Item Two of the Declarations, an "auto" you acquire will be a covered "auto" for that coverage only if:
 - a. We already cover all "autos" that you own for that coverage or it replaces an "auto" you previously owned that had that coverage; and
 - b. You tell us within 30 days after you acquire it that you want us to cover it for that coverage.

C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos

If Covered Autos Liability Coverage is provided by this Coverage Form, the following types of vehicles are also covered "autos" for Covered Autos Liability Coverage:

1. "Trailers" with a load capacity of 2,000 pounds or less designed primarily for travel on public roads.
2. "Mobile equipment" while being carried or towed by a covered "auto".
3. Any "auto" you do not own while used with the permission of its owner as a temporary substitute for a covered "auto" you own that is out of service because of its:
 - a. Breakdown;
 - b. Repair;
 - c. Servicing;
 - d. "Loss"; or
 - e. Destruction.

SECTION II – COVERED AUTOS LIABILITY COVERAGE

A. Coverage

We will pay all sums an "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, caused by an "accident" and resulting from the ownership, maintenance or use of a covered "auto".

We will also pay all sums an "insured" legally must pay as a "covered pollution cost or expense" to which this insurance applies, caused by an "accident" and resulting from the ownership, maintenance or use of covered "autos". However, we will only pay for the "covered pollution cost or expense" if there is either "bodily injury" or "property damage" to which this insurance applies that is caused by the same "accident".

We have the right and duty to defend any "insured" against a "suit" asking for such damages or a "covered pollution cost or expense". However, we have no duty to defend any "insured" against a "suit" seeking damages for "bodily injury" or "property damage" or a "covered pollution cost or expense" to which this insurance does not apply. We may investigate and settle any claim or "suit" as we consider appropriate. Our duty to defend or settle ends when the Covered Autos Liability Coverage Limit of Insurance has been exhausted by payment of judgments or settlements.

1. Who Is An Insured

The following are "insureds":

- a. You for any covered "auto".
- b. Anyone else while using with your permission a covered "auto" you own, hire or borrow except:
 - (1) The owner or anyone else from whom you hire or borrow a covered "auto".

This exception does not apply if the covered "auto" is a "trailer" connected to a covered "auto" you own.

- (2) Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household.
 - (3) Someone using a covered "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.
 - (4) Anyone other than your "employees", partners (if you are a partnership), members (if you are a limited liability company) or a lessee or borrower or any of their "employees", while moving property to or from a covered "auto".
 - (5) A partner (if you are a partnership) or a member (if you are a limited liability company) for a covered "auto" owned by him or her or a member of his or her household.
- c. Anyone liable for the conduct of an "insured" described above but only to the extent of that liability.

2. Coverage Extensions

a. Supplementary Payments

We will pay for the "insured":

- (1) All expenses we incur.
- (2) Up to \$2,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (3) The cost of bonds to release attachments in any "suit" against the "insured" we defend, but only for bond amounts within our Limit of Insurance.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$250 a day because of time off from work.
- (5) All court costs taxed against the "insured" in any "suit" against the "insured" we defend. However, these payments do not include attorneys' fees or attorneys' expenses taxed against the "insured".
- (6) All interest on the full amount of any judgment that accrues after entry of the judgment in any "suit" against the "insured" we defend, but our duty to pay interest ends when we have paid, offered to pay or deposited in court the part of the judgment that is within our Limit of Insurance.

These payments will not reduce the Limit of Insurance.

b. Out-of-state Coverage Extensions

While a covered "auto" is away from the state where it is licensed, we will:

- (1) Increase the Limit of Insurance for Covered Autos Liability Coverage to meet the limits specified by a compulsory or financial responsibility law of the jurisdiction where the covered "auto" is being used. This extension does not apply to the limit or limits specified by any law governing motor carriers of passengers or property.
- (2) Provide the minimum amounts and types of other coverages, such as no-fault, required of out-of-state vehicles by the jurisdiction where the covered "auto" is being used.

We will not pay anyone more than once for the same elements of loss because of these extensions.

B. Exclusions

This insurance does not apply to any of the following:

1. Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the "insured".

2. Contractual

Liability assumed under any contract or agreement.

But this exclusion does not apply to liability for damages:

- a. Assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement; or
- b. That the "insured" would have in the absence of the contract or agreement.

3. Workers' Compensation

Any obligation for which the "insured" or the "insured's" insurer may be held liable under any workers' compensation, disability benefits or unemployment compensation law or any similar law.

4. Loss Payment – Physical Damage Coverages

At our option, we may:

- a. Pay for, repair or replace damaged or stolen property;
- b. Return the stolen property, at our expense. We will pay for any damage that results to the "auto" from the theft; or
- c. Take all or any part of the damaged or stolen property at an agreed or appraised value.

If we pay for the "loss", our payment will include the applicable sales tax for the damaged or stolen property.

5. Transfer Of Rights Of Recovery Against Others To Us

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

B. General Conditions

1. Bankruptcy

Bankruptcy or insolvency of the "insured" or the "insured's" estate will not relieve us of any obligations under this Coverage Form.

2. Concealment, Misrepresentation Or Fraud

This Coverage Form is void in any case of fraud by you at any time as it relates to this Coverage Form. It is also void if you or any other "insured", at any time, intentionally conceals or misrepresents a material fact concerning:

- a. This Coverage Form;
- b. The covered "auto";
- c. Your interest in the covered "auto"; or
- d. A claim under this Coverage Form.

3. Liberalization

If we revise this Coverage Form to provide more coverage without additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in your state.

4. No Benefit To Bailee – Physical Damage Coverages

We will not recognize any assignment or grant any coverage for the benefit of any person or organization holding, storing or transporting property for a fee regardless of any other provision of this Coverage Form.

5. Other Insurance

- a. For any covered "auto" you own, this Coverage Form provides primary insurance. For any covered "auto" you don't own, the insurance provided by this Coverage Form is excess over any other collectible insurance. However, while a covered "auto" which is a "trailer" is connected to another vehicle, the Covered Autos Liability Coverage this Coverage Form provides for the "trailer" is:

- (1) Excess while it is connected to a motor vehicle you do not own; or
- (2) Primary while it is connected to a covered "auto" you own.

- b. For Hired Auto Physical Damage Coverage, any covered "auto" you lease, hire, rent or borrow is deemed to be a covered "auto" you own. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

- c. Regardless of the provisions of Paragraph a. above, this Coverage Form's Covered Autos Liability Coverage is primary for any liability assumed under an "insured contract".

- d. When this Coverage Form and any other Coverage Form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our Coverage Form bears to the total of the limits of all the Coverage Forms and policies covering on the same basis.

6. Premium Audit

- a. The estimated premium for this Coverage Form is based on the exposures you told us you would have when this policy began. We will compute the final premium due when we determine your actual exposures. The estimated total premium will be credited against the final premium due and the first Named Insured will be billed for the balance, if any. The due date for the final premium or retrospective premium is the date shown as the due date on the bill. If the estimated total premium exceeds the final premium due, the first Named Insured will get a refund.
- b. If this policy is issued for more than one year, the premium for this Coverage Form will be computed annually based on our rates or premiums in effect at the beginning of each year of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Name(s) Of Person(s) Or Organization(s):

PERSONS OR ORGANIZATIONS FOR WHICH YOU ARE OBLIGATED, PURSUANT TO A CONTRACT OR AGREEMENT, TO WAIVE YOUR RIGHTS OF RECOVERY YOU WOULD OTHERWISE HAVE AGAINST SUCH PERSONS OR ORGANIZATIONS FOR "LOSS" TO WHICH THIS INSURANCE APPLIES.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.



PROPOSED FOR
City of Moline

Community & Economic
Development Department

Community Development
Division

REQUEST FOR PROPOSALS

Housing Needs
Assessment for a
Regional Consortium

PROPOSED BY

Grow America

Headquarters

633 3rd Avenue
19th Floor Suite J
New York, NY 10017
(800) 501-7489

www.growamerica.org

Proposal Contact

Sheldon Bartel
Field Director
Technical Advisory Services
(307) 282-0109

sbartel@growamerica.org

December 19, 2023

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December 19, 2023

K.J. Whitley
Community Development Manager
Community & Economic Development Department
City of Moline
619 16th Street
Moline, IL 61265

RE: HOUSING NEEDS ASSESSMENT FOR A REGIONAL CONSORTIUM

Dear Ms. Whitley:

On behalf of Grow America (GA), I am pleased to submit for your consideration the enclosed proposal for the Housing Needs Assessment for a Regional Consortium. Grow America understands all aspects of the RFP; and as such, is committed to performing these services.

Grow America, (formerly, The National Development Council ("NDC")) is the oldest national non-profit community development organization in the United States. Established in 1969, at the beginning of the community development movement, GA has played a significant role in shaping the strategies and methods that have set the standards for practice in the field. Throughout the history of the organization, GA professionals have delivered a unique combination of economic and housing development services – including policy solutions, technical assistance, training, and financing. In addition, GA has worked with federal, state, and local government and non-profit officials to create job opportunities and generate investment in distressed communities.

Our team brings the in-depth local knowledge and unparalleled technical expertise to successfully complete this project. GA appreciates the opportunity to submit this proposal. Please contact Sheldon Bartel, Field Director, at (307) 282-0109 or sbartel@ndconline.org if you have any questions or need additional information.

Sincerely,

DocuSigned by:

1B01F4A360304FB...
Daniel Marsh III
President & CEO

633 Third Avenue 19th Floor, Suite J
New York, NY 10017
growamerica.org

Regional Consortium Housing Needs Assessment

1. Qualifications and Experience

Grow America (formerly The National Development Council) celebrated more than 50 years of work as the nation's leading non-profit technical advisor in community development in 2021. Grow America's major strength is its staff's proven capacity and experience in delivering expert, on-site housing, and economic development technical assistance. Members of GA's staff help local and state agencies shape their housing and economic development programs to accomplish local goals.

Most recently Grow America has been responsible for the development of housing policy and strategic plans in Henderson, Nevada; Dallas, Texas; Irving, Texas; San Antonio, Texas; Tacoma, Washington; Rio Rancho, NM, and Bellevue, Washington. Grow America is currently engaged by the City of New Braunfels' to establish and deploy their first Workforce Housing Trust.

Established in 1969 at the beginning of the community development movement, Grow America (formerly National Development Council) has played an integral role in shaping the strategies and methodologies that have set the standards of excellence in the practice of local economic development, affordable housing, and community development. Grow America's staff has worked with nonprofit and public sector practitioners in every one of the 50 states, more than 100 entitlement cities and counties, and hundreds of small cities to help leverage public funds in exchange for community development projects that generate long-term and sustainable community wealth. Grow America is a 501(c)3 non-profit corporation headquartered in New York, NY, with regional offices across the country. Grow America has 75 employees.

Grow America's mission focuses on increasing the flow of capital for homes, jobs, and community as described below.

		
HOMES	JOBS	COMMUNITY
We assist in the development of housing by leveraging scarce public resources to ensure that access to housing will also mean access to transportation, jobs, and amenities.	We use our knowledge of the private sector's strengths and limitations to structure and employ programs that provide capital to small businesses.	We provide access to tools for the financing and development of infrastructure that can facilitate economic development and improve quality of life.

Grow America acts as a teacher, advisor, investor, developer, and lender all in one, working tirelessly to increase the flow of investment capital, spur job creation and bring community development to America's economically challenged areas. Grow America's core expertise is in assisting its client communities in strategic uses of public resources and incentives to leverage private investment in economic and community development efforts. Grow America has excelled at delivering effective public-private partnerships that demonstrate these principles by providing direct technical assistance, building the capacity of our client staff, applying extensive knowledge of public sector financing with direct development experience, and helping our clients negotiate the best possible development outcomes. Grow America's technical assistance is deeper and broader than consulting. We design and structure economic development and public facility finance programs, identify sources for funding, secure capitalization, and train and work alongside our clients' staff in program operations. Grow America's mission is skills-transfer to build local capacity.

Grow America undertakes its work through two areas of activity focus: capacity building and financing & development, as shown below.



Grow America's founding and continuing mission is to direct capital to support the development and preservation of affordable housing, create jobs through small business lending, advance livable communities with social infrastructure investment, and build capacity with hands-on technical assistance to local governments and community development organizations. For more than five decades, this has been the foundation of the Grow America services listed below:

Training: Recognizing that local capacity means local empowerment, over 40 years ago Grow America created the first professional education and certification program for community-based economic, housing and community development practitioners. Since then, Grow America has trained more than 81,000 individuals from a range of communities - urban and rural, large, and small - in the art and science of community development and finance. This work continues in every course with up-to-date curricula that reflect the changing finance and policy landscapes, with innovations in remote and in-person classroom technologies, and with practical, hands-on problem-solving experience in actual development projects.

Technical Assistance: Grow America is one of the nation's leading not-for-profit providers of technical assistance in the areas of economic development and housing development finance and underwriting, including small business underwriting. For over 50 years, Grow America's staff has worked with nonprofit and public practitioners in every one of the 50 states, in hundreds of large and small cities and rural areas, to help plan and execute development strategies, and to access, leverage, and deploy financing from public and private sources. We work side-by-side with our local partners, and with each project completed and program created, these local practitioners gain experience and knowledge for their continuing work in creating long-term and sustainable community wealth. Technical assistance is provided by field directors with a minimum of ten years progressively responsible experience in the field of housing and economic development. They are subject matter experts in federal programs and achieve required certifications to provide clients guidance on their most difficult community development projects, policies, and strategies.

Affordable Housing: Affordable housing, a critical element in creating equitable communities, has been a Grow America focus from the beginning. Our technical assistance has helped the hundreds of communities we serve plan and finance housing throughout the 50 years of changing federal and state policies. When the Low-Income Housing Tax Credit became the primary source of financing, we created Grow America's Housing & Economic Development Corporation (HEDC) Corporate Equity Fund (CEF). CEF's syndicated multi-investor funds provide equity capital for the construction and rehabilitation of affordable housing using Low Income Housing, Historic Preservation and Renewable Energy Tax Credits. Grow America's CEF works with local housing sponsors and developers from project inception, guiding the financial structuring and, again, building local technical capacity. CEF has financed nearly 13,000 housing units.

Small Business Lending: Access to capital for small businesses is another cornerstone of equitable community development. Grow America first entered this field of work with a service that helped minority business owners access credit from conventional banks through SBA and other loan programs. Through Grow America Fund (GAF) and Community Impact Loan Fund (CILF), GA delivers small business loans to entrepreneurs and growing businesses. GAF has loaned almost one half billion dollars to more than

3,200 small businesses, creating and retaining over 50,000 jobs, including thousands of construction jobs. Additionally, Grow America has considerable experience operating non-SBA loan funds capitalized with both public and private funds that offer a range of loan sizes, including loans under \$50,000.

Close to 95% of CILF's lending activities have assisted low-income and minority/woman-owned entrepreneurs or non-profits that serve low-income communities or communities of color. In 2020, CILF made 131 loans totaling more than \$20 million and in the first half of 2021, CILF has loaned more than \$12 million to 201 businesses.

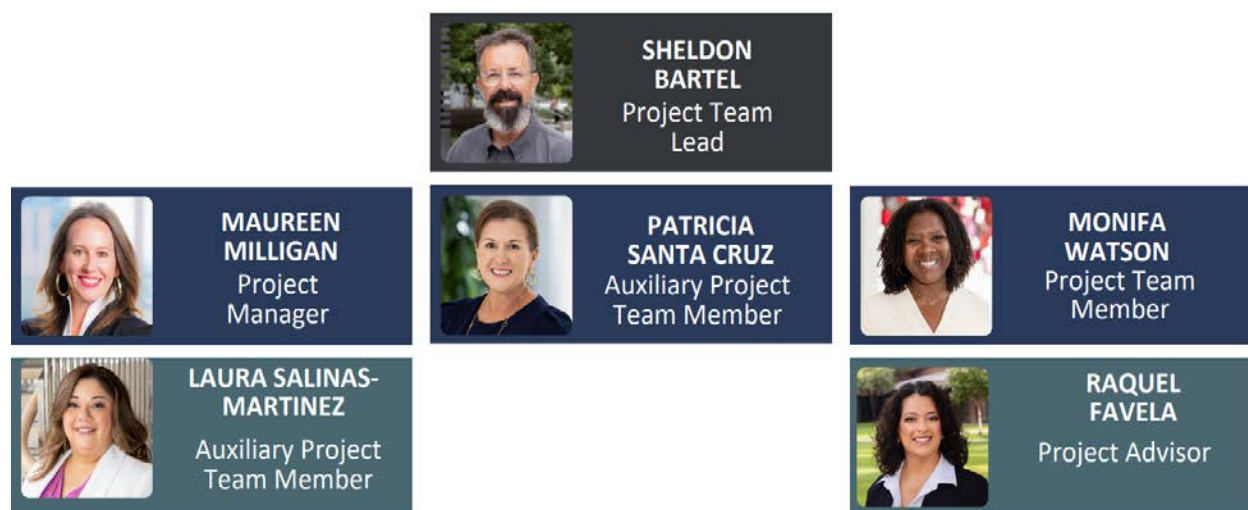


Pandemic-Related Small Business Assistance and Housing Assistance: Shortly after the COVID-19 pandemic began its march across the nation, Grow America's existing client communities called upon Grow America to aid them in redesigning and redeploying their existing programs to respond to the crisis faced by local small businesses and low-income households. Additionally, Grow America began serving as a third-party administrator and/or lender for many statewide entities, counties, and cities across the nation and helped to deploy over \$715 million in COVID-19 financial assistance to 33,272 businesses and 2,541 low-income households. As a result of our participation in these initiatives, we collected both quantitative and qualitative data on the current (and evolving) state of small businesses and community needs.

Project Team

Grow America staff is a talented group of former bankers, government employees, developers, entrepreneurs, economic development leaders, and affordable housing and community development professionals. This diverse mix of backgrounds gives Grow America a special understanding of both private and public sector financing/funding sources and their respective community planning and compliance requirements. Sheldon Bartel, Field Director with the Training & Technical Advisory Services Group, Central Team, will serve as the Project Lead and the primary point of contact. His contact information is: 307-282-0109, sbartel@growamerica.org. Maureen Milligan will serve as a secondary contact and Project Manager. She can be reached at 469-463-9620, mmilligan@growamerica.com. One Full Time Employee will be assigned to this project.

PROJECT TEAM



Sheldon Bartel, CECD, EDFP & HDFP is a Central Region Field Director. Mr. Bartel joined NDC in mid-2011 as a small business loan officer and joined the Central Team as a Field Director in 2019. Currently, Mr. Bartel provides housing, community, and economic development technical assistance to San Juan, McKinley and Cibola Counties in NM, City of Rio Rancho, NM, New Braunfels, TX, Port Arthur, TX, City of Longmont, CO, and Caddo Parish, LA. In addition, Sheldon underwrites business and real estate incentive applications within his client communities and the City of Lawrence, KS and Omaha, NE. Also, Mr. Bartel worked on COVID recovery grant and loan programs. As a small business loan officer for NDC he provided direct TA to 100's of small businesses across the country. Mr. Bartel teaches small business and real estate finance classes for both Grow America and the International Economic Development Council.

Maureen Milligan is a Field Director in Grow America's Training & Technical Advisory Services Group. She has been a licensed attorney for over 15 years and has drafted state legislation, local ordinances, municipal court manuals, multi-departmental standard operating procedures, HUD Consolidated Plans, and local housing strategies. Immediately prior to joining Grow America in

January 2020, she served as an Assistant Director in the Dallas Department of Housing and Neighborhood Revitalization where she managed a team of community development professionals who facilitated home repair, mortgage assistance, housing development and land bank programs that used funding sources including CDBG and HOME grants, general obligation bonds, and municipal general funds. During her tenure as an Assistant Director, Ms. Milligan led the implementation of the City of Dallas's first comprehensive housing policy, including drafting ordinances, program statements, and procedures related to incentive zoning, housing tax credits, community land trusts, tangled titles, neighborhood empowerment zones and strategic land acquisition/disposition. She established and managed the Housing Policy Taskforce where she engaged industry professionals, neighborhood leaders, and city staff in policy development at both the local and state level. Ms. Milligan prepared and presented City Council committee briefings and agenda items and worked closely with elected officials and city staff.

To ensure that we meet the needs of this project, Grow America will draw upon its vast resources of staff expertise with the following Project Team Members below (alphabetically listed by first name).

Laura Salinas-Martinez is Operations Support Director at Grow America and a certified Housing Development Finance Professional (HDFP). Ms. Salinas-Martinez is an experienced community development professional working in this field since 2000. She has significant work experience in operations, federal grants administration, the Community Development Block Grant (24 CFR Part 570), the HOME Investment Partnerships Program (24 CFR Part 92), the Neighborhood Stabilization Program, Consolidated Plan Revisions and Updates Final Rule (24 CFR Part 91), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200), Environmental Review Requirements (24 CFR Part 58), planning and policy development, programmatic implementation, contract negotiations, and organizational leadership. Before joining Grow America, Ms. Salinas-Martinez served as the Grants Administrator (and in several other management roles) for the City of San Antonio where she had full management responsibility of annual HUD entitlement funding of over \$20 million to include ensuring timely draws and commitment deadlines, compliance and performance reporting, action plan development, grant reconciliations, IDIS activity set up and reporting, consolidated annual performance and evaluation reporting and serving as the primary point of contact with HUD. In addition, during the pandemic, she developed policies/procedures and led the processing teams for the City's COVID-19 Emergency Housing Assistance Program that subsequently deployed tens of millions of dollars. In addition, Ms. Salinas-Martinez has worked in several key roles organizations to include the City of Yakima's Office of Neighborhood Development Services (Washington), San Antonio Housing Authority, Neighborhood Housing Services of San Antonio, and the Brooks Development Authority. She attended the University of Texas-Pan American (now UT-RGV); she holds a Bachelor's Degree in Business Administration from Heritage University (Toppenish, WA) and a Master's degree in Business Administration from St. Mary's University (San Antonio, TX).

Monifa Watson is Assistant Field Director on the Technical Advisory Services Team where she assists with the servicing of contracts to local municipalities and client organizations with a concentration on community engagement efforts. She also lends support to other community development planning and implementation processes and strategies. Ms. Watson previously worked in Small Business Lending, marketing Grow America's loan products and servicing closed loans. She managed a portfolio of over 100 loans, developing professional relationships with borrowers and assisting them with post-closing compliance and capital needs. With over 20 years of non-profit management experience, Ms. Watson has managed a transitional housing facility, served as the Program Director for a national housing organization and conducted financial literacy and first-time homebuyer seminars.

Patricia Santa Cruz joined Grow America in November 2021 as a Field Director in the Technical Advisory Services Division (Central Team). In this role, Ms. Santa Cruz assists local organizations in achieving a wide variety of community development goals. Patricia has 20 years of federal grant experience in management, administration, and implementation of federal programs. She has more than 12 years of experience in management and administration of HUD CDBG and HOME Program funds with various types of community development and housing projects. Her recent experience at the City of San Antonio includes overseeing \$21 million in CDBG and HOME budgets and activities and \$17 million in CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, ensuring the City met applicable funding commitment and expenditure deadlines, completing the Five-Year Consolidated Plan, as well as Annual Action Plans, Substantial Amendments, and Consolidated Annual Performance Evaluation Reports. She has extensive experience in other operational aspects of CDBG and HOME programs including IDIS, environmental reviews, Section 3, program compliance, eligibility determination, and contract administration. She also assisted with the implementation, policy development and monitoring of the City's \$140 million COVID-19 Emergency Housing Assistance Program funded with CARES Act and other federal and local funds and led the development of the department's Equity Action Plan, which outlines two-year goals and strategies for advancing racial and economic equity in their programs and policies. Ms. Santa Cruz is fluent in English and Spanish and resides in San Antonio, Texas.

Raquel Favela is a recognized expert in economic development and housing with 28 years of experience. Ms. Favela joined Grow America in 2007 and has been instrumental in the design, scaling and implementation of the flex-staff system which has allowed Grow America to scale efficiently and deploy more than \$900 million in Covid-response resources in Grow America client communities around the country. As Executive Managing Director, she leads the Training and Technical Advisory Services Group in helping public sector clients understand their markets and develop customized strategic plans and policy solutions that build eco-systems critical to equitable job creation and diverse housing options. Ms. Favela's unique brand combines practical experience with her long-range planning and policy acumen to bring balanced problem solving to

communities. A thought leader and authority, she has walked in the shoes of most of the major participants in real estate development: owner, investor, developer, consultant, governmental entity, lender, and landlord. Known for delivering results, while at the City of San Antonio, Ms. Favela is credited with producing San Antonio's first Strategic Community Development Plan in 2007. Ten years later while serving as the City of Dallas' Chief of Economic Development and Neighborhood Services, Ms. Favela was lauded for delivering the city's first Comprehensive Housing Policy that addressed longstanding fair housing issues and disparate impact. In her role with Grow America, Ms. Favela has been the trusted advisor to clients across the country to include East Chicago, Indiana, Rockford, Illinois, Memphis, Tennessee, Los Angeles County, Commonwealth of Puerto Rico, the State of Illinois and in Texas, San Antonio, Irving, and Temple. Ms. Favela has guided clients on financing structures for challenging redevelopment projects, a role that garnered her extensive transactional experience with federal, state, and local tools available to maximize public benefits. Ms. Favela resides in San Antonio, Texas and is fluent in English and Spanish.

2. Proposed Approach

In order to complete the desired regional housing needs assessment for the Cities of Moline, Rock Island and Davenport (hereafter the "Consortium") Grow America (hereafter "GA"), formerly the National Development Council has assembled a team that possesses the expertise and experience at the intersection of planning, policy and meaningful stakeholder engagement to produce assessments that are useful to public sector clients. Our approach to address the key questions described in the RFP includes a unique, market-based, analytic and educational approach. Our methodology for identifying housing needs and analyzing current housing inventories involves several steps:

1. Data Collection: Gather quantitative data on current housing stock, demographics, income levels, and housing costs. This includes census data, local housing market data, and socioeconomic statistics. Review of current housing programs, policies and ordinances intended to support housing development and preservation.
2. Qualitative Analysis: Conduct surveys, interviews, and educational community meetings to understand local perspectives and experiences related to housing.
3. Gap Analysis: Compare existing housing inventories against identified needs. This involves assessing affordability, availability, and suitability of housing for different population segments.
4. Recommendations: Based on the data and gap analysis, formulate strategic recommendations addressing identified needs, focusing on areas like affordability, diversity of housing types, and accessibility.
5. Implementation Plan: Develop an action plan outlining steps, responsible parties, and timelines for implementing recommendations.

This approach combines statistical analysis with community insights, ensuring a comprehensive understanding of housing needs and effective strategies to address them. The information gathered will generate an in-depth housing needs assessment that includes an analysis of each of the members of the Consortiums’:

- current housing stock (conditions, needs, trends, and opportunities)
- gaps in housing options,
- identification of areas that may best utilize newly adopted missing middle housing options,
- unmet housing needs,
- barriers to unmet housing needs,
- opportunities for increased efficiencies in allocating housing program resources, and
- area best suited for affordable housing.

GA will use the housing needs assessment data and analysis to complete the Consortiums’ needs for an analysis of impediments to Fair Choice Housing (AIFHC). GA will submit a response to the AIFHC RFP in conjunction with this response to the Housing Needs Assessment RFP.

GA will complete housing needs assessment with five (5) tasks. The tasks are:

Task #	Task	Approach
1	Research component 1	• Collect and examine available housing inventory information for the Cities, • Identify what additional housing inventory information is needed to provide a complete housing needs assessment for the Consortium
2	Research component 2	• Collect and analyze any additional housing inventory information based on recent data and identify existing and future housing needs. The analysis will generate: ○ Demographic and economic trends ○ Housing market trends and indicators ○ Housing needs – current and future

3	Qualitative Assessments	• Collect qualitative assessments of housing challenges via meaningful and robust public participation to provide the Consortium an informed view of public sentiment on housing issues, stakeholder input, and service gaps and needs. GA proposed to conduct: ○ An online survey ○ Focus groups with stakeholders from each of the Cities, ○ Public remote meetings
4	Review of existing policies & regulations	• Identify major housing challenges and provide recommendations to include: ○ Strategies to mitigate challenges, and ○ Identification of proposed target areas based on indicators of distress
5	Report drafting	• Generate a housing needs assessment using information and analysis gathered in Tasks 1-4

Prior to deploying an online survey, engaging stakeholders in focus groups, and public meetings GA proposes to conduct the review of data outlined in Tasks 1 and 2 (Research components), which will allow GA to provide the Consortium with an initial analysis of the existing housing inventory, housing needs and the land use and regulatory landscape.

GA will use secondary data sources (e.g. regional/City for sale and rental market data, US Census American Community Survey, Moody's Analytics, Bureau of Economic Analysis, Bureau of Labor Statistics, and Federal Housing Finance Agency,) to gather and visualize relevant data. Typical data available includes at least: demographic and household economic/financial characteristics, purchase and rental affordability and cost burden, vacant housing units/rates, subsidized rental housing units, housing permit trends, publicly owned property and home sales and values. In addition, GA will request information from the Consortium such as building inspection and permit data, economic development incentive data, and information on the local affordable and public housing as well as social services ecosystem. GA estimates Tasks 1 and 2 will be completed within 6 weeks.

GA has found that local stakeholders are able to engage in highly productive discussions about affordable housing when they are: (1) provided up-to-date, relevant real estate and economic data and (2) presented with *feasible* strategies and tools that are designed to address local housing needs. Therefore, after conducting the necessary research and completing an initial analysis (Tasks 1 and 2) and with approval and assistance from staff, GA will deploy an online housing survey and begin scheduling focus groups and public meetings. GA proposes to conduct 2 focus groups (provides scheduling flexibility for stakeholders) and 2 public meetings (provides for scheduling flexibility for the interested public) in each of the Cities within the Consortium. With the approval and assistance of staff from the Cities within the Consortium, GA will conduct a series of structured stakeholder focus groups as well as Town Hall meetings to share the results of Tasks 1 and 2 of the proposed Housing Needs Assessment process to solicit meaningful input on housing needs, challenges, programs, tools, and policies. GA proposes to conduct 2 focus groups (provides scheduling flexibility for stakeholders) and 2 public meetings (provides for scheduling flexibility for the interested public) in each of the Cities within the Consortium. GA estimates this Task 3 will be completed within 6 weeks.

Thereafter, GA will use the feedback, data, information, and analyses from Tasks 1, 2, and 3 to identify major housing challenges and provide recommendations including strategies for Consortium staff to mitigate challenges as well as identify target areas based on indicators of distress. GA will utilize their feedback to prepare a draft housing needs assessment. GA estimates that Task 4 will be completed within 6 weeks.

For Task 5 GA will provide and present a draft housing needs assessment to requisite personnel at the Cities. The Draft will include information gathered in Tasks 1 through 4. GA estimates Task 5 will be completed within 2 weeks.

Total project timeline is estimated at 24 weeks or 6 months.

Schedule, Timeline, and Deliverables

Tasks 1 & 2 – Data Collection and Analysis

The results of the analysis of secondary data (Tasks 1 and 2) will provide a foundational ‘data floor’ to which other sources of information may be added or compared. GA will share a draft summary of the research that will be provided to Consortium staff for review/comment. GA estimates that it will take 6 weeks to complete this deliverable.

Tasks 3 – Public Participation

After conducting the necessary research, GA will share a draft summary of the community and housing profile and housing needs assessment as well as meet with Consortium staff to discuss/collect feedback on the draft. As people with local expertise, Consortium staff, stakeholders, and the public can provide valuable insights into the validity of the community and housing profile and housing needs assessment. With the approval of the draft and assistance

of Consortium staff, GA will conduct an online survey, series of stakeholder focus groups as well as Town Hall meetings to share the results of the research. GA proposes to conduct 2 focus groups (provides scheduling flexibility for stakeholders) and 2 public meetings (provides for scheduling flexibility for the interested public) in each of the Cities within the Consortium.

GA estimates this Task 3 will be completed within 6 weeks. Within 7 days of each meeting, Grow America will provide a compilation of: (1) key issues, (2) what was said/what was learned during the interviews, (3) a statistical breakdown of results and (4) GA's interpretations. Grow America estimates it will take 6 weeks to complete this deliverable (which will occur concurrently with drafting of the housing needs assessment).

Task 4 – Identification of challenges and recommendations to mitigate as well as identification of target areas.

Thereafter, GA will use the feedback, data, information, and analyses from Tasks 1, 2, and 3 to identify major housing challenges and provide recommendations including strategies for Consortium staff to mitigate challenges as well as identify target areas based on indicators of distress. GA will utilize staff feedback to prepare a draft housing needs assessment. GA estimates the Task 4 will be completed within the time allocated to Task 3 – 4 weeks).

Tasks 5 - Provide/Present Final Housing Needs Assessment

Upon completion of Task 4, GA will prepare and share a final draft housing needs assessment with Consortium staff. GA is prepared to make a presentation of the housing needs assessment to Consortium staff and leadership. GA will incorporate feedback from the final draft into the final document. The final housing needs assessment will include a summary of the data that informs the assessment; data visualizations including maps, charts, and graphs; a discussion summary of the challenges and with strategies to mitigate them; and the identification of target areas based on distress. GA estimates this Task will be completed in 6 weeks.

3. Cost Analysis and Budget for Primary Services

Project timeline and budget

	Feb	March	April	May	Jun	July	Aug	Sept	2024	
Tasks/Time (Months)	1	2	3	4	5	6	7	8	9	10
Task 1 & 2 – Data Collection & Analysis										
DELIVERABLE: Present information and findings to Consortium staff										
Task 3 Public Participation										
DELIVERABLE: Present findings, issues, recommendations to Consortium staff										
Task 4 - Challenges and Recommendations										
DELIVERABLE: Present challenges and recommendations plus target areas										
Task 5 – Provide/Present Draft and Final Affordable Housing Plan										
DELIVERABLE: Present Final Draft housing needs assessment for Consortium Review										
DELIVERABLE: Present Final housing needs assessment										

Key Tasks	Hours	Cost
Tasks 1&2 – Data Collection and Analysis	80	\$26,000
Task 3 – Public Participation	60	\$19,500
Task 4 - Identification of Challenges and Mitigation Strategies	40	\$13,000
Task 5 - Provide/Present Draft & Final Housing Needs Assessment	60	\$19,500
TOTAL	240	\$78,000

Other Budget Items for Task 3 Public Participation.	Price	Cost
Air Travel - 2 staff for 2 trips over 2 weeks to Consortium + 1 addition trip for contingency	\$650	\$3,900
Auto Rental - max 10 days or two, 5 day rentals + 1 addition trip for contingency	\$750	\$2,250
Lodging - max 10 days over two weeks for 2 rooms + 1 additional trip for contingency	\$1,500	\$4,500
Food included	\$0	\$0
TOTAL	\$2,900	\$10,650

Total Proposed Cost	\$88,650
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Proposed costs for the proposed work to be completed by GA are based on:

1. Cost of a GA Full Service technical assistance contract (\$120,000)
2. GA's hourly rate for non-contract work - \$325 per hour
3. Costs of preparing and delivering similar projects across the nation.

GA, while recognizing that personnel will need to be on site when required, anticipates Tasks, 1,2, 4 and 5 will be completed remotely. However, the proposed budget includes cost of GA staff travel to the project site. Assumption for travel is GA staff will be on site over 2 weeks to complete Task 3. An additional trip is added for contingency.

4. References

Reference No. 1

Client Name:	City of Lewisville, Texas		
Contact Name:	Ashleigh Feryan, Neighborhood Services Manager		
Address:	151 W. Church Street, Lewisville, Texas 75057		
Phone No.:	(972) 219-3736		
E-mail:	aferyan@cityoflewisville.com		
Service Dates:	January 2022 to August 2022	Service Dates:	January 2022 to August 2022
Project Description & Scope of Work:			
2022-2026 Consolidated Plan, 2022 Annual Action Plan, Assessment of Fair Housing and Housing Plan			

Reference No. 2

Client Name:	City of Rio Rancho		
Contact Name:	Amy Rincon, Director of Development Services		
Phone No.:	505-896-8781		
E-mail:	arincon@rrnm.gov		
Project Type:	Complete an Affordable Housing Plan and Ordinance aligning with the NM Mortgage Finance Authority requirements.		
Budget:	\$99,250	Service Dates:	11/04/2019 to 12/31/2021
Project Description & Scope of Work:			
GA provided technical assistance, facilitated stakeholder and public meeting meetings, developed and deployed resident housing needs surveys, and provided necessary data and analysis – an Affordable Housing Study - for the completion of the City of Rio Rancho's			

Affordable Housing Plan. Political jurisdictions in NM must have an affordable housing plan and ordinance to access the financial resources of the NM Mortgage Finance Authority.

Reference No. 3

Client Name:	City of Irving, Planning & Community Development Department		
Contact Name:	Imelda Speck, Senior Manager		
Phone No.:	(972) 721-3540		
E-mail:	sreed@cityofirving.org		
Project Type:	Housing Policy Development		
Budget:	\$220,000	Service Dates:	02/11/2019 to 10/31/2021
Project Description & Scope of Work:			
NDC conducted a review of the city's existing housing programs effectiveness and compliance with federal regulations based on HUD and City Auditor findings. NDC then conducted a public input process and has developed program and policy recommendations to produce Housing options for the City of Irving.			
Add'l Reference :	City of Irving, Texas		
Address:	825 W Irving Boulevard, Irving, TX 75060		
Phone No.:	(972) 721-2398		
E-mail:	ispeck@cityofirving.org		
Service Dates:	December 2022 to August 2023		
Project Name:	2023-2027 Consolidated Plan & 2023 Annual Action Plan		

Laura Salinas-Martinez, HDFP
Operations Support Director
Tel: (210) 314-9860
Email: lsalinas@growamerica.org

Professional Summary

Certified Housing Development Finance Professional, Texas Licensed Real Estate Salesperson and experienced community development professional with vast working knowledge of operations, federal funding requirements, policy development, programmatic implementation, contract negotiations, affordable rental and homeownership housing development, and organizational leadership.

2020-Present

Grow America, New York, New York

- Serve as a resource as it relates to the Community Development Block Grant, HOME Investment Partnerships Program, Environmental Review Procedures and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Provide advisory services to clients related to community development programs, HUD Funding and Cross Cutting Requirements.
- Oversee Contractor Support Services to include contractor onboarding, issuing, and tracking work assignments, invoicing review and preparation, and contractor expense budgeting.
- Responsible for business development and collaboration with team members to prepare proposals for solicitations from existing or potential clients in desired target markets.
- Compile budget and performance reports for impact reporting.
- Prepare revenue projections for the Technical Advisory Services Division.
- Prepare contracts, developing contract pricing and tracking contracts.
- Develop and maintain term sheets for Technical Advisory Services product offerings.
- Develop and manage client management systems.

2010-2020

City of San Antonio, San Antonio, Texas

Grants Administrator

- Full management responsibility of HUD entitlement funding with current balances over \$31 million to include the annual planning processes, policy development, budget development, project selection, programmatic implementation, financial and performance reporting, contract negotiation and execution, compliance monitoring, and coordination with HUD.
- Lead for the COVID-19 Emergency Housing Assistance Program Processing Team which included development of process mapping, personnel planning, policy development, training and development, programmatic implementation,

performance reporting, invoicing, and compliance sampling and monitoring to ensure compliance with and timely expenditure of CARES Act funding.

- Responsible for the annual development and approval of the \$21 million CDBG and HOME budgets and \$3.3 million administrative budget.
- Responsible for the request for council action process to include agenda memo preparation, funding schedules, approval sequencing, presentations, council briefings, and providing support to the Director and presenting to council subcommittees and Housing Commission (when needed).
- Responsible for the Request for Applications/Qualifications process for affordable rental and homeownership housing development and professional services to include application development, project selection, development budget and pro forma review, funding award, contract negotiation, contract execution and contract compliance. Manage the development and implementation of performance goals, policies and priorities for the Grants Monitoring and Administration Division.
- Monitored and evaluated the efficiency and effectiveness of policies and procedures and identified opportunities for improvement and direct implementation.
- Managed strong working relationships with internal and external customers, responded to Executive Leadership regarding sensitive inquiries or high priority tasks, and facilitated connections and provided technical assistance to the Community Housing Development Organizations (CHDOs).
- Responsible for personnel planning, hiring, onboarding, training and development, project prioritization and Employee Performance Evaluations for a division of 16 employees.
- Provided staff support to the Mayor's Housing Policy Taskforce for the development of the Housing Policy Framework.
- Since September 2010, held the following positions within the Grants Monitoring and Administration Division: Grants Manager, Contract Manager, Senior Management Analyst and Management Analyst. Also served as the Interim Assistant Director of the Planning and Community Development Department in late 2016 and the newly-formed Neighborhood and Housing Services Department in 2018.

1999-2010

Affordable Housing & Community Development Entities, Yakima, Washington & San Antonio, Texas

Various Professional Roles

- Developed the \$16 million Annual Operating Budget to include revenue estimation, analysis of contractual obligations, budget formulation, budget amendments, budget adoption and execution.
- Maintained the five-year Capital Improvement Plan budget of \$58 million.
- Oversaw HUD-funded homeownership and home rehabilitation programs.
- Provided housing counseling for program participants and facilitated/taught Homebuyer Education, Financial Management, and Home Maintenance Workshops.

2015-2017 | 2008-2009

Rigel Realty | SYLIS Real Estate, San Antonio, Texas

Realtor

- Assisted buyers and sellers of residential real estate in every step of the real estate transaction to include contract development, negotiation, execution and amendments.
- Conducted comparative market analyses in target neighborhoods to aid the seller in setting a list price or the buyer in setting the offer price.
- Provided clients with referrals to lenders, inspectors, insurance agents, title companies, and any other real estate professionals involved in the transaction.
- Member of the San Antonio Board of Realtors, Texas Association of Realtors and the National Association of Realtors.

Education

St. Mary's University, San Antonio, Texas

Master of Business Administration

Heritage College, Toppenish, Washington

Bachelor of Business Administration

Texas Real Estate Commission

Real Estate Sales License #582276

Maureen Milligan

National Development Council

Tel: 469-463-9620 Email: mmilligan@ndconline.org

EXPERIENCE

Director

National Development Council, 2020-Present

Dallas, TX

Providing technical assistance to clients regarding all aspects of economic development and housing strategy, including conducting market analyses and helping clients design, implement, fund, and assess their programs. Providing training to clients regarding housing development and finance. Helping cities and counties administer nearly \$50M in funding for emergency rental and small business assistance.

Assistant Director

Dallas Department of Housing & Neighborhood Revitalization, 2018-2020

Dallas, TX

Managed a team of community development professionals who facilitated home repair, mortgage assistance, housing development and land bank programs that used funding sources including CDBG and HOME grants, general obligation bonds, and municipal general funds. Led the implementation of the City of Dallas's first comprehensive housing policy, including drafting ordinances, program statements, and procedures related to incentive zoning, housing tax credits, community land trusts, tangled titles, neighborhood empowerment zones and strategic land acquisition/disposition. Established and managed the Housing Policy Taskforce, which engaged industry professionals, neighborhood leaders, and city staff in policy development at both the local and state level. Helped draft competitive solicitations for the development and rehabilitation of mixed-income single- and multi-family housing developments. Successfully assisted the City in obtaining its first competitive HUD grant (Lead Hazard Control and Healthy Homes). Prepared and presented City Council committee briefings and agenda items and worked closely with elected officials and city staff.

Special Advisor to the Dallas Department of Housing & Neighborhood Revitalization, 2018

Executive Assistant City Attorney, Chief of Community Prosecution

Dallas City Attorney's Office, 2014-2018

Dallas, TX

Managed two distinct teams: (1) a neighborhood-based team of 16 attorneys who engaged in civil nuisance abatement litigation and criminal prosecution of city ordinance violations in state district court and municipal court and (2) a team of 12 social workers and community restitution coordinators who staffed the city's problem-solving municipal courts, including the South Dallas Drug Court and the South Oak Cliff Veteran's Treatment Court. Co-managed a multi-departmental team of 49 persons (16 attorneys, 12 code officers, 7 fire prevention officers, 7 police detectives, and 7 administrative support personnel) who were collectively responsible for engaging in creative problem-solving strategies aimed at stabilizing communities by improving public safety and reducing blight. Was responsible for a budget of approximately \$2.5 million including JAG, CDBG, and SAMHSA funds. Responded to requests for assistance from city council members, the mayor's office, city departments and neighborhood stakeholders. Assisted in drafting and leading the implementation of new city ordinances, including the Minimum Property Standards and Habitual Criminal Properties ordinances. Drafted a bill that amended the Texas Estates Code, prepared supporting documentation, and testified before the Texas House Judiciary & Civil Jurisprudence Committee.

Senior Assistant City Attorney, Deputy Chief of Community Prosecution, 2011-2014

Assistant City Attorney, Jubilee Park Community Prosecutor, 2007-2011

Law Clerk

Judge William F. Sanderson Jr., U.S. District Court, Northern District of Texas, 2005-2007

Dallas, TX

Drafted reports and recommendations, memorandum opinions, jury charges and research memos for review by the judge. Frequently conducted research on discovery matters, state and federal habeas corpus petitions, social security appeals and employment discrimination claims. Assisted judge during civil and criminal hearings.

Librarian

Baltimore City Public Schools, 2001-2002

Baltimore, MD

Designed and implemented library-media curriculum for four hundred students in grades Pre-K through 6th. Founded after-school literacy program. Facilitated donation of over 60 functioning computers to the school.

First Grade Teacher***District of Columbia Public Schools, 1999-2001***

Washington, DC

Instructed six-year-olds in reading, math, social studies, and science. Served as school spelling bee chair. Formed partnership with Duke University Alumni club. Facilitated numerous volunteer activities.

EDUCATION**American University, Washington College of Law**

Washington, DC

Juris Doctor, *cum laude*, 2005

The University of Virginia, Curry School of Education

Charlottesville, VA

Master of Education, 2002

Duke University, Trinity College of Arts and Sciences

Durham, NC

Bachelor of Arts, *Distinction in English*, 1999

CERTIFICATIONS

Economic Development Finance Professional, National Development Council, 2020

COMMUNITY INVOLVEMENT AND LEADERSHIP

Sustaining Member, Junior League of Dallas, 2006-Present

Active Member, Dallas Rotary Club, 2014-Present

Board Member, Lone Star Justice Alliance 2020-Present

Board Member, Teach for America Dallas-Fort Worth Alumni Board, 2017-2019

Participant, Junior League of Dallas T. Boone Pickens Leadership Institute, 2009-2010

Participant, Dallas Association of Young Lawyers Leadership Class, 2007-2008

TRAINING AND SPEAKING ENGAGEMENTS**Caruth Police Leadership Institute, 2016-2018**

Trainer, Internal Procedural Justice

Trainer, Procedural Justice I & II

Reclaiming Vacant Properties Conference, Center for Community Progress, 2013 & 2016

Speaker, Market-Informed Decision-Making for Strategic Code Enforcement

Trainer, Teamwork Makes the Dream Work: Uniting Code Enforcement, Police, Prosecution and Courts to Improve Community Safety and Combat Blight

National Community Prosecution Conference, Association of Prosecuting Attorneys, 2013 & 2014

Speaker, Community Prosecution 101

Crime Prevention Through Environmental Design, National Crime Prevention Council, 2011 & 2016

Trainer, Strategies for Addressing Abandoned and Foreclosed Properties

Monifa K. Watson, MPA

Tel: (678) 588-8824

monisaac@hotmail.com

Summary:

Dedicated and accomplished professional with extensive experience in program management, community engagement, and economic development. Proven track record in providing consultation and contractual services to local governments, leading business development efforts, and fostering community partnerships. Adept at conducting policy research and overseeing financial operations. Master's degree in Non-Profit Administration.

2011 – Present

National Development Council New York, NY

Assistant Director – Training, Technical Assistance and Advisory Services

- Provide third party consultation and contractual services to local governments and municipalities
- Facilitate community engagement and outreach efforts
- Lead business development efforts
- Conduct relevant policy research related to housing, small business & economic development programs, issues, and resources

Regional Program Manager – Multi-Cultural Community Investment

- Served as NDC MCI brand ambassador in metro Atlanta
- Identified local ecosystem partners including service providers, banks, faith-based organizations, and government entities.
- Conducted preliminary review and financial analysis of potential loan applicants
- Promoted and marketed NDC products and services to traditionally underserved communities and populations, community stakeholders, businesses, and philanthropic partners
- Conducted NDC Training classes

Portfolio Manager

- Maintained accurate and complete servicing files
- Conducted yearly site visits to each borrower/entrepreneur
- Performed written annual reviews of borrower performance
- Served as member of Loan Committee
- Implemented collection procedures, work out and liquidation and litigation plans as needed

2008

Housing Initiative of North Fulton (HomeStretch), Roswell, GA

Program Director

- Developed, evaluated, and maintained Program Policy and Procedures for Emergency and Transitional Housing Facilities
- Created and implemented Life Skills curriculum
- Managed Volunteer Staff

- Responsible for Program Development: Fundraising, grant writing and reporting
- Ensured compliance with accreditation and donor guidelines
- Created and submitted various reports as the Board and Executive Director request
- Oversaw Program Department budget
- Coordinated Fundraising events

2005

Consumer Credit Counseling Service, Atlanta, GA

Financial Literacy Program Director

- Managed the Consumer Credit Counseling Service satellite office at The Villages of Eastlake
- Conducted market research on the financial needs of constituents
- Performed individual counseling sessions for Eastlake residents
- Taught Adult and Youth Financial Literacy Class
- Promoted, marketed, and conducted community wide financial literacy seminars and workshops
- Responsible for external and internal compliance reporting
- Collaborated with other non-profits for maximum program effectiveness and sharing of resources
- Managed program budget
- Recruited and supervised staff

Housing Education Team Leader/Certified Housing Counselor

- Created and facilitated Housing Education seminars and workshops for first time homebuyers
- Oversaw Housing Education staff – paid and volunteer
- Responsible for external and internal compliance reporting
- Marketed Housing Education to potential clients and funders
- Cultivated and nurtured relationships with partners and sponsors

Community Outreach/Certified Credit Counselor

- Created and facilitated Financial and Housing Education seminars and workshops for clients.
- Marketed education services to potential clients and funders
- Responsible for internal reporting

Education

Metropolitan College of New York

Masters of Non-Profit Administration

Baruch College - The City University of New York

National Urban Fellow

Master of Public Affairs

Spelman College

Bachelor of Science - Economics

Patricia Santa Cruz

Tel: (281) 772-0733 | Email: psantacruz@growamerica.org

GRANT MANAGEMENT PROFESSIONAL with experience in all operational aspects of federal grant programs including grant and budget administration; project management; program monitoring and evaluation; fiscal monitoring and reporting and contract compliance. Experience with HUD and DOE programs.

Experience

Grow America, Central Team Field Director, San Antonio, TX (2021-Present)

- Provides technical assistance and training on federal, state, and local community development and housing programs to local governments.
- Provide ongoing federal program support and technical assistance to HUD grantees including Hamilton County, Ohio; DeSoto, TX; Madison County, IL; and Memphis, TN; Completion of HUD Annual Plans, CAPERs, and HOME ARP Plan in accordance with HUD requirements.

Grants Manager/ Interim Grants Administrator, City of San Antonio, Neighborhood and Housing Services Department, San Antonio, TX (2012-2014; 2015-2021)

- Developed and deployed an annual federal budget of \$21 million for U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds.
- Successfully completed the city's FY 2022-2026 Five-Year Consolidated Plan to secure funding of approximately \$111 million in CDBG, HOME, Health Emergency Solutions Grants (ESG) and Housing Opportunities for People with AIDS (HOPWA) funds.
- Managed all operational aspects of CDBG and HOME programs to include administrative and project budget development and oversight, policy development, program and contract monitoring and compliance, fiscal monitoring of grant funds and program income, and reporting in HUD's Integrated Disbursement and Information System (IDIS).
- Managed the environmental review process for all HUD funded projects within city's jurisdiction.
- Managed the citizen participation process, developed public notices, and coordinated public hearings and public meetings to meet HUD consolidated plan requirements.
- Developed and obtained HUD approval for the Annual Action Plan and Substantial Amendments, Consolidated Annual Performance and Evaluation Report, NSP plans/reports, and Section 3.
- Monitored all activity and program expenditures to ensure the city met its HOME and CDBG programmatic requirements and timeliness, commitment, expenditure, and draw down deadlines.
- Led the development of the department's 2-Year Equity Action Plan.

Project Analyst, Bexar County, Department of Community Resources, San Antonio, TX (1994-1997; 2009-2012; 2014-2015)

- Managed CDBG, HOME, and EECBG (Department of Energy) funded projects in accordance with all regulations for a range of activities including community development, affordable housing, and energy efficiency projects.

Senior Director of Housing and Energy Management, Sheltering Arms Senior Services, Houston, TX (1997-2004)

- Administered the federally funded Weatherization and Comprehensive Energy Assistance Programs with an annual budget of \$7 million provided by the Texas Department of Housing and Community Affairs; Managed the City of Houston subcontract for CDBG Home Repair Program.
- Established priorities and processes for providing service delivery and complying with state and federal guidelines; developed service delivery plans, budgets, reports, and policies for programs.

Education

Texas Tech University, Lubbock, TX
Bachelor of Science, Human Sciences

Raquel Favela
Executive Managing Director
Tel: (210) 215-0707
rfavela@growamerica.org

Professional Summary

Ms. Favela is a recognized expert in economic development and housing with 30 years of experience. As Executive Managing Director at the nation's oldest non-profit technical advisory services firm, Grow America, she leads the Training & Technical Advisory Services Team in helping clients understand their markets and develop customized strategic plans and policy solutions that build eco-systems critical to the creation of equitable job, small business and diverse housing options. A thought leader and authority, she has walked in the shoes of most of the major participants in real estate development: owner, investor, developer, consultant, governmental entity, lender and landlord. Known for delivering results, while at the City of San Antonio, Raquel is credited with producing San Antonio's first Strategic Community Development Plan in 2007. In 2018, while serving as the City of Dallas' Chief of Economic Development and Neighborhood Services, Raquel was lauded for delivering the city's first Comprehensive Housing Policy and Strategic Plan that addressed longstanding fair housing and disparate impact issues. Her unique brand of expertise in financing & real estate development join her long-range planning acumen to bring balanced problem solving to communities.

2018-Present

Grow America, New York, NY

Executive Managing Director, Training & Technical Advisory Services

- Leads team of housing and economic development technical advisors serving clients throughout the United States
- Assists clients in helping understand markets with granularity that allows them to more precisely use and leverage local, state and all federal housing and economic development financing tools
- Certified Housing and Economic Development Finance Professional
- Instructor in Grow America's Housing and Economic Development Finance Professional Certification Series

2017-2018

City of Dallas, Dallas, TX

Chief of Economic Development & Neighborhood Services

- Oversee the departments of Planning & Urban Design, Housing & Neighborhood Revitalization, Offices of Economic Development, Code Compliance, and Office of Fair Housing and Human Rights (Direct reports, with over 660 FTEs; combined portfolio budget of over \$850 million)
- Resolved thirty-two longstanding internal and federal audit findings
- Resolve legal issues ruled on by the Supreme Court of the United States to bring the City into compliance with affirmatively furthering fair housing laws and the Americans with Disabilities Act.
- Managed the assessment and transition of twelve top tier executives and recruited qualified replacements
- Led housing policy town halls that resulted in the development of the City's first comprehensive housing policy and rolling strategic plan to address the housing shortage crisis
- Provide a transparent and consistent set of underwriting guidelines and uniform incentive application
- Secured corporate sponsorship to provide professional certification training for nearly 100 employees and local non-profit partners in financial underwriting valued at \$380,000
- Procured the consultant team to complete the City's first Strategic Economic Development Plan in twenty years

2007-2017

Grow America, New York, NY

Midwest Field Director

- Provided technical assistance, training and financing to governments for real estate development projects utilizing Neighborhood Stabilization Program, New Market Tax Credits, Low Income Housing Tax Credits, Tax Increment Financing, HUD 108 Loans and other public financing mechanisms.
- Served as course instructor of Housing Development Finance and Economic Development Finance Professional Certification Programs.
- Served as advisor to city, county, state, federal, housing authorities and quasi-governmental entity officials on organizational, operational, programmatic and community relations related to housing, economic and community development.
- Sample client list: City of San Antonio, Texas; City of New Braunfels, Texas; City of Rockford, Illinois; Los Angeles County Community Development Commission; State of Illinois Department of Commerce and Economic Opportunity; City of East Chicago, Indiana; San Antonio Housing Authority; Laredo Housing Authority; City of El Paso, Texas; City of Normal, Illinois; City of Shreveport, Louisiana; City of New Orleans, Louisiana; City of Westminster, Colorado; Madison County, Illinois; City of San Angelo, Texas; Gainesville Community Redevelopment Authority, Florida; Prichard Housing Authority, Alabama;

2007-2007

Planning & Community Development Director, San Antonio, TX

City of San Antonio Assistant Director

- Designed and implemented the City's first three-year strategic plan for community development and implementation of reinvestment plans designed to encourage sustainable development in transitional areas of the city.
- Oversaw for the absorption of a fifty-year-old Urban Renewal and Redevelopment Agency, including assessment, financial reconciliation and transfer of all assets and liabilities.
- Implemented and managed reorganization of support staff teams geared toward results.

1998-2002

Neighborhood Action Department, San Antonio, TX**Special Projects Coordinator**

- Responsible for management of projects designed to serve the needs of specific communities, enhance the appearance of neighborhoods, and improve neighborhood-based services.
- Coordinated neighborhood service delivery.
- Developed of project timetables from initial stage through implementation.
- Conducted neighborhood meetings, which promoted departmental activities and developed project needs for implementation.
- Analyzed issues related to scheduling, legalities, funding limitations, creating distinct service areas, etc. and provided findings and recommendations.
- Worked extensively with City departments to develop and implement projects including serving on various committees, giving direction to other staff members and providing feedback to the Director.
- Coordinated activities with City departments, private sector entities, community leaders, representatives and other affected stakeholders.
- Maintained oversight and accountability through neighborhood follow-up meetings to answer questions and log work not completed, including providing handbooks of city services and community service logs to civic leaders for ongoing use.

1996-1998

Southwest Voter Registration Education Project, San Antonio, TX**Regional Field Coordinator**

- Organized and managed 300 voter registration and Get Out The Vote (GOTV) projects throughout Texas, Colorado, California and New Mexico.
- Hired staff and established operating budgets for each project.
- Monitored performance and managed all finances for all projects.
- Organized and led meetings with elected officials, community leaders, and candidates from each region to develop a strategy for the upcoming election cycle.
- Prepared performance and budget reports for each project.

1996-1997

Catholic Charities of San Antonio, Inc., San Antonio, TX**Program Coordinator**

- Structured a naturalization program with services that consisted of application processing, civics classes, civics testing, accredited representation and provided specialized services to elderly and disabled clients.
- Recruited and trained volunteers, solicited additional funding, held informational and pre-screening sessions for potential clients and increased the visibility of the agency.
- Developed a successful internship program with local universities.
- Achieved an effective outreach program by convincing a local radio personality to allow me to host a one-hour call-in show twice a week.
- Maintained ongoing familiarity with federal regulations/laws related to immigration, welfare and naturalization.

1994- 1994

Neighborhood Housing Services of San Antonio, Inc., San Antonio, TX**Assistant Community Development Planner**

- Assisted in land assembly and acquisition for affordable housing developments, teaching homebuyer education classes, creation of by-laws for newly formed neighborhood associations, wrote grant proposals and created reports for underwriters.

HONORS & DISTINCTIONS

- NDC Trainer of the Year, 2016
- Robert L. Woodson, Jr. Award Affordable Showcase of Homes, 2005
- Innovations in American Government, Harvard School of Government, Neighborhood Sweeps, 1999
- NAHRO, Innovations Award, Tax Increment Financing Program, 2006

Sheldon Bartel, EDFP& HDFP, CEcD

Field Director, Central Team

532 South Tschirgi/PO Box 6724

Sheridan, WY 82801

Tel: (307) 282-0109

sbartel@ndconline.org

Professional Summary

- *In depth knowledge and experience with federal, state, and local economic development finance programs*
- *More than 20 years of experience delivering one to one technical assistance, training, and finance for entrepreneur, micro and small business development*
- *Extensive practice with economic development programming: business retention and expansion, small business development, marketing and recruitment, credit analysis/underwriting.*
- *Proven leadership skills with demonstrated ability to organize, influence, and work cooperatively with community, business, and government leaders.*
- *Strong analytical, presentation, and organizational skills*
- *Business ownership and management experience*

4/2020 - present

Grow America (formerly National Development Council), New York, NY

Field Director

Responsible for providing economic and real estate development technical assistance in client communities. Duties include:

- Design, evaluate and implement economic and housing development programs.
- Underwrite applications for public incentives for commercial real estate and housing development projects as well as redevelopment of historic properties.
- Deliver and assist with client training initiatives by instructing in economic development finance including:
 - Small business credit analysis and financing
 - Commercial/industrial real estate development financing
 - Economic development credit analysis

6/2011-4/2020

National Development Council's Grow America Fund, New York, NY

Senior Loan Officer

Responsible for delivering SBA 7(a) loans in client communities. Duties included:

- Marketing the Grow America Fund to businesses, referral sources and potential client communities
- Collecting application materials, performing credit-analysis and deal structuring and preparing and presenting loan committee reports
- Preparing and negotiating term sheets and commitment letters
- Maintaining positive relationships with prospects, borrowers, economic development professionals in client communities, and team members

- Teaching multiple professional development classes in commercial credit analysis and economic development finance. All classes are part of nationally recognized IEDC and NDC professional certification programs.

2010-11

Economic and Community Development Institute, Columbus, OH

Vice President of Lending

- Responsible for the supervision of 5 staff delivering micro business loans up to \$100,000, one to one counseling and classroom training to businesses in 18 counties and 2 metro areas.

Extensively involved with:

- o delivering loans via 14 public and private funding sources
- o conducting due diligence and credit analysis, structuring, packaging, closing, servicing and post loan technical assistance as well as portfolio management
- o grant writing, administration and reporting
- o marketing of programs and representing the organization across the service area

2007-10

Great Falls Development Authority, Inc., Great Falls, MT

Vice President of Lending and Operations

- Delivered federal, state and local economic development finance programs while supervising 6 staff supplying business and community development programs including small business development center and procurement technical assistance.
- Worked with CEO and community asset manager to provide real estate, workforce, trade area, and incentives information to site selectors and inquiring business.
- Performed marketing, due diligence, credit analysis, structuring, processing, packaging, closing, and servicing functions using 4 federal revolving loan funds including EDA, USDA – IRP, CDBG, and EPA Brownfield as well as the SBA 504 loan program.

2002-07

Montana Business Assistance Connection, Inc., Helena, MT

Executive Director

- Advanced the Corporation's mission by successfully transforming the local public-private corporation into a tri county economic development district with a comprehensive economic development strategy and State of Montana Certified Regional Development designation that delivered job creation and retention in parallel with financial sustainability. The Corporation prioritized and delivered entrepreneur, micro, and small business development by combining one to one counseling and training, risk and gap finance, and community infrastructure/capacity building programs and projects.
- Supervised 6 staff delivering business and community development programs and projects including:
 - o 12 federal, state, and private revolving loans funds,
 - o Small and Micro Business Development Centers,
 - o Economic Development Administration - Economic Development District
 - o Montana Dept of Commerce – Certified Regional Development Program
 - o Business expansion and retention program

2000-02

Uptown Community Development Corporation, Sacramento, CA

Executive Director

- Implemented the Board's priorities and managed the day-to-day activities of the Corporation by marketing and coordinating private and public economic revitalization activities/opportunities.
- Supervise 2 employees delivering business and community development programs and projects in a designated redevelopment area.

1995-2000

New Mexico State University, Las Cruces, NM

Research Specialist

Conducted primary research activities related to rural economic and community development for the International Institute for Resources Management in the College of Agriculture and Home Economics

- Used quantitative and qualitative methods to collect, analyze, and present data
- Published and presented research and analysis in peer and community journals and forums.

1992-95

Scruffy Murphy's, Inc., Houston, TX

Managing Partner

- Co-owner of a restaurant and bar with live music entertainment.
- Responsible for all facets of management and operations; managed staff of 6

1992-95

Texas School of Business, Houston, TX

Instructor

- Part time instructor of basic business courses to immigrant and low-income populations as well as individuals seeking career training.

1990-92

Senterra Development Corporation, Houston, TX

Staff Accountant

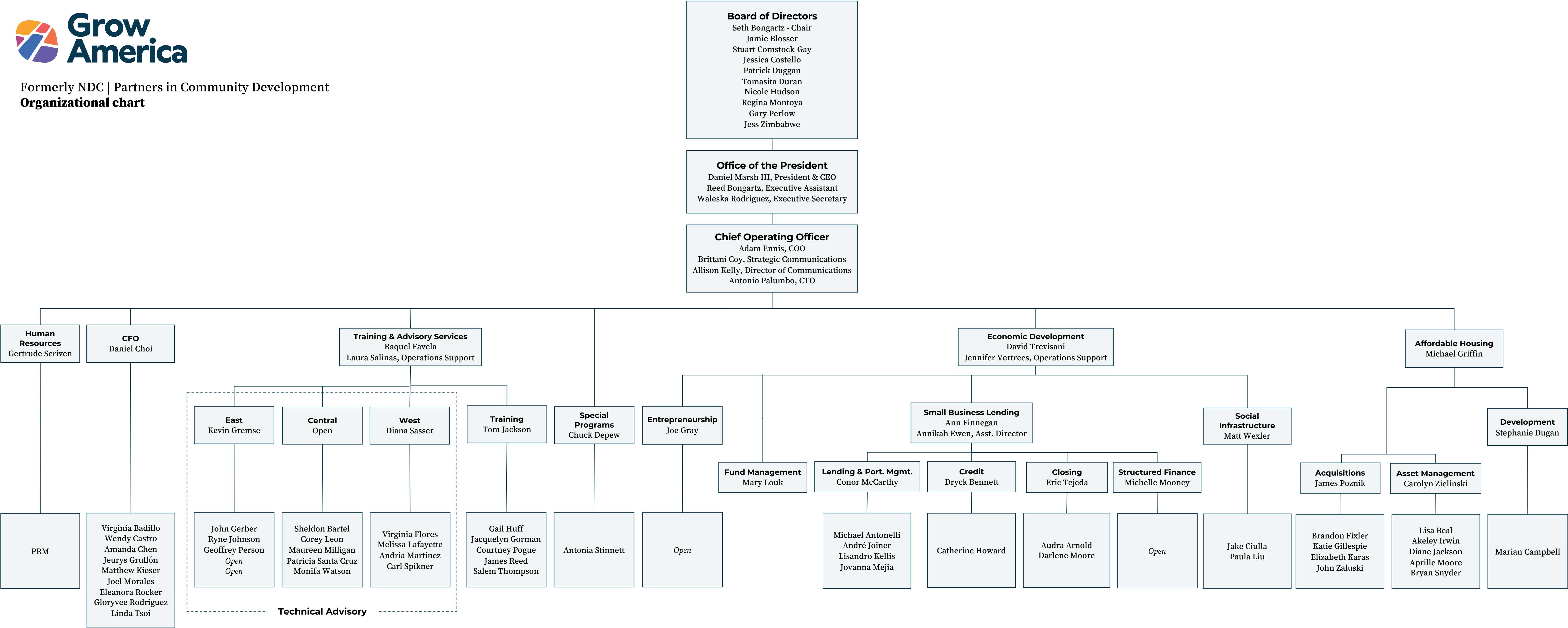
- Completed accounting and finance functions for a large commercial real estate development company.

Education

- **New Mexico State University, College of Agriculture and Home Economics (2000)**
 - Master of Science – Design, Management and Appraisal Development Projects
- **Houston Baptist University (1990)**
 - Bachelor of Science – Economics and Finance
- **National Development Council**
 - Economic Development Finance Professional
 - Housing Development Finance Professional
- **International Economic Development Council**
 - Certified Economic Development Professional



Formerly NDC | Partners in Community Development
Organizational chart





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 Seattle-Alliant Insurance Services, Inc. 1420 Fifth Ave 15th Floor Seattle, WA 98101	CONTACT NAME:	
	PHONE (A/C, No, Ext): (206) 204-9140	FAX (A/C, No): (206) 204-9205
INSURED National Council for Community Development, Inc. dba National Development Council 1111 Superior Avenue E, Suite 1114 Cleveland, OH 44114	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Federal Insurance Company	
	INSURER B: Chubb Indemnity Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:			35336064	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			73512244	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			79698760	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	71656165	5/1/2023	5/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Endorsement

<i>Policy Period</i>	MAY 1, 2023 TO MAY 1, 2024
<i>Effective Date</i>	MAY 1, 2023
<i>Policy Number</i>	3533-60-64 WUC
<i>Insured</i>	NATIONAL COUNCIL FOR COMMUNITY
<i>Name of Company</i>	FEDERAL INSURANCE COMPANY
<i>Date Issued</i>	APRIL 21, 2023

This Endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured**Additional Insured -
Scheduled Person
Or Organization**

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).
 - with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.
-

Liability Endorsement
(continued)

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

**Other Insurance –
Primary, Noncontributory
Insurance – Scheduled
Person Or Organization**

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

PERSONS OR ORGANIZATIONS THAT YOU ARE OBLIGATED, PURSUANT TO WRITTEN CONTRACT OR AGREEMENT BETWEEN YOU AND SUCH PERSON OR ORGANIZATION, TO PROVIDE WITH SUCH INSURANCE AS IS AFFORDED BY THIS POLICY; BUT THEY ARE INSURED ONLY IF AND TO THE MINIMUM EXTENT THAT SUCH CONTRACT OR AGREEMENT REQUIRES THE PERSON OR ORGANIZATION TO BE AFFORDED STATUS AS AN INSURED. HOWEVER, NO PERSON OR ORGANIZATION IS AN INSURED UNDER THIS PROVISION WHO IS MORE SPECIFICALLY DESCRIBED UNDER ANY OTHER PROVISION OF THE WHO IS AN INSURED SECTION OF THIS POLICY (REGARDLESS OF ANY LIMITATION APPLICABLE THERETO).

All other terms and conditions remain unchanged.

Authorized Representative



Conditions

Other Insurance (continued)

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not negotiated specifically to apply in excess of the Limits Of Insurance shown in the Declarations of this insurance.

Method of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this method each insurer contributes equal amounts until it has paid its applicable limits of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limits of insurance to the total applicable limits of insurance of all insurers.

Premium Audit

We will compute all premiums for this insurance in accordance with our rules and rates.

In accordance with the Estimated Premiums section of the Premium Summary, premiums shown with an asterisk (*) are estimated premiums and are subject to audit.

In addition to or in lieu of such designation in the Premium Summary, premiums may be designated as estimated premiums elsewhere in this policy. In that case, these premiums will also be subject to audit, and the second paragraph of the Estimated Premiums section of the Premium Summary will apply.

Separation Of Insureds

Except with respect to the Limits Of Insurance, and any rights or duties specifically assigned in this insurance to the first named **insured**, this insurance applies:

- as if each named **insured** were the only named **insured**; and
- separately to each **insured** against whom claim is made or **suit** is brought.

Transfer Or Waiver Of Rights Of Recovery Against Others

We will waive the right of recovery we would otherwise have had against another person or organization, for loss to which this insurance applies, provided the **insured** has waived their rights of recovery against such person or organization in a contract or agreement that is executed before such loss.

To the extent that the **insured**'s rights to recover all or part of any payment made under this insurance have not been waived, those rights are transferred to us. The **insured** must do nothing after loss to impair them. At our request, the **insured** will bring **suit** or transfer those rights to us and help us enforce them.

This condition does not apply to **medical expenses**.

Policy Conditions**Endorsement**

<i>Policy Period</i>	MAY 1, 2023 TO MAY 1, 2024
<i>Effective Date</i>	MAY 1, 2023
<i>Policy Number</i>	3533-60-64 WUC
<i>Insured</i>	NATIONAL COUNCIL FOR COMMUNITY
<i>Name of Company</i>	FEDERAL INSURANCE COMPANY
<i>Date Issued</i>	APRIL 21, 2023

This Endorsement applies to the following forms:

COMMON POLICY CONDITIONS

Under Conditions, the following condition is added.

Conditions***Notice Of Cancellation
To Scheduled Persons
Or Organizations When
We Cancel***

When we cancel this policy for any reason, other than non-payment of premium, we will notify person(s) or organization(s) shown in the Schedule at least 30 days in advance of the cancellation date.

Any failure by us to notify such person(s) or organization(s) will not:

- impose any liability or obligation of any kind upon us; or
 - invalidate such cancellation.
- *****

Schedule

Person(s) or Organization(s): IF YOU ARE OBLIGATED, PURSUANT TO A WRITTEN CONTRACT OR AGREEMENT, TO PROVIDE PERSONS OR ORGANIZATIONS

Address: WITH NOTICE OF CANCELLATION, THEN WE WILL NOTIFY SUCH PERSONS OR ORGANIZATIONS PROVIDED THAT WITHIN 15 DAYS OF THE DATE WE SEND NOTICE OF CANCELLATION TO THE FIRST NAMED INSURED, THE FIRST NAMED INSURED OR

Conditions
(continued)

Person(s) or Organization(s): PRODUCER OF RECORD PROVIDES US WITH A
SPREADSHEET
CONTAINING THE NAME, MAILING ADDRESS AND, IF
Address: AVAILABLE, E-MAIL ADDRESS OF THE PERSONS OR
ORGANIZATIONS.

If you are obligated, pursuant to a written contract or agreement, to provide person(s) or organization(s) with notice of cancellation, then we will notify such person(s) or organization(s) provided that within 15 days of the date we send notice of cancellation to the first named insured, the first named insured or producer of record provides us with a spreadsheet containing the name, mailing address and, if available, e-mail address of the person(s) or organization(s).

All other terms and conditions remain unchanged.

Authorized Representative



19	Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only	Only those "autos" that are land vehicles and that would qualify under the definition of "mobile equipment" under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.
----	--	---

B. Owned Autos You Acquire After The Policy Begins

1. If Symbols 1, 2, 3, 4, 5, 6 or 19 are entered next to a coverage in Item Two of the Declarations, then you have coverage for "autos" that you acquire of the type described for the remainder of the policy period.
2. But, if Symbol 7 is entered next to a coverage in Item Two of the Declarations, an "auto" you acquire will be a covered "auto" for that coverage only if:
 - a. We already cover all "autos" that you own for that coverage or it replaces an "auto" you previously owned that had that coverage; and
 - b. You tell us within 30 days after you acquire it that you want us to cover it for that coverage.

C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos

If Covered Autos Liability Coverage is provided by this Coverage Form, the following types of vehicles are also covered "autos" for Covered Autos Liability Coverage:

1. "Trailers" with a load capacity of 2,000 pounds or less designed primarily for travel on public roads.
2. "Mobile equipment" while being carried or towed by a covered "auto".
3. Any "auto" you do not own while used with the permission of its owner as a temporary substitute for a covered "auto" you own that is out of service because of its:
 - a. Breakdown;
 - b. Repair;
 - c. Servicing;
 - d. "Loss"; or
 - e. Destruction.

SECTION II – COVERED AUTOS LIABILITY COVERAGE

A. Coverage

We will pay all sums an "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, caused by an "accident" and resulting from the ownership, maintenance or use of a covered "auto".

We will also pay all sums an "insured" legally must pay as a "covered pollution cost or expense" to which this insurance applies, caused by an "accident" and resulting from the ownership, maintenance or use of covered "autos". However, we will only pay for the "covered pollution cost or expense" if there is either "bodily injury" or "property damage" to which this insurance applies that is caused by the same "accident".

We have the right and duty to defend any "insured" against a "suit" asking for such damages or a "covered pollution cost or expense". However, we have no duty to defend any "insured" against a "suit" seeking damages for "bodily injury" or "property damage" or a "covered pollution cost or expense" to which this insurance does not apply. We may investigate and settle any claim or "suit" as we consider appropriate. Our duty to defend or settle ends when the Covered Autos Liability Coverage Limit of Insurance has been exhausted by payment of judgments or settlements.

1. Who Is An Insured

The following are "insureds":

- a. You for any covered "auto".
- b. Anyone else while using with your permission a covered "auto" you own, hire or borrow except:
 - (1) The owner or anyone else from whom you hire or borrow a covered "auto".

This exception does not apply if the covered "auto" is a "trailer" connected to a covered "auto" you own.

- (2) Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household.
 - (3) Someone using a covered "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.
 - (4) Anyone other than your "employees", partners (if you are a partnership), members (if you are a limited liability company) or a lessee or borrower or any of their "employees", while moving property to or from a covered "auto".
 - (5) A partner (if you are a partnership) or a member (if you are a limited liability company) for a covered "auto" owned by him or her or a member of his or her household.
- c. Anyone liable for the conduct of an "insured" described above but only to the extent of that liability.

2. Coverage Extensions

a. Supplementary Payments

We will pay for the "insured":

- (1) All expenses we incur.
- (2) Up to \$2,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (3) The cost of bonds to release attachments in any "suit" against the "insured" we defend, but only for bond amounts within our Limit of Insurance.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$250 a day because of time off from work.
- (5) All court costs taxed against the "insured" in any "suit" against the "insured" we defend. However, these payments do not include attorneys' fees or attorneys' expenses taxed against the "insured".
- (6) All interest on the full amount of any judgment that accrues after entry of the judgment in any "suit" against the "insured" we defend, but our duty to pay interest ends when we have paid, offered to pay or deposited in court the part of the judgment that is within our Limit of Insurance.

These payments will not reduce the Limit of Insurance.

b. Out-of-state Coverage Extensions

While a covered "auto" is away from the state where it is licensed, we will:

- (1) Increase the Limit of Insurance for Covered Autos Liability Coverage to meet the limits specified by a compulsory or financial responsibility law of the jurisdiction where the covered "auto" is being used. This extension does not apply to the limit or limits specified by any law governing motor carriers of passengers or property.
- (2) Provide the minimum amounts and types of other coverages, such as no-fault, required of out-of-state vehicles by the jurisdiction where the covered "auto" is being used.

We will not pay anyone more than once for the same elements of loss because of these extensions.

B. Exclusions

This insurance does not apply to any of the following:

1. Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the "insured".

2. Contractual

Liability assumed under any contract or agreement.

But this exclusion does not apply to liability for damages:

- a. Assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement; or
- b. That the "insured" would have in the absence of the contract or agreement.

3. Workers' Compensation

Any obligation for which the "insured" or the "insured's" insurer may be held liable under any workers' compensation, disability benefits or unemployment compensation law or any similar law.

4. Loss Payment – Physical Damage Coverages

At our option, we may:

- a. Pay for, repair or replace damaged or stolen property;
- b. Return the stolen property, at our expense. We will pay for any damage that results to the "auto" from the theft; or
- c. Take all or any part of the damaged or stolen property at an agreed or appraised value.

If we pay for the "loss", our payment will include the applicable sales tax for the damaged or stolen property.

5. Transfer Of Rights Of Recovery Against Others To Us

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

B. General Conditions

1. Bankruptcy

Bankruptcy or insolvency of the "insured" or the "insured's" estate will not relieve us of any obligations under this Coverage Form.

2. Concealment, Misrepresentation Or Fraud

This Coverage Form is void in any case of fraud by you at any time as it relates to this Coverage Form. It is also void if you or any other "insured", at any time, intentionally conceals or misrepresents a material fact concerning:

- a. This Coverage Form;
- b. The covered "auto";
- c. Your interest in the covered "auto"; or
- d. A claim under this Coverage Form.

3. Liberalization

If we revise this Coverage Form to provide more coverage without additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in your state.

4. No Benefit To Bailee – Physical Damage Coverages

We will not recognize any assignment or grant any coverage for the benefit of any person or organization holding, storing or transporting property for a fee regardless of any other provision of this Coverage Form.

5. Other Insurance

- a. For any covered "auto" you own, this Coverage Form provides primary insurance. For any covered "auto" you don't own, the insurance provided by this Coverage Form is excess over any other collectible insurance. However, while a covered "auto" which is a "trailer" is connected to another vehicle, the Covered Autos Liability Coverage this Coverage Form provides for the "trailer" is:

- (1) Excess while it is connected to a motor vehicle you do not own; or
- (2) Primary while it is connected to a covered "auto" you own.

- b. For Hired Auto Physical Damage Coverage, any covered "auto" you lease, hire, rent or borrow is deemed to be a covered "auto" you own. However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

- c. Regardless of the provisions of Paragraph a. above, this Coverage Form's Covered Autos Liability Coverage is primary for any liability assumed under an "insured contract".

- d. When this Coverage Form and any other Coverage Form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our Coverage Form bears to the total of the limits of all the Coverage Forms and policies covering on the same basis.

6. Premium Audit

- a. The estimated premium for this Coverage Form is based on the exposures you told us you would have when this policy began. We will compute the final premium due when we determine your actual exposures. The estimated total premium will be credited against the final premium due and the first Named Insured will be billed for the balance, if any. The due date for the final premium or retrospective premium is the date shown as the due date on the bill. If the estimated total premium exceeds the final premium due, the first Named Insured will get a refund.
- b. If this policy is issued for more than one year, the premium for this Coverage Form will be computed annually based on our rates or premiums in effect at the beginning of each year of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Name(s) Of Person(s) Or Organization(s):

PERSONS OR ORGANIZATIONS FOR WHICH YOU ARE OBLIGATED, PURSUANT TO A CONTRACT OR AGREEMENT, TO WAIVE YOUR RIGHTS OF RECOVERY YOU WOULD OTHERWISE HAVE AGAINST SUCH PERSONS OR ORGANIZATIONS FOR "LOSS" TO WHICH THIS INSURANCE APPLIES.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

City of Moline - Community Development Division Bid Opening
Community Development Block Grant (CDBG) Bid Opening
Projects: Regional Analysis of Impediments to Fair Housing Choice &
Housing Need Assessment For a Regional Consortium, Cities of Moline, Rock Island, IL and Davenport, IA
CDBG - 2025 - 2029 Consolidated Plan
Date Opened: 1.18.24. 2:30 pm

	Company	Regional Analysis of Impediments to Fair Housing Choice For a Regional Consortium, Cities of Moline, Rock Island, IL and Davenport, IA	Housing Need Assessment For a Regional Consortium, Cities of Moline, Rock Island, IL and Davenport, IA	Total	Combined Partnership Discount - Mosaic Community Planning & Points Consulting LLC
1	Mosaic Community Planning P.O. Box 170349 Atlanta, GA 31117	\$78,690		\$78,690	FHC - \$ 70,821
	Points Consulting LLC 409 S. Jackson Street, Suite 201 Moscow, Idaho 83843		\$83,323	\$83,323	HNA - \$ 74,990
2	JQUAD Planning Group, LLC 6010 West Spring Creek Parkway TX 75024 Plano,	\$86,850	\$86,850	\$173,700	NA
3	Grow America 3rd Avenue19th Floor, Suite J New York, NT 10017 633	\$70,000	\$88,650	\$158,650	NA

Comments: City of Moline's CDBG \$48,603.67

Most responsive and responsible bidder is Mosaic Community Planning & Points Consulting LLC.

Staff recommends a combined award to Mosaic Community Planning & Points Consulting in the amount of \$145,811.00.

**INTERGOVERNMENTAL AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN AND AMONGST THE CITIES OF MOLINE, ILLINOIS, ROCK ISLAND, ILLINOIS
AND DAVENPORT IOWA AND POINTS CONSULTING, LLC FOR A REGIONAL HOUSING
NEEDS ASSESSMENT**

THIS AGREEMENT is made and entered into this ____ day of March 2024, by and between the City of Moline, an Illinois home rule municipal corporation (“Moline”), the City of Rock Island, Illinois, an Illinois home rule municipal corporation (“Rock Island”), and the City of Davenport, Iowa, an Iowa municipal corporation (“Davenport”) and Points Consulting, LLC an Idaho limited liability company (“Points”). Hereinafter, Moline, Rock Island and Davenport may be cumulatively referred to as the “Cities” and the Cities and Points may be cumulatively referred to as the “Parties.”

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties do hereby covenant and agree as follows:

ARTICLE I

RECITALS

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, Intergovernmental cooperation is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* (2012) (“the Act”); and

WHEREAS, Moline and Rock Island are “public agencies” (collectively referred to as the “Parties”) within the meaning of the Act; and

WHEREAS, Davenport is authorized to contract with Moline and Rock Island in accordance with the constitution and laws of the State of Iowa; and

WHEREAS, the Cities wish to collaborate with one another to contract for professional services in connection with the production of a regional Housing Needs Assessment as more particularly described herein (the “Project”); and

WHEREAS, in order to proceed with the Project, the Cities desire to formalize their relationship to each other in order to establish a means of financing, paying, managing, and completing the Project; and

WHEREAS, the Cities recently successfully partnered on a substantially similar project and the Cities are now desirous of collaborating again in accordance with the terms of this Agreement; and

WHEREAS, the Cities have received various bids for the Project and have found that splitting a larger project into smaller component parts will enable the Cities to achieve economies of scale and leverage private-sector partnership opportunities and further believe that Points is qualified to efficiently and successfully complete the Project; and

WHEREAS, the Parties have negotiated the terms of this Agreement and the Cities have determined that this Agreement is designed and intended to enhance the public health, safety, and welfare, and to provide efficiencies to the Cities and their respective residents; and

WHEREAS, Points is desirous of performing the professional services associated with the Project.

ARTICLE II

AGREEMENT BY AND AMONGST THE CITIES

LEAD ENTITY

Moline will serve as the lead entity of the collaboration and be the signatory to the professional services contract with Points. All Parties will be responsible for lawfully authorizing entry into this Agreement, but Moline shall additionally undertake any measures that may be required to authorize entry into a no-bid contract with Points to provide professional services associated with the Project.

ROLES/RESPONSIBILITIES OF CITIES

Moline will serve as the lead entity and as such will, be the counterparty to this or any other agreement with Points for the scope of services detailed in the bid documents and associated instructions cumulatively affixed hereto as **Exhibit A** and incorporated by this reference as though fully set forth herein (“Bid Package”). Each individual City shall be responsible for providing information, data, assisting with public input meetings, and generally cooperate as may be reasonable necessary for Points to complete its services or as may be reasonably required by Points.

FINANCIAL CONTRIBUTION

Each of the Cities shall share equally in and cost of the Project and shall promptly, and in any event no longer than fifteen (15) calendar days of receiving written notice of payment by Moline, reimburse in full any payment made to Points by Moline representing the reimbursing party's agreed-upon one-third share of the Project Cost.

SPECIAL CONDITIONS

In consideration of the mutual covenants and promises herein contained, the Program Participants hereby agree as follows:

1. The recitals hereto are incorporated herein by this reference thereto as if fully set out herein.
2. The City of Moline will pay Points in full for services rendered by Points to the Cities within the authorized scope of work and will be reimbursed by Rock Island and Davenport for payments remitted to Points on consulting cost for which the City of Moline will be reimbursed from the Program Participants. The cost of the Project is \$74,990.00 to be split in equal thirds by and amongst the Cities.
3. Each section of this Agreement and each sentence, clause or phrase contained in such section shall be considered severable and, if for any reason, any section or sentence, clause or phrase contained in such section is determined to be invalid or contrary to any existing or future laws, such invalidity shall not impair the operation of or affect that portion of this Agreement which is valid.
4. This instrument contains the sole agreement of the Cities hereto and all prior negotiations or correspondence shall be deemed merged into this

Agreement; and the terms of this Agreement shall govern the rights of the Cities exclusively.

5. This Agreement shall be governed by the laws of the State of Illinois, and the sole and exclusive venue for any disputes arising out of this Agreement shall be any state court located within Rock Island County, Illinois, or federal court located within the appropriate venue. A waiver of any part of this Agreement shall be limited to that specific event and shall not be a waiver of the entire Agreement.
6. The roles/responsibilities of the collaborating program participants will be identified as part of the agreement with the consultant.
7. Program participants will be responsible for ensuring that their jurisdiction's analysis, priorities, and goals are sufficient and suitable for inclusion in the Project. The scope of the responsibilities to be carried out by the participants, individually and jointly, will ultimately be established during negotiations regarding the specific scope of work with the selected consultant.

ARTICLE III

MOLINE – POINTS PROFESSIONAL SERVICES AGREEMENT

A. TERMS FOR COMPLETION OF WORK PLAN

Points shall develop a Project for the Cities of Davenport, Iowa; Moline, Illinois; and Rock Island, Illinois in accordance with the scope of work set forth in the proposal dated **December 18, 2023** submitted by Points to Moline, which is attached and incorporated herein by reference as **Exhibit B** (“Proposal”) and as further specified by the Bid Package. The terms of the Proposal and Bid Package shall remain the same, except for the amount of compensation owed and the timeline set forth in this Agreement.

B. COMPENSATION

Points shall provide the services outlined in the above-referenced proposal for a fee of \$74,990.00.00. This fee includes all expenses incurred by Points, including personnel,

travel, printing, and other costs. Payments will be made monthly to Points, who will provide invoices with itemized work to date for the requested compensation.

C. TIME SCHEDULE

Work on this engagement will begin upon Points's receipt of an executed contract by all Parties hereto. Points will complete the full work plan outlined in the above-referenced Proposal by **September 30, 2024**. Interim project milestones and deliverables are outlined in the project timeline contained in Points's proposal and incorporated herein by reference.

D. OWNERSHIP OF FINAL DOCUMENTS

Following delivery of the final assessment by Points, the document will become property of Moline. Accordingly, Moline as owner of the document will have the right to duplicate the master copy and shall share it with the Cities upon request.

E. TERMINATION FOR CAUSE

In the event of default or violation of the terms contained herein, this Agreement may be terminated for cause by either party. The terminating party shall provide written notice to the defaulting party specifying the conditions of its default or violation hereunder and, after the defaulting party fails to cure such default within fifteen (15) days after receipt of such written notice, the termination shall be effective. Such termination shall be without prejudice to any of Moline's or Points's rights or remedies by law or in equity.

F. TERMINATION BY MUTAL CONSENT

This Agreement may be terminated in whole or in part, prior to completion of the scope when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with further expenditure of funds. The parties must agree on the termination conditions, including effective date and the portion to be terminated. Points will be paid for those services actually performed through the effective date of termination, but will not incur new obligations as possible. Partially completed performance of the agreement will be compensated upon a signed statement of completion submitted by Points which will itemize each element of the performance and associated costs.

G.ASSIGNMENT

Points shall not assign, in whole or part, its rights or obligations pursuant to this Agreement, or any monies due to become due hereunder, without prior written consent of Moline.

ARTICLE IV

MISCELLANEOUS

A. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this agreement.

B. WAIVER

A failure to act by any Party to this Agreement with respect to a breach by another Party does not waive the right to act with respect to subsequent or similar breaches. The failure of the Party to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

C.RESOULTION OF DISPUTES

Any action concerning a breach of this Agreement shall be resolved pursuant to the laws of the State of Illinois with venue in Rock Island, Illinois.

D.STANDARD OF CARE

Deliverables prepared by Points shall conform to accepted standards of professional practice. Points shall abide by all federal laws, regulations, and guidelines applicable to the work.

E. SEVERABILITY

Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provisions shall be null and void; provided, however, that the

remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.

F. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This agreement may not be modified or amended except by written agreement signed by both parties.

By executing this Agreement, the Parties acknowledge that they have fully read the agreement and that they fully understand and agree to all terms and conditions expressed herein. The undersigned hereto represent that they have authority to represent and bind the respective parties which they purport to represent to the conditions set forth with this agreement.

CITY OF MOLINE

POINTS CONSULTING, LLC

By: Sangeetha Rayapati
Its: Mayor

By: Brian Points
Its: Points Consulting LLC

Date

Date

CITY OF ROCK ISLAND

CITY OF DAVENPORT

By: Mike Thoms
Its: Mayor

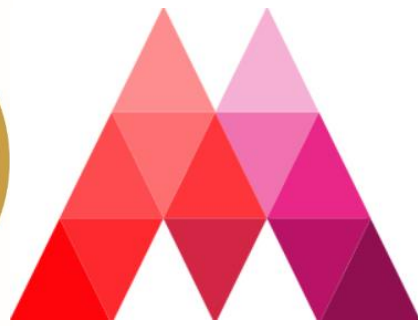
By: Mike Matson
Its: Mayor

EXHIBIT A

BID PACKAGE

EXHIBIT B

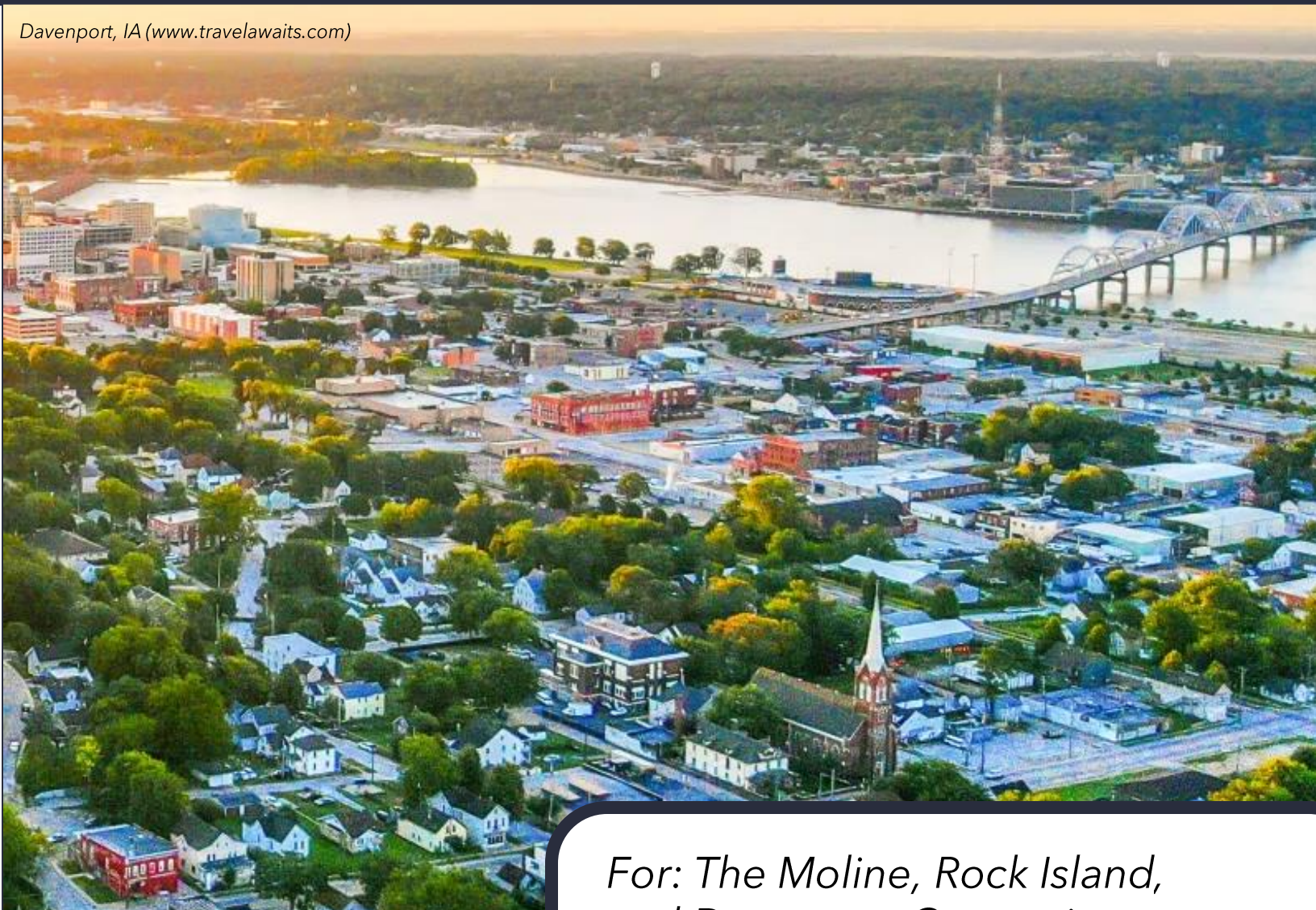
Points PROPOSAL



Points Consulting LLC
points-consulting.com
Brian Points: 208-596-5809
409 S. Jackson St., Ste. 201
Moscow, Idaho 83843

Housing Needs Assessment for the Moline, Rock Island, & Davenport Consortium

Davenport, IA (www.travelawaits.com)



*For: The Moline, Rock Island,
and Davenport Consortium*

*From: Points Consulting &
Mosaic Community Planning*

December 18th, 2023

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1. Qualifications & Experience

Cover Letter

Dear Ms. Whitley and Tri-Cities Leadership:

Please accept this proposal from Points Consulting (PC) demonstrating our interest in the Housing Needs Assessment RFP for the Consortium Cities of Moline, Rock Island, and Davenport (the Cities). We are excited to engage with your communities to complete the quantitative analysis and policy research required to reevaluate the Cities' housing stock, needs, and policies.

PC's team is composed of top-notch experts in the fields of real estate economics, urban/land use planning, GIS analysis, and economic forecasting. Including work for public and private sector clients, our team has completed 18 directly related real-estate feasibility and market studies over the past two years. The demographics and geographic location of our clients are multi-faceted, which contributes to our boutique approach. Our diverse client list also provides us with national (rather than state-specific) awareness on policies related to land use, resource use, and zoning. We have also consulted with border communities on housing issues, such as Moscow, Idaho and Pullman, Washington, which will serve us well working with the Tri-Cities communities spanning the Illinois/Iowa border. Lastly, our project lead, Mr. Brian Points, is a former resident of Indiana, where he led over 20 studies for clients across the Midwest.

Understanding that the Cities have a simultaneous RFP fielded for the Analysis of Impediments to Fair Housing Choice (AIFHC), our team proposes a unique approach with our partners at Mosaic Community Planning (Mosaic). The Points Consulting team would serve as prime contractor for the Housing Needs Assessment (HNA) and the Mosaic team would serve as prime contractor for the AIFHC study. Our teams would serve as subcontractors to each other on each RFP. We believe there is efficiency and cost-savings to the Cities in this approach as our teams will collaborate to avoid duplicated effort.

Thank you for your consideration on this RFP. My contact information is below. Please reach out to me with any questions or updates throughout the evaluation process.

Sincerely, Brian Points



President, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
brian@points-consulting.com
(208)-596-5809
Date: December 18, 2023
SAMs UEI Number: EBUSKNS96NN9



Qualifications

Points Consulting

People's ability to live and thrive within a community requires a sufficient amount of attainably priced housing; as such, assessing local housing markets is one of Points Consulting's core services. At Points Consulting we believe in the power of peoples' interests, passions, and behaviors to shape the world around us. Now more than ever, people are the primary factor in the success of businesses, organizations, and communities. Housing studies are a core component of the work we do, as it represents the perfect intersection of economic development and real estate analytics.



PC is based out of Moscow Idaho but has a nationwide footprint. PC partners with a variety of industries including state and local government agencies; higher education not-for-profits; real estate developers; and private companies to understand and unleash the power of the workforce in our midst. Built on our experience advising hundreds of high performing organizations, Points Consulting strives to answer complex economic questions and recommend workable solutions.

Mosaic Community Planning

Mosaic Community Planning LLC is owned and managed by its principals, Melissa Mailloux and Jeremy Gray. Together, our team has over 70 years of combined experience producing Consolidated Plans, Annual Action Plans, Assessments of Fair Housing, Analyses of Impediments to Fair Housing Choice, housing action plans, market analyses, and similar housing and community development plans. In the last five years alone, Mosaic has completed more than 80 plans and analyses for over 50 client jurisdictions across the United States.



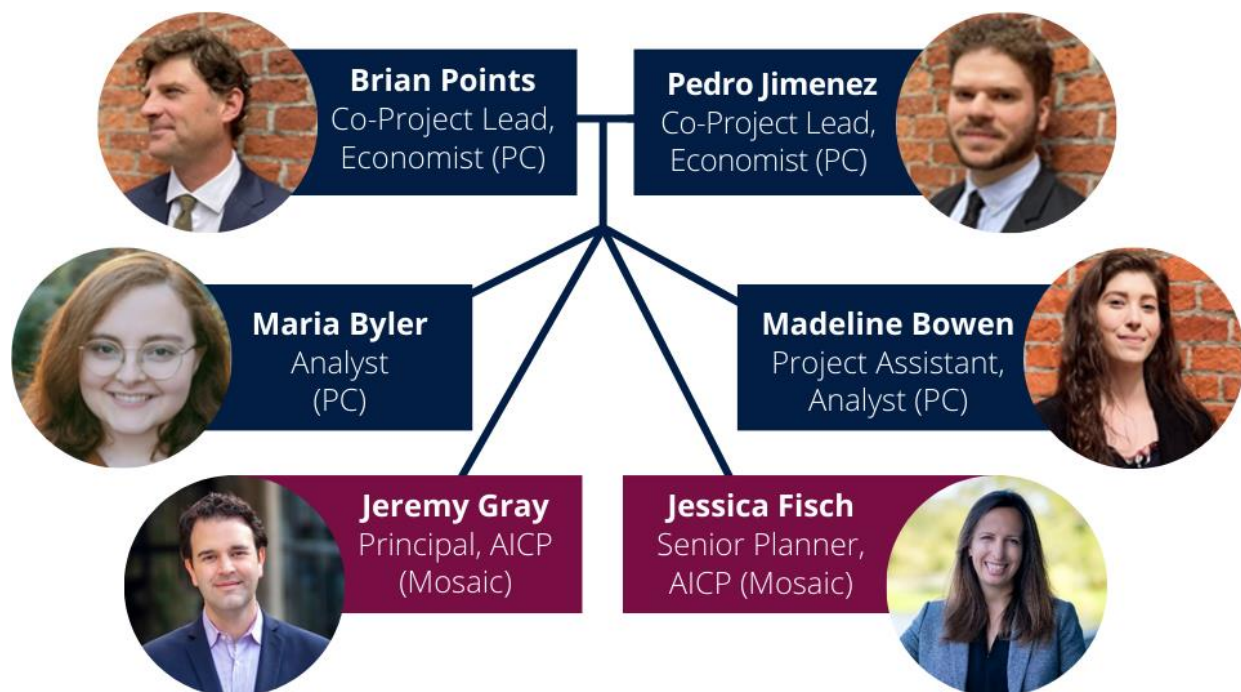
At Mosaic, we bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective. The effort can be challenging but is an essential cornerstone for successful and equitable community improvement. Mosaic is here to help communities plan differently. First and foremost, our plans are about people – the people who inform the planning process and those whose lives will be impacted by it. After all, it is the people in a community who hold the pieces of its story. Out of that story, we design strategies and build plans to shape communities.

When issues of equity are important, and where diverse perspectives are valued, communities across the United States have come to count on Mosaic to bring its unique approach to the intersections of their people and places.

Our Team

PC's team works very collaboratively with daily guidance and coaching provided by senior staff to junior staff as well as regular check-ins with subcontractors. In other words, we do not stuff our proposals with high-profile names only to staff the project with low-skill workers. PC has seven total employees and Mosaic has six (along with two part-time consultants). Though we manage numerous projects simultaneously, we are careful to pursue a responsible number of projects such that we do not overburden our staff or reduce our quality of output. In the event that our team is at risk of being overburdened, we will work with our clients to ensure that we reallocate staff time and resources appropriately.

PC proposes to partner with Mosaic for the AIFHC portion of this assignment and as such we have already "deduplicated" the two RFPs' scopes of work to ensure there is no unnecessary overlap. Each company will still provide their own reports and bill for their own activities. The organization chart below encompasses the key personnel that will be associated with this project. Their bios are contained further on in this proposal.



Collaborative Approach

The two consulting organizations possess their own strengths in the realm of housing analysis. To ensure compliance with grant funding and respond to the Cities unique needs on the two RFPs, each team will have a separate contract with the Cities and will deliver a report focused on each respective topic (AIFHC and HNA). PC and Mosaic will each assign a project manager to attend steering committee meetings and respond to needs from the Cities. (Whether the Cities choose to have separate calls for updates on each of the studies, is up to their preference, but for the sake of efficiency our team recommends that all project calls be conducted simultaneously.)



With respect to section 2A of the RFP, this collaborative approach will avoid duplication in numerous areas. These cost savings are reflected in [Section 3. Cost Analysis](#) of this proposal. On the HNA side, this will allow the PC team to focus more time and effort on **researching solutions and best practices, and on marketing strategies that will drive up participation in the community survey**. On the AIFHC side, PC's focus on in-depth data analysis will allow Mosaic more focus on **community engagement, and research on developing more inclusive pathways for housing policies**.

Mosaic completed the 2019 AIFHC study for the Tri-Cities and is aware of each unique aspect of the scope of work outlined in the AIFHC scope of work. Where Mosaic's team will assist PC in our efforts include:

- Mapping and GIS analysis of demographic information; locations and characteristics of affordable housing properties
- Facilitating focus group sessions with community members
- Assistance with identifying landlord practices that are non-compliant with AIFHC requirements
- Assisting PC on recommendations related to land-use and zoning, particularly driven by regional best practices on these topics

PC has completed and is continuing to work on HNAs for communities across the country. Our strengths harmonize with Mosaic's on multiple fronts. Where PC will assist Mosaic on their scope of work includes:

- Analysis and modeling of affordability metrics for each community, at various Area Median Income (AMI) levels
- Identifying precise locations where affordable housing developments are in high demand
- Forecasting demand for low-income and workforce housing needs
- Leading and analyzing the community survey

Key Personnel



Brian Points — Co-Project Lead | Economist

Brian Points is the president of Points Consulting and will serve as co-project lead with Pedro Jiminez. Over the past 15 years, Mr. Points has worked for a series of management consulting firms serving clients across the domains of public and private organizations. His quantitative skills include feasibility studies, revenue/cost forecasting, real estate pro formas, opportunity zone technical assistance, economic/fiscal impact analysis, industry/market studies, econometrics, and target industry analysis. He also excels at qualitative research such as focus group facilitation, survey design and analysis, and in-depth interviews.

In his career Mr. Points has completed 100+ projects across 30+ states, assisting noteworthy organizations such as the JPMorgan Chase Foundation, Purdue University, the Kentucky Cabinet for Economic Development, the Texas Office of the Governor, the Florida Board of Governors, the Aspen Institute, the Alliance for Excellent Education, and the Institute for Corporate Productivity, to name a few.

Selected Related Projects

Broken Arrow Housing & Demographic Study
City of Broken Arrow (Broken Arrow, OK)

City of Montrose Housing Needs Assessment
City of Montrose (Montrose, CO)

Woodland Park Housing Needs Assessment (Ongoing)
City of Woodland Park (Woodland Park, CO)

Housing Needs Assessment for North Central Idaho
Clearwater Economic Development District (Lewiston, ID)

Housing Needs Assessment for Chelan & Douglas Counties
Housing Authority of Chelan County & the City of Wenatchee
(Wenatchee, WA)

On-Campus Student Housing Needs Assessment
Wenatchee Valley College (Wenatchee, WA)

Ketchikan Housing Market Analysis (Ongoing)
Ketchikan Gateway Borough (Ketchikan, AK)

Frankfort & Franklin County Housing Market Demand Study
Franklin County & City of Frankfort (Frankfort, KY)

Work Experience

*President | Points Consulting, Moscow, Idaho
(2019- present)*

*Director of Research | Thomas P. Miller &
Associates, Indianapolis, Indiana (2016-2019)*

*Director of Consulting | Emsi, Moscow, Idaho
(2013-2016)*

*Staff Economist | Chmura Economics &
Analytics, Richmond, Virginia (2012-2013)*

Education

*Masters of Arts in Economics | University of
California Santa Barbara (2011)*

*Bachelor of Science in History | University of
Idaho (2005)*

Professional Affiliations

Urban Land Institute, Associate Member

*Northern Idaho Partnership Council (Innovia
Foundation)*

Pedro Jimenez –Points Consulting | Co-Project Lead, Economist

Pedro will serve as co-project lead with Brian Points. He earned his M.S. in Applied Economics from Washington State University in 2021 and is trained in economic and statistical analysis. His graduate education in economics has equipped him with a range of quantitative and qualitative skills to carry out research. Pedro joined Points Consulting in January 2022.



Work Experience

Economist | Points Consulting, Moscow, Idaho (January 2022- present)

Selected Related Projects

City of Montrose Housing Needs Assessment | *Montrose (CO)*

Nimiipuu Community Development Fund Feasibility Study | *Nimiipuu Fund (ID)*

North Central Idaho Housing Needs Assessment | *Clearwater Economic Development Association (ID)*

On-Campus Student Housing Needs Assessment | *Wenatchee Valley College (Wenatchee, WA)*

Housing Needs Market Study | *Housing Authority of Chelan County & the City of Wenatchee (WA)*

Education

M.S. Applied Economics | Washington State University (2021)

B.A. Economics | University of Puerto Rico at Mayagüez (2018)
Native American Financial Education Coalition, 2005-2015

Maria Byler – Points Consulting | Analyst

Maria will serve as an Analyst for this project. She earned her B.A. in Liberal Arts and Culture from New Saint Andrews College in 2019. She joined Points Consulting in October 2022 to assist with a variety of research tasks in the fields of real estate, planning and public administration, economic development, higher education, and workforce development.



Work Experience

Real Estate & Economic Analyst | Points Consulting, Moscow, Idaho (October 2022 - present)

Product Specialist | Lightcast, Moscow, Idaho (2021 - 2022)

Selected Related Projects

Frankfort & Franklin County Housing Market Demand Study | *Frankfort (KY)*

Port of The Dalles Strategic Business Plan Update | *Port of The Dalles (OR)*

Quincy Outreach & Engagement for Parks Facilities Improvements | *Nexus Planning Services & City of Quincy, WA (2023 - Ongoing)*

In her time at Lightcast, Maria worked with higher education institutions to produce employment reports on their alumni. Her portfolio includes over 100 schools, from small community colleges to large university systems. Duties included data *validation*, project management, and customer support.

Education

B.A. Liberal Arts and Culture | New Saint Andrews College (2019)

Full Stack Web Development Certificate | UNC Chapel Hill Bootcamp (2021)

Madeline Bowen – Points Consulting | Analyst/Project Assistant

Madeline will serve as Project Assistant for this project. She graduated with a B.S. in Business Economics from the University of Idaho in 2020 and brings qualitative and quantitative research skills, and organizational skills for managing public engagement processes. Madeline joined Points Consulting in October of 2021.



Work Experience

Economic Analyst | Points Consulting, Moscow, Idaho (October 2021 - present)

Selected Related Projects

Lewiston Community Strategic Plan | City of Lewiston (ID)

Regional Resiliency Plan | Southern Alleghenies Planning & Development Commission (PA)

Okanogan Community Needs Assessment | Okanogan County Community Action Council (WA)

Nimiipuu Community Development Fund Feasibility Study | Nimiipuu Fund (ID)

North Central Idaho Housing Needs Assessment | Clearwater Economic Development Association (ID)

Education

B.S. Business Economics | University of Idaho (2020)

Jeremy Gray — Mosaic | Principal & Co-Founder, AICP



Jeremy is a planner, consultant, and project manager with extensive public and nonprofit sector experience designing solutions to community needs. His background includes management of dozens of consolidated plans and/or fair housing engagements, leadership in urban neighborhood revitalization efforts, and development of collaborative regional and multi-state issue-based plans. Jeremy has held mayoral appointments to homelessness and housing policy-making bodies, a position as deputy director of the CDBG, HOME, ESG, and NSP programs for a large metro Atlanta county, and speaking engagements on planning and equity issues. As a Mosaic principal, he leads many of the firm's consulting and

planning projects, integrating Mosaic's industry-leading public engagement strategies to ensure equitable planning outcomes.

Jeremy is an expert public meeting facilitator and is skilled in stakeholder engagement techniques. He is a Certified HOME Program Specialist, Certified LIHTC Professional, and has been trained in the NCI Charrette System. He holds a Master of Public Administration degree from Georgia College & State University and a bachelor's degree in environmental policy from Oglethorpe University.

Selected Related Projects

Davenport, IA and Moline and Rock Island, IL, Regional Analysis of Impediments to Fair Housing Choice

San Bernardino County, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Commerce City, CO, Consolidated Plan and Annual Action Plan

Orange County, FL, Consolidated Plan, Annual Action Plan, Analysis of Impediments

City of Atlanta, GA, Consolidated Plan, Annual Action Plan, Regional Analysis of Impediments

Presentations

Panelist: Equity and Social Justice Roundtable, Savannah State University Urban Planning Conference

Work Experience

Principal | Mosaic Community Planning, Atlanta, GA, 2015-Present

VP - Consulting & Research | WFN Consulting, Marietta, GA, 2013-2015

Deputy Director | WFN Consulting, 2009-2013

Director of Community Development | Centenary Church, Macon, GA, 2005-2008

Community Organizer | Charis Community Housing, Atlanta, GA, 2002-2003

Education

Master of Public Administration | Georgia College & State University Milledgeville, Georgia (2008)

Bachelor of Arts in Environmental Policy | Oglethorpe University Atlanta, Georgia (2003)

Certifications

American Institute of Certified Planners (AICP)

Charrette System Certification, National Charrette Institute

Jessica Fisch — Mosaic | Senior Planner, AICP

Jessica is an urban planner and researcher with a passion for collaborating with communities in proactively planning for more equitable development. On the Mosaic team, she engages with local governments, residents, and stakeholders to integrate diverse local knowledge into planning for housing, neighborhood revitalization, and community development, with a focus on developing community-specific solutions to local challenges. Before joining Mosaic, Jessica worked in urban planning, neighborhood revitalization, and affordable housing in New Orleans and Atlanta and conducted research on how social capital shapes the inclusion of equitable development priorities in green infrastructure planning. She holds a Ph.D. in city and regional planning from Georgia Tech and a master's degree in urban and regional planning from the University of New Orleans.



Selected Related Projects

Kansas City and Wyandotte County, KS, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Greenville, NC, Consolidated Plan, Annual Action Plan, Assessment of Fair Housing

Chino Hills, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Presentations

Does Green Infrastructure Promote Equitable Development? The Mediating Role of Social Capital in Assessing Impacts. Association of Collegiate Schools of Planning.

Affiliations

American Planning Association

American Association of Geographers

Work Experience

Senior Planner, Mosaic Community Planning, Atlanta, GA, 2019-Present

Lab Instructor, Georgia Tech School of City and Regional Planning, Atlanta, Georgia, 2017-2019

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Urban Planning Consultant, Reuter Strategy, 2018

Education

PhD in City & Regional Planning Georgia Institute of Technology, Atlanta, GA, 2019

Master of Urban & Regional Planning University of New Orleans, New Orleans, LA, 2014

Bachelor of Arts in Geography, Bachelor of Science in Journalism University of Florida, Gainesville, FL, 2008

Certifications

American Institute of Certified Planners (AICP)



Team Lead Contact Info

Below is the contact information for the team leads for this project.

Primary Contact

Brian Points
President, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
brian@points-consulting.com
(208) 596-5809

Secondary Contact

Pedro Jimenez
Staff Economist, Points Consulting LLC
120 N. Line St., Moscow, Idaho 83843
pedro@points-consulting.com
(787) 309-6226

2. Proposed Approach

In 2020, the last Tri-Cities Housing Needs Assessment reported that over 20,000 households in the Tri-Cities region experienced unmet housing needs, representing 29% of the Cities' total households. The largest contributing factor responsible was found to be that of cost burden, representing households that spend more than 30% of their income on housing.¹

Nearly four years later, it is evident that the Cities require an updated HNA to determine how far they have come to address these needs, what gaps still need to be bridged, and best practices moving forward to meet the region's housing goals. Moreover, this study needs to seamlessly integrate with the Cities' coinciding AIFHC efforts to ensure fair housing choices among residents. With the completion of this study, and collaboration with Mosaic for the AIFHC requirements, our intention is that the cities of Moline, Rock Island, and Davenport will be able to answer these important questions for its leadership, citizens, and developers:

- What are the characteristics of current housing stock and trends in production over the past ten years?
- What is the precise demand for housing from now through the year 2040 including various housing typologies, price levels, and housing tenure (i.e. renter/owner)
- How are short-term rentals (STRs) affecting regional housing stock, and what options do the Cities have for navigating the variety of perspectives on this issue?
- How have COVID and the subsequent economic and housing crises changed the demand for housing, especially for low-income populations?
- What types of housing are not supplied (or undersupplied) that the Cities could support more of? And, what is the unmet demand gap for these housing types?
- Which cities and neighborhoods could best utilize newly-adopted missing middle housing options?
- What trade-offs are consumers willing to accept in order attain the housing they are looking for (i.e. location, finishes, home size, ADUs, etc.)
- How could vulnerable populations be better served in terms of housing solutions? And is there demand for more subsidized housing (Section 8, LIHTC, etc.)?
- How can regional leaders encourage and incentivize public-private partnership (P3) development of more housing?
- Are current zoning or permitting regulations preventing housing affordability and how can they be altered without negative impacts?
- Which areas in the region are best suited for more affordable housing (whether that be via new development, infill, or redevelopment)?

Our analysis is designed to answer these and other important questions. As is noted throughout the follow proposal, we recognize both the importance of high-quality research and strong recommendations for alleviating the identified issues.

¹ 2020 Tri-Cities Housing Needs Assessment



Moline, IL (via visitquadcities.com)

Task 1: Project Launch & Administration

If selected, the project team will initiate with an on-site meeting, during which key members of the project team will meet with the designated project lead or committee organized by the Cities. The purpose of the on-site meeting is to introduce the project team to local contacts, review project goals and objectives, discuss preliminary data findings, and answer a variety of administrative questions. The following are the topics to be discussed at the meeting:

- Identifying the Cities' point of contact(s) or project manager and steering committee
- Determine communication schedule and protocols
- Planning ahead for future on-site meetings and key milestone dates
- Determining and introducing other partners and stakeholder groups that the project team should engage with for information, perspectives, and feedback throughout the course of the project
- Identifying and sharing additional resources, reports, and datasets that should be utilized throughout the course of the engagement
- Identification of any preferred locations for residential development in the eyes of local government staff
- Identification of partnering entities for distributing and propagating the community survey
- Discussion of ideas, trends, and perspectives that the steering committee may have related to housing needs that the project team should further explore in the course of the analysis



Following the on-site project launch meeting, the steering committee and the project team will have a shared vision for the goals, context, overall timeline, and project milestones that will be adhered to throughout the course of the engagement.

Deliverable: Overall Project Timeline and Basic Assumptions

Task 2: Document & Ecosystem Review

Following the on-site meeting, the project team will conduct qualitative research of existing documents relevant to regional residential housing development. The exact documents will vary on a case-by-case basis, but PC anticipates reviewing the following resources:

- 2020 Tri-Cities Housing Needs Assessment
- Comprehensive plans, master plans, downtown development plans, and other relevant adopted plans for each of the Cities
- Zoning maps and codes for each City
- Annual reports for the Cities and associated counties specifically related to building permits, development fees, and property tax revenue
- Any other additional community and economic development related reports



Housing markets do not develop in a vacuum but instead are based on the hyper-local context of regional opportunities, incentives, and land-use regulations. Research on these topics will prepare the project team to analyze trends not just from a data perspective but contextually.

Task 3: Housing & Demographic Research

Assessment of the existing supply of housing, past and recent trends, and ongoing developments are an essential component of any HNA. To conduct this analysis, the team will utilize our experience and understanding of a diverse array of data sets and processes to obtain the most comprehensive and up-to-date possible portrait of regional housing supply and demand. Given that the Cities completed a Housing Needs Assessment in 2020, PC will take whatever data points were uncovered for the region during that study to determine if they can be used as a viable baseline. Also, please note that our assessment will treat each of the three cities separately for each aspect of the qualitative and data analysis, in all cases where sub-county data are available. While our team will include some data points in both the Housing Needs and AIFHC Assessments to meet HUD requirements, the lens of each study will be different to meet the goals of each project in their entirety.

Demographic Analysis

The demographic analysis will provide an overview of existing trends related to the region's population, including both individual and household-level statistics. Specific data points may include but are not limited to:

- Population - past and projected growth rate, age, race/ethnicity, per capita income, income due to transfer payments, poverty rates, net worth, counts of disadvantaged populations (veterans, disabled individuals, etc.), housing units per capita, and educational attainment
- Households - including overall number, median household size, income distributions, household composition; net worth, purchasing patterns, and Esri Community Tapestries segmentation
- Workforce - past and projected employment and earnings growth, jobs-to-housing ratio, employment by specific industry and occupation, commute patterns, migration patterns, and cost-of-living statistics.

Industry and Workforce Analysis

Building off the demographic analysis, an overview of the existing employment, commuting, migration, and workforce characteristics will highlight the need for housing to correspond with employment in certain areas. This assessment will also consider detailed information by industry and occupational classification and provide a jobs-to-housing ratio for the Cities. This analysis will factor in the spatial component of housing, employment, and transportation to uncover the existing relationship among land uses. In addition, specific areas may respond differently to economic growth cycles and recessions, so the project team will assess how the Cities have trended during recent periods of expansion and recession.

Existing Housing Stock

The project team will compile data estimating the number and type of housing units in each geographic subregion, as well as trends in production of housing. Aggregated information from Multiple Listing Service (MLS) will also be utilized to indicate current metrics such as inventory on the market, average and median days on the market, number of closed sales, homes taken off the market, and other useful information.

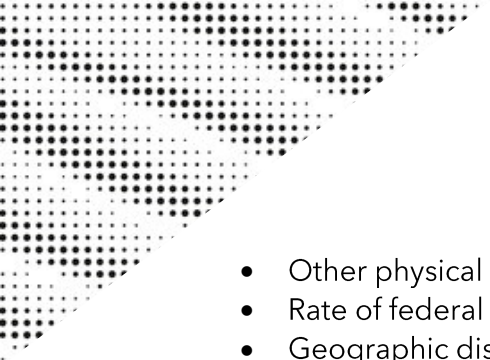
In the midst of this analysis, it will be particularly important for the Cities and their partners to furnish PC with any data sets that analyze information at the sub-City and County level, as most federal databases default to groupings such as County and Zip code. We will compile information about the number of housing units of various types within the region of analysis. These housing figures will be broken out by type (e.g., Owner-Occupied vs. Rental Housing; Single Family Dwellings vs. Attached Housing vs. Multi-Family Housing; Workforce, Section 8, & LIHTC):

- Home values currently and over time
- Rental costs by unit type and size
- Vacancy rates
- Building permits
- Utility cost burdens
- Housing characteristics (e.g., size, age of unit, tenure, number of rooms)
- Housing density by Census Tract
- Identification of overcrowded and less habitable areas

Core Data Sources

The consulting team relies on reputable and widely sampled data sources. A sample of our data sources (including those to be facilitated by the steering committee) include the following:

- American Community Survey (US Census)
- Bureau of Economic Analysis
- Bureau of Labor Statistics
- Data Tactical Group Labor Market Information
- Esri Business Analyst
- Federal Housing Finance Agency (FHFA)
- HomeTown Association of Realtors
- Housing & Urban Development (HUD)
- Iowa Association of Realtors
- Local Government: Residential Building & Remodeling Permits
- Nathalie P. Voorhees Center for Neighborhood and Community Improvement
- RS Means Building Cost Estimator
- University of Iowa: Public Policy Center

- 
- Other physical and occupancy characteristics, as appropriate
 - Rate of federal mortgage loans and applications
 - Geographic dispersion of sales by price point

Affordability and Access

The information listed above will feed into the project team's assessment of home affordability at various levels. Much of this section will be highly applicable to the concurrent AIFHC study, and PC will work collaboratively with Mosaic or the Cities' chosen vendor to incorporate all necessary information into both reports and avoid duplicated efforts. The project team will analyze rent and mortgage payment costs and estimate affordability levels throughout the region of analysis.

The affordability analysis will be multi-faceted accounting for various income levels and groups including the each of the following groups according to Area Median Income (AMI):

- Marginally housed/homeless population
- Very low income (<30% of AMI)
- Low income (40 to 60% of AMI)
- Workforce housing (60% to 80% of AMI)

In addition, recognizing that housing is a complex and interconnected topic, the consulting team will also study additional market segments such as seniors, first-time home buyers, young professionals, and high-income groups. To corroborate data on affordability and access, we will also collect data on foreclosure rates, homelessness data, and amount of available subsidized housing according to Section 8, LIHTC and other similar programs. After segmenting the population into these groups, we will determine whether low income and workforce housing populations are adequately served by existing housing supply.

Planned Developments

The project team will collaborate with the steering committee, economic and community developers, local realtors, and developers to identify in-progress and potential housing developments. This analysis will include all stages of the development life cycle including developments in-progress, for sale and entitled sites, and early-stage development discussions. We will inventory planned residential development and land available for future residential development within the region of analysis, including infill and redevelopment opportunities. This inventory will provide an up-to-date overview of future short-term additions to the supply of regional housing, as well as opportunities for more significant expansions.

Task 4: Community Tour & Housing Survey Facilitation

Though quantitative data are a highly important aspect of this study, it is also important to collect qualitative information from residents and regional leaders. PC will collaborate with Mosaic for this all elements of community engagement to ensure coherent application to both the Housing Needs Assessment and AIFHC. While our firm will perform a community survey and regional touring, Mosaic will handle in-depth interviews with local leaders and people of interest, as well as community Townhall presentations to inform the public of the proceedings. PC would also be responsible for facilitating an introductory letter to be given to interviewees explaining our involvement with the Cities and the nature of the project. For all aspects of stakeholder engagement, community input will be non-attributable to any specific individuals.



Housing Survey

The project team is skilled in survey development, having facilitated 50+ community surveys on a variety of topics. As such, our team will recommend a set of topics to include in the survey instrument, which will include both closed-ended questions and open-ended questions. Surveys should not include exclusively open-ended questions both because such data are difficult to quantify and because they can be daunting to more casual survey takers. Closed-ended survey questions will include an array of question types including: single choice, multi-choice, Likert style, and ranked choice, to name a few.

The housing survey would be targeted to residents of Moline, Rock Island, and Davenport. The survey would be designed to gauge input of current housing needs, barriers to obtain affordable housing, demographic information, favor in types of homes, and other such inputs. The survey would be electronic and hosted/facilitated by the project team using a professional survey management tool, accessible in both desktop and mobile formats. To attain optimal participation, the electronic survey would contain only a handful of questions, requiring fewer than ten minutes to complete.



Sample PC Flyer for City of Broken Arrow, OK

Our team has learned that the following tactics also help to ensure a strong response rate. These principals would be applied within our survey effort:

- **Attractive design** - The survey would be supported by an easy-to-use interface with graphic design, local imagery, and infographics incorporated as applicable – both in survey tool itself and supporting materials (such as flyers and banners).
- **Multi-modal marketing** - Sponsoring the survey via multiple platforms is essential to reach the desired number of respondents. This is why we will pay for advertising with a wide array of local media outlets (such as local publications, posters, and flyers).

- **City advocacy** - Including information and links to the survey can go a long way in eliciting responses when each of the Cities is sending physical mail or emails to a large body of residents, particularly among older audiences or those less familiar with social media. When these tactics have been used previously, such as including survey info in utilities bills, they can significantly enhance community response rates.
- **Survey Completion Incentive** - Provided it is not prohibited by any administrative rules of the Cities, our team could arrange for an incentive to residents who complete the survey. The incentive will come out of the project budget without additional cost to The Cities. Winners will be randomly selected by the consulting team from the database of survey completers. Those selected as winners will also need to be verifiable residents of the region of analysis. Our team has found the “sweet spot” for incentives are awards of roughly \$100. In collaboration with the Cities, we would determine which local retail and/or food service establishments the project team should partner with on these awards.

Using these multimedia marketing tactics and relationships with steering committee members, our team is confident that a robust sample of at least a few hundred residents can be surveyed through these means.



Downtown Rock Island, IL (via earth.google.com)

committee will be particularly focused on. This will be instrumental in the team’s efforts to identify areas that are best suited for affordable housing units (via new development, infill, or redevelopment) and those that could best utilize missing middle housing options.

Deliverable: Community Engagement Report

Task 5: Gaps & Barriers Analysis

Filling gaps in housing supply can come with plenty of barriers to overcome, and it is essential the Cities capitalize on available opportunities to meet needs as they arise. To identify these opportunities and facilitate ease of development for necessary housing units, the project team will calculate the amount of land available to each of the Cities. This goes hand in hand with identifying redevelopable/reusable and infill opportunities to convert

Community Tours

In addition, PC recognizes that the success of the project requires an in-depth understanding of the region’s communities, culture, economy, and demographics. Hence, the project team will spend some additional time touring Moline, Rock Island, and Davenport. Any neighborhoods or properties emphasized by the steering



currently underused buildings and property into housing. Multiple things would need to be considered to complete this task:

- Alignment with the each of the Cities' comprehensive plans and goals
- Feasibility of purchasing a home according to current income, home values, and credit requirements for the region, by income level
- Capacity constraints due to resource availability and accessibility
- Feasibility of renting a home, while not sinking to a cost-burdened status by income level
- Costs for new housing development and infill (by housing type and square footage)
- Current regulations and code restrictions as they relate to development

Our team will assess risks unique to the area, building on data collected in Tasks 2-3. Engagement with local experts and entities involved in these subjects will be highly influential at this time. Armed with research on these topics, PC will be able to anticipate potential barriers and lay the groundwork for brainstorming solutions, recommendations, and strategies.

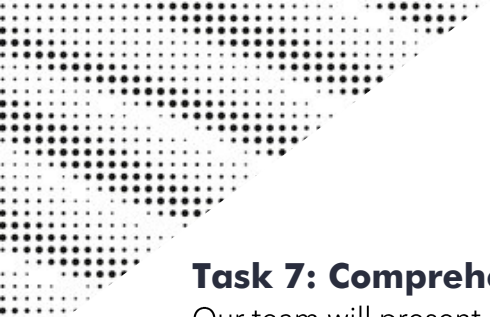
Task 6: Key Strategies & Recommendations

The prior research will lead to our Comprehensive Draft report, which will summarize all statistics, narrative, and community feedback. Using our understanding of Illinois and Iowa land-use policies, local conditions, and best practices from other similar communities, our team will form our understanding of the community's largest needs, gaps, and opportunities for improving the quantity, quality, and variety of housing stock. The analysis will account for both supply and demand forces, unique local conditions and constraints, and the perspectives of all sides of the equation including city leadership, builders/developers, and the general public.

Using information from Tasks 2 through 5, the project team will provide a summary of recommended strategies for increasing housing affordability and choices, including:

- Options for zoning/land-use and other regulations that could spur on more residential development
- Suggestions for achieving greater density of dwelling units without upsetting neighboring property owners
- Suggestions for appropriate policies for regulating Accessory Dwelling Units (ADUs)
- Potential policies for managing Short-Term Rentals (STRs)
- Options for fee waivers, bonuses, and other incentives that could encourage more housing development
- Recommendations on regulations and controls that the Cities could utilize to ensure appropriate mix of low- and middle-income housing development
- Recommendations on how and where to market the Cities to attract the right type of developers to meet the needs identified during this study

Deliverable: Draft Housing Needs Assessment



Task 7: Comprehensive Report & Presentation

Our team will present a Comprehensive Draft report roughly six weeks prior to project finalization, which will serve as the Cities' opportunity to request adjustments and additional considerations to the document. Once these considerations are addressed, the team will move to finalizing the report in a format suitable for public distribution which will include a presentation to the Cities. PC and Mosaic will collaborate throughout the project to enable presentation of both the Housing Needs Assessment and AIFHC reports at the same time unless otherwise indicated by the Cities' steering committee.

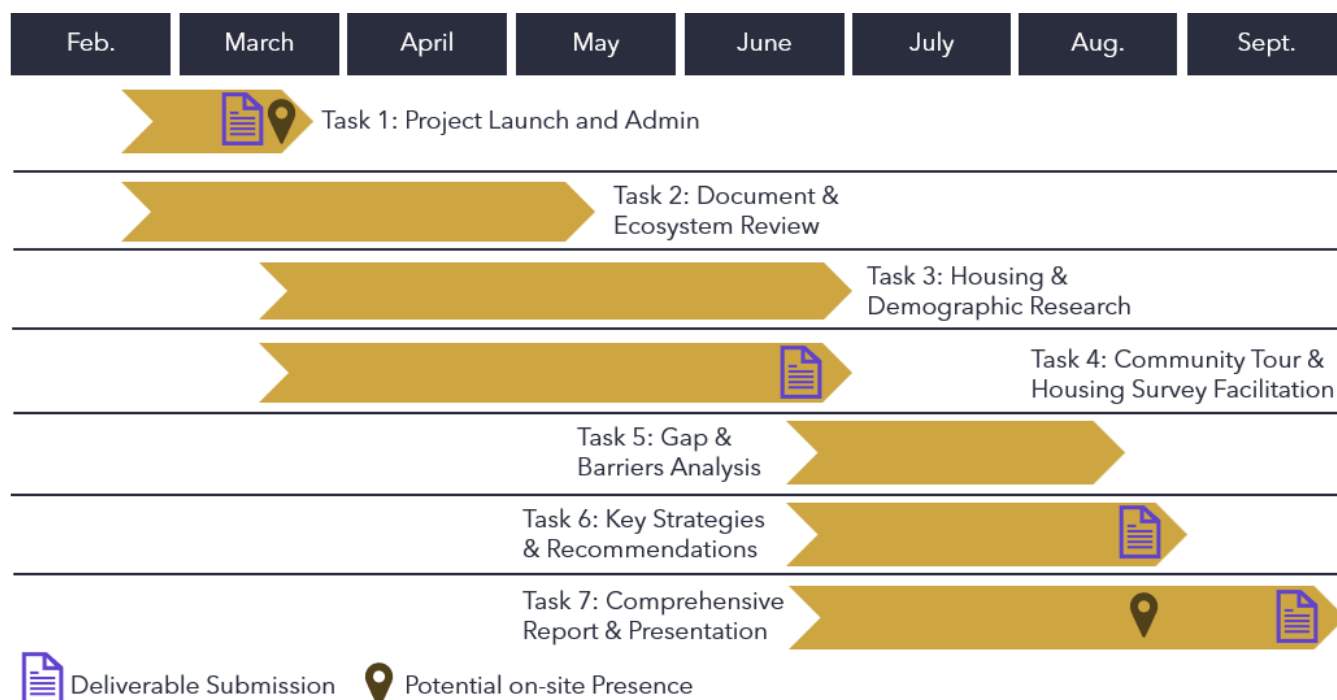
We anticipate presenting the reports and conclusions to City Councils and other formal bodies within each of the three Cities. Wherever possible our team will seek to do these presentations in-person, but will conduct some sessions remotely.

Deliverables:

- *Feedback Integration & Presentation*
- *Final Housing Needs Assessment*

Timeline

PC estimates this project to be completed by September 30, 2024. There are no major constraints and critical issues that would affect our team's performance on this project. The only variable outside of our control is ensuring that the Cities are able to execute the contract, and that steering committee members generally participate in the project to ensure smooth execution. In terms of meeting dates, our team generally holds standing bi-weekly catchup calls with each client to keep them apprised of project progress. Other critical on-site or public meeting dates are estimated within the following Gannt chart and can be adjusted to fit requirements of the project.



The following schedule outlines key deliverables and expected dates of delivery. PC will be on-site on three to four occasions over the course of the project, at times to be determined in the course of the project. To ensure optimal use of travel resources, each visit will be multiple days.

- **Deliverable:** Overall Project Timeline and Basic Assumptions
 - **Estimated Completion Date:** March 21, 2024
- **Deliverable:** Community Engagement Report
 - **Estimated Completion Date:** June 25, 2024
- **Deliverable:** Draft Housing Needs Assessment
 - **Estimated Completion Date:** July 31, 2024
- **Deliverable:** Feedback Integration & Presentation
 - **Estimated Completion Date:** August 30, 2024
- **Deliverable:** Final Housing Needs Assessment & Presentation
 - **Estimated Completion Date:** September 30, 2024

3. Cost Analysis and Budget for Primary Services

The following budget outlines the fixed-cost for completing the analysis. PC considers this project to be a fixed-price engagement. In other words, cost to the Cities will not vary based on PC's cost of labor or material resources to complete the analysis. PC intends to invoice near the end of each month for the percentage of work completed on each task during that month.

PC would share certain costs with Mosaic in the background, but this would not require an additional contract to be signed between Mosaic and the Cities. These costs are not broken out because it is not clear that the firms will be jointly selected. However, if selected, PC can provide a fixed-cost estimate of the costs to be shared with our subcontractor.

As noted in [Section 1. Qualifications & Experience](#), the PC and Mosaic teams believe there are significant savings of time and effort to contract with our teams jointly. Therefore, if the Cities award PC the HNA contract, the costs below would be discounted by 10% to arrive at a final cost of \$74,990. (The two options are indicated in Tables 1 and 2 below.)

Table 1: Tasks and Costs Assuming no Mosaic Partnership

Task	Cost
1: Project Launch & Administration	\$8,060
2: Document & Ecosystem Review	\$7,660
3: Housing & Demographic Research	\$17,540
4: Community Tour & Housing Survey Facilitation	\$11,730
5: Gaps & Barriers Analysis	\$17,190
6: Key Strategies & Recommendations	\$9,380
7: Comprehensive Report & Presentation	\$5,330
Travel Expenses	\$6,433
Grand Total	\$83,323

Table 2: Discounted Tasks and Costs Assuming Mosaic Partnership

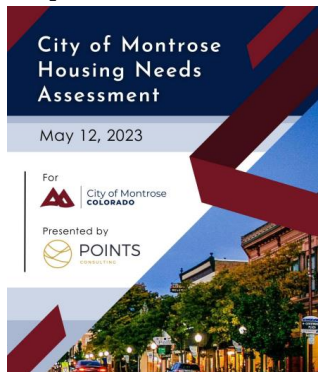
Task	Cost
1: Project Launch & Administration	\$7,250
2: Document & Ecosystem Review	\$6,890
3: Housing & Demographic Research	\$15,790
4: Community Tour & Housing Survey Facilitation	\$10,560
5: Gaps & Barriers Analysis	\$15,470
6: Key Strategies & Recommendations	\$8,440
7: Comprehensive Report & Presentation	\$4,800
Travel Expenses	\$5,790
Grand Total	\$74,990

4. References

This section contains three references and relevant past project descriptions for each firm. Each of the projects listed by PC below have been awarded HUD funding in the recent past.

Points Consulting

City of Montrose Housing Needs Assessment, Montrose, CO, 2022–2023



PC worked with City of Montrose on an assessment of demographic and economic conditions affecting the housing market. Efforts centered on identifying critical gaps in housing stock and ways to ensure the production of enough quality housing options for both market-rate and under-addressed subgroups, such as people with disabilities, older adults, and people experiencing homelessness. Our study found that homes in the City are more expensive than the rest of the nation on average, with Montrose households needing to invest over 5x their median annual income to purchase a home.

Moreover, Montrose County is projected to grow at a faster rate than Colorado state and the nation in upcoming years, with a projected need for 3,900 additional housing units by 2040. Montrose is an HUD funded city. Read the full report here: points-consulting.com/wp-content/uploads/2023/06/Montrose_Final_053123.pdf.

Reference: Jace Hochwalt, Planning Manager, *City of Montrose*

Phone Number: 970-240-1478

Email: jhochwalt@ci.montrose.co.us

Frankfort & Franklin County Housing Market Demand Study, Frankfort, KY, 2022–2023

PC worked with the City of Frankfort and Franklin County in Kentucky on a housing market demand study. Sandwiched between the cities of Lexington and Louisville, and home to the majority of bourbon manufacturing in the United States, Frankfort has transformed into a highly tourism-based economy in the past decade. PC's report includes analysis of demographics, industry and workforce, existing housing stock, affordability and access, and future planned developments in its demand assessment, among other key elements. The project was presented in July 2023, building off a community survey and outreach efforts. Frankfort is an HUD funded city. Read the full report here: <https://points-consulting.com/frankfort-franklin-county-kentucky-housing-market-demand-study/>



Reference: Eric Cockley, Planning and Community Development Director, *City of Frankfort*

Phone Number: 502-352-2100

Email: ecockley@frankfort.ky.gov

November 15, 2023



BROKEN ARROW
Housing & Demographic
Study Residents' Survey

Presented by:



City of Broken Arrow Housing & Demographic Study, City of Broken Arrow, OK, 2023–ongoing

Points Consulting is conducting a comprehensive housing and demographic study for the city of Broken Arrow, Oklahoma, with the aim of assessing the current and future housing needs of the community. By evaluating the existing conditions

and analyzing trends in population growth and housing supply over the next 20 years, Points Consulting will provide recommendations to enhance and maintain existing neighborhoods, and improve mobility between them. The study will provide valuable insights to the city on the regional housing market and can assist them in preparing for the future as well as enhancing the quality of life of their community. Broken Arrow is an HUD funded city.

Reference: Farhad Daroga, Placemaking Manager, *Broken Arrow Community Development*

Email: fdaroga@brokenarrowok.gov

Phone Number: 918-259-2400 x 5416

Mosaic Community Planning

Attainable Housing Study, City of Westerville, OH

In 2021-2022, Mosaic Community Planning collaborated with the City of Westerville to complete a study of the City's housing stock with a focus on assessing current and future attainability of housing in the city. Unique to this project was the drafting of a community-informed definition for "attainable housing". Not wanting to strictly adhere to HUD's affordability definition but to instead construct one reflective of a local concept of attainability, and inclusive of factors beyond just affordability, Mosaic guided stakeholders and community members through this process as a foundational aspect of the project.

Westerville is a growing suburb of Columbus, and the city will need to accommodate an increasing population through careful planning of housing and services. Choosing not to grow is not an option for any vibrant, healthy city. Rather, Westerville's choice is in how to accommodate growth while maintaining its unique identity and enhancing the quality of life that makes the city an appealing place to live.

Our study included data from sources such as the US Census, the American Community Survey, the national Comprehensive Housing Affordability Strategy Database, the City of Westerville's Building Permit database, and other local and regional sources. Most importantly, it also includes the voices of Westerville residents. From September through December 2021, Mosaic conducted an electronic community survey to receive input from Westerville residents and interested members of the wider community on the housing study. The 24-question survey received 553 responses and asked a range of questions regarding housing types, needs, and attainability in Westerville. Additionally, Mosaic conducted and participated in stakeholder interviews, focus groups, and community presentations.



By synthesizing demographic and housing market research with resident feedback, our Attainable Housing Study outlines a path for the City to plan for its future in a way that is fair and equitable to all.

Link to project: <https://www.westerville.org/housingstudy>

Reference: Carolyn Thurman, Deputy Director of Planning and Development, *City of Westerville*

Phone: 614-901-6895

Email: carolyn.thurman@westerville.org

Regional Housing Needs Assessment, Housing For All Regional Housing Consortium, Central Oregon Intergovernmental Council, Bend, OR

To assist a group of local partners in developing an action plan for working collaboratively to improve housing conditions in Central Oregon, Mosaic's Regional Housing Needs Assessment (RHNA), completed in 2019, studied housing affordability and other housing needs in the rapidly growing region. The assessment identified gaps in the numbers of affordable units needed at various rent or sales prices to meet the needs of current resident households while projecting future needs as well. Concluding the assessment was a comprehensive set of best practice-based strategy recommendations developed through a workshop process involving regional stakeholders.

The Central Oregon study area comprises three counties and includes eight incorporated cities and a tribal community. While many parts of the region remain rural, the cities of Bend and Redmond are fast-growing urban centers whose population growth exerts pressure on housing markets throughout the region. A key challenge of the Regional Housing Needs Assessment project was to strategize for the accommodation of an estimated 60% population increase by 2050 when housing affordability has already reached a crisis point.

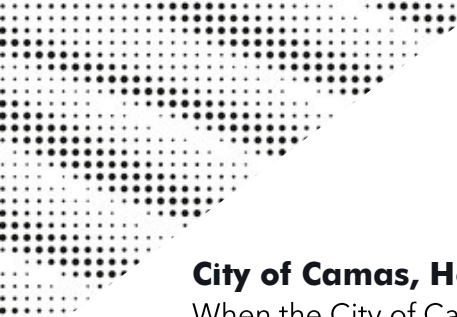
Mosaic met the challenge by working closely throughout the duration of the project with members of a multi-stakeholder regional housing consortium who would have the leverage and resources to actually implement the resulting strategy. This group consisted of local government staff, elected officials, nonprofit and for-profit housing developers, homelessness advocates, major employers, and environmental activists, throughout the entire planning effort. Broad cross-sector input and participation was a defining characteristic of the work, with a total of 772 people completing the RHNA survey and an additional 75 people attending a day-long RHNA workshop where participants contributed to the refinement of locally-viable strategies and best practices.

Link to report: <https://www.coic.org/wp-content/uploads/2020/01/regional-housing-needs-assessment-final-2.pdf>

Reference: Scott Aycock, Community & Economic Development Manager, *Central Oregon Intergovernmental Council*

Phone: 541-548-9523

Email: scotta@coic.org



City of Camas, Housing Action Plan, Camas, WA

When the City of Camas updated its Comprehensive Plan in 2016, one of the community's priorities was to ensure that, despite Camas's rapid growth and relatively high housing prices, there would remain "a wide variety and range of housing for all ages and income levels." To further study the City's housing needs and develop an implementation plan to help policymakers advance toward that goal, the City successfully applied for a grant from the Washington State Department of Commerce to fund development of its Housing Action Plan.

A defining characteristic of the Housing Action Plan's development was a vigorous, iterative engagement process with residents, stakeholders, and officials on the Planning Commission and City Council. Although nearly all engagement was limited to virtual interactions due to pandemic conditions, active discussions occurred in Zoom breakout rooms during public workshops, in phone calls with stakeholders, and over the project website, which attracted 2,500 visits. A community survey garnered more than 300 responses that helped to further identify housing needs and attitudes among Camas residents.

After multiple rounds of refinement with City staff and the Camas Planning Commission, Mosaic presented the City Council with a set of eight strategies, each targeted to one or more of the four goals for the Housing Action Plan. Some of the more technical strategies involved changes to lot sizes, dimensional standards, and authorized uses in certain zoning districts to encourage development of more diverse housing types. Others concerned communication both within and beyond the community regarding the availability of housing options and resources.

Link to report: <https://www.cityofcamas.us/com-dev/page/camas-housing-action-plan>

Media: <https://www.camaspostrecord.com/news/2020/sep/24/camas-explores-housing-affordability-diversity/>

Reference: Sarah Fox, AICP, Senior Planner, *City of Camas*

Current position: Climate Program Manager, Washington State Dept of Commerce

Phone: 360-725-3114

Email: GMSClimate@commerce.wa.gov



5. Other Information

PC's insurance policies meet the standard requirements for professional services RFPs, namely exceeding \$1,000,000 in general liability and separate automobile coverage exceeding \$1,000,000. If awarded the contract, we will furnish proof of insurance and ensure that the Cities are listed as "additional insured" parties by our policy for the course of the study.

POINTS CONSULTING
PROFESSIONAL SERVICES AGREEMENT WITH
THE CITY OF MOLINE, ILLINOIS FOR A HOUSING NEEDS ASSESSMENT

Date: 02/21/2024

Client: *City of Moline, Illinois*

This Contract for Services is made effective as of 07/20/2023 by and between the City of Moline, Illinois of 619 16th Street, Moline, IL 61265 (the "Recipient"), and Points Consulting LLC of 120 N. Line Street, Moscow, Idaho 83843 (the "Provider").

1. DESCRIPTION OF SERVICES. Beginning on 02/21/2024 Points Consulting LLC will provide to the Recipient the following services (collectively, the "Services"):

See Appendix A for scope of work details.

2. PAYMENT. Payment shall be made to Provider according to the following schedule:

Total Fee: \$74,990

Provider would invoice Recipient monthly based on percentage completion toward the tasks and other items outlined in Table 1. Invoices are typically sent within one week following the 3rd Thursday of each month with payable terms of Net 30 Days post reception. Table 1 contains the project tasks' costs as originally proposed.

Table 1: Budget as Presented in Proposal

Task	Cost
1: Project Launch & Administration	\$7,250
2: Document & Ecosystem Review	\$6,890
3: Housing & Demographic Research	\$15,790
4: Community Tour & Housing Survey Facilitation	\$10,560
5: Gaps & Barriers Analysis	\$15,470
6: Key Strategies & Recommendations	\$8,440
7: Comprehensive Report & Presentation	\$4,800
Travel Expenses	\$5,790
Grand Total	\$74,990

If the Recipient fails to pay for the Services when due, Points Consulting LLC has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

All checks due by mail to the Provider's Address (120 N. Line Street, Moscow, Idaho 83843)

3. TERM. This Contract will terminate automatically upon completion by Provider of the Services required by this Contract. The schedule of deliverables is as follows:

In all cases, successful delivery of work product is contingent on Client providing necessary inputs and feedback for Provider to complete work within the desired timeline. Lastly, all deliverables will be completed by no later than 09/30,2024.

4. WORK PRODUCT OWNERSHIP. Any intellectual property developed in whole or in part by Provider in connection with the Services will be the exclusive property of the Provider, while Project Deliverables are ownership of the Recipient. Intellectual property is defined as copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively "Intellectual Property.") Project Deliverables are defined as preliminary reports, draft reports, final reports, and summarization spreadsheets. Upon request, Provider will execute, within a reasonable period of time, official statements confirming the exclusive ownership of the Deliverables and, if necessary, confirmation that Deliverables have been deleted from Provider's hard drive.

5. CONFIDENTIALITY. Provider, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Provider, or divulge, disclose, or communicate in any manner, any information that is proprietary to Recipient. Provider and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Any written waiver by Recipient of these confidentiality obligations which allows Provider to disclose Recipient's confidential information to a third party will be limited to a single occurrence tied to the specific information disclosed to the specific third party, and the confidentiality clause will continue to be in effect for all other occurrences.

6. USE OF WORK PRODUCT FOR MARKETING PURPOSES. Unless otherwise specified in writing by the Recipient, it is assumed by the Provider that all publicly available non-confidential information, including project scope of work and final deliverables, can and will be used by the Provider for marketing and advertising purposes. These purposes include, but are not limited to, social media summaries, sharing of project deliverables with third-parties, and presenting about project findings to third-parties.

7. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
- d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.

8. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract

(including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 5 business days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

In the event that either party feels that the other party has not fulfilled obligations outlined in this contract, that party agrees to first approach the other party in order to resolve the difference. In the event that such efforts prove unproductive and the breach of contract is large enough to be of material consequence to either party, both parties agree to accept the advice of a third-party mediator who is jointly agreed upon by both parties. The mediator shall have no direct familial relationship with either party. Both parties agree to listen to the advice of the mediator in an effort to resolve the difference in opinion. However, neither party is required to submit said mediator's recommendations on a solution.

9. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties and in accordance with section 8. Remedies.

11. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

12. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

13. AMENDMENT. This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

14. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Illinois

15. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

16. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

17. INDEMNIFICATION: Each party agrees to indemnify, defend, and hold harmless the other party from and against any loss, cost, or damage of any kind (including reasonable outside attorneys' fees) to the extent arising out of its breach of this Agreement, and/or its negligence or willful misconduct. This indemnity shall not cover any claims in which there is a failure to give the indemnifying party prompt notice, but only if and to the extent that such failure materially prejudices the defense.

18. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

19. ASSIGNMENT. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Service Recipient:
City of Moline, Illinois

Service Provider:
Points Consulting LLC

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Appendix A: Scope of Work Details

1. Qualifications

Points Consulting

People's ability to live and thrive within a community requires a sufficient amount of attainably priced housing; as such, assessing local housing markets is one of Points Consulting's core services. At Points Consulting we believe in the power of peoples' interests, passions, and behaviors to shape the world around us. Now more than ever, people are the primary factor in the success of businesses, organizations, and communities. Housing studies are a core component of the work we do, as it represents the perfect intersection of economic development and real estate analytics.



PC is based out of Moscow Idaho but has a nationwide footprint. PC partners with a variety of industries including state and local government agencies; higher education not-for-profits; real estate developers; and private companies to understand and unleash the power of the workforce in our midst. Built on our experience advising hundreds of high performing organizations, Points Consulting strives to answer complex economic questions and recommend workable solutions.

Mosaic Community Planning

Mosaic Community Planning LLC is owned and managed by its principals, Melissa Mailloux and Jeremy Gray. Together, our team has over 70 years of combined experience producing Consolidated Plans, Annual Action Plans, Assessments of Fair Housing, Analyses of Impediments to Fair Housing Choice, housing action plans, market analyses, and similar housing and community development plans. In the last five years alone, Mosaic has completed more than 80 plans and analyses for over 50 client jurisdictions across the United States.



At Mosaic, we bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective. The effort can be challenging but is an essential cornerstone for successful and equitable community improvement. Mosaic is here to help communities plan differently. First and foremost, our plans are about people – the people who inform the planning process and those whose lives will be impacted by it. After all, it is the people in a community who hold the pieces of its story. Out of that story, we design strategies and build plans to shape communities.

When issues of equity are important, and where diverse perspectives are valued, communities across the United States have come to count on Mosaic to bring its unique approach to the intersections of their people and places.

Our Team

PC’s team works very collaboratively with daily guidance and coaching provided by senior staff to junior staff as well as regular check-ins with subcontractors. In other words, we do not stuff our proposals with high-profile names only to staff the project with low-skill workers. PC has seven total employees and Mosaic has six (along with two part-time consultants). Though we manage numerous projects simultaneously, we are careful to pursue a responsible number of projects such that we do not overburden our staff or reduce our quality of output. In the event that our team is at risk of being overburdened, we will work with our clients to ensure that we reallocate staff time and resources appropriately.

PC proposes to partner with Mosaic for the AIFHC portion of this assignment and as such we have already "deduplicated" the two RFPs’ scopes of work to ensure there is no unnecessary overlap. Each company will still provide their own reports and bill for their own activities. The organization chart below encompasses the key personnel that will be associated with this project.



Collaborative Approach

The two consulting organizations possess their own strengths in the realm of housing analysis. To ensure compliance with grant funding and respond to the Cities unique needs on the two RFPs, each team will have a separate contract with the Cities and will deliver a report focused on each respective topic (AIFHC and HNA). PC and Mosaic will each assign a project manager to attend steering committee meetings and respond to needs from the Cities. (Whether the Cities choose to have separate calls for updates on each of the studies, is up to their preference, but for the sake of efficiency our team recommends that all project calls be conducted simultaneously.)

With respect to section 2A of the RFP, this collaborative approach will avoid duplication in numerous areas. On the HNA side, this will allow the PC team to focus more time and effort on **researching solutions and best practices, and on marketing strategies that will drive up participation in the community survey.** On the AIFHC

side, PC's focus on in-depth data analysis will allow Mosaic more focus on **community engagement, and research on developing more inclusive pathways for housing policies.**

Mosaic completed the 2019 AIFHC study for the Tri-Cities and is aware of each unique aspect of the scope of work outlined in the AIFHC scope of work. Where Mosaic's team will assist PC in our efforts include:

- Mapping and GIS analysis of demographic information; locations and characteristics of affordable housing properties
- Facilitating focus group sessions with community members
- Assistance with identifying landlord practices that are non-compliant with AIFHC requirements
- Assisting PC on recommendations related to land-use and zoning, particularly driven by regional best practices on these topics

PC has completed and is continuing to work on HNAs for communities across the country. Our strengths harmonize with Mosaic's on multiple fronts. Where PC will assist Mosaic on their scope of work includes:

- Analysis and modeling of affordability metrics for each community, at various Area Median Income (AMI) levels
- Identifying precise locations where affordable housing developments are in high demand
- Forecasting demand for low-income and workforce housing needs
- Leading and analyzing the community survey

Team Lead Contact Info

Below is the contact information for the team leads for this project.

Primary Contact

Brian Points

President, Points Consulting LLC

120 N. Line St., Moscow, Idaho 83843

brian@points-consulting.com

(208) 596-5809

Secondary Contact

Pedro Jimenez

Staff Economist, Points Consulting LLC

120 N. Line St., Moscow, Idaho 83843

pedro@points-consulting.com

(787) 309-6226

2. Proposed Approach

In 2020, the last Tri-Cities Housing Needs Assessment reported that over 20,000 households in the Tri-Cities region experienced unmet housing needs, representing 29% of the Cities' total households. The largest

contributing factor responsible was found to be that of cost burden, representing households that spend more than 30% of their income on housing.¹

Nearly four years later, it is evident that the Cities require an updated HNA to determine how far they have come to address these needs, what gaps still need to be bridged, and best practices moving forward to meet the region's housing goals. Moreover, this study needs to seamlessly integrate with the Cities' coinciding AIFHC efforts to ensure fair housing choices among residents. With the completion of this study, and collaboration with Mosaic for the AIFHC requirements, our intention is that the cities of Moline, Rock Island, and Davenport will be able to answer these important questions for its leadership, citizens, and developers:

- What are the characteristics of current housing stock and trends in production over the past ten years?
- What is the precise demand for housing from now through the year 2040 including various housing typologies, price levels, and housing tenure (i.e. renter/owner)
- How are short-term rentals (STRs) affecting regional housing stock, and what options do the Cities have for navigating the variety of perspectives on this issue?
- How have COVID and the subsequent economic and housing crises changed the demand for housing, especially for low-income populations?
- What types of housing are not supplied (or undersupplied) that the Cities could support more of? And, what is the unmet demand gap for these housing types?
- Which cities and neighborhoods could best utilize newly-adopted missing middle housing options?
- What trade-offs are consumers willing to accept in order attain the housing they are looking for (i.e. location, finishes, home size, ADUs, etc.)
- How could vulnerable populations be better served in terms of housing solutions? And is there demand for more subsidized housing (Section 8, LIHTC, etc.)?
- How can regional leaders encourage and incentivize public-private partnership (P3) development of more housing?
- Are current zoning or permitting regulations preventing housing affordability and how can they be altered without negative impacts?
- Which areas in the region are best suited for more affordable housing (whether that be via new development, infill, or redevelopment)?

Our analysis is designed to answer these and other important questions. As is noted throughout the following proposal, we recognize both the importance of high-quality research and strong recommendations for alleviating the identified issues.

Task 1: Project Launch & Administration

If selected, the project team will initiate with an on-site meeting, during which key members of the project team will meet with the designated project lead or committee organized by the Cities. The purpose of the on-site meeting is to introduce the project team to local contacts, review project goals and objectives, discuss preliminary data findings, and answer a variety of administrative questions. The following are the topics to be discussed at the meeting:

¹ 2020 Tri-Cities Housing Needs Assessment

- Identifying the Cities' point of contact(s) or project manager and steering committee
- Determine communication schedule and protocols
- Planning ahead for future on-site meetings and key milestone dates
- Determining and introducing other partners and stakeholder groups that the project team should engage with for information, perspectives, and feedback throughout the course of the project
- Identifying and sharing additional resources, reports, and datasets that should be utilized throughout the course of the engagement
- Identification of any preferred locations for residential development in the eyes of local government staff
- Identification of partnering entities for distributing and propagating the community survey
- Discussion of ideas, trends, and perspectives that the steering committee may have related to housing needs that the project team should further explore in the course of the analysis



Following the on-site project launch meeting, the steering committee and the project team will have a shared vision for the goals, context, overall timeline, and project milestones that will be adhered to throughout the course of the engagement.

Deliverable: Overall Project Timeline and Basic Assumptions

Task 2: Document & Ecosystem Review

Following the on-site meeting, the project team will conduct qualitative research of existing documents relevant to regional residential housing development. The exact documents will vary on a case-by-case basis, but PC anticipates reviewing the following resources:

- 2020 Tri-Cities Housing Needs Assessment
- Comprehensive plans, master plans, downtown development plans, and other relevant adopted plans for each of the Cities
- Zoning maps and codes for each City
- Annual reports for the Cities and associated counties specifically related to building permits, development fees, and property tax revenue
- Any other additional community and economic development related reports



Housing markets do not develop in a vacuum but instead are based on the hyper-local context of regional opportunities, incentives, and land-use regulations. Research on these topics will prepare the project team to analyze trends not just from a data perspective but contextually.

Task 3: Housing & Demographic Research

Assessment of the existing supply of housing, past and recent trends, and ongoing developments are an essential component of any HNA. To conduct this analysis, the team will utilize our experience and understanding of a diverse array of data sets and processes to obtain the most comprehensive and up-to-date possible portrait of regional housing supply and demand. Given that the Cities completed a Housing Needs Assessment in 2020, PC will take whatever data points were uncovered for the region during that study to determine if they can be used as a viable baseline. Also, please note that our assessment will treat each of the three cities separately for each aspect of the qualitative and data analysis, in all cases where sub-county data are available. While our team will include some data points in both the Housing Needs and AIFHC Assessments to meet HUD requirements, the lens of each study will be different to meet the goals of each project in their entirety.

Demographic Analysis

The demographic analysis will provide an overview of existing trends related to the region's population, including both individual and household-level statistics. Specific data points may include but are not limited to:

- Population - past and projected growth rate, age, race/ethnicity, per capita income, income due to transfer payments, poverty rates, net worth, counts of disadvantaged populations (veterans, disabled individuals, etc.), housing units per capita, and educational attainment
- Households - including overall number, median household size, income distributions, household composition; net worth, purchasing patterns, and Esri Community Tapestry segmentation
- Workforce - past and projected employment and earnings growth, jobs-to-housing ratio, employment by specific industry and occupation, commute patterns, migration patterns, and cost-of-living statistics.

Industry and Workforce Analysis

Building off the demographic analysis, an overview of the existing employment, commuting, migration, and workforce characteristics will highlight the need for housing to correspond with employment in certain areas. This assessment will also consider detailed information by industry and occupational classification and provide a jobs-to-housing ratio for the Cities. This analysis will factor in the spatial component of housing, employment, and transportation to uncover the existing relationship among land uses. In addition, specific areas may respond differently to economic growth cycles and recessions, so the project team will assess how the Cities have trended during recent periods of expansion and recession.

Existing Housing Stock

The project team will compile data estimating the number and type of housing units in each geographic subregion, as well as trends in production of housing. Aggregated information from Multiple Listing Service (MLS) will also be utilized to indicate current metrics such inventory on the market, average and median days on the market, number of closed sales, homes taken off the market, and other useful information.

In the midst of this analysis, it will be particularly important for the Cities and their partners to furnish PC with any data sets that analyze information at the sub-City and County level, as most federal databases default to groupings such as County and Zip code. We will compile information about the number of housing units of various types within the region of analysis. These housing figures will be broken out by type (e.g., Owner-Occupied vs. Rental Housing; Single Family Dwellings vs. Attached Housing vs. Multi-Family Housing; Workforce, Section 8, & LIHTC):

- Home values currently and over time
- Rental costs by unit type and size
- Vacancy rates
- Building permits
- Utility cost burdens

Core Data Sources

The consulting team relies on reputable and widely sampled data sources. A sample of our data sources (including those to be facilitated by the steering committee) include the following:

- American Community Survey (US Census)
- Bureau of Economic Analysis
- Bureau of Labor Statistics
- Data Tactical Group Labor Market Information
- Esri Business Analyst
- Federal Housing Finance Agency (FHFA)
- HomeTown Association of Realtors
- Housing & Urban Development (HUD)
- Iowa Association of Realtors
- Local Government: Residential Building & Remodeling Permits
- Nathalie P. Voorhees Center for Neighborhood and Community Improvement
- RS Means Building Cost Estimator
- University of Iowa: Public Policy Center

- Housing characteristics (e.g., size, age of unit, tenure, number of rooms)
- Housing density by Census Tract
- Identification of overcrowded and less habitable areas
- Other physical and occupancy characteristics, as appropriate
- Rate of federal mortgage loans and applications
- Geographic dispersion of sales by price point

Affordability and Access

The information listed above will feed into the project team's assessment of home affordability at various levels. Much of this section will be highly applicable to the concurrent AIFHC study, and PC will work collaboratively with Mosaic or the Cities' chosen vendor to incorporate all necessary information into both reports and avoid duplicated efforts. The project team will analyze rent and mortgage payment costs and estimate affordability levels throughout the region of analysis.

The affordability analysis will be multi-faceted accounting for various income levels and groups including the each of the following groups according to Area Median Income (AMI):

- Marginally housed/homeless population
- Very low income (<30% of AMI)
- Low income (40 to 60% of AMI)
- Workforce housing (60% to 80% of AMI)

In addition, recognizing that housing is a complex and interconnected topic, the consulting team will also study additional market segments such as seniors, first-time home buyers, young professionals, and high-income groups. To corroborate data on affordability and access, we will also collect data on foreclosure rates, homelessness data, and amount of available subsidized housing according to Section 8, LIHTC and other similar programs. After segmenting the population into these groups, we will determine whether low income and workforce housing populations are adequately served by existing housing supply.

Planned Developments

The project team will collaborate with the steering committee, economic and community developers, local realtors, and developers to identify in-progress and potential housing developments. This analysis will include all stages of the development life cycle including developments in-progress, for sale and entitled sites, and early-stage development discussions. We will inventory planned residential development and land available for future residential development within the region of analysis, including infill and redevelopment opportunities. This inventory will provide an up-to-date overview of future short-term additions to the supply of regional housing, as well as opportunities for more significant expansions.

Task 4: Community Tour & Housing Survey Facilitation

Though quantitative data are a highly important aspect of this study, it is also important to collect qualitative information from residents and regional leaders. PC will collaborate with Mosaic for this all elements of community engagement to ensure coherent application to both the Housing Needs Assessment and AIFHC. While our firm will perform a community survey and regional touring, Mosaic will handle in-depth interviews with local leaders and people of interest, as well as community Townhall presentations to inform the public of the proceedings. PC would also be responsible for facilitating an introductory letter to be given to interviewees explaining our involvement with the



Cities and the nature of the project. For all aspects of stakeholder engagement, community input will be non-attributable to any specific individuals.

Housing Survey

The project team is skilled in survey development, having facilitated 50+ community surveys on a variety of topics. As such, our team will recommend a set of topics to include in the survey instrument, which will include both closed-ended questions and open-ended questions. Surveys should not include exclusively open-ended questions both because such data are difficult to quantify and because they can be daunting to more casual survey takers. Closed-ended survey questions will include an array of question types including: single choice, multi-choice, Likert style, and ranked choice, to name a few.

The housing survey would be targeted to residents of Moline, Rock Island, and Davenport. The survey would be designed to gauge input of current housing needs, barriers to obtain affordable housing, demographic information, favor in types of homes, and other such inputs. The survey would be electronic and hosted/facilitated by the project team using a professional survey management tool, accessible in both desktop and mobile formats. To attain optimal participation, the electronic survey would contain only a handful of questions, requiring fewer than ten minutes to complete.

Our team has learned that the following tactics also help to ensure a strong response rate. These principals would be applied within our survey effort:

- **Attractive design** - The survey would be supported by an easy-to-use interface with graphic design, local imagery, and infographics incorporated as applicable — both in survey tool itself and supporting materials (such as flyers and banners).
- **Multi-modal marketing** - Sponsoring the survey via multiple platforms is essential to reach the desired number of respondents. This is why we will pay for advertising with a wide array of local media outlets (such as local publications, posters, and flyers).
- **City advocacy** - Including information and links to the survey can go a long way in eliciting responses when each of the Cities is sending physical mail or emails to a large body of residents, particularly among older audiences or those less familiar with social media. When these tactics have been used previously, such as including survey info in utilities bills, they can significantly enhance community response rates.
- **Survey Completion Incentive** - Provided it is not prohibited by any administrative rules of the Cities, our team could arrange for an incentive to residents who complete the survey. The incentive will come out of the project budget without additional cost to The Cities. Winners will be randomly selected by the consulting team from the database of survey completers. Those selected as winners will also need to be verifiable residents of the region of analysis. Our team has found the “sweet spot” for incentives are awards of roughly \$100. In collaboration with the Cities, we would determine which local retail and/or food service establishments the project team should partner with on these awards.

Using these multimedia marketing tactics and relationships with steering committee members, our team is confident that a robust sample of at least a few hundred residents can be surveyed through these means.

Community Tours

In addition, PC recognizes that the success of the project requires an in-depth understanding of the region’s communities, culture, economy, and demographics. Hence, the project team will spend some additional time

touring Moline, Rock Island, and Davenport. Any neighborhoods or properties emphasized by the steering committee will be particularly focused on. This will be instrumental in the team's efforts to identify areas that are best suited for affordable housing units (via new development, infill, or redevelopment) and those that could best utilize missing middle housing options.

Deliverable: Community Engagement Report

Task 5: Gaps & Barriers Analysis

Filling gaps in housing supply can come with plenty of barriers to overcome, and it is essential the Cities capitalize on available opportunities to meet needs as they arise. To identify these opportunities and facilitate ease of development for necessary housing units, the project team will calculate the amount of land available to each of the Cities. This goes hand in hand with identifying redevelopable/reusable and infill opportunities to convert currently underused buildings and property into housing. Multiple things would need to be considered to complete this task:

- Alignment with the each of the Cities' comprehensive plans and goals
- Feasibility of purchasing a home according to current income, home values, and credit requirements for the region, by income level
- Capacity constraints due to resource availability and accessibility
- Feasibility of renting a home, while not sinking to a cost-burdened status by income level
- Costs for new housing development and infill (by housing type and square footage)
- Current regulations and code restrictions as they relate to development

Our team will assess risks unique to the area, building on data collected in Tasks 2-3. Engagement with local experts and entities involved in these subjects will be highly influential at this time. Armed with research on these topics, PC will be able to anticipate potential barriers and lay the groundwork for brainstorming solutions, recommendations, and strategies.

Task 6: Key Strategies & Recommendations

The prior research will lead to our Comprehensive Draft report, which will summarize all statistics, narrative, and community feedback. Using our understanding of Illinois and Iowa land-use policies, local conditions, and best practices from other similar communities, our team will form our understanding of the community's largest needs, gaps, and opportunities for improving the quantity, quality, and variety of housing stock. The analysis will account for both supply and demand forces, unique local conditions and constraints, and the perspectives of all sides of the equation including city leadership, builders/developers, and the general public.

Using information from Tasks 2 through 5, the project team will provide a summary of recommended strategies for increasing housing affordability and choices, including:

- Options for zoning/land-use and other regulations that could spur on more residential development
- Suggestions for achieving greater density of dwelling units without upsetting neighboring property owners
- Suggestions for appropriate policies for regulating Accessory Dwelling Units (ADUs)
- Potential policies for managing Short-Term Rentals (STRs)
- Options for fee waivers, bonuses, and other incentives that could encourage more housing development
- Recommendations on regulations and controls that the Cities could utilize to ensure appropriate mix of low- and middle-income housing development

- Recommendations on how and where to market the Cities to attract the right type of developers to meet the needs identified during this study

Deliverable: Draft Housing Needs Assessment

Task 7: Comprehensive Report & Presentation

Our team will present a Comprehensive Draft report roughly six weeks prior to project finalization, which will serve as the Cities' opportunity to request adjustments and additional considerations to the document. Once these considerations are addressed, the team will move to finalizing the report in a format suitable for public distribution which will include a presentation to the Cities. PC and Mosaic will collaborate throughout the project to enable presentation of both the Housing Needs Assessment and AIFHC reports at the same time unless otherwise indicated by the Cities' steering committee.

We anticipate presenting the reports and conclusions to City Councils and other formal bodies within each of the three Cities. Wherever possible our team will seek to do these presentations in-person, but will conduct some sessions remotely.

Deliverables:

- ***Feedback Integration & Presentation***
- ***Final Housing Needs Assessment***

Timeline

PC estimates this project to be completed by September 30, 2024. There are no major constraints and critical issues that would affect our team’s performance on this project. The only variable outside of our control is ensuring that the Cities are able to execute the contract, and that steering committee members generally participate in the project to ensure smooth execution. In terms of meeting dates, our team generally holds standing bi-weekly catchup calls with each client to keep them apprised of project progress. Other critical on-site or public meeting dates are estimated within the following Gannt chart and can be adjusted to fit requirements of the project.



The following schedule outlines key deliverables and expected dates of delivery. PC will be on-site on three to four occasions over the course of the project, at times to be determined in the course of the project. To ensure optimal use of travel resources, each visit will be multiple days.

- **Deliverable:** Overall Project Timeline and Basic Assumptions
 - **Estimated Completion Date:** March 21, 2024
 - **Deliverable:** Community Engagement Report
 - **Estimated Completion Date:** June 25, 2024
 - **Deliverable:** Draft Housing Needs Assessment
 - **Estimated Completion Date:** July 31, 2024
 - **Deliverable:** Feedback Integration & Presentation
 - **Estimated Completion Date:** August 30, 2024
 - **Deliverable:** Final Housing Needs Assessment & Presentation
- Estimated Completion Date:** September 30, 2024

3. Cost Analysis and Budget for Primary Services

The following budget outlines the fixed-cost for completing the analysis. PC considers this project to be a fixed-price engagement. In other words, cost to the Cities will not vary based on PC's cost of labor or material resources to complete the analysis. PC intends to invoice near the end of each month for the percentage of work completed on each task during that month.

PC would share certain costs with Mosaic in the background, but this would not require an additional contract to be signed between Mosaic and the Cities. These costs are not broken out because it is not clear that the firms will be jointly selected. However, if selected, PC can provide a fixed-cost estimate of the costs to be shared with our subcontractor.

Table 1: Total Fixed Cost, (Assuming Mosaic Partnership)

Task	Cost
1: Project Launch & Administration	\$7,250
2: Document & Ecosystem Review	\$6,890
3: Housing & Demographic Research	\$15,790
4: Community Tour & Housing Survey Facilitation	\$10,560
5: Gaps & Barriers Analysis	\$15,470
6: Key Strategies & Recommendations	\$8,440
7: Comprehensive Report & Presentation	\$4,800
Travel Expenses	\$5,790
Grand Total	\$74,990

**INTERGOVERNMENTAL AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN AND AMONGST THE CITIES OF MOLINE, ILLINOIS, ROCK ISLAND, ILLINOIS
AND DAVENPORT IOWA AND MOSAIC COMMUNITY PLANNING FOR A REGIONAL
ANALYSIS OF FAIR HOUSING CHOICE IMPEDIMENTS**

THIS AGREEMENT is made and entered into this ____ day of March 2024, by and between the City of Moline, an Illinois home rule municipal corporation (“Moline”), the City of Rock Island, Illinois, an Illinois home rule municipal corporation (“Rock Island”), and the City of Davenport, Iowa, an Iowa municipal corporation (“Davenport”) and Mosaic Community Planning, LLC a limited liability company headquartered in Atlanta, Georgia (“Mosaic”). Hereinafter, Moline, Rock Island and Davenport may be cumulatively referred to as the “Cities” and the Cities and Mosaic may be cumulatively referred to as the “Parties.”

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties do hereby covenant and agree as follows:

ARTICLE I

RECITALS

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, Intergovernmental cooperation is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* (2012) (“the Act”); and

WHEREAS, Moline and Rock Island are “public agencies” (collectively referred to as the “Parties”) within the meaning of the Act; and

WHEREAS, Davenport is authorized to contract with Moline and Rock Island in accordance with the constitution and laws of the State of Iowa; and

WHEREAS, the Cities wish to collaborate with one another to contract for professional services in connection with the production of a regional Analysis of Impediments to Fair Housing Choice (the “Project”); and

WHEREAS, in order to proceed with the Project the Cities desire to formalize their relationship to each other in order to establish a means of financing, paying, managing, and completing the Project; and

WHEREAS, the Cities recently successfully partnered on a substantially similar project and the Cities are now desirous of collaborating again in accordance with the terms of this Agreement; and

WHEREAS, the Cities have received various bids for the Project and have found that splitting a larger project into smaller component parts will enable the Cities to achieve economies of scale and leverage private-sector partnership opportunities and further believe that Mosaic is qualified to efficiently and successfully complete the Project at-hand; and

WHEREAS, the Parties have negotiated the terms of this Agreement and the Cities have determined that this Agreement is designed and intended to enhance the public health, safety, and welfare, and to provide efficiencies to the Cities and their respective residents; and

WHEREAS, Mosaic is desirous of performing the professional services associated with the Project.

ARTICLE II

AGREEMENT BY AND AMONGST THE CITIES

LEAD ENTITY

Moline will serve as the lead entity of the collaboration and be the signatory to the professional services contract with Mosaic. All Parties will be responsible for lawfully authorizing entry into this Agreement, but Moline shall additionally undertake any measures that may be required to authorize entry into a no-bid contract with Mosaic to provide professional services associated with the Project.

ROLES/RESPONSIBILITIES OF CITIES

Moline will serve as the lead entity and as such will, be the counterparty to this or any other agreement with Mosaic for the scope of services detailed in the bid documents and associated instructions cumulatively affixed hereto as **Exhibit A** and incorporated by this reference as though fully set forth herein (“Bid Package”). Each individual City shall be responsible for providing information, data, assisting with public input meetings, and generally cooperate as may be reasonable necessary for Mosaic to complete its services or as may be reasonably required by Mosaic.

FINANCIAL CONTRIBUTION

Each of the Cities shall share equally in and cost of the Project and shall promptly, and in any event no longer than fifteen (15) calendar days of receiving written notice of payment by Moline, reimburse in full any payment made to Mosaic by Moline representing the reimbursing party’s agreed-upon one-third share of the Project Cost.

SPECIAL CONDITIONS

In consideration of the mutual covenants and promises herein contained, the Program Participants hereby agree as follows:

1. The recitals hereto are incorporated herein by this reference thereto as if fully set out herein.
2. The City of Moline will pay Mosaic in full for services rendered by Mosaic to the Cities within the authorized scope of work and will be reimbursed by Rock Island and Davenport for payments remitted to Mosaic on consulting cost for which the City of Moline will be reimbursed from the Program Participants. The cost of the Project is \$70,821.00 to be split in equal thirds by an amongst the Cities.
3. Each section of this Agreement and each sentence, clause or phrase contained in such section shall be considered severable and, if for any reason, any section or sentence, clause or phrase contained in such section is determined to be invalid or contrary to any existing or future laws, such invalidity shall not impair the operation of or affect that portion of this Agreement which is valid.
4. This instrument contains the sole agreement of the Cities hereto and all prior negotiations or correspondence shall be deemed merged into this

Agreement; and the terms of this Agreement shall govern the rights of the Cities exclusively.

5. This Agreement shall be governed by the laws of the State of Illinois, and the sole and exclusive venue for any disputes arising out of this Agreement shall be any state court located within Rock Island County, Illinois, or federal court located within the appropriate venue. A waiver of any part of this Agreement shall be limited to that specific event and shall not be a waiver of the entire Agreement.
6. The roles/responsibilities of the collaborating program participants will be identified as part of the agreement with the consultant.
7. Program participants will be responsible for ensuring that their jurisdiction's analysis, priorities, and goals are sufficient and suitable for inclusion in the Project. The scope of the responsibilities to be carried out by the participants, individually and jointly, will ultimately be established during negotiations regarding the specific scope of work with the selected consultant.

ARTICLE III

MOLINE – MOSAIC PROFESSIONAL SERVICES AGREEMENT

A. TERMS FOR COMPLETION OF WORK PLAN

Mosaic shall develop a Project for the Cities of Moline, Illinois; and Rock Island, Illinois and Davenport, Iowa, in accordance with the scope of work set forth in the proposal dated **December 19, 2023** submitted by Mosaic to Moline, which is attached and incorporated herein by reference as **Exhibit B** ("Proposal") and as further specified by the Bid Package. The terms of the Proposal and Bid Package shall remain the same, except for the amount of compensation owed and the timeline set forth in this Agreement.

B. COMPENSATION

Mosaic shall provide the services outlined in the above-referenced proposal for a fee of **\$70,821.00**. This fee includes all expenses incurred by Mosaic, including personnel, travel,

printing, and other costs. Payments will be made monthly to Mosaic, who will provide invoices with itemized work to date for the requested compensation.

C. TIME SCHEDULE

Work on this engagement will begin upon Mosaic's receipt of an executed contract by all Parties hereto. Mosaic will complete the full work plan outlined in the above-referenced Proposal by or before **October 31, 2024**. Interim project milestones and deliverables are outlined in the project timeline contained in Mosaic's proposal and incorporated herein by reference.

D. OWNERSHIP OF FINAL DOCUMENTS

Following delivery of the final assessment by Mosaic, the document will become property of Moline. Accordingly, Moline as owner of the document will have the right to duplicate the master copy and shall share it with the Cities upon request.

E. TERMINATION FOR CAUSE

In the event of default or violation of the terms contained herein, this Agreement may be terminated for cause by either party. The terminating party shall provide written notice to the defaulting party specifying the conditions of its default or violation hereunder and, after the defaulting party fails to cure such default within fifteen (15) days after receipt of such written notice, the termination shall be effective. Such termination shall be without prejudice to any of Moline's or Mosaic's rights or remedies by law or in equity.

F. TERMINATION BY MUTUAL CONSENT

This Agreement may be terminated in whole or in part, prior to completion of the scope when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with further expenditure of funds. The parties must agree on the termination conditions, including effective date and the portion to be terminated. Mosaic will be paid for those services actually performed through the effective date of termination, but will not incur new obligations as possible. Partially completed performance of the agreement will be compensated upon a signed statement of completion submitted by Mosaic which will itemize each element of the performance and associated costs.

G. ASSIGNMENT

Mosaic shall not assign, in whole or part, its rights or obligations pursuant to this Agreement, or any monies due to become due hereunder, without prior written consent of Moline.

ARTICLE IV

MISCELLANEOUS

A. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this agreement.

B. WAIVER

A failure to act by any Party to this Agreement with respect to a breach by another Party does not waive the right to act with respect to subsequent or similar breaches. The failure of the Party to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

C. RESOLUTION OF DISPUTES

Any action concerning a breach of this Agreement shall be resolved pursuant to the laws of the State of Illinois with venue in Rock Island, Illinois.

D. STANDARD OF CARE

Deliverables prepared by Mosaic shall conform to accepted standards of professional practice. Mosaic shall abide by all federal laws, regulations, and guidelines applicable to the work.

E. SEVERABILITY

Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provisions shall be null and void; provided, however, that the

remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.

F. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This agreement may not be modified or amended except by written agreement signed by both parties.

By executing this Agreement, the Parties acknowledge that they have fully read the agreement and that they fully understand and agree to all terms and conditions expressed herein. The undersigned hereto represent that they have authority to represent and bind the respective parties which they purport to represent to the conditions set forth with this agreement.

CITY OF MOLINE

**MOSAIC COMMUNITY
PLANNING, LLC**

By: Sangeetha Rayapati
Its: Mayor

By: Jeremy D. Gray
Its: Mosaic Principal

Date

Date

CITY OF ROCK ISLAND

CITY OF DAVENPORT

By: Mike Thoms
Its: Mayor

By: Mike Matson
Its: Mayor

Date

Date

EXHIBIT A

BID PACKAGE

EXHIBIT B

Mosaic PROPOSAL



POINTS
CONSULTING

PROPOSAL TO PREPARE A REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Submitted to the City of Moline

December 19, 2023

Submitted by:

**Mosaic Community Planning and
Points Consulting**

Mosaic Community Planning
P.O. Box 170349
Atlanta, GA 31117
Phone: 470.435.6020
Fax: 404.698.1484
www.mosaiccommunityplanning.com



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December 19, 2023

K.J. Whitley
Community Development Manager
City of Moline
619 16th Street
Moline, IL 61265



Dear K.J.:

On behalf of Mosaic Community Planning, LLC, I am pleased to offer this proposal to prepare a Regional Analysis of Impediments to Fair Housing Choice for the Cities of Moline, Rock Island, and Davenport, and Collaborating Housing Authorities. We enjoyed working with City staff and community partners in 2018-2019 to develop the current Analysis of Impediments to Fair Housing Choice (AIFHC) and would be honored by the opportunity to work with the Collaborating Parties again. Because of our past experience, we would approach the project already familiar with the Consortium's structure, engagement expectations, and community stakeholders. A new planning cycle is an opportunity for fresh perspective and we would look forward to leading a process open to new ideas, while taking advantage of efficiencies afforded by our past work with the Collaborating Parties.

Mosaic has over 50 years of combined experience assisting HUD grantees with their planning needs, specifically including planning and analysis related to fair and affordable housing, access to opportunity, and innovative community engagement. As federal fair housing regulations continue to evolve, Mosaic's staff remain on the forefront of fair housing planning, ensuring our plans guide meaningful change in client communities while satisfying all HUD requirements.

To meet the Collaborating Parties' desire for a streamlined approach to developing the AIFHC and a separate Housing Needs Assessment (HNA), Mosaic is partnering with Points Consulting to complete both studies. Mosaic Community Planning would serve as the prime contractor for the AIFHC and Points Consulting would lead the HNA. This approach would allow for seamless coordination between the plans while providing cost- and time-savings for the Collaborating Parties.

As a Mosaic principal of the firm, I am authorized to offer this proposal on behalf and all future correspondence concerning this procurement may be directed to me. Please feel free to contact me by phone at 404-831-1395 or email to jeremy@mosaiccommunityplanning.com.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read 'J. Gray', is written over a light blue horizontal line.

Jeremy D. Gray, AICP
Mosaic Principal

2. EXPERIENCE AND QUALIFICATIONS

Mosaic Community Planning, LLC

CONTACT INFORMATION

P.O. Box 170349
Atlanta, GA 31117
Phone: 470-435-6020
Fax: 404-698-1484

POINT OF CONTACT

Jeremy Gray, Principal
jeremy@mosaiccommunityplanning.com

FIRM SIZE

6 Full-time employees
2 Part-time consultants

YEAR FOUNDED

2015

FEDERAL TAX ID NUMBER

47-5615120

UEI NUMBER

LZDNPGJ425J5

E-VERIFY COMPANY ID

929414

CORE SERVICES

Fair Housing Analyses
Consolidated Plans
Housing Action Plans
Housing Needs Assessments
Neighborhood Revitalization Plans
Community Engagement

ABOUT MOSAIC COMMUNITY PLANNING

Mosaic Community Planning, LLC is owned and managed by its principals, Melissa Mailloux and Jeremy Gray. Together our team has over 70 years of combined experience producing Assessments of Fair Housing, Analyses of Impediments to Fair Housing Choice, Consolidated Plans, Annual Action Plans, housing action plans, market analyses, and similar housing and community development plans. In the last five years alone, Mosaic has completed more than 80 plans and analyses for over 50 client jurisdictions across the United States.

At Mosaic, we bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective. The effort can be challenging but is an essential cornerstone for successful and equitable community improvement.

Mosaic was founded in 2015, but our experience doesn't begin there. For nearly 20 years, our principals have been helping communities across the U.S. become better, more equitable places to live. Our team members' varied backgrounds in planning and community development give us a comprehensive understanding of the places we work and allow our firm to take a multidimensional approach to planning.

We love digging into a community, speaking with its residents, and hearing their stories. These individual stories come together to form a shared narrative, a mosaic of which each resident holds a unique piece. Yet, in the course of our work, we have often seen important decisions made while some of the people whose input was most needed were not present. Their pieces were missing from the picture, often because the participation process was not designed to actively seek out, invite, and engage the diversity of viewpoints within the community.

Mosaic is here to help communities plan differently.

First and foremost, our plans are about people – the people who inform the planning process and those whose lives will be impacted by it. After all, it is the people in a community who hold the pieces of its story. Out of that story, we design strategies and build plans to shape communities.

When issues of equity are important, and where diverse perspectives are valued, communities across the United States have come to count on Mosaic to bring its unique approach to the intersections of their people and places.

ABOUT POINTS CONSULTING

People's ability to live and thrive within a community requires a sufficient amount of attainably priced housing; as such, assessing local housing markets is one of Points Consulting's core services. At Points Consulting we believe in the power of peoples' interests, passions, and behaviors to shape the world around us. Now more than ever, people are the primary factor in the success of businesses, organizations, and communities. For that reason, our work is focused not only on how people impact communities and organizations, but how to align their potential to create more successful outcomes.

Based out of Moscow Idaho, PC partners with a variety of industries including state and local government agencies; higher education not-for-profits; real estate developers; and private companies to understand and unleash the power of the workforce in our midst. Built on our experience advising hundreds of high performing organizations, Points Consulting strives to answer complex economic questions and recommend workable solutions.

Firm Size.

Points Consulting includes seven (7) full-time employees.

NOTEWORTHY QUALIFICATIONS AND COMPETITIVE ADVANTAGES

Our team is uniquely qualified to develop the Collaborating Parties' AIFHC in the following ways:

- **HUD Grant Management Experience:** Mosaic principal Jeremy Gray served as Deputy Director of Community Development for a large urban county in metro Atlanta for 5 years, managing an annual budget exceeding \$10 million in grant funds. He understands the importance of developing plans that are responsive to local input and realistic in the goals they contain.
- **Community Analysis & Mapping Skills:** Mosaic staff are skilled in GIS and use mapping and other data visualization tools to present demographic data, housing trends, and other topics to broad audiences, including the public, government staff, and elected officials.
- **Reader-Friendly Data Presentation:** Mosaic's in-house graphic designer uses data visualization tools such as Tableau and other methods to present data in approachable formats and visually-engaging executive summaries.
- **Spanish Language Capability:** Associate Planner Heaven Silva is a native Spanish-speaker and can engage fluently with Spanish-speaking residents.
- **Innovative Toolbox for Community Outreach:** Mosaic's unique IMPACT Model for Stakeholder Engagement reflects our thoughtful, intentional approach to public engagement and provides a framework supporting a variety of outreach techniques, from focused on-site efforts to gather input from specific and often hard-to-reach groups to various remote outreach techniques. Mosaic's expertise with a wide variety of engagement tactics and techniques will ensure flexibility in designing an effective public engagement strategy.
- **Knowledge of Fair Housing Laws and Regulations:** As federal regulations around affirmatively furthering fair housing continue to evolve, Mosaic's staff stand ready to help our clients navigate new regulations and maintain HUD compliance while promoting equity in housing and access to resources for their residents.
- **Certified Planners:** Mosaic's principals and senior planner are AICP-certified planners, demonstrating a commitment to the professional practice of planning and also to a code of ethical conduct.
- **Understanding of Community Equity Concerns:** Our team is able to see the bigger picture, understanding how public policy fits into larger discussions of equity and equitable development.

EXPERIENCE DEVELOPING FAIR HOUSING STUDIES AND OTHER HUD PLANS

Mosaic's principals and planners have completed numerous fair housing analyses (including Analyses of Impediments to Fair Housing Choice, Assessments of Fair Housing, and Fair Housing and Equity Assessments), Consolidated Plans, Annual Action Plans and several other HUD-related planning documents for client jurisdictions across the United States. Our staff's experience also includes housing action plans, housing and commercial market analyses, neighborhood plans, and disparate impact analyses related to the development of rental housing. Our clients have included single municipalities and counties and multi-jurisdictional bodies spanning multiple counties and states. We developed plans for rural communities as small as 2,000 residents to jurisdictions such as the City of Los Angeles, CA (3.8 million residents).

A list of recent clients for whom Mosaic Community Planning staff have prepared fair housing studies and other work similar to that requested by the Collaborating Parties is provided here.

PROJECT TYPE	CLIENT LIST
Analyses of Impediments to Fair Housing Choice	• City of Gastonia, NC (anticipated completion 2024 and 2019) • Clayton County, GA (2023) • City of Lewiston, ID (2023 and 2018) • Orange County, FL (2023) • Wyandotte County and Kansas City, KS (2022) • Bexar County, TX (2021) • City of Columbus, GA (2021) • City of Twin Falls, ID (2021) • City of Albany, GA (2021 and 2016) • Mobile County, AL (2020) • City of Dothan, AL (2020, 2016, and 2010) • San Bernardino County, CA (2020) • City of Chino Hills, CA (2020) • City of Fresno, CA (2020) • DeKalb County, GA (2019) • City of La Crosse, WI with La Crosse County and Monroe County (2019) • City of Hoboken, NJ (2019) • City of Hot Springs, AR (2019) • City of Columbus and Franklin County, OH (2019) • City and County of Spartanburg, SC (2019)
Assessments of Fair Housing	• Cherokee County, GA (anticipated completion 2024 and 2018) • City of Los Angeles, CA (anticipated completion 2023) • City of Greenville, NC (2023) • Jacksonville (FL) Housing Authority (2022) • City of Rome, GA (2018) • City of Anniston, AL (2017) • City of Savannah, GA (2017) • City of Winston-Salem and Forsyth County, NC and the Housing Authority of Winston-Salem, NC (2017)

PROJECT TYPE	CLIENT LIST
Regional AIs/Fair Housing and Equity Assessments	• St. Louis HOME Consortium: St. Louis, St. Charles, and Jefferson Counties (2021) • City of Atlanta, and Fulton and DeKalb counties (2020) • Quad Cities Region: Davenport, IA; Moline and Rock Island, IL (2019) • Twin Cities, MN Region (2017)
Consolidated Plans and Annual Action Plans	• City of Gastonia, NC (anticipated completion 2024 and 2019) • Clayton County, GA (2023) • City of Lewiston, ID (2023 and 2018) • Orange County, FL (2023) • Wyandotte County and Kansas City, KS (2022) • Bexar County, TX (2021) • City of Columbus, GA (2021) • City of Twin Falls, ID (2021) • City of Albany, GA (2021 and 2016) • Mobile County, AL (2020) • City of Dothan, AL (2020, 2016, and 2010) • San Bernardino County, CA (2020) • City of Chino Hills, CA (2020) • City of Fresno, CA (2020) • DeKalb County, GA (2019) • City of La Crosse, WI with La Crosse County and Monroe County (2019) • City of Hoboken, NJ (2019) • City of Hot Springs, AR (2019) • City of Columbus and Franklin County, OH (2019) • City and County of Spartanburg, SC (2019)
Housing Action Plans, Market Analyses, or Needs Assessments	• City of East Point, GA (anticipated completion 2024) • City of Bainbridge, GA (2022) • City of Westerville, OH (2022) • City of Camas, WA (2021) • City of Tigard, OR (2021) • Central Oregon Region (2019) • City of Lenexa, KS (2016)
Community Planning for Low Income Housing Tax Credit (LIHTC) Development	• OneStreet Residential (2020, 2021, and 2023) • Pennrose (2018 and 2022) • Walton Communities (2017 and 2022) • Prestwick Companies (2020 and 2021) • MVAH Partners (2017 and 2020) • The Woda Group, Inc. (2019) • Tapestry Development Group (2018) • MACO Development (2017) • DeKalb County, GA Housing Authority & Housing Development Corporation (2017) • Marietta, GA Housing Authority (2017)

PROJECT TEAM EXPERIENCE

Mosaic principal Jeremy Gray will lead a seven-person team to complete the Regional AIFHC, including **five (5) full-time employees of Mosaic and two (2) full-time employees of Points**. As a former deputy community development director for a large urban county, Jeremy has direct experience with the fair housing requirements that accompany the administration of HUD formula grant funds.

Project manager Jessica Fisch (Mosaic) will provide oversight, administration, and day-to-day direction of the required work. Jessica has managed a variety of community development and housing studies, all successfully delivered on-time to meet client and HUD deadlines.

Mosaic team members have provided clients a variety of fair housing planning services and all staff participate in HUD webinars and other training regarding evolving fair housing regulations. Mosaic closely monitors federal rule changes and their potential impact on the content and timing of our clients fair housing plans. In addition to experience with HUD formula grant programs, Mosaic's team has deep knowledge of community planning principles, including inclusive approaches to public engagement. Our senior staff are all AICP-certified, and all of our planners and principals hold graduate degrees in planning and public administration fields.

From Points Consulting, Brian Points and Pedro Jimenez will provide AIFHC components related to demographic analysis, housing market analysis, and assessment of housing need and affordability. Points team members will also lead development and marketing of a community survey, as well as assessments of regulatory and other barriers to affordable housing development. Their work will ensure that the AIFHC and its goals and strategies align with the Housing Needs Assessment being led concurrently by Points Consulting.





JEREMY D. GRAY, AICP

Principal / Project Lead

(404) 831-1395

jeremy@mosaiccommunityplanning.com



EDUCATION

Master of Public Administration
Georgia College & State University
Milledgeville, Georgia, 2008

Bachelor of Arts in Environmental
Policy
Oglethorpe University
Atlanta, Georgia, 2003

CERTIFICATIONS

American Institute of Certified
Planners (AICP)

Charrette System Certification,
National Charrette Institute

PRESENTATIONS

Panelist: Equity and Social
Justice Roundtable, Savannah
State University Urban Planning
Conference

SELECTED PROJECT MANAGEMENT EXPERIENCE

San Bernardino County, CA,
Consolidated Plan, Annual Action
Plan, Analysis of Impediments

Commerce City, CO, Consolidated
Plan and Annual Action Plan

Orange County, FL, Consolidated
Plan, Annual Action Plan, Analysis of
Impediments

City of Atlanta, GA, Consolidated
Plan, Annual Action Plan, Regional
Analysis of Impediments

City of Fresno, CA, Consolidated
Plan, Annual Action Plan, Analysis of
Impediments

Jeremy's background includes leadership in urban neighborhood revitalization efforts, management of regional and multi-state issue-based planning documents, and development of comprehensive plans. Other experience includes mayoral appointments to homelessness and housing policy-making bodies, a position as deputy director of the community development grant programs for a large urban county, and executive management of community research and planning engagements for a nationwide client base.

Principal, Mosaic Community Planning, Atlanta, GA, 2015-Present

- Lead project teams for community development consulting engagements, including fair housing studies, affordable housing need studies, comprehensive plans, and other community development studies.

VP – Consulting & Research, WFN Consulting, Marietta, GA, 2013-2015

- Managed project teams for community development consulting engagements, including community development and affordable housing plans, market studies, fair housing and equity analyses, and program evaluations.

Deputy Director, WFN Consulting, 2009-2013

- Assisted with development and implementation of strategic vision and work program for an office of 11 staff, managing an annual budget exceeding \$10 million in CDBG, HOME, ESG, NSP, CSBG, JAG, and EFSP funds.

Director of Community Development, Centenary Church, Macon, GA, 2005-2008

- Planned and implemented a mixed-income neighborhood revitalization project using HOME, CDBG, and HOPE VI funds through regular collaboration with the City of Macon and other public, private, and non-profit community partners.

Community Organizer, Charis Community Housing, Atlanta, GA, 2002-2003

- Organized dissemination of information on homestead exemptions to senior citizens, protecting them from the negative effects of gentrification.

Community Leadership Roles

- Chairman, Emergency Food and Shelter Program Local Board, Cobb County, GA, 2012-2013
- Commissioner, College Hill Corridor Commission, Macon, GA, 2007-2008
- Advisory Team, Mayor's Housing First Task Force, Macon, GA, 2006



MELISSA MAILLOUX, AICP

Principal

(770) 366-7893

melissa@mosaiccommunityplanning.com



EDUCATION

Master of City & Regional Planning
Georgia Institute of Technology,
Atlanta, Georgia, 2006

Bachelor of Science in Mathematics
Berry College, Rome, Georgia, 2003

AFFILIATIONS

American Planning Association
Georgia Planning Association

PRESENTATIONS

Savannah's Assessment of Fair Housing: A Case Study in a New National Framework for Equity Planning, Savannah State University Urban Planning Conference

Speculation on Middle Housing in Oregon and Washington, Panelist, Oregon/Washington 2020 Virtual Joint Planning Conference

SAMPLE PROJECT EXPERIENCE

Bexar County, TX Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing Choice

City of Los Angeles, CA, Assessment of Fair Housing

City of Twin Falls, ID, Consolidated Plan, Annual Action Plan, and Analysis of Impediments

City of Gastonia, NC, Consolidated Plan, Annual Action Plan, and Analysis of Impediments

City of Fresno, CA, Consolidated Plan, Annual Action Plan, Analysis of Impediments

Melissa has extensive experience in housing and community development research and analysis. She has prepared community development plans, economic revitalization strategies, housing studies, and market analyses for over 50 neighborhoods, municipalities, counties, and targeted sites for public and private sector clients throughout the country. Specific assignments have included commercial and residential market analyses, business development strategies, Analyses of Impediments to Fair Housing Choice, Housing Needs Assessments, Consolidated Plans, and contributions to master plans, comprehensive development plans, and corridor studies. Her background also includes stakeholder outreach, such as community workshops, focus groups and surveys.

Principal, Mosaic Community Planning, Atlanta, GA, 2015-Present

- Lead and serve on project teams for community development consulting engagements, including fair housing studies, affordable housing need studies, comprehensive plans, and other community development studies.

Senior Research Consultant, WFN Consulting, Marietta, GA, 2014-15

- Provided consultation services to assist public sector clients identify housing, community development, economic development, and fair housing needs through comprehensive plans, analyses of impediments to fair housing, fair housing equity assessments, consolidated plans, and market analyses.
- Analyzed demographic patterns to determine levels of segregation, areas of concentrated poverty, and access to opportunity factors by race/ethnicity.
- Examined mortgage lending patterns to identify access to home loans.
- Assessed schools, transit, transportation, and other public facilities for any fair housing and community development implications.
- Mapped community assets, demographic and economic data, assisted/ subsidized housing locations, and other data.
- Facilitated community workshops, public meetings, focus groups, interviews, and other public outreach efforts.

Senior Associate, Marketek, Inc., Atlanta, Georgia, 2005-2014

- Prepared market analyses, master plans, comprehensive plans, corridor studies, and downtown revitalization strategies for over 35 public and private sector clients throughout the U.S.
- Assessed fair housing, housing needs, and disparate impacts through analyses of Census, American Community Survey, and other data.
- Conducted community outreach via public workshops, project steering committee meetings, focus groups, interviews, and surveys.
- Presented findings and recommendations to clients, policymakers, and other community stakeholders in written, graphic and oral formats.



JESSICA FISCH, PHD, AICP

Senior Planner / Project Manager

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jessica_f@mosaiccommunityplanning.com



EDUCATION

PhD in City & Regional Planning
Georgia Institute of Technology,
Atlanta, GA, 2019

Master of Urban & Regional Planning
University of New Orleans, New
Orleans, LA, 2014

Bachelor of Arts in Geography,
Bachelor of Science in Journalism
University of Florida, Gainesville, FL,
2008

CERTIFICATIONS

American Institute of Certified
Planners (AICP)

AFFILIATIONS

American Planning Association

American Association of
Geographers

PRESENTATIONS

Does Green Infrastructure Promote
Equitable Development? The
Mediating Role of Social Capital in
Assessing Impacts. Association of
Collegiate Schools of Planning.

SAMPLE PROJECT MANAGEMENT EXPERIENCE

Kansas City and Wyandotte County,
KS, Consolidated Plan, Annual Action
Plan, Analysis of Impediments

Greenville, NC, Consolidated Plan,
Annual Action Plan, Assessment of
Fair Housing

Chino Hills, CA, Consolidated Plan,
Annual Action Plan, Analysis of
Impediments

Jessica Fisch is an urban planner with a background in collaborative planning, land use and environmental planning, and community development. Her work has included community engagement processes, geospatial analysis and visualization, research design and qualitative and quantitative analysis, and program/project management and development. Prior to her work with Mosaic, Jessica worked in planning and neighborhood revitalization in New Orleans and Atlanta, and conducted research at the intersection of green infrastructure and equitable development. Jessica holds a PhD in City and Regional Planning from Georgia Tech, a Master's in Urban and Regional Planning from the University of New Orleans, and bachelor's degrees in geography and journalism from the University of Florida.

Senior Planner, Mosaic Community Planning, Atlanta, GA, 2019-Present

- Serve on project teams for housing and community development consulting engagements, including fair housing studies, housing action plans, housing need studies, and other housing and community development studies

Lab Instructor, Georgia Tech School of City and Regional Planning, Atlanta, Georgia, 2017-2019

- Instructed students in R software, SPSS, Excel, and Microsoft Access for use in quantitative and analytic methods, including descriptive statistics and plots, multivariate regression and diagnostics, and difference in means tests in weekly lab sessions

Urban Planning Consultant, Reuter Strategy, 2018

- For the Ball Ground, GA, Livable Centers Initiative Study, used GIS and Adobe InDesign to develop maps to display zoning, community resources, historic district, proposed urban design transects, and recommended transportation improvements

Urban Planning Consultant, Thadani Architects + Urbanists, 2016

- Planned and implemented community workshop events for the development of Westside Atlanta neighborhoods' Land Use Action Plan
- Used ArcGIS to analyze neighborhood-level data for use in community workshops

Research Intern, Research and Analytics Department, Atlanta Regional Commission, 2015

- Used Tableau program to visualize data about housing, employment, education, and health trends in the Atlanta Metro
- Created presentations and infographics displaying economic, health, and education data for web communication



MADISON HUGHES

Associate Planner

470-435-6020 x113

madison@mosaiccommunityplanning.com



EDUCATION

Master of Regional and City Planning
University of Oklahoma
Norman, OK, 2021

Bachelor of Fine Arts in Studio Art -
Graphic Design Emphasis
Oklahoma Christian University
Edmond, OK, 2017

SKILLS & EXPERIENCE

Advanced professional experience
in Adobe Creative Cloud, including
InDesign, Illustrator, and Photoshop

ArcGIS experience consisting of
spatial, geographic, watershed,
zoning, and roadway analysis

Digital photography & editing
expertise

Excellent written and verbal
communication abilities

Strong data analysis, interpretation,
and reporting skills

SAMPLE PROJECT EXPERIENCE

Orange County FL, Consolidated
Plan, Annual Action Plan, Analysis of
Impediments

Jacksonville Housing Authority (FL),
Assessment of Fair Housing

City of Lewiston, ID, Consolidated
Plan, Annual Action Plan, Analysis of
Impediments

Oklahoma City, OK, Vision 23
Corridor Plan

Associate Planner, Mosaic Community Planning, Atlanta, GA, June 2022-Present

- Serve on project teams for community development consulting engagements, including fair housing studies, affordable housing need studies, comprehensive plans, and other community development studies.

Research Assistant, University of Oklahoma, 2019-2020

- 1 year of research experience under Dr. Aujean Lee - Included coding, data collection, cleaning, and entry, article and citation formatting, and proofreading.

Planning Experience

- Personal professional experience working with local governments on plan development and implementation through my year-long participation in a capstone team responsible for the creation of the Vision 23 plan, a corridor plan for a section of Oklahoma City's 23rd street. This project involved research, community outreach, data analysis, mapping, graphing, branding, and stakeholder interaction, preparing me with an excellent foundation for further work bridging gaps between communities, local governments, and nonprofits.

Design Experience

- Received a bachelor's degree in Fine Art with an emphasis in Graphic Design in 2017 and have worked as a full time in-house graphic designer from November 2018-May 2022, including during my graduate degree process. This not only taught me excellent time skills, but also maintained and sharpened my proficiencies in design for print and web through the Adobe Creative Suite. Additionally, due to this professional background and its overlap with my full time graduate studies, I am adept at managing multiple projects under a tight deadline and have had 9+ years of experience working in a team feedback environment.

Personal Research Focus

- During the course of my graduate studies I developed a passion for serving underprivileged communities through platforming their insights and gifts over my own. My degree emphasis is in Community and Economic Development, and my body of work in my graduate program focused heavily on the 39th Street District of Oklahoma City, a historic LGBTQ+ district, and on food insecurity in the 73111 zipcode, an area in which I lived from 2018-2021 and which was identified as a critical food desert prior to the September 2021 completion of the Homeland grocery store on 36th and Kelley. This personal experience with infrastructure insufficiency left me determined to use my skillset to amplify the voices of residents of these historic communities.



HEAVEN LUCERO SILVA

Associate Planner

470-435-6020 x115

heaven@mosaiccommunityplanning.com



EDUCATION

Master of Science in Urban Planning and Policy
University of Illinois at Chicago
Chicago, IL 2021

Bachelor of Arts in Urban Studies with a Minor in Public Policy
University of Illinois at Chicago
Chicago, IL 2020

LANGUAGE SKILLS

Spanish (native/fluent)

AFFILIATIONS

American Planning Association

Illinois Chapter of the American Planning Association

QUALIFICATIONS SUMMARY

Emerging planner with a history of working with civic and social organizations that support communities in achieving sustainable and equitable futures.

Passionate about inclusive and equitable planning that integrates climate and environmental justice, public health, and racial justice.

SAMPLE PROJECT EXPERIENCE

City of Greenville, NC Consolidated Plan and Assessment of Fair Housing

City of Lewiston, ID Consolidated Plan and Analysis of Impediments

City of Los Angeles, CA Assessment of Fair Housing

Associate Planner, Mosaic Community Planning, Atlanta, GA, October 2022-Present

- Serve on project teams for community development consulting engagements, including fair housing studies, affordable housing need studies, comprehensive plans, and other community development studies.

Research Specialist, Nathalie P. Voorhees Center for Neighborhood and Community Improvement at the University of Illinois, Chicago, 2021 - 2022

- Project co-lead for research analyzing green infrastructure workforce development in the Chicago region to fulfill Phase I of a renewed, 5-year UIC EDA Center grant.
- Conducted stakeholder outreach with civic and social organizations, environmental/economic development agencies, and workforce development firms in the Chicago area.
- Developed a final report as a dissemination product including additional stakeholder outreach to share results.

Research Assistant (Internship), Center for Neighborhood Technology (CNT), Chicago, Summer 2021

- Provided project consultation services for the Urban Resilience team; onboarded to a multitude of projects involving green infrastructure research, community engagement and fieldwork research services.
- Composed a literature review identifying measurable benefits of green infrastructure co-located with urban agriculture.

Zoning and Development Intern, 33rd Chicago Aldermanic Ward, Ald. Rossana Rodriguez, Spring-Summer 2021

- Assisted Zoning Manager with intake and review of zoning applications, communicated with applicants, and prepared approval letters for the Chicago Zoning Board of Appeals.
- Contributed to external outreach with ward residents, business owners, community organizations, and developers.

Sustainability Aide, Office of Sustainability, Planning, and Project Management at UIC, Chicago, 2019-2020

- Assisted with completing documentation to meet prerequisites for SITES certification of the Arthington Mall Renovation Project; completed documentation for 3 LEED credits as part of the SITES v2 Rating System.

POINTS CONSULTING BIOGRAPHIES

BRIAN POINTS, ECONOMIST

Brian Points is the president of Points Consulting. Over the past 15 years Mr. Points has worked for a series of management consulting firms serving clients across the domains of public and private organizations. His quantitative skills include feasibility studies, revenue/cost forecasting, real estate pro formas, opportunity zone technical assistance, economic/fiscal impact analysis, industry/market studies, econometrics, and target industry analysis. He also excels at qualitative research such as focus group facilitation, survey design and analysis, and in-depth interviews.

In his career Mr. Points has completed 100+ projects across 30+ states, assisting noteworthy organizations such as the JPMorgan Chase Foundation, Purdue University, the Kentucky Cabinet for Economic Development, the Texas Office of the Governor, the Florida Board of Governors, the Aspen Institute, the Alliance for Excellent Education, and the Institute for Corporate Productivity, to name a few.

**Selected Related Projects**

City of Montrose Housing Needs Assessment
City of Montrose (Montrose, CO) - Ongoing

Housing Needs Assessment for North Central Idaho
Clearwater Economic Development District (Lewiston, ID)

Housing Needs Assessment for Chelan & Douglas Counties
Housing Authority of Chelan County & the City of Wenatchee (Wenatchee, WA)

Okanogan County Housing Needs Assessment
Okanogan County Housing Authority (Omak, WA)

On-Campus Student Housing Needs Assessment
Wenatchee Valley College (Wenatchee, WA)

Frankfort & Franklin County Housing Market Demand Study
Franklin County & City of Frankfort (Frankfort, KY)

Paddocks of Frankfort Economic and Fiscal Impact Analysis
Ball Development Group (Frankfort, KY)

On-Campus Student Housing Needs Assessment
Wenatchee Valley College (Wenatchee, WA)

Work Experience

President | *Points Consulting, Moscow, Idaho (2019- present)*

Director of Research | *Thomas P. Miller & Associates, Indianapolis, Indiana (2016-2019)*

Director of Consulting | *Emsi, Moscow, Idaho (2013-2016)*

Staff Economist | *Chmura Economics & Analytics, Richmond, Virginia (2012-2013)*

Education

Masters of Arts in Economics | *University of California Santa Barbara (2011)*

Bachelor of Science in History | *University of Idaho (2005)*

Professional Affiliations

Urban Land Institute, Associate Member

Northern Idaho Partnership Council (Innovia Foundation)

POINTS CONSULTING BIOGRAPHIES

PEDRO JIMENEZ, ECONOMIST

Pedro is an economist who earned his M.S. in Applied Economics from Washington State University in 2021 and is trained in economic and statistical analysis. His graduate education in economics has equipped him with a range of quantitative and qualitative skills to carry out research. Pedro joined Points Consulting in January 2022.

**Work Experience**

Economist | Points Consulting, Moscow, Idaho (January 2022- present)

Selected Related Projects

City of Montrose Housing Needs Assessment | Montrose (CO)

Nimiipuu Community Development Fund Feasibility Study | Nimiipuu Fund (ID)

North Central Idaho Housing Needs Assessment | Clearwater Economic Development Association (ID)

On-Campus Student Housing Needs Assessment | Wenatchee Valley College (Wenatchee, WA)

Housing Needs Market Study | Housing Authority of Chelan County & the City of Wenatchee (WA)

Education

M.S. Applied Economics | Washington State University (2021)

B.A. Economics | University of Puerto Rico at Mayagüez (2018)

4. PROPOSED APPROACH

PROJECT OVERVIEW

Mosaic Community Planning's Analysis of Impediments to Fair Housing Choice (AIFHC) will provide the Collaborating Parties with a detailed fair housing analysis that informs strategic, actionable fair housing goals and priorities. As outlined by HUD's *Fair Housing Planning Guide*, the AIFHC will:

- Serve as the substantive, logical basis for local fair housing planning;
- Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates about housing market conditions as well as fair housing efforts and opportunities; and
- Assist in building public support for fair housing principles both within the local entitlement jurisdiction's boundaries and beyond.

The AIFHCs Mosaic develops are all informed by HUD's current, and still evolving, fair housing regulations. While not presently required, Mosaic adheres to both the AIFHC standards as well as those pertaining to the Assessment of Fair Housing (AFH) and Equity Plan, more recent models for fair housing planning that we believe represent the direction HUD is moving in the future. Mosaic's familiarity with the AFH standards, GIS mapping technology, and HUD's AFH assessment tool allows us to create a document that fully satisfies both the AIFHC and the AFH criteria. By blending both sets of requirements into a hybrid fair housing study, we leave our clients are better prepared to meet new fair housing planning requirements that may emerge in the future.

In keeping with these HUD requirements, the AIFHC we develop for the Consortium will:

- Recommend and prioritize actions to that address limiting conditions in order to:
 - Reduce segregation;
 - Eliminate racially and ethnically concentrated areas of poverty;

- Reduce disparities in access to community assets; and
- Reduce disproportionate levels of housing need for families with children, people with disabilities, and people of different races, ethnicities, and national origins; and
- Outline goals, milestones, and metrics for implementing actions to address fair housing issues in Moline, Rock Island, and Davenport.

Mosaic's approach is grounded in collection of broad community input focused on racially, ethnically, linguistically, and socio-economically diverse communities, paired with thorough synthesis of quantitative data. This research will form a solid basis for the identification of fair housing barriers and a detailed 5-year Action Plan containing customized strategies to address them. Internal and public review periods will refine the document for approval by each of the Collaborating Parties. The study will involve four distinct phases:

PHASE

1

Project Setup
and Coordination

PHASE

2

Data Collection and Review
of Community Input

PHASE

3

Data Analysis and
Report Drafting

PHASE

4

Presentations and
Approvals



PLANS are about PEOPLE

In our planning and analysis work, we collect enormous amounts of data that informs and underlies our plans and strategies.

But we know that plans are about people, not about data. When data is presented, we take care to provide it in a format that is accessible and relevant to the public.

PHASE 1: PROJECT SETUP AND COORDINATION

Task 1.1 - Initial Meeting

The consulting team will hold an initial kickoff meeting with staff representing each of the Consortium members to review and finalize project expectations, scope of work, and data needs. We will specifically discuss the Consortium's goals for its Analysis of Impediments to Fair Housing Choice, along with preliminary planning related to public participation for the project.

Task 1.2 - Review of Previous Plans and Studies

The team will review the Consortium members' current Consolidated Plans, recent Annual Action Plans and CAPERs, Citizen Participation Plans, and the 2019 Regional Analysis of Impediments (which was developed by Mosaic), along with any other relevant community plans or studies, such as the 2020 Tri-Cities Housing Needs Assessment, comprehensive plans, small area or neighborhood plans, and any other existing data or research of local importance.

Task 1.3 - Community Engagement Strategy

Based on the standards set by the Cities' Citizen Participation Plans, and in collaboration with Points Consulting, Mosaic will develop a Community Engagement Strategy outlining the specific steps, strategies, and timelines to be employed by the consulting team in the engagement of the public. The strategy will include a public meeting schedule; proposed focus groups; a list of stakeholders to be engaged and consulted; a bank of interview, focus group, and public meeting questions; and copy for newspaper notices, flyers, press releases, and other advertisement for the project.

PHASE 2: DATA COLLECTION AND REVIEW OF COMMUNITY INPUT

Task 2.1 - Data Gathering

Mosaic staff will generate the AIFHC data tables and maps for the cities and region using both our own GIS capabilities and HUD's online AFH Data and Mapping Tool. In addition to the HUD provided data, Mosaic will gather relevant local data such as fair housing complaints, Home Mortgage Disclosure Act data, information on homelessness, transit system and public school data, and data from other state or local sources.

Task 2.2 - Gather Public Input

While ultimately to be determined in consultation with the Consortium members, Mosaic anticipates a community outreach process that includes:

- **Facilitating up to four (4) community meetings** to be held at day and evening times so as to be accessible to the general public and in varying locations throughout Rock Island and Scott Counties;
- **Facilitating up to five (5) resident focus groups** through local social service organizations or housing providers targeted to key demographic segments relevant to the AIFHC such as racial or ethnic minorities, people with disabilities, LEP populations, people experiencing homelessness, and/or others;
- **Up to twenty (20) individual interviews** with housing and community development stakeholders, to be identified in cooperation with staff of the Consortium members;

- **Pop-up engagement** may take the form of joining existing community events or conducting intercept interviews in busy community spaces to collect informal input from residents. Up to three (3) pop-up engagement activities will be conducted;
- **Housing survey** developed and administered by Points Consulting and targeted to residents and other stakeholders throughout the three cities, including non-profit organizations and community advocates;
- Development of a **project website** and/or of **website copy** to be placed on the Consortium members' websites and social media accounts; and
- **Facilitating up to three (3) public presentations** before the Consortium members' respective City Councils.

Mosaic will prepare presentation materials for all meetings, along with agendas, handouts, questions/activities, meeting notes, and summaries of results. Accommodations for people with disabilities and those with limited English proficiency will be offered as needed.

PHASE 3: DATA ANALYSIS AND REPORT DRAFTING

Task 3.1 - Introduction, Community Engagement, Past AIFHC Goals and Demographic Profile

During this phase, Mosaic will analyze data collected in Phase 2 and draft all sections of the regional AIFHC, beginning with the introduction, community engagement summary, discussion of past fair housing efforts, and a demographic summary.

Introduction

- Provides contemporary context for fair housing, background on the AIFHC requirements, and the methodology and data sources employed.

Community Engagement

- Summarizes the community engagement process, including a list of participating stakeholder organizations, public outreach and advertising methods, and the results of each type of engagement.

Assessment of Past Fair Housing Goals

- Reviews the impediments and action steps identified in the 2019 AIFHC and assesses progress made toward those goals.

Demographic Summary

- Analyzes residents and households by race/color, ethnicity, national origin, familial status, gender, and disability status, with comparisons to the region where appropriate.
- Discussion of income levels, household income by race, and poverty rates in each city as compared to the region.

Task 3.2 - RECAPs, Segregation, Opportunity and Fair Housing Activities

This step includes drafting of the analytical components of the report:

Racially and Ethnically Concentrated Areas of Poverty

- Identifies and maps racially and ethnically concentrated areas of poverty (RECAPs).

Segregation and Integration

- Maps population by race, ethnicity, national origin, LEP status, and familial status to show neighborhoods with highest levels of segregation and integration.



Our community engagement process will include, but will not be limited to:

- City staff and elected officials
- Local nonprofit social service organizations
- Public housing authorities
- Housing providers and developers
- CHDO representatives
- Advocacy groups
- Fair housing organizations
- Banks and other financial institutions
- Real estate agents and associations
- Low/Mod neighborhood groups
- Local school districts
- Continuum of Care
- Organizations serving protected classes and low income families
- Major employers
- Immigrant and refugee communities
- LEP populations
- Seniors
- Residents of subsidized housing
- Members of the general public



Access to Opportunity

- Analyzes access to opportunity by race and ethnicity using indices developed by HUD that score census block groups on education, employment, transportation, exposure to poverty, and exposure to environmental health hazards as well as other measures of opportunity based on stakeholder input.
- Maps opportunity index scores by census block group to identify areas with the most and least access to these opportunity factors.

Fair Housing Activities

- Identifies public and private sector agencies offering fair housing services in the area.
- Presents data on housing discrimination complaint filings.

Task 3.3 - Housing Profile, Public and Accessible Housing, and Zoning and Land Use

To ensure a careful integration with the concurrent Housing Needs Assessment, Mosaic will collaborate closely with Points Consulting on this component of the AIFHC, which will include drafting of the following elements, representing a general analysis of housing needs and types and the policies affecting them:

Housing Profile

- Overview of existing housing supply in terms of vacancy, tenure, structure type, and age for the county, RECAPs, and the region.
- Analysis of renter affordability, including the locations of affordable housing with regard to measures of segregation.
- Analysis of homeownership rates, mortgage lending policies, and Home Mortgage Disclosure Act (HMDA) data.

Publicly Supported Housing

- Analyzes the demographic composition of publicly supported housing in and out of RECAPs relative to that of the region.
- Identifies locations of subsidized housing and housing choice vouchers, specifically relative to RECAPs and areas of opportunity.

Housing for People with Disabilities

- Analyzes and maps the population of people with disabilities by disability type.
- Discusses the general availability of housing for people with disabilities.
- Considers effects of local policies and ordinances (i.e. zoning codes and building codes) on housing availability for people with disabilities.

Land Use and Zoning Code Review

- Research local zoning ordinances and plans for analysis of potential barriers to fair housing and the degree to which they may contribute to fair housing issues.

Task 3.4 - Five-Year Fair Housing Action Plan

Finally, Mosaic will identify impediments to fair housing choice and propose recommendations to overcome the impediments in the form of a Fair Housing Action Plan.

Identification of Impediments

- Each impediment identified in the report will be described in detail, to include supporting data and documentation. Impediments will be defined individually for each of the three cities along with any impediments that may be present at a broader, regional level.

Fair Housing Action Plan

- For each impediment identified, Mosaic will propose to the Consortium members a set of recommended strategies. In collaboration with the individual cities, Mosaic will refine the strategies and pair them with metrics, implementation timeframes, and responsible parties.

- The final product of this collaborative process will be a set of prioritized action items for each Consortium member formatted as an Action Plan. The Action Plan will provide the Consortium members with a roadmap for initiating action addressing impediments as well as a framework for describing fair housing actions in their annual CAPERs.

Task 3.5 - Submit AIFHC Draft to the Consortium

After drafting the Analysis of Impediments, Mosaic will provide Word and PDF versions of the draft to Consortium staff for internal review and comment. With input from client staff, Mosaic will refine the draft and prepare it for public review and presentation to elected officials.

PHASE 4: PRESENTATIONS AND APPROVALS

Task 4.1 - Presentations and Public Review

A public draft of the AIFHC will be prepared and made available to the public for a 30-day review period. Residents will be invited to access the draft online and/or in physical locations and to review and provide comments on the draft report.

Task 4.2 - Finalization and Local Approvals

Mosaic will make any necessary revisions to the AIFHC based on comments received during the review period. Mosaic will then make up to three (3) presentations of the final draft AIFHC, one to each of the Consortium members' respective City Councils. We will ensure any necessary presentation aids, such as slides and/or handouts are prepared as needed and be prepared to respond to questions or comments from elected officials.

Task 4.3 - Submission of Final Deliverables

After approval by the City Councils, Mosaic will provide each Consortium member one bound copy of the final Regional AIFHC and Five-Year Fair Housing Action Plan document and an electronic version in a fully searchable and bookmarked PDF file (not to exceed 5MB). The final document will include appendices containing supporting documents such as raw data tables, maps, figures, lists of interview and meeting participants, copies of flyers and other ads, and other relevant items.



At Mosaic,

We bring to the table all the pieces needed for a complete picture, including stakeholders diverse in income, race, ethnicity, language, age, gender, ability, and perspective.

The effort can be challenging but is an essential cornerstone for successful and equitable community improvement.

PROJECT SCHEDULE

Milestones for completion of the project are shown below, assuming a **January 2024** contract start. They include public engagement activities primarily during **April and May 2024** and delivery of a first draft AI by **July 31, 2024**. Following staff review, the Mosaic team will prepare a revised draft ready for public comment and public presentation during **August and September 2024**.

At the conclusion of the 30-day public comment period, Mosaic will make any final revisions for acceptance by the Collaborating Parties and relevant elected officials or boards. A final AIFHC will be ready for HUD submission by **October 2024**, as outlined in the RFP.

PROPOSED TIMELINE FOR THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE										
TASKS	2024									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
PHASE 1: PROJECT SETUP AND COORDINATION										
1.1 Initial Meeting										
1.2 Review of Previous Plans and Studies										
1.3 Community Engagement Strategy										
PHASE 2: DATA COLLECTION AND COMMUNITY INPUT										
2.1 Data Gathering										
2.2 Gather Public Input										
PHASE 3: DATA ANALYSIS AND DRAFTING										
3.1 Intro, Engagement, Previous AI, Demographics										
3.2 RECAPs, Segregation, Opportunity, FH Activities										
3.3 Housing, Public & Accessible Housing, Zoning										
3.4 Five-Year Fair Housing Action Plan										
3.4 Submit AIFHC Draft to the Consortium										
PHASE 4: PLAN PRESENTATIONS AND APPROVALS										
4.1 Presentations and Public Review										
4.2 Finalization and Local Approvals										
4.3 Submission of Final Deliverables										

4. COST AND BUDGET

For the preparation of the Analysis of Impediments to Fair Housing Choice as described in this proposal, **Mosaic proposes an all-inclusive fixed fee of \$78,690**, as shown below. This price includes all personnel, overhead, and other costs associated with the project. Mosaic proposes to invoice monthly for the percent of each budget line item completed.

Please note that the Consortium would achieve significant savings by awarding both the Analysis of Impediments and Housing Needs Assessment projects together. This would avoid duplicative costs, such as gathering data, public engagement efforts, and the public review processes. **In the event the Consortium awards both contracts to the Mosaic and Points Consulting teams, Mosaic will discount its proposed fee for this project by 10%.** The discounted fee for the AI would then be \$70,821.

COST BREAKDOWN BY TASK	
PERSONNEL COSTS	COST
1.1 Initial Meeting	\$680
1.2 Review of Previous Plans and Studies	\$1,875
1.3 Community Engagement Strategy	\$4,870
Phase 1: Project Setup and Coordination Cost	\$7,425
2.1 Data Gathering	\$6,260
2.2 Gather Public Input	\$14,510
Phase 2: Data Collection and Review of Community Input Cost	\$20,770
3.1 Introduction, Community Engagement, Previous AI Goals, Demographic Profile	\$5,600
3.2 RECAPs, Segregation, Opportunity, Fair Housing Activities	\$6,400
3.3 Housing Profile, Public and Accessible Housing, Zoning and Land Use	\$7,800
3.4 Five-Year Fair Housing Action Plan	\$5,600
3.5 Submit AIFHC Draft to the Consortium	\$3,850
Phase 3: Data Analysis and Report Drafting Cost	\$29,250
4.1 Presentations and Public Review	\$5,840
4.2 Finalization and Local Approvals	\$4,500
4.3 Submission of Final Deliverables	\$3,305
Phase 4: Presentation and Approvals Cost	\$13,645
Total Personnel Costs	\$71,090
DIRECT COSTS	
Travel Costs	\$5,100
Translation Costs	\$1,500
Meeting Supplies	\$1,000
Total Direct Costs	\$7,600
GRAND TOTAL	\$78,690

5. REFERENCES

PROJECT PROFILE

2022 Analysis of Impediments to Fair Housing Choice, 2022-2026 Consolidated Plan, HOME-ARP Allocation Plan, CDBG-DR Language Access Plan

CLIENT: Orange County, Florida

Orange County, home of Orlando and an array of smaller cooperating cities, anchors the rapidly growing Central Florida region. The County's Housing and Community Development Division was overwhelmed with an influx of federal and state pandemic relief funding, the creation of a new locally-funded affordable housing trust fund, and then a tranche of CDBG-DR funding to support recovery after Hurricane Ian in 2022. Although staffed by a team of seasoned housing and community development professionals, Mosaic was able to provide valuable assistance to the County by taking responsibility for both routine planning documents and new requirements tied to the new HOME-ARP and CDBG-DR funding.

As with most Mosaic projects, a substantial and meaningful community engagement approach was a key accomplishment. In this diverse Central Florida community, engagement opportunities were promoted in both English and Spanish, with over 100 Spanish-language responses received to our community survey (and 779 survey responses in all). Between stakeholder interviews, presentations at existing neighborhood association meetings, a set of fair housing focus groups, and a dynamic project website with over 1,900 pageviews, Mosaic's engagement process was highly successful in reaching residents most likely to experience housing instability. Based on demographic data collected from participants, the average resident engaged in our planning process was Black, aged 25-50, and a renter with a household income under \$50,000 per year.

Based on community input and data analysis, the County's Analysis of Impediments to Fair Housing Choice identified multiple barriers to fair housing and access to opportunity in the region, including disproportionate housing affordability challenges, limitations of the existing housing stock, need for investment in high-poverty communities, and insufficient accommodations for LEP residents. The study provided a variety of concrete, actionable strategies to address the specific barriers to housing choice facing Orange County residents.

PROJECT WEBSITE:

<https://youocflplans.com/>

LINKS TO REPORTS:

<https://www.orangecountyfl.net/NeighborsHousing/CommunityDevelopment.aspx#ZFZiK3bMI2x>



COMMUNITY SIZE

Population: 1.4 million

PROJECT TIMELINE

May 2022 - Present

PROJECT TEAM MEMBERS

Jeremy Gray
Melissa Mailloux
Jessica Fisch
Madison Hughes

PUBLIC ENGAGEMENT

9 neighborhood meetings in LMI areas; 2 fair housing focus groups; survey with 779 responses; project website with 1,900 pageviews

REFERENCE

Janna Souvorova, AICP
Chief Planner
Housing & Community Dev. Division
407-836-0963
Janna.Souvorova@ocfl.net

ORANGE COUNTY:

WE WANT TO HEAR FROM YOU!

Does your neighborhood need improvements?

What social services are needed in our community?

What are your housing needs? Home repairs, affordable rental units, homeownership assistance, senior housing?

Help the County identify housing and community needs and prioritize its goals for the next 5 years.

Your input is essential to help the County focus its efforts and limited resources on the programs and services that are truly important and needed in our community and neighborhoods.

To take the survey, share your comments, or just to learn more, scan the QR code or visit www.yourOCFLplans.com

The Orange County Housing and Community Development Division is preparing a Five-Year Consolidated Plan, an Annual Action Plan, and a Fair Housing Study known as an Analysis of Impediments to Fair Housing Choice. These plans will guide investments in community development, affordable housing, and homelessness assistance programs across the County and inform local efforts to ensure all residents have equal housing opportunities. If you have questions, please contact Mosaic Community Planning at info@mosaiccommunityplanning.com or 407-435-6020. Visit www.yourOCFLplans.com to learn more.



PROJECT PROFILE

2021 Analysis of Impediments to Fair Housing Choice, 2021-2025 Consolidated Plan, Annual Action Plans for Program Years 2021 through 2023, CAPERs for Program Years 2019 through 2022

CLIENT: Bexar County, Texas

Beginning in fall 2020, Mosaic assisted Bexar County to prepare its 2021-2025 Five-Year Consolidated Plan, 2021 Annual Action Plan, and an Analysis of Impediments to Fair Housing Choice. With twelve participating jurisdictions, hearing from community members throughout the area was important to the County, and made particularly challenging by restrictions on in-person meetings due to the Coronavirus pandemic.

To meet this challenge, Mosaic held virtual community forums in each of the County's four precincts and invited County Commissioners to attend and encourage their constituents to join. Over 120 members of the public participated in one or more of the virtual meetings, discussing housing and community development topics in small group breakout rooms. Each meeting had English and Spanish language channels with simultaneous interpretation between the two provided by County staff. We also held virtual focus groups touching on affordable housing, homelessness, public services needs, and fair housing and equity, with about 100 stakeholders joining one or more group.

Out of this engagement effort grew a set of plans that responded to diverse needs among the County's participating jurisdictions, including assistance for new and existing homeowners, rental housing rehabilitation, homelessness prevention, and targeted public facility and infrastructure improvements.

Mosaic has continued to assist Bexar County with plans for its HUD grant programs, including preparation of its 2022 Annual Action Plan and 2019, 2020 and 2021 CAPERs. Each CAPER goes beyond HUD's template to provide an engaging profile of the housing and community development projects the County completed.

LINK TO REPORTS: <https://www.bexar.org/2746/Reports>



COMMUNITY SIZE

Population: 411,620

PROJECT TIMELINE

August 2020 - October 2021

TEAM MEMBERS

Jeremy Gray
Melissa Mailloux
Jessica Fisch

PUBLIC ENGAGEMENT

Stakeholder forums with 111 participants from 50 organizations

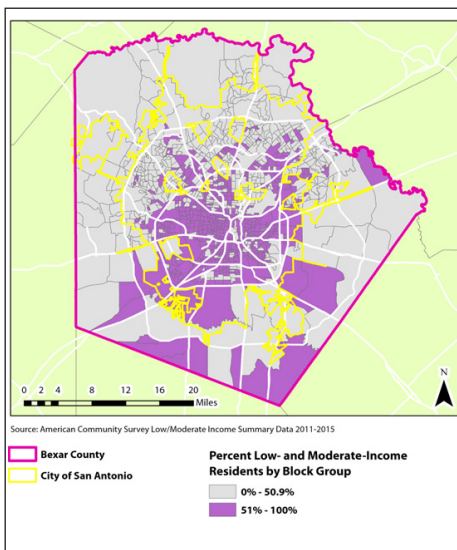
Virtual public meetings with more than 120 participants

Bilingual survey with 53 participants

Spanish language outreach

REFERENCE

Robert H. Reyna, MBA
Community Development Director
Bexar County Economic & Community Development
210-335-1098
rhreyna@bexar.org



LET'S TALK

About Using HUD Grants in Bexar County!

What community improvements would you like to see?

What type of housing is available in Bexar County? Is it affordable?

Does your neighborhood have access to good schools, jobs, and other resources?

JOIN A VIRTUAL CONVERSATION

Tuesday, February 2
6:30 PM - Precinct 1

Thursday, February 4
6:30 PM - Precinct 2

Tuesday, February 9
6:30 PM - Precinct 3

Thursday, February 11
6:30 PM - Precinct 4

Join online:
<https://us02web.zoom.us/j/82787523299>

Or by phone:
Call-In Number: 346-248-7799
Meeting ID: 827 8732 3299

Spanish interpretation will be available at all meetings.

Learn more and take the survey at:
www.BexarCountyHUDPlan.com



PROJECT PROFILE

Regional Analysis of Impediments to Fair Housing Choice

CLIENT: St. Louis HOME Consortium
(St. Louis County, St. Charles County, Jefferson County, the City of Florissant, the City of O'Fallon, and the Housing Authority of St. Louis County)

In 2021, Mosaic developed a Regional Analysis of Impediments to Fair Housing Choice for the St. Louis HOME Consortium, a group consisting of St. Louis County, St. Charles County, Jefferson County, the City of Florissant, the City of O'Fallon, and the Housing Authority of St. Louis County. The Consortium members work together to plan and allocate funding for affordable housing activities throughout the St. Louis region. These partners, and the communities they represent, are remarkably diverse, ranging from urban areas and aging inner-ring suburbs to affluent, rapidly-growing exurbs to rural communities many miles removed from St. Louis.

Due to pandemic conditions, Mosaic reorganized its approach to community engagement, opting to implement remote tactics in the early stages of the project such as telephone interviews with stakeholders and an online survey to collect resident input on fair housing issues. Later in the project, another round of engagement entailed virtual community meetings, one in each county, where data and proposed impediments were presented and residents, collaborating in breakout rooms, contributed ideas for solutions.

The resulting study included regional data and analysis throughout, but was careful to represent each of the consortium communities individually with locally-vetted recommendations sourced from community input in county-specific meetings. Individual executive summaries for each consortium community allowed policymakers, stakeholders, and interested residents to easily access data distilled especially for their geography of interest and to focus on impediments and strategies uniquely applicable to them, while the full study tied these pieces into a bigger picture of the entire region.

LINK TO REPORT: <https://www.sccmo.org/DocumentCenter/View/17300/Analysis-of-Impediments-to-Fair-Housing-Choice---April-2021-PDF>



COMMUNITY SIZE

Study area population: 1.75 million

PROJECT TIMELINE

May 2020 - April 2021

TEAM MEMBERS

Jeremy Gray
Melissa Mailloux
Jessica Fisch

PUBLIC ENGAGEMENT

Interviews with 27 stakeholders

Community survey with 301 total responses

Three virtual community meetings
(one in each County)

REFERENCE

Robert Myers, AICP
Planning and Zoning Division Director
St. Charles County
636-949-7335 x7225
RMyers@sccmo.org

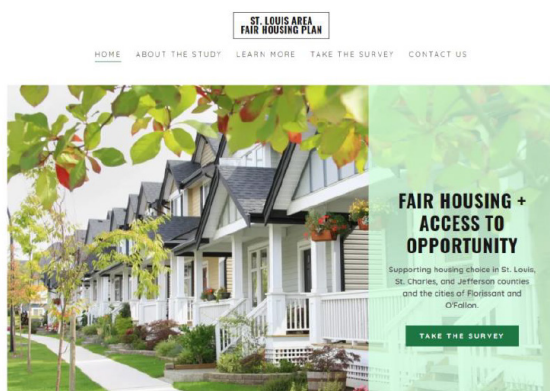
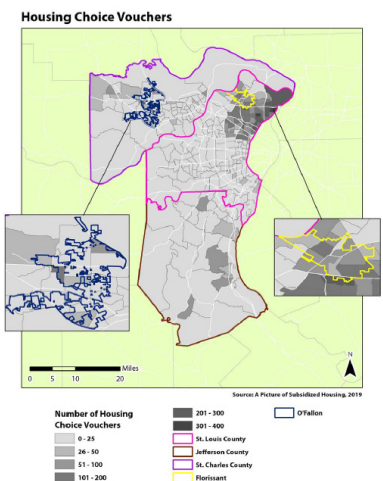
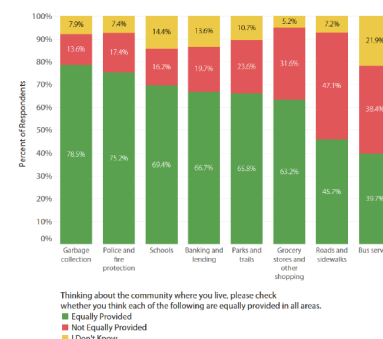


FIGURE 6 – AVAILABILITY OF COMMUNITY RESOURCES IN THE REGION AS RATED BY THE COMMUNITY SURVEY



PROJECT PROFILE

Regional Analysis of Impediments to Fair Housing Choice

CLIENT: City of La Crosse, Wisconsin
(with partners La Crosse County, Monroe County, the City of La Crosse Public Housing Authority, the La Crosse County Housing Authority, the Tomah Housing Authority, and the Monroe County Housing Authority)

A combination of housing market factors in the greater La Crosse region led the city and its partners to pursue a study that would go beyond their HUD-required Analysis of Impediments and provide the region with fresh data points and a more detailed analysis of the housing market. Home to the University of Wisconsin at La Crosse, growing student enrollment was severely tightening the market for existing rental housing. Meanwhile, fast-growing suburban enclaves outside the city were drawing higher-income households away from the city. Expanding the scope of the project from one focused on a single city to one focused instead on a multi-county region led to a more comprehensive and useful analysis.

One hallmark of the La Crosse Regional AI was the deep and varied community engagement. Nearly 900 residents and stakeholders provided input for the AI through a mix of public meetings, focus groups, interviews, community events, and a survey. Some of these methods, like public meetings and a survey, are typical of an AI project, but to ensure participation by underrepresented groups, we set up focus groups with mortgage lenders, public housing residents, low-income families with school-aged children, people with disabilities, and local government staff. Input was also collected through participation in community events, which included an informational booth at a back-to-school event and presentations at standing meetings of neighborhood associations and other community groups.

The resulting Regional Analysis of Impediments has been put to active use within the community which has embraced and worked eagerly to implement the recommended strategies for improving fair housing choice.

LINK TO REPORT: <https://www.cityoflacrosse.org/your-government/departments/community-development-and-housing/fair-housing/fair-housing-study>



COMMUNITY SIZE

City of La Crosse population: 51,600
Total study area population: 163,700

PROJECT TIMELINE

April 2018 - April 2019

PROJECT TEAM MEMBERS

Melissa Mailloux
Jeremy Gray

PUBLIC ENGAGEMENT

2 public meetings with 47 attendees;
6 focus groups with 38 participants;
70 people engaged through community events; 20 stakeholders interviewed; community survey in English and Spanish with 710 responses

REFERENCE

Caroline Gregerson
City Administrator for
Wabasha, MN (current position)
651-565-4568
cityadmin@wabasha.org



REQUIRED INCOME, WAGES, AND HOURS TO AFFORD FAIR MARKET RENTS BY COUNTY, 2018					
La Crosse County					
Housing Costs (Fair Market Rents)	Required Annual Income	Wage for 40 Hour Week	Hours at Min. Wage	Hours at Avg. Renter Wage	
1 Bedroom: \$596	\$23,840	\$11/hour	63 hours	37 hours	
2 Bedroom: \$793	\$31,720	\$15/hour	84 hours	49 hours	
3 Bedroom: \$1,111	\$44,440	\$21/hour	118 hours	69 hours	
Monroe County					
Housing Costs (Fair Market Rents)	Required Annual Income	Wage for 40 Hour Week	Hours at Min. Wage	Hours at Avg. Renter Wage	
1 Bedroom: \$601	\$24,040	\$12/hour	64 hours	38 hours	
2 Bedroom: \$799	\$31,960	\$15/hour	85 hours	51 hours	
3 Bedroom: \$1,002	\$40,080	\$19/hour	106 hours	64 hours	



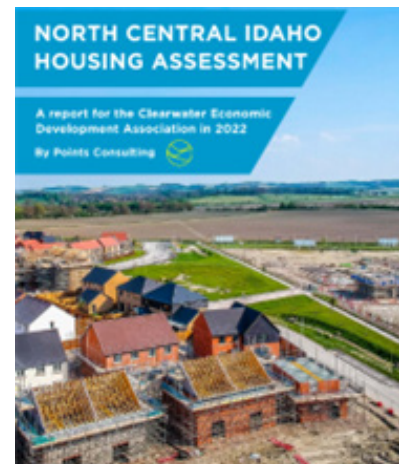
POINTS REFERENCES



NORTH CENTRAL IDAHO REGIONAL HOUSING ASSESSMENT

CLIENT: Clearwater Economic Development Association (CEDA), ID (2021-2022)

Points Consulting was retained by CEDA to conduct a Housing Needs Assessment for the five counties in North Central Idaho. PC analyzed the market holistically including state and local housing and demographic trends, rates of in migration and population change over time, type, condition, affordability, and availability of housing (rental and owner occupied), as well as gaps and barriers to entry including zoning and land use regulations and lack of housing stock. PC also conducted in-depth interviews with stakeholders, community drive throughs, and a citizen survey to gather real-time on the ground information for the best possible picture of current housing conditions in each county and their respective cities.

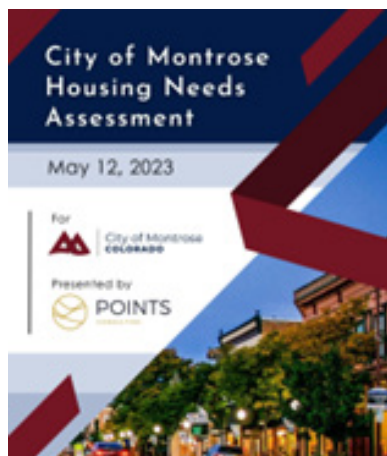


Reference:

Dodd Snodgrass, Executive Director, CEDA
208-746-0015 ext. 109
dsnodgrass@clearwater-eda.org

CITY OF MONTROSE HOUSING NEEDS ASSESSMENT

CLIENT: Montrose, CO (2022-2023)



PC worked with City of Montrose on an assessment of demographic and economic conditions affecting the housing market. Efforts centered on identifying critical gaps in housing stock and ways to ensure the production of enough quality housing options for both market-rate and under-addressed subgroups, such as people with disabilities, older adults, and people experiencing homelessness. Our study found that homes in the City are more expensive than the rest of the nation on average, with Montrose households needing to invest over 5x their median annual income to purchase a home. Moreover, Montrose County is projected to grow at a faster rate than Colorado state and the nation in upcoming years, with a projected need for 3,900 additional housing units by 2040. Read the full report here: points-consulting.com/wp-content/uploads/2023/06/Montrose_Final_053123.pdf.

Reference:

Jace Hochwalt, Planning Manager, City of Montrose
970-240-1478
jhochwalt@ci.montrose.co.us

FRANKFORT & FRANKLIN COUNTY HOUSING MARKET DEMAND STUDY

CLIENT: Frankfort, KY (2022-2023)

PC worked with the City of Frankfort and Franklin County in Kentucky on a housing market demand study. Sandwiched between the cities of Lexington and Louisville, and home to the majority of bourbon manufacturing in the United States, Frankfort has transformed into a highly tourism-based economy in the past decade. PC's report includes analysis of demographics, industry and workforce, existing housing stock, affordability and access, and future planned developments in its demand assessment, among other key elements. The project was presented in July 2023, building off a community survey and outreach efforts.



Reference:

Eric Cockley, Planning and Community Development Director, City of Frankfort
502-352-2100
ecockley@frankfort.ky.gov

5. OTHER INFORMATION



Primary Stakeholders:

Essentially the project's steering committee, this group includes all key decision-makers.

Secondary Stakeholders:

Persons or organizations with experience or perspectives that will provide crucial input into or feedback on the plans.

General Stakeholders:

Members of the public with a general interest in the project.

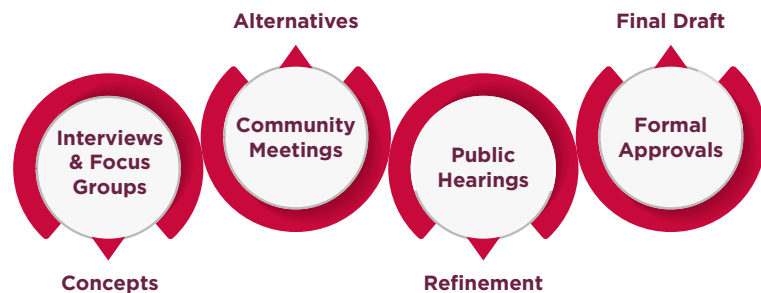
IMPACT COMMUNITY ENGAGEMENT MODEL

Mosaic's consulting team will apply its IMPACT Community Engagement Model to ensure a broad and representative cross section of the community is involved in the plan development process. Our IMPACT Model is a strategic approach; we identify upfront the points of view that need to be represented and then proactively seek them out. A deep toolbox of varied engagement techniques allows us to align our outreach to the unique participation needs of individual population groups.

Identify the Stakeholders - We know how important it is to have the right people at the table. An initial step in every client engagement is to identify stakeholders and categorize them as primary, secondary, or general, determining their level of participation and the best method to reach them.

Market the Process - We conduct outreach through nonprofit partners, public notices, and press releases, including foreign language and/or special interest papers. Other forms of marketing may include a project website, social media, listings on online community calendars, presentations at existing meetings, flyers, and information tables in high traffic areas.

Public Participation - We understand that participants may need education and other support to participate fully and meaningfully. We design public meetings to facilitate informed discussion and allow every voice to be heard. Because our process uses three feedback loops, there are many opportunities for refinement and course correction rather than solely during the public comment period. When possible, we coordinate with existing community meetings to reach as large an audience as possible.



Active Listening - We employ active listening techniques to ensure greater accuracy and accountability when collecting residents' perceptions and comments. These techniques also hold potential for conflict resolution and consensus-building.

Collaborative Review - Before a draft is published for public comment, it is internally reviewed in a collaborative process with key stakeholders. Verification of facts and research ensures the legitimacy of conclusions and findings and provides opportunity for corrections prior to public review.

Transition the Momentum - Over the course of each project, we develop a substantial stakeholder engagement portfolio, which includes lists of stakeholders and their affiliations, spreadsheets containing contact information for participants, and web resources specifically constructed for the project. At the conclusion of our role, these resources are carefully compiled and transitioned into the client's hands to enhance future local stakeholder engagement efforts.

COMMUNITY ENGAGEMENT TOOLBOX

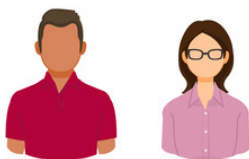
AUDIENCE TYPES



General Public



Small Groups



Individuals

Community workshops and symposiums

Neighborhood meeting presentations

Multi-lingual community surveys

Condensed postcard surveys

Interactive project websites

Tables at community activities and events

Open houses & drop-in hours

Council & commission presentations

Resident and stakeholder focus groups

Youth and student focus groups

Meals and conversations

Survey mailing with return postage

Presentations at local organization meetings

Steering and technical advisory committees

DIY engagement packages for use by organizations

Stakeholder interviews

Intercept interviews

Facilitated surveys

Adaptable for: Key stakeholder groups Hard-to-reach residents Remote audiences Speakers of other languages

MARKETING TOOLS

Project website and client website content
 Social media posts
 Paid print advertising and public notices
 Press releases to local media
 Radio, television and newspaper interviews
 Flyer and door hanger distribution
 Email invitations to local organizations
 Community and school system e-newsletters
 Utility bill inserts
 SMS text notifications
 Lawn signs

MEETING APPROACHES

Breakout groups
 Interactive activities and exercises
 Refreshments and snacks
 Raffles and giveaways
 Kid's activities
 Virtual and in-person options
 Simultaneous and consecutive interpretation
 Live captioning
 ADA accommodations
 Compliance with local COVID-19 precautions

6. INSURANCE CERTIFICATES



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
11/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
EPIC EDGEWOOD PARTNERS INS CTR 2405 SATELLITE BLVD # 200 DULUTH GA 30096		PHONE (A/C No. Ext): (888) 350-8337 FAX (A/C No.): (866) 828-2424 E-MAIL ADDRESS: Certificate@Hanover.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hanover Insurance Co	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED. \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WHA A796166 08	12/01/2023	12/01/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (888) 925-3137 (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:																					
INSURED Mosaic Community Planning, LLC 195 ARIZONA AVE NE UNIT 123 ATLANTA GA 30307-2240	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC#</th></tr> </thead> <tbody> <tr> <td>INSURER A :</td><td>Twin City Fire Insurance Company</td><td>29459</td></tr> <tr> <td>INSURER B :</td><td>RLI Insurance</td><td>13056</td></tr> <tr> <td>INSURER C :</td><td></td><td></td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC#	INSURER A :	Twin City Fire Insurance Company	29459	INSURER B :	RLI Insurance	13056	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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INSURER F :																						

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		76 SBU BD5061	12/01/2023	12/01/2024	EACH OCCURRENCE \$2,000,000
	CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	☒ General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$2,000,000
	☐ POLICY ☐ PRO-JECT ☒ LOC						GENERAL AGGREGATE \$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$4,000,000
A	AUTOMOBILE LIABILITY			76 SBU BD5061	12/01/2023	12/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)
	☒ HIRED AUTOS ☒ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
	DED RETENTION \$						AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	RTP0040681	12/01/2023	12/01/2024	PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
B	Professional Liability			RTP0040681	12/01/2023	12/01/2024	Each Claim Limit \$1,000,000
							Aggregate Limit \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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AGREEMENT

**Consulting Agreement
Between Mosaic Community Planning, LLC and
The City of Moline, Illinois
for the
2024 REGIONAL ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

This Agreement is entered into this ____ day of March, 2024 by and between **Mosaic Community Planning, LLC** (hereinafter "Mosaic") and the **City of Moline, Illinois** (hereinafter "Client").

In consideration of the promises and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

I. TERMS FOR COMPLETION OF WORK

Mosaic shall provide consulting services to Client as provided in the Proposed Approach contained in Mosaic's proposal to Client dated December 19, 2023, which is attached and incorporated herein by reference. Final deliverables shall include a complete Regional Analysis of Impediments to Fair Housing Choice (AIHFC) report covering the jurisdictions of Moline and Rock Island, Illinois and Davenport, Iowa. The report will adhere to the specifications contained in the U.S. Department of Housing and Urban Development's Fair Housing Planning Guide and other relevant regulations and guidance issued by HUD as of the date of this Agreement. The cities of Moline, Rock Island, and Davenport shall each be provided one bound copy of the final Regional AIHFC and an electronic version in a fully searchable and bookmarked PDF file not to exceed 5MB. The final document will include appendices containing relevant supporting documents.

II. COMPENSATION

Mosaic shall provide the services outlined in the above-referenced Proposed Approach for a fee of **Seventy Thousand Eight Hundred Twenty-One Dollars (\$70,821.00)**. This fee includes all expenses incurred by Mosaic, including personnel, software, printing, and other costs and also reflects a 10% fee discount contingent upon Client awarding its separate Housing Needs Assessment contract to the Points Consulting/Mosaic Community Planning team.

The compensation amount under this section shall be paid by Client, monthly, based upon a percentage of completion of the work as invoiced by Mosaic and approved by Client. Payment of invoices shall be due within 30 days of Mosaic's invoice to the Client. If Client's payment is not received by Mosaic within 45 days after delivery of the invoice by Mosaic, Client shall pay, in addition to the amount so due, an interest charge of 5.0% per month for the portion of such amount which is overdue and outstanding and is not in good faith dispute.

III. TIME SCHEDULE

Work on this assignment will begin upon Mosaic's receipt of an executed contract. Mosaic will complete a first draft of the AIFHC as outlined in the Proposed Approach by September 6, 2024. A final version of the AIFHC will be subsequently developed following feedback from Client, and comments from the public as may be received through a public comment period and public hearings. This Agreement shall remain in full force and effect until **December 31, 2024** unless terminated earlier in accordance with the terms herein. This Agreement may be extended by the mutual written agreement of the parties.

IV. TERMINATION FOR CAUSE

In the event of default or violation of the terms contained herein, this Agreement may be terminated for cause by either party hereto. The terminating party shall provide written notice to the defaulting party specifying the conditions of default or violation hereunder and, after the defaulting party fails to cure such default within fifteen (15) days after receipt of such written notice, the termination shall be effective. Such termination shall be without prejudice to any of the Client's or Mosaic's rights or remedies by law.

V. TERMINATION BY MUTUAL CONSENT

This Agreement may be terminated in whole or in part, prior to completion of the Proposed Approach when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The parties must both agree on the termination conditions, including effective date and the portion to be terminated. Mosaic will be paid for those services actually performed through the effective date of termination, but will not incur new obligations for the terminated portion after the effective date and will cancel as many outstanding obligations as possible. Partially completed performance of the Agreement will be compensated upon a signed statement of completion submitted by Mosaic which will itemize each element of the performance and associated costs.

VI. ASSIGNMENT

Mosaic shall not assign, in whole or in part, its rights or obligations pursuant to this Agreement, or any monies due to become due hereunder, without prior written consent of the Client.

VII. RESOLUTION OF DISPUTES

Any action concerning a breach of this agreement shall be resolved pursuant to the laws of the State of Georgia with venue in DeKalb County, Georgia.

VIII. STANDARD OF CARE

Deliverables prepared by Mosaic shall conform to accepted standards of professional practice. Mosaic shall abide by all federal laws, regulations, and guidelines applicable to the work.

IX. NOTICES

All notices and other communications hereunder shall be in writing and shall be deemed given if delivered personally or by commercial delivery service, or mailed by registered or certified mail (return receipt requested) to the parties hereto at the following addresses:

If to Client, to:
City of Moline
Community Development
Attn: K.J. Whitley
619 16th Street
Moline, IL 61265

If to Mosaic, to:
Mosaic Community Planning, LLC
Attn: Jeremy Gray, Principal
P.O. Box 170349
Atlanta, GA 31117

X. SEVERABILITY

Should any provision of this Agreement be determined to be void, invalid, unenforceable, or illegal for whatever reason, such provision(s) shall be null and void, however, that the remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.

XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, with respect to the 2024 Regional Analysis of Impediments to Fair Housing Choice. This Agreement may not be modified or amended except by written agreement signed by all parties.

[SIGNATURES ON FOLLOWING PAGE]

AGREEMENT:

By executing this Agreement, Client and Mosaic acknowledge that they have fully read the Agreement and that they fully understand and agree to all terms and conditions expressed herein. The undersigned hereto represent that they have authority to represent and bind the respective parties which they purport to represent to the conditions set forth within this Agreement.

CITY OF MOLINE, ILLINOIS

MOSAIC COMMUNITY PLANNING, LLC

Signature

Signature

Title

Title

Date

Date

Memorandum



To: Rock Island City Council

From: Timothy Bain, Mike Bartels, Director, Jessica Sager, Finance Manager, Miles Brainard, Director, Samantha Gange, City Clerk, Rob Baugous, Director

Subject: Report from the Information Technology Department regarding a five-year contract agreement with Tyler Technologies of Yarmouth, Maine for an amount not to exceed \$1,750,000 (ARPA funds).

Motion: Motion whether or not to approve the contract agreement and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Objective number one of the Council's financial stability goal included several action items intended to address concerns with the existing financial software. The staff was directed to conduct a review of what is available in today's computer software market where enterprise resource planning (ERP) is concerned as a means to improve all financial modules, revenue generation, human resources, and civic services. Working with outside consultancy services from Plante-Moran a request for proposal (RFP) was issued to the open market for a complete ERP System in August 2023. On September 13, 2023 the City received a total of ten proposals for review. All proposals were reviewed and scored based on several factors. Two vendors were invited to Rock Island to demonstrate the proposed software solutions. Demonstrations took place in November and December 2023, with a number of staff present at each session. After careful consideration by the software selection team, one vendor solution looks to be the best fit for the City of Rock Island, Tyler Technologies.

Previous Council Action (if any):

Budget Impact:

A detailed spreadsheet has been included with this report for review. This project is ARPA funded.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Three documents from Tyler Technologies have been attached to this cover memo for review. The Software as a Service (SaaS) agreement document serves as the basis of the overall contract and how the system will be provisioned over time. The Investment Summary document details the various line item costs of the project. The Statement of Work document

provides a very detailed itemization of how the project will flow and establishes expectations.

Council Goal (if applicable):

GOAL #1:FINANCIAL SUSTAINABILITY - Achieve financial sustainability through the transformation of the city's budget process, financial analysis and metrics, and resource allocation with a focus on educating, including, and engaging residents and businesses as partners in the process.

Recommendation:

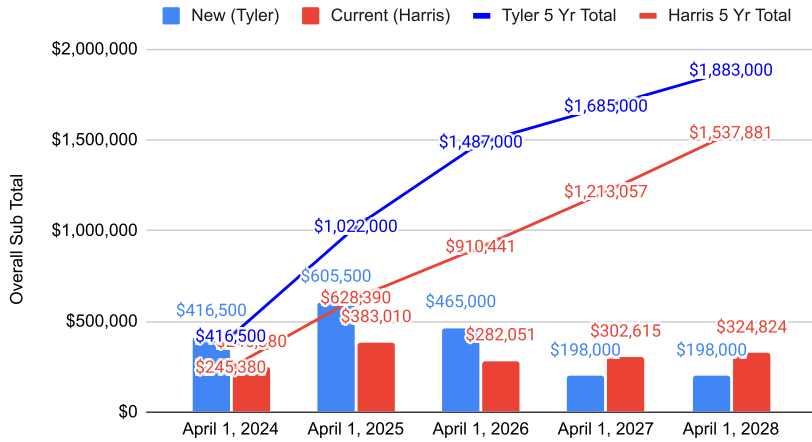
The Information Technology, Public Works, Community & Economic Development, Human Resources, and Finance Departments recommend that the City Council authorize the City Manager to enter into an agreement and to execute contract documents with Tyler Technologies of Yarmouth, ME for Enterprise Resource Planning Software as a Service including Financial Management, Utility Billing, Human Resource Management, and Civic Services for an amount not to exceed \$1.8M over a 5-year agreement.

Submitted by: Timothy Bain

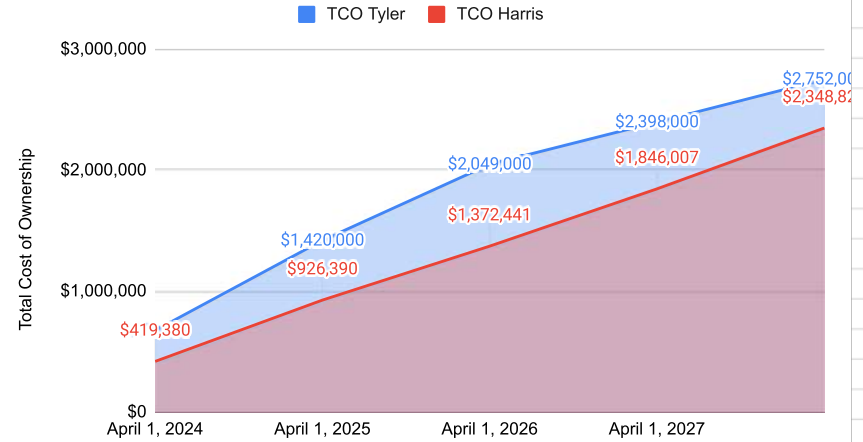
Approved by:

Year	April 1, 2024	April 1, 2025	April 1, 2026	April 1, 2027	April 1, 2028	April 1, 2029	Totals			
Harris GEMS Annual Maintenance	\$91,115	\$98,404					\$189,519			
Harris Northstar Annual Maintenance	\$61,474	\$66,392	\$71,703				\$199,570			
Harris iNovah Annual Maintenance	\$24,937	\$26,932					\$51,869			
Harris Govern	\$37,854	\$40,882					\$78,736			
Harris Upgrade Assistance	\$20,000						\$20,000			
Harris Premise Equipment	\$5,000						\$5,000			
TMS Attendance Enterprise Maintenance	\$5,000	\$5,400					\$10,400			
Tyler Project & Change Management	\$45,000	\$45,000	\$45,000				\$135,000			
Tyler Data Conversions	\$60,000	\$15,000	\$16,500				\$91,500			
Tyler Core Financial SaaS	\$153,000	\$159,000	\$159,000	\$159,000	\$159,000	NEW RATE	\$789,000			
Tyler Financial Professional Services	\$35,000	\$40,000					\$75,000			
Tyler Human Resources SaaS	\$0	\$13,000	\$13,000	\$13,000	\$13,000	NEW RATE	\$52,000			
Tyler Human Resources Professional Services	\$0	\$56,000	\$56,000				\$112,000			
Tyler Utility Billing SaaS	\$10,000	\$13,000	\$13,000	\$13,000	\$13,000	NEW RATE	\$62,000			
Tyler Utility Billing Professional Services	\$30,000	\$30,000					\$60,000			
Tyler Licensing, Permits, Code Enforcement SaaS	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	NEW RATE	\$50,000			
Tyler Licensing, Permits, Code Enforcement Professional Services	\$53,000	\$53,000	\$0				\$106,000			
Tyler Community Engagement SaaS	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	NEW RATE	\$15,000			
Tyler Community Engagement Professional Services	\$12,500	\$12,500	\$12,500				\$37,500			
Tyler Contingency (Business Process Consulting)	\$52,000	\$66,000	\$48,000				\$166,000			
Tyler Travel Expenses (Estimate)	\$15,000	\$15,000	\$15,000				\$45,000			
3rd Party Hardware (POS, Timeclock, Displays, Pattern Stream, etc)	\$42,000	\$80,000	\$21,000	\$21,000	\$21,000		\$185,000			
Neptune Professional Services	\$15,000	\$15,000					\$30,000			
Plante Moran ERP Consulting	\$70,000						\$70,000			
CivicPlus SeeClickFix	\$39,000	\$39,000	\$39,000	\$0	\$0		\$117,000			
GIS Upgrades (Microsoft, ESRI)	\$25,000						\$25,000			
Cloudpoint GIS Consulting	\$5,000						\$5,000			
Coudpoint GIS External Support	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000		\$40,000			
External IT Consulting	\$10,000						\$10,000			
External IT External Support	\$25,000	\$30,000	\$20,000	\$0	\$0		\$75,000			
City IT Staffing Changes	\$50,000	\$50,000	\$100,000	\$110,000	\$120,000		\$430,000			
Tyler SaaS Only Sub Total	\$176,000	\$198,000	\$198,000	\$198,000	\$198,000		\$968,000			
Tyler Sub Total	\$520,500	\$610,500	\$412,000	\$198,000	\$198,000		\$1,939,000	5 yr Projected Tyler Cost		
General Fund SubTotal	\$419,380	\$362,010	\$235,703	\$334,000	\$344,000		\$1,695,094	5 yr General Fund		
ARPA Fund SubTotal	\$605,500	\$625,500	\$412,000	\$0	\$0		\$1,643,000	5 yr ARPA Fund		
Annual Totals	\$1,024,880	\$987,510	\$647,703	\$334,000	\$344,000		\$3,338,094	5 yr Projected Total Cost		
Tyler Cumulative	\$520,500	\$1,131,000	\$1,543,000	\$1,741,000	\$1,939,000					
Total Cost of Ownership Cumulative	\$1,024,880	\$2,012,390	\$2,660,094	\$2,994,094	\$3,338,094					

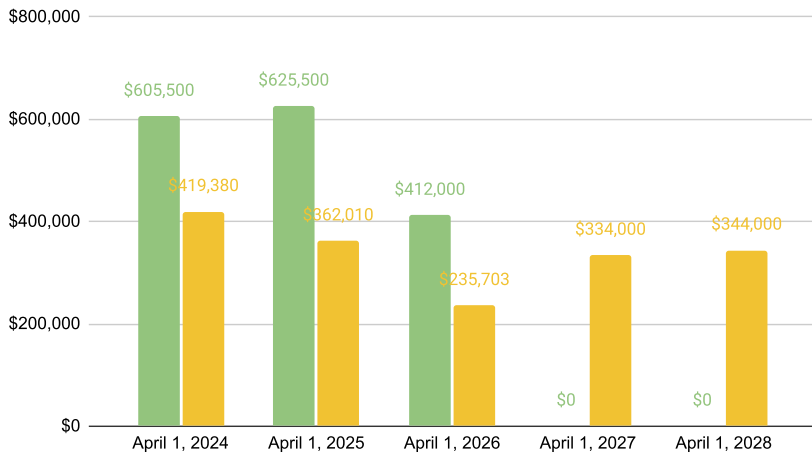
Compared Total Vendors



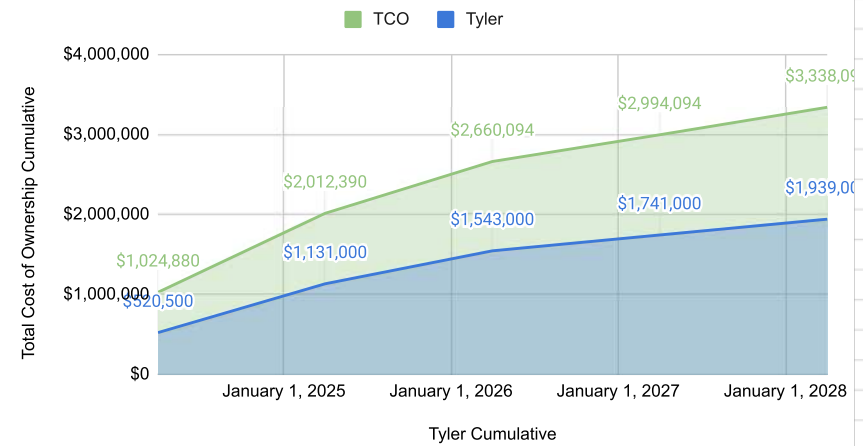
Compared Total Cost of Ownership



Compared Total Cost of Ownership



Total Cost of Ownership Cumulative vs. Tyler Cumulative





SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and the City of Rock Island IL ("Client").

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means the City of Rock Island, Illinois.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services



attached as Exhibit A.

- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS

Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). Prior to any increase in charges pursuant to this Section, Tyler will provide you notice of such excess(es) and reasonably cooperate with you to identify opportunities for managing user and Data Storage Capacity limits so as to not incur additional charges. Notwithstanding anything to the contrary in this Agreement, Tyler will hold the rates in the Investment Summary as of the Effective Date for Defined Users and Data Storage Capacity for five (5) years from the Effective Date.
3. Ownership.
 - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
 - 3.2 The Documentation is licensed to you and may be used and copied by your employees and agents for internal, non-commercial reference purposes only.
 - 3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.
6. Functionality Replacement. For a period of five (5) years from the Effective Date, if a new release of

the Tyler Software included within scope as of the Effective Date removes functionality that was provided to the City as part of the original implementation, we will provide alternative means for performing the same function, at no additional cost to you beyond payment of the annual SaaS fees.

7. SaaS Services.

6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center, physically located within the continental United States. Tyler will not transfer Client Data outside territorial limits of the United States of America without prior permission from Client. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.

6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 1 hour and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.

6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will, if possible, work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.

6.6 We will be responsible for importing back-up of your Data and verifying that you and your Defined Users can log-in to the SaaS Services. You will be responsible for running reports and testing critical processes to verify the returned Data.

6.7 We provide secure Data transmission paths between each of your workstations and our servers.

6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours. For the avoidance of doubt, the one thousand (1,000) Implementation Services Contingency hours at one hundred fifty dollars (\$150) per hour set forth in the Investment Summary can be used at any time during the five (5) year initial term.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Personnel. We agree to maintain an adequate staff of experienced and qualified employees for efficient and timely performance of implementation services under this Agreement.
5. Assignment and Removal of Staff. After the Effective Date, and in coordination with the project kick-

off activities identified in the Statement of Work, we will make our project staffing assignments. Upon request, we will provide you with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only. In the event Tyler personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. In the event the deficiency persists, we will replace that project member, upon written request and demonstration of good cause. At no cost to the Client, Tyler will use commercially reasonable efforts to identify replacement staff within fifteen (15) business days. Replacement staff will otherwise be assigned following the same processes set forth above and shall have, at minimum, reasonably sufficient experience and project knowledge to provide the services required pursuant to this Agreement. Client and Tyler agree to reasonably cooperate in the event of a change in personnel, including managing the effect upon the timelines and milestones set forth in the SOW and any project plans. Tyler will use commercially reasonable efforts to maintain the consistency of project personnel. If the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

6. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel for up to four (4) weeks; and (b) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
7. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
8. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
9. Background Checks. For at least the past twelve (12) years, all of our employees have undergone ~~and passed~~ criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies. Tyler follows applicable law when conducting background checks.
10. Client Assistance. The parties acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of each party's personnel. Both parties agree to use all reasonable efforts to cooperate with and assist each other as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working together to schedule the implementation-related services outlined in this Agreement. Neither party will be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by the other party's personnel to provide such cooperation and assistance (either through action or omission).
11. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing

and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

- 11.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
- 11.2 provide support during our established support hours as set forth in our then-current Support Call Process (Exhibit C, Schedule 1);
- 11.3 maintain and provide personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
- 11.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
- 11.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was due to the direct actions or negligence by the user. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. Third-Party Hardware will be provided in a manner to support the mutually agreed to project timeline.

2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms. Third-Party Software will be made available in a manner to support the mutually agreed to project timeline.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within forty-five (45) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within thirty (30) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is five (5) years, commencing on the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software

and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
 - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
 - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.
3. Return of Client Data. In the event of termination or expiration of this Agreement, and upon reasonable advance notice, Tyler shall promptly make all Client Data securely available to the Client in the form of a copy of the database(s) hosted by Tyler or in such other format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler and mutually agreed upon. Such Data will be provided at no additional cost.
4. Negotiation. Should the Client not require or use all of the services provided on a time and materials basis as set forth in the Investment Summary, the Client may request that the parties enter into good-faith negotiations to modify this Agreement to remove those services. In addition, upon mutual agreement, not to be unreasonably withheld, Client may remove modules listed in the Investment Summary upon at least sixty (60) days' advance notice, with such removal(s) to be effective on the next annual renewal date.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
 - 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we

consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**

4. **LIMITATION OF LIABILITY.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional products and services at the rates set forth in the Investment Summary for twenty-four (24) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty-four (24) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. **Optional Items.** Pricing for any listed optional products and services in the Investment Summary will be valid for twenty-four (24) months from the Effective Date.
3. **Dispute Resolution.** You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may

assert our respective rights and remedies in a court of competent jurisdiction. The proper venue for all lawsuits brought by either party shall be the Circuit Court of Rock Island County, Rock Island, Illinois or the United States District Court for the Central District of Illinois. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and

us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar

applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.
19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.
24. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy

Exhibit C Service Level Agreement
Schedule 1: Support Call Process
Exhibit D Third Party Terms
Exhibit E Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Rock Island, Illinois

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Rock Island
1528 3rd Ave.
Rock Island, IL 61201-8678
Attention: _____



Exhibit A

Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement. In the event of conflict between the Agreement and terms in the Comments section of this Investment Summary, the language in the Agreement will prevail.

Tyler sales quotation to be inserted prior to Agreement execution.

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Exhibit B

Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees.

1.1 SaaS Fees are invoiced as follows:

Date	Amount
4/1/2024	\$41,133.38
7/1/2024	\$41,133.38
10/1/2024	\$42,558.88
1/1/2025	\$44,345.76
4/1/2025	\$44,345.76
7/1/2025	\$49,190.50
10/1/2025	\$49,190.50
1/1/2026	\$49,190.50
4/1/2026	\$196,762.00
4/1/2027	\$196,762.00
4/1/2028	\$196,762.00

1.2 Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

2. Other Tyler Software and Services.

2.1 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary. Hours invoiced may not exceed the budgeted hours by phase represented in the project plan without an approved change order. Notwithstanding anything to the contrary in the Agreement, Tyler shall withhold billing and invoicing of ten percent (10%) of the fees for implementation services billed on an hourly basis and delivered during a Phase until the earlier of (i) the Live Date of the applicable Phase, or (ii) the Live Date for that Phase as listed in the revised Statement of Work as part of initial planning expected within thirty (30) days of implementation kick-off, unless Tyler is the cause of delay for the Live Date for that Phase.

2.2 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of



- the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
- 2.3 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
- 2.4 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
- 2.5 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- 2.6 *Web Services*: Annual fees for web services are payable in advance, commencing upon the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.
- 2.7 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.
3. Third Party Products and Hardware.
- 3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.
- 3.2 *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when we make it available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
- 3.3 *Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.
- 3.4 *Hardware Maintenance*: The first year maintenance fee for Hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
- 3.5 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary. For the avoidance of doubt, Finite Matters will invoice Client directly for any services fees for Pattern Stream.
- 3.6 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party’s then-current rates.

4. **Transaction Fees.** Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
5. **Expenses.** The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities



When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable month. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. **Maintenance Notifications**

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting



support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler’s Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client’s needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a “confirmed support incident” mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D Third Party Terms

Pattern Stream Terms. Your use of Pattern Stream software and services is subject to the terms found here: <https://www.tylertech.com/terms/finite-matters-ltd-consolidated-terms>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Pattern Stream software or services, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

Twilio Acceptable Use Policy. Your use of the Tyler solutions listed below includes functionality provided by a Third Party Developer, Twilio. Your rights, and the rights of any of your end users, to use said functionality are subject to the terms of the Twilio Acceptable Use Policy, available at <http://www.twilio.com/legal/aup>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any such Tyler solution, you certify that you have reviewed, understand and agree to said terms. Tyler hereby disclaims any and all liability related to your or your end user's failure to abide by the terms of the Twilio Acceptable Use Policy. Any liability for failure to abide by said terms shall rest solely with the person or entity whose conduct violated said terms.

- Electronic Warrants
- Online Dispute Resolution
- Enterprise Justice Notifications Add On (text notifications)
- Absence & Substitute
- Notify
- Enterprise Jury Manager
- Enterprise Supervision
- Virtual Court

Cornerstone OnDemand Terms. Your use of Cornerstone OnDemand software and services is subject to terms found here: <chrome-extension://efaidnbmninnbpcajpcglclefindmkaj/https://s3.us-east-1.amazonaws.com/sumtotalsystems.com/prod/images/cornerstone-terms-of-use.pdf>. By signing a

Tyler Agreement or Order Form including Cornerstone software or services, or accessing, installing, or using Cornerstone software or services, you agree that you have read, understood, and agree to such terms



Exhibit E
Statement of Work

Statement of Work to be inserted prior to Agreement execution.



Quoted By: Gary Dube
 Quote Expiration: 05/31/24
 Quote Name: City of Rock Island-ERP-ERP
 Quote Description: Contract Exhibit
 SaaS Term 5.00

Sales Quotation For:

Shipping Address:

City of Rock Island
 1528 3rd Ave
 Rock Island IL 61201-8678

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	112	\$ 31,623.00
Accounts Payable	1	32	\$ 8,513.00
Bid Management	1	24	\$ 3,514.00
Budgeting	1	48	\$ 8,513.00
Capital Assets	1	40	\$ 7,027.00
Cash Management	1	32	\$ 5,856.00
Contract Management	1	24	\$ 3,456.00
eProcurement (Vendor Access and Punch-Out)	1	24	\$ 5,700.00
Project & Grant Accounting	1	32	\$ 5,856.00
Purchasing	1	80	\$ 12,883.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 150 Employees	1	64	\$ 9,353.00
Employee Expense Reimbursement	1	32	\$ 3,514.00
Human Resources & Talent Management	1	144	\$ 9,704.00
Payroll with Employee Access	1	240	\$ 12,221.00

Risk Management	1	32	\$ 2,752.00
Time & Attendance w Mobile Access - Up to 750 Employees	1	176	\$ 19,668.00
Revenue			
Accounts Receivable	1	64	\$ 6,285.00
Cashiering	1	40	\$ 11,998.00
Central Property File	1	8	\$ 1,548.00
General Billing	1	32	\$ 3,999.00
Resident Access	1	40	\$ 6,300.00
Utility Billing CIS including Graphing Agent	1	152	\$ 12,605.00
Utility Billing Meter Interface	1	24	\$ 2,849.00
Civic Services			
Business Management Suite	5	160	\$ 8,875.00
Civic Access - Business Management	1	24	\$ 9,469.00
Civic Access - Community Development	1	24	\$ 9,469.00
Community Development Suite	20	248	\$ 35,500.00
Decision Engine	1	8	\$ 8,700.00
e-Reviews	1	80	\$ 17,754.00
Enterprise Permitting & Licensing Advanced Automation Bundle w Executive Insights	1	16	\$ 17,030.00
Enterprise Permitting & Licensing Core Foundation Bundle	1	16	\$ 2,663.00
Enterprise Permitting & Licensing Mobile	15	16	\$ 8,880.00
My Civic	1	56	\$ 10,000.00
Report Toolkit	1	0	\$ 2,959.00
Enterprise Asset Management			
Internal Requests License	1	0	\$ 1,894.00
Content Management			
Content Manager Auto Indexing and Redaction (Core)	1	16	\$ 2,857.00
Content Manager Core	1	32	\$ 11,426.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	80	\$ 21,298.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	\$ 7,215.00
GIS	40	8	\$ 11,840.00

Notify includes 50,000 Msgs and 1,650 Mins per year	1	16	\$ 10,000.00
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Sub-Total:		\$ 393,566.00
<i>Less Discount:</i>		<i>\$ 196,804.00</i>
TOTAL	2296	\$ 196,762.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Capital Assets Import Hours	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Cashiering Interface: Parking Tickets	1	\$ 4,500.00	\$ 0.00	\$ 4,500.00	\$ 900.00
Custom Report Writing	40	\$ 200.00	\$ 0.00	\$ 8,000.00	\$ 0.00
Executive Insights Implementation	1	\$ 8,400.00	\$ 0.00	\$ 8,400.00	\$ 0.00
Foundation Change Management	64	\$ 255.00	\$ 0.00	\$ 16,320.00	\$ 0.00
Implementation Services Contingency - hrs	1000	\$ 150.00	\$ 0.00	\$ 150,000.00	\$ 0.00
Project Management	1	\$ 91,800.00	\$ 0.00	\$ 91,800.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 90,650.00	\$ 0.00
Onsite Implementation	604	\$ 175.00	\$ 0.00	\$ 105,700.00	\$ 0.00
Remote Implementation	1692	\$ 150.00	\$ 0.00	\$ 253,800.00	\$ 0.00
TOTAL				\$ 732,370.00	\$ 900.00

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Discount	Total Maint/SaaS
Cash Drawer	6	\$ 260.00	\$ 0.00	\$ 1,560.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner - Model 1950GSR	6	\$ 450.00	\$ 0.00	\$ 2,700.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner Stand	6	\$ 30.00	\$ 0.00	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00
Pattern Stream Automated Document System - Implementation	64	\$ 185.00	\$ 0.00	\$ 11,840.00	\$ 0.00	\$ 0.00	\$ 0.00

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Pattern Stream Automated Document System -

SaaS	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,740.00	\$ 0.00	\$ 16,740.00
Payments Lane 3000 Terminal Purchase	6	\$ 419.00	\$ 0.00	\$ 2,514.00	\$ 0.00	\$ 0.00	\$ 0.00
Payments PCI Service Fee (Per Device)	6	\$ 0.00	\$ 0.00	\$ 0.00	\$ 180.00	\$ 0.00	\$ 1,080.00
Printer (TM-S9000II)	6	\$ 1,623.00	\$ 0.00	\$ 9,738.00	\$ 0.00	\$ 0.00	\$ 0.00
Touchscreen 7: Proximity Reader	18	\$ 2,195.00	\$ 0.00	\$ 39,510.00	\$ 220.00	\$ 0.00	\$ 3,960.00
TOTAL				\$ 68,042.00		\$ 21,780.00	

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 196,762.00
Total Tyler Services	\$ 732,370.00	\$ 900.00
Total Third-Party Hardware, Software, Services	\$ 68,042.00	\$ 21,780.00
Summary Total	\$ 800,412.00	\$ 219,442.00
Contract Total	\$ 1,806,902.00	
Estimated Travel Expenses excl in Contract Total	\$ 31,540.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Content Management				
Content Manager Core - Community Development	1	\$ 6,500.00	\$ 0.00	\$ 6,500.00
Conversions				

Community Development	1	\$ 16,450.00	\$ 0.00	\$ 16,450.00
Financials				
Accounting	1	\$ 5,000.00	\$ 0.00	\$ 5,000.00
Accounts Payable	1	\$ 7,600.00	\$ 0.00	\$ 7,600.00
Purchase Orders	1	\$ 5,400.00	\$ 0.00	\$ 5,400.00
Human Resources Management				
Human Resources Management	1	\$ 14,300.00	\$ 0.00	\$ 14,300.00
Revenue Management				
General Billing	1	\$ 8,200.00	\$ 0.00	\$ 8,200.00
Utility Billing	1	\$ 27,200.00	\$ 0.00	\$ 27,200.00
TOTAL				\$ 90,650.00

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Inventory	1	40	\$ 6,456.00
Human Resources Management			
Recruiting	1	32	\$ 2,455.00
Civic Services			
Enterprise Service Requests	1	56	\$ 3,773.00
Enterprise Asset Management			
Asset Maintenance & Performance - Per User	5	176	\$ 6,585.00
Data Insights			
Open Finance	1	0	\$ 16,000.00
Integrations			
Cashiering API	1	40	\$ 3,599.00
TOTAL:		344	\$ 38,868.00

Optional Tyler Annual Services

Description	Qty	Imp. Hours	Annual Fee
Recurring Services			
Managed Detection & Response	1	0	\$ 34,000.00
TOTAL:		0	\$ 34,000.00

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Install Fee - Managed Detection & Response	1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00
Install Fee - Open Finance	1	\$ 5,600.00	\$ 0.00	\$ 5,600.00	\$ 0.00
Conversion – See Detailed Breakdown Below				\$ 9,400.00	\$ 0.00
Onsite Implementation	92	\$ 175.00	\$ 0.00	\$ 16,100.00	\$ 0.00
Remote Implementation	252	\$ 150.00	\$ 0.00	\$ 37,800.00	\$ 0.00
TOTAL				\$ 69,900.00	\$ 0.00

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Cornerstone - Learning Mgmt System	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,957.00	\$ 0.00	\$ 38,957.00
TOTAL				\$ 0.00			\$ 38,957.00

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Conversions				
Business Management	1	\$ 9,400.00	\$ 0.00	\$ 9,400.00

TOTAL

\$ 9,400.00

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	\$ 31,623.00	\$ 15,812.00	\$ 15,811.00
Accounts Payable	\$ 8,513.00	\$ 4,257.00	\$ 4,256.00
Bid Management	\$ 3,514.00	\$ 1,757.00	\$ 1,757.00
Budgeting	\$ 8,513.00	\$ 4,257.00	\$ 4,256.00
Capital Assets	\$ 7,027.00	\$ 3,514.00	\$ 3,513.00
Cash Management	\$ 5,856.00	\$ 2,928.00	\$ 2,928.00
Contract Management	\$ 3,456.00	\$ 1,728.00	\$ 1,728.00
eProcurement (Vendor Access and Punch-Out)	\$ 5,700.00	\$ 2,850.00	\$ 2,850.00
Project & Grant Accounting	\$ 5,856.00	\$ 2,928.00	\$ 2,928.00
Purchasing	\$ 12,883.00	\$ 6,442.00	\$ 6,441.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 150 Employees	\$ 9,353.00	\$ 4,677.00	\$ 4,676.00
Employee Expense Reimbursement	\$ 3,514.00	\$ 1,757.00	\$ 1,757.00
Human Resources & Talent Management	\$ 9,704.00	\$ 4,852.00	\$ 4,852.00
Payroll with Employee Access	\$ 12,221.00	\$ 6,111.00	\$ 6,110.00
Risk Management	\$ 2,752.00	\$ 1,376.00	\$ 1,376.00
Time & Attendance w Mobile Access - Up to 750 Employees	\$ 19,668.00	\$ 9,834.00	\$ 9,834.00
Revenue			
Accounts Receivable	\$ 6,285.00	\$ 3,143.00	\$ 3,142.00
Cashiering	\$ 11,998.00	\$ 5,999.00	\$ 5,999.00
Central Property File	\$ 1,548.00	\$ 774.00	\$ 774.00
General Billing	\$ 3,999.00	\$ 2,000.00	\$ 1,999.00
Resident Access	\$ 6,300.00	\$ 3,150.00	\$ 3,150.00
Utility Billing CIS including Graphing Agent	\$ 12,605.00	\$ 6,303.00	\$ 6,302.00
Utility Billing Meter Interface	\$ 2,849.00	\$ 1,425.00	\$ 1,424.00
Civic Services			
Business Management Suite	\$ 8,875.00	\$ 4,440.00	\$ 4,435.00

Civic Access - Business Management	\$ 9,469.00	\$ 4,735.00	\$ 4,734.00
Civic Access - Community Development	\$ 9,469.00	\$ 4,735.00	\$ 4,734.00
Community Development Suite	\$ 35,500.00	\$ 17,760.00	\$ 17,740.00
Decision Engine	\$ 8,700.00	\$ 4,350.00	\$ 4,350.00
e-Reviews	\$ 17,754.00	\$ 8,877.00	\$ 8,877.00
Enterprise Permitting & Licensing Advanced Automation Bundle w Executive Insights	\$ 17,030.00	\$ 8,515.00	\$ 8,515.00
Enterprise Permitting & Licensing Core Foundation Bundle	\$ 2,663.00	\$ 1,332.00	\$ 1,331.00
Enterprise Permitting & Licensing Mobile	\$ 8,880.00	\$ 4,440.00	\$ 4,440.00
My Civic	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Report Toolkit	\$ 2,959.00	\$ 1,480.00	\$ 1,479.00
Enterprise Asset Management			
Internal Requests License	\$ 1,894.00	\$ 947.00	\$ 947.00
Content Management			
Content Manager Auto Indexing and Redaction (Core)	\$ 2,857.00	\$ 1,429.00	\$ 1,428.00
Content Manager Core	\$ 11,426.00	\$ 5,713.00	\$ 5,713.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	\$ 21,298.00	\$ 10,649.00	\$ 10,649.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	\$ 7,215.00	\$ 3,608.00	\$ 3,607.00
GIS	\$ 11,840.00	\$ 5,920.00	\$ 5,920.00
Notify includes 50,000 Msgs and 1,650 Mins per year	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00

TOTAL	\$ 393,566.00	\$ 196,804.00	\$ 196,762.00
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Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Business Management: Tyler leads and owns the "Assess and Define" and "Configuration" of 2 unique business transactions, 2 template business transactions, 2 geo-rules and 2 automation events. Configuration elements beyond this will be owned by the client.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 2 unique business transactions, 2 template business transactions, 1 geo-rules and 1 automation events. Configuration elements beyond this will be owned by the client.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

The SaaS fees for product that are not named users are based on 50 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years, Certifications, Education

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

Utility Billing conversion includes: Standard - UB Account, CID's, Services/Meter Inventory, Assessments, Consumption History - up to 5 years, Balance Forward AR, Service Orders, Backflow, Budget Billing, Flat Inventory/Containers

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Your acquisition of clocks and/or clock maintenance is subject to the following terms: <https://www.tylertech.com/terms/executime-clock-terms>.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must

purchase or upgrade to Content Manager Enterprise Edition.

For the avoidance of doubt, Managed Detection & Response is a subscription service, not SaaS. Notwithstanding the foregoing language, payment of annual subscription fees for Managed Detection & Response commence on the availability of the service. Managed Detection & Response services will renew automatically for additional one (1) year terms, and subsequent subscription fees are due annually in advance on the anniversary of the availability date at our then-current rates. Pricing is based on client's current network size as defined by their entity size. Any material increases of network size may result in additional fees being assessed for the Managed Detection & Response service upon renewal. The quoted Managed Detection & Response amount does not include monitoring of student devices nor analysis of student network traffic. Tyler can quote an additional fee for these services.

Your payment of the annual subscription or SaaS fee for Tyler Notify will include an identified amount of messages and/or minutes annually. Additional messages and/or minutes may be purchased from Tyler in defined packages at our then-current rates. Tyler Notify will not restrict use of messages and/or minutes that exceed the allotted messages but reserves the right to invoice you for documented overages occurring during the annual term. Any unused messages or minutes remaining at the end of your annual subscription term expire.

Fees for year one of hardware maintenance are invoiced upon delivery of the hardware, with subsequent years' fees billed annually, in advance.

Utility Billing CIS includes the Graphing Agent. Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

City of Rock Island, IL

SOW from Tyler Technologies, Inc.

1/17/2024

Presented to:

City of Rock Island, IL
1528 3rd Ave
Rock Island, IL 61201

Contact:

Gary Dube
Email: Gary.Dube@TylerTech.com
1 Tyler Drive, Yarmouth, Maine 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City of Rock Island, IL (collectively the “Project”).

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Project Success Criteria

- Ensure the needs of the City are thoroughly defined, documented, and understood by the Tyler implementation staff
- Business process reengineering takes place, as appropriate, during the appropriate project phase(s)
- Tyler has clear understanding of the City
- Tyler and the City provides adequate resources to implement the new system
- Tyler and the City will work jointly to ensure users are sufficiently trained so they can effectively use the system

1.4 Methodology

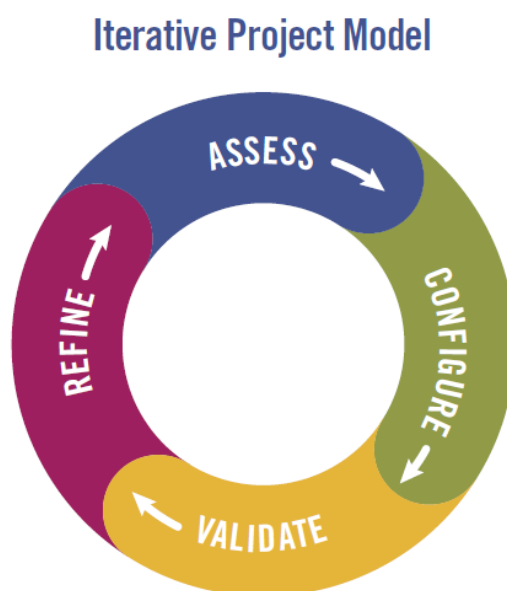
This is accomplished by the City of Rock Island, IL and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City of Rock Island, IL’s complexity and organizational needs.



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City of Rock Island, IL and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City of Rock Island, IL and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler’s Implementation process is to employ an iterative model where the City of Rock Island, IL’s business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

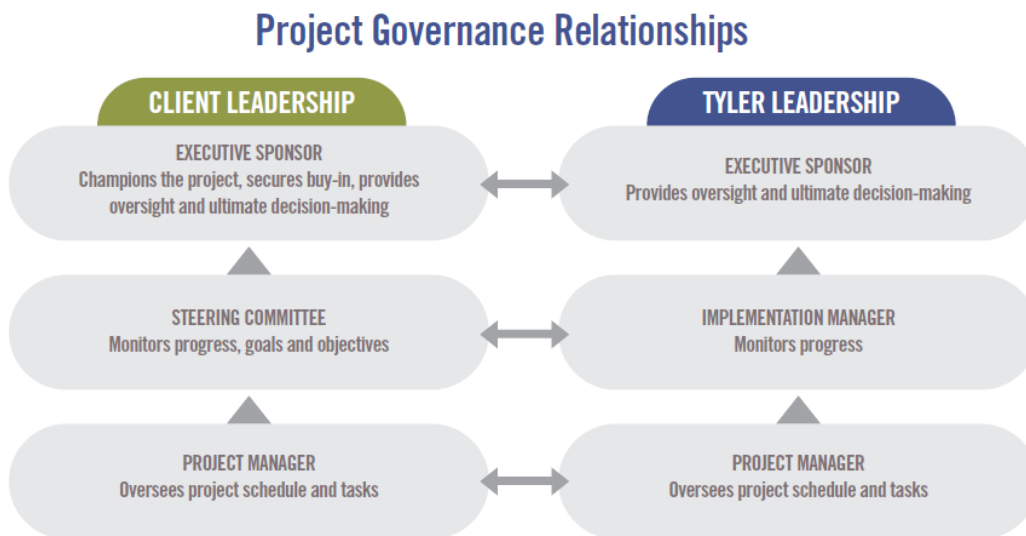
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

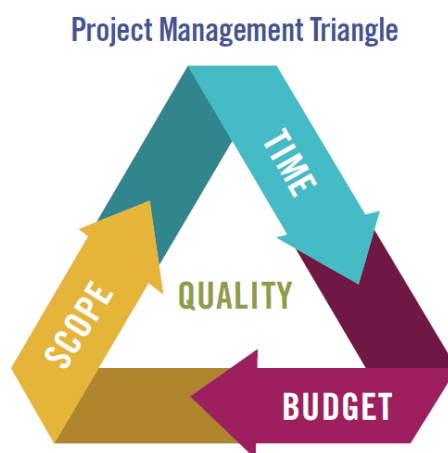
The chart below illustrates an overall team perspective where Tyler and the City of Rock Island, IL collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City of Rock Island, IL Steering Committee become the escalation points to triage responses prior to escalation to the City of Rock Island, IL and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City of Rock Island, IL and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City of Rock Island, IL; for example, the City of Rock Island, IL may decide it no

longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City of Rock Island, IL, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City of Rock Island, IL will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City of Rock Island, IL). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City of Rock Island, IL office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City of Rock Island, IL will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City of Rock Island, IL feedback and approval on Project deliverables will be critical to the success of the Project. The City of Rock Island, IL project manager will strive to gain deliverable and decision approvals from all authorized City of Rock Island, IL representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City of Rock Island, IL department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City of Rock Island, IL shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the City of Rock Island, IL does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City of Rock Island, IL does not agree the Deliverable or Control Point meets requirements, the City of Rock Island, IL shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City of Rock Island, IL shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City of Rock Island, IL does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City of Rock Island, IL and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City of Rock Island, IL, but are roles defined within the Project. It is common for individual resources on both the Tyler and City of Rock Island, IL project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City of Rock Island, IL 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City of Rock Island, IL 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City of Rock Island, IL management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City of Rock Island, IL, the Tyler Project Manager provides regular updates to the City of Rock Island, IL Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City of Rock Island, IL project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with the City of Rock Island, IL project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City of Rock Island, IL and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City of Rock Island, IL any items that may impact the outcomes of the Project.
- Collaborates with the City of Rock Island, IL 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City of Rock Island, IL 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the City of Rock Island, IL and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City of Rock Island, IL through software validation process following configuration.
- Assists during Go-Live process and provides support until the City of Rock Island, IL transitions to Client Services.
- Facilitates training sessions and discussions with the City of Rock Island, IL and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.
- Possesses an understanding of the functionality within Tyler software products for their functional area(s) so that tasks are completed competently and efficiently.
- Provides confident recommendations regarding configuration decisions and business process best practices using Tyler's products based on his/her experience and expertise implementing Tyler software products with similar organizations
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions with the Tyler project manager and the City of Rock Island project manager.
- Documents activities for onsite services and provides regular updates to the Tyler project manager.

- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project schedule
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training needs, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action
- Completes site reports detailing activities for each implementation day within 5 business days of the event(s) they facilitated
-

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the City of Rock Island, IL.
- Loads City of Rock Island, IL provided GIS data into the system.

5.2 City of Rock Island, IL Roles & Responsibilities

City of Rock Island, IL resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City of Rock Island, IL Executive Sponsor

The City of Rock Island, IL executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City of Rock Island, IL steering committee, project manager(s), and functional leads to make critical business decisions for the City of Rock Island, IL.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City of Rock Island, IL Steering Committee

The City of Rock Island, IL steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City of Rock Island, IL project manager and Project through participation in regular

internal meetings. The City of Rock Island, IL steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City of Rock Island, IL steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City of Rock Island, IL Policies
 - Needs of other client projects

5.2.3 City of Rock Island, IL Project Manager

The City of Rock Island, IL shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City of Rock Island, IL Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City of Rock Island, IL project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The City of Rock Island, IL project manager(s) are responsible for reporting to the City of Rock Island, IL steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City of Rock Island, IL project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.

- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City of Rock Island, IL and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City of Rock Island, IL staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City of Rock Island, IL resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City of Rock Island, IL technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City of Rock Island, IL Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City of Rock Island, IL project manager.

- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of City of Rock Island, IL resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

5.2.5 City of Rock Island, IL Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the City of Rock Island, IL business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City of Rock Island, IL staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 City of Rock Island, IL End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City of Rock Island, IL Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.

- Coordinates interface development for City of Rock Island, IL third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City of Rock Island, IL's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City of Rock Island, IL GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of City of Rock Island, IL GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

5.2.7.2 City of Rock Island, IL Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City of Rock Island, IL's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City of Rock Island, IL and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City of Rock Island, IL Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the City of Rock Island, IL.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 GIS Planning*	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Infrastructure Planning	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 Stakeholder Meeting	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “Intentionally Left Blank” in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City of Rock Island, IL with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the City of Rock Island, IL gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City of Rock Island, IL's team. During this step, Tyler will work with the City of Rock Island, IL to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City of Rock Island, IL project team.

STAGE 1	Initial Coordination																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City of Rock Island, IL project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City of Rock Island, IL		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables	
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City of Rock Island, IL provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City of Rock Island, IL has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train the City of Rock Island, IL to install License Software. The City of Rock Island, IL is responsible for the installation and setup of all peripheral devices.

Objectives:

- Ensure the City of Rock Island, IL's infrastructure meets Tyler's application requirements.
- Ensure the City of Rock Island, IL's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning
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	Tyler							City of Rock Island, IL									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Provide Infrastructure Requirements and Design Document		A	R		C		C				I						I
Initial Infrastructure Meeting		A	R		C		C				C						C
Schedule SaaS Environment Availability		A	R				C				I						
Schedule Installation of All Licensed Software		A	R				C				I						I
Infrastructure Audit		A	R				C				I						C

Inputs	Initial Infrastructure Requirements
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements
	Infrastructure Audit	System Passes Audit Criteria

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City of Rock Island, IL Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City of Rock Island, IL team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting	
	Tyler	City of Rock Island, IL

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.5 GIS Preparation

GIS data is a core part of many Tyler applications. Other City of Rock Island, IL offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all City of Rock Island, IL GIS data sources and formats.
- Tyler to understand the City of Rock Island, IL's GIS needs and practices.
- Ensure the City of Rock Island, IL's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation	
	Tyler	City of Rock Island, IL

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- City of Rock Island, IL is responsible for maintaining the GIS data.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City of Rock Island, IL
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City of Rock Island, IL business processes. This information will be used to identify and define business processes utilized with Tyler software. The City of Rock Island, IL collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City of Rock Island, IL team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City of Rock Island, IL team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City of Rock Island, IL for current and future state analysis.

STAGE 2	Solution Orientation																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City of Rock Island, IL and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work

package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City of Rock Island, IL will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City of Rock Island, IL's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis																
	Tyler							City of Rock Island, IL									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City of Rock Island, IL current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City of Rock Island, IL attendees possess sufficient knowledge and authority to make future state decisions.
- The City of Rock Island, IL is responsible for any documentation of current state business processes.
- The City of Rock Island, IL can effectively communicate current state processes.

6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City of Rock Island, IL Source data
	City of Rock Island, IL Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City of Rock Island, IL Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the City of Rock Island, IL representatives to identify business rules before writing the conversion.
- City of Rock Island, IL subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.4 Intentionally left blank.

6.2.5 Intentionally left blank.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City of Rock Island, IL against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City of Rock Island, IL can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*	
	Tyler	City of Rock Island, IL

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software with Initial Database on Server(s) for Included Environments			A				R				I						C
Install Licensed Software on City of Rock Island, IL Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City of Rock Island, IL Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	System meets prescribed checklist
	Infrastructure Design Document (C&J – If Applicable)	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City of Rock Island, IL will provide network access for Tyler modules, printers, and Internet access to all applicable City of Rock Island, IL and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City of Rock Island, IL to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City of Rock Island, IL collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City of Rock Island, IL Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler							City of Rock Island, IL									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City of Rock Island, IL configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The City of Rock Island, IL is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City of Rock Island, IL users on how to execute processes in the system to prepare them for the validation of the software. The City of Rock Island, IL collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the City of Rock Island, IL understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City of Rock Island, IL Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City of Rock Island, IL-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	

	Completed City of Rock Island, IL-specific process documentation (completed by City of Rock Island, IL)	
--	---	--

Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the City of Rock Island, IL's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City of Rock Island, IL will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City of Rock Island, IL to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads

Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R			I			I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The City of Rock Island, IL will provide a single file layout per source system as identified in the investment summary.
- The City of Rock Island, IL subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City of Rock Island, IL project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 Intentionally left blank.

6.3.6 Intentionally left blank.

6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.

- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City of Rock Island, IL team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City of Rock Island, IL to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City of Rock Island, IL verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City of Rock Island, IL organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City of Rock Island, IL updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City of Rock Island, IL will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the City of Rock Island, IL has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the City of Rock Island, IL will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I

Develop Go-Live checklist		A	R	C	C					C	C	I	C			C
Final system infrastructure review (where applicable)			A				R			C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the City of Rock Island, IL

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City of Rock Island, IL users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City of Rock Island, IL specific business process documentation. City of Rock Island, IL-led training labs using City of Rock Island, IL specific business process documentation if created by the City of Rock Island, IL can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City of Rock Island, IL is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	

Train-the-trainer		A	R	C							C	C	I	C			
End User training (City of Rock Island, IL-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City of Rock Island, IL signoff that training was delivered

Work package assumptions:

- The City of Rock Island, IL project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City of Rock Island, IL as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City of Rock Island, IL departments.
- The City of Rock Island, IL will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City of Rock Island, IL will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City of Rock Island, IL to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City of Rock Island, IL and Tyler will complete work assigned to prepare for Go-Live.

The City of Rock Island, IL provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City of Rock Island, IL manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City of Rock Island, IL during Go-Live activities. The City of Rock Island, IL transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- City of Rock Island, IL data available in Production environment.

STAGE 5	Go-Live																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City of Rock Island, IL confirms data is available in production environment

Work package assumptions:

- The City of Rock Island, IL will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City of Rock Island, IL business processes required for Go-Live are fully documented and tested.
- The City of Rock Island, IL Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City of Rock Island, IL Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City of Rock Island, IL onto the Tyler Client Services team, who provides the City of Rock Island, IL with assistance following Go-Live, officially transitioning the City of Rock Island, IL to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City of Rock Island, IL teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City of Rock Island, IL to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and			A					R			C	C		C			

continuous improvement																			
------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Inputs	Open item/issues List
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City of Rock Island, IL transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City of Rock Island, IL for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City of Rock Island, IL teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								City of Rock Island, IL								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						

Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City of Rock Island, IL
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City of Rock Island, IL may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City of Rock Island, IL teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out	
	Tyler	City of Rock Island, IL

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City of Rock Island, IL and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	City of Rock Island, IL acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the City of Rock Island, IL will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when

acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City of Rock Island, IL Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City of Rock Island, IL project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the City of Rock Island, IL is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the City of Rock Island, IL to make process changes.
- The City of Rock Island, IL is responsible for defining, documenting, and implementing their policies that result from any business process changes.
- The City of Rock Island, IL is permitted to request resumes for project personnel proposed by Tyler. Tyler will provide project resumes, demonstrating relevant past project experience, for project team members in a timely manner as to not negatively impact expected dates of performance.
- The City of Rock Island, IL is permitted to interview project personnel proposed by Tyler. The City of Rock Island, IL and Tyler will agree to scope of interview topics in advance. Client requests for interviews will be submitted in a timely manner so as not to negatively impact expected dates of performance.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City of Rock Island, IL is responsible for managing Organizational Change. Impacted City of Rock Island, IL resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City of Rock Island, IL resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City of Rock Island, IL resources will participate in scheduled activities as assigned in the Project Schedule.
- The City of Rock Island, IL team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City of Rock Island, IL will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.

- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The City of Rock Island, IL will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The City of Rock Island, IL makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The City of Rock Island, IL will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City of Rock Island, IL will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City of Rock Island, IL is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the City of Rock Island, IL representatives to identify business rules before writing the conversion. The City of Rock Island, IL must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The City of Rock Island, IL will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City of Rock Island, IL Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City of Rock Island, IL is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The City of Rock Island, IL will provide dedicated space for Tyler staff to work with City of Rock Island, IL resources for both on-site and remote sessions. If Phases overlap, City of Rock Island, IL will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City of Rock Island, IL will provide staff with a location to practice what they have learned without distraction.



8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.



Part 4: Appendices

9. Conversion

9.1 Content Manager Conversion Summary

9.1.1 Content Manager – Standard

- Up to records
- Up to document type(s)
- All visible fields configured for Tyler Content Manager Enterprise installations or the standard fields that exist for Tyler Content Manager Core installations
- Images and Attachments as described below
- Lookups are imported with the assistance of the consultant
- Conversion from

9.2 Enterprise ERP Conversion Summary

9.2.1 Business License

9.2.1.1 Master Files

- Master files, Businesses, licenses and permits, charges and receipts, and classification codes

9.2.1.2 Business License - Bills

- Receivable amounts associated with license detail, balance forward bill
- Up to 5 years

9.2.2 Accounting

9.2.2.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.2.2.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.2.3 Accounts Payable

9.2.3.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.2.3.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.2.3.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.2.4 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.

9.2.5 Human Resources Management

9.2.5.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.2.5.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.2.5.3 Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.2.5.4 Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.2.5.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years

9.2.5.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.2.5.7 Education

- Codes, for institution, type of degree, and area(s) of study

9.2.6 General Billing

9.2.6.1 Customer Master Files

- Customer information

9.2.6.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.2.6.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP

9.2.7 Utility Billing

9.2.7.1 Account Information

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information

9.2.7.2 Services

- Current service codes, service status, type, factor, condo units, bill cycle codes, , current deposits held on account including unpaid deposit amounts, winter usage, current meter(s) associated with service, meter readings(current and previous), meter usage (current and previous) and sales tax information.

9.2.7.3 Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

9.2.7.4 Consumption History

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes
- Up to 5 years

9.2.7.5 Balance Forward AR

- Account balance forward information converted as total amount due. If the client's business practices require current due and past due bills this can be broken into three balance forward bills(current balance due and up to two past due balance bills).These can be converted to one balance forward charge code or separate balance forward charge codes, and converted to the account/customer, if the client's legacy data contains this information.
- If late penalties will be applied in Enterprise ERP after the conversion, balance forward amounts must be converted by charge code

9.2.7.6 Work Orders

- Work Orders data associated with accounts, including meter repairs, checks for leaky meter, reread a meter due to high reading

9.2.7.7 Backflow

- Account information, backflow device information, backflow type, and backflow violations

9.2.7.8 Budget Billing

- Converts information for budget average billing by account, customer and service. Legacy data must include: calculated budget amount by service; number of periods remaining until plan renews; budget plan balance/credit amount, broken out by service/customer; additional amortized amount by service.

9.2.7.9 Flat Inventory/Containers

- Inventory for non-metered items tied to recurring service billing – flat rate is tied to inventory item(s)/item type(s) (vs consumption/usage). Trash/recycling containers, dumpsters, roll off containers, light poles, cable/internet equipment.

10. Additional Appendices

10.1 Intentionally left blank.



11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target start and end date for each Phase of the Project. The timeline needs to account for resource availability, business goals, size and complexity of the Project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation.

The following dates may be revised based on the date the Agreement is signed and further refined during the course of the project. Tyler requires up to forty-five (45) days to move from Agreement signing to the Initiate & Plan Stage.

Phase	Functional Area(s)	Modules	Start Date	Go-Live Date
1	Financial Management	- Accounting - Accounts Payable - Bid Management - Budgeting - Capital Assets - Cash Management - Contract Management - eProcurement - Project & Grant Accounting - Purchasing	Apr 2024 or as defined in the Project Plan and mutually agreed upon	Jul 2025 or as defined in the Project Plan and mutually agreed upon
	System Wide	- Enterprise Analytics & Reporting w/ Executive Insights - Enterprise Forms Processing - Content Manager Core		
2	Revenue	- Accounts Receivable - Cashiering - Central Property File - General Billing - Resident Access - UB CIS including Graphing Agent - UB Meter Interface	Sep 2024 or as defined in the Project Plan and mutually agreed upon	Oct 2025 or as defined in the Project Plan and mutually agreed upon

3	Human Resource Management	- Advanced Scheduling w/ Mobile Access – Up to 150 Employees - Employee Expense Reimbursement - Payroll w/ Employee Access - Human Resources & Talent Management - Risk Management - Time & Attendance Mobile Access – Up to 750 Employees	Jan 2025 or as defined in the Project Plan and mutually agreed upon	Apr 2026 or as defined in the Project Plan and mutually agreed upon
4	Civic Services	- Business Management Suite - Civic Access – Business Management - Civic Access – Community Development - Community Development Suite - Decision Engine - E-Reviews - Enterprise Permitting & Licensing Core Foundation Bundle - Enterprise Permitting & Licensing Advanced Automation Bundle w/ Executive Insights - Enterprise Permitting & Licensing Mobile - My Civic - Report Toolkit	Jul 2025 or as defined in the Project Plan and mutually agreed upon	Oct 2026 or as defined in the Project Plan and mutually agreed upon

	2024												2025												2026											
Phase	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Financial Management																																				
Revenue (Utility Billing)																																				
Human Resource Management																																				
Civic Services																																				

11.2 Intentionally left blank.

Memorandum



To: Rock Island City Council
From: Timothy Bain
Subject: Report from the Information Technology Department regarding a contract with Plante Moran of Chicago, Illinois for ERP project initiation assistance not to exceed \$68,240 (ARPA funds).

Motion: Motion whether or not to approve the contract as recommended and authorize the City Manager to execute the contract.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

As the City of Rock Island moves forward with the implementation of new financial software, a need for external consulting services exists through the initial phases of the project. The City has been working with Plante Moran for the last year and a half to generate the RFP for new software and guide the selection process. Looking ahead, a minimal amount of project initiation assistance along with guidance from various subject-matter experts on financial software best practices will add value to the City's investment in new software. The first few steps in implementing new software can be among the most crucial. Outside assistance from Plante Moran is an excellent way to help get started on the correct path with this new system.

Previous Council Action (if any):

In October of 2022 the City Council approved a staff recommendation to work with Plante Moran of Chicago, IL for the selection of financial software.

Budget Impact:

ARPA Funded (unrestricted City Software): \$68,240

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

GOAL #1: FINANCIAL SUSTAINABILITY - Achieve financial sustainability through the transformation of the city's budget process, financial analysis and metrics, and resource allocation with a focus on educating, including, and engaging residents and businesses as partners in the process.

Recommendation:

The Information Technology Department recommends that the City Council authorize the City

Manager to execute the contract documents with Plante Moran of Chicago, IL for ERP project initiation assistance in an amount not to exceed \$68,240.00.

Submitted by: Timothy Bain

Approved by:



FEBRUARY 29, 2024

Make the mark.

CITY OF ROCK ISLAND, IL

ERP Implementation Project Management Services
Proposal

February 29, 2024

Mr. Tim Bain
City of Rock Island, IL
1528 3rd Ave, Rock Island, IL 61201

Dear Tim,

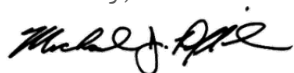
Thank you for inviting us to submit our proposal for ERP implementation project management services to the City of Rock Island ("City"). We understand that the City is seeking a partner to provide project management and/or subject matter expert services for its upcoming Tyler implementation. Plante Moran's government consulting team offers experience providing implementation assistance for similar government organizations implementing Tyler Technologies software including Munis ERP. Some key benefits of working with the Plante Moran team on the ERP implementation project are as follows:

- **Relationship with City staff.** Members of the proposed team have been involved with the City's ERP selection project. This has allowed our team to build a relationship with the City and develop an understanding of the City's processes which will set the stage for a successful implementation.
- **Recent client experience with Tyler EERP (formerly Munis) implementations.** Recent experience assisting clients with Tyler implementations including the Village of Arlington Heights, the Village of Elk Grove, Village of Glencoe, City of Pflugerville, City-Parish of Baton Rouge, and more.
- Plante Moran has cultivated a unique ability to serve governmental organizations. We have provided **more than 65 years of service in the government sector and have more than 200 professional staff in our public sector practice.**
- **Plante has developed a proven methodology and approach based on over 30 years of enterprise system experience with governmental clients.** We bring a breadth and depth of experience facilitating current state assessments for our clients enabling them to effectively optimize core business processes, staff expertise, and systems integration.
- **Our skilled, credentialed project team** possesses expertise tailored to fulfill each of the in-scope areas of your Tyler implementation. Our proposed team comprises experts who will bring perspective from other public sector clients undergoing similar initiatives. Our team blends the technology and local municipality operations knowledge with seasoned consultants to work on this important initiative.

Plante Moran Difference: Tyler Implementation Experts. We have assisted over 50 clients in the last decade with their Tyler implementations. Our team understands the nuances of the Tyler environment and has documented valuable lessons learned to inform the City's implementation project.

Our proposal further describes our qualifications, proposed engagement team, and fee summary. We are happy to discuss any questions you may have regarding the proposal.

Sincerely,



Mike Riffel, Engagement Partner

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Section 1: Firm Qualifications



Governmental experience that's beyond the expected

When we serve governmental entities, ensuring compliance is just the first step. As the City's partner, we'll translate our expertise into solutions, helping you streamline operations, contain costs, and stay ahead of the curve. Why? It's simple: Investing in our clients means investing in the future of our communities.

What our practice looks like

500+	Governmental clients, including: • Convention Centers • Airports • Transportation organizations • Authorities • Local government • Pension systems • Special districts • State agencies • Utilities	750+	Annual Comprehensive Financial Report (ACFR) audits conducted in the past 25 years whereby the ACFRs have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting
		575+	Single audits performed annually
		45	States with public sector clients
1,700+	Public sector clients served	250+	Staff dedicated to serving governmental clients
1,300+	GASB entities served	25+	Partners dedicated to serving governmental clients
75	Years serving government entities	\$9B	Federal expenditures audited per year

How we stand apart from the competition

When it comes to serving municipalities and government entities, the Plante Moran difference can be boiled down to two key factors:



Our governmental clients are served by professionals who have made the public sector a focus of their careers.



Our firm is unmatched in the level of research we conduct on challenges facing governmental leaders.

Because our firm is organized by industry (not by office or region), you'll always be served by specialists who have already served many governmental entities, including cities and counties, municipal operations, water and sewer authorities, transit authorities, state government agencies, and public library systems.

Our active involvement in government associations — along with our firsthand experience serving a large, diverse client base — is at the heart of our technical expertise. We pass on what we learn to our staff via internal training seminars and to our clients through our webinars, white papers, and toolkits.

ERP implementation assistance experience

Of particular importance to this project with the City is our extensive experience in providing ERP consulting services to government organizations. As an ERP initiative is enterprise-based, it is critically important to understand the needs of the various City stakeholders and their particular areas of interest as well as how an ERP will integrate with existing non-ERP systems within these departments. We have extensive and recent experience in working on ERP projects and other technology-based projects with local municipalities. Through these experiences, we have become knowledgeable of the unique needs that enterprise departments and non-enterprise departments have when it comes to an ERP solution. The table below provides a partial listing of local municipalities, counties, and other governments for which Plante Moran has provided implementation services within the last six years. *Plante Moran has assisted over 35 governmental entities with their Tyler implementation project. Our experience with Tyler implementations is included below.*

Client name	Project date	Legacy system	New system
Village of Arlington Heights, IL	Nov-19 – Present	CentralSquare HTE	Tyler Munis
Village of Glencoe, IL	Jan-17 – Nov-23	Harris Innoprise	Tyler InCode
Village of Elk Grove, IL	Sep-13 – Nov-18	Superion HTE	Tyler Munis
Town of Little Elm, TX	Mar-22 – Present	STW	Tyler Munis
Gulf Coast Authority, TX	Feb-22 – Present	Tyler Eden	TBD
County of Calhoun, MI	Nov-20 – Present	Tyler New World	Tyler Munis
City of Pflugerville, TX	Sept-20 – Present	Tyler InCode	Tyler Munis
Salem Area Mass Transit, OR	Jul-19 – Present	-	Tyler Munis
City of Wauwatosa, WI	Apr-19 – Present	GEMs	Tyler Munis
City of Johns Creek, GA	Jan-19 – Present	Superion ONESolution	Tyler Munis

Client name	Project date	Legacy system	New system
Cheyenne's Board of Public Utilities, WY	Sep-16 - Present	Superion HTE/NaviLine	Tyler Munis
Santa Margarita Water District, CA	Jan-15 - Present	Superion HTE	Tyler Munis
City of O'Fallon, MO	Jul-18 - Mar-21	Tyler InCode	Tyler Munis
City of North Miami Beach	Apr 11 - Jun-21	Superion Pentamation	Tyler Munis
Southeast Michigan Council of Governments, MI	Oct-17 - Feb-20	-	Tyler InCode
City of Pinellas Park, FL	May-13 - Oct-19	Custom (AS400)	Tyler Munis
City of Longview, TX	Nov-17 - Jun-19	Tyler Eden	Tyler Munis & TimeClock Plus
City-Parish of East Baton Rouge, LA	Feb-14 - Feb-19	Custom COBOL/BANNER system	Tyler Munis

Tyler implementation assistance experience

Our team has successfully supported many ERP implementations. This includes experience with many Tyler Munis implementations. **Note that a listing of our client experience with Tyler Munis implementation projects is detailed above in section Phase 1: vendor qualifications, ERP implementation experience.**

We have experience with all Tyler applications, including:

- Tyler Munis and Incode core financials
- eProcurement
- Munis Analytics and Reporting
- Human Capital Management
- ExecuTime
- Payroll
- Utility Billing
- Cashiering
- Asset Management
- Work Orders
- EnerGov: Citizen Self-Service, Permitting & Land Management, Licensing & Regulatory Management, GIS

Our team has documented lessons learned from these previous clients, which we can use to guide the City and mitigate common risks that may impede the project.

In addition, as part of our Vendor Liaison Program (VLP), senior members of our team meet with Tyler leadership on a regular cadence to discuss client matters, advocate on our client's behalf, and learn more about Tyler enhancements and initiatives.

Our proposed project team includes data experts who can support the City with its conversion process. We can utilize data integration and conversion tools to help the City transform its data to

work with Tyler's systems. Our previous Tyler implementation clients need to configure both Role Based Access Control and Munis Workflow. Our approach to implementation project management includes bringing in subject matter experts when needed to provide insight when making key decisions. Our team knows the functional areas that are being implemented, so they can provide guidance regarding roles and workflows in those areas. In addition, our firm provides Risk Accounting and Advisory Services which we can leverage to ensure that your new system environments meet proper control standards. We also have experience managing implementations that include interfaces with many other applications. Our implementation approach includes clearly defining the scope of integrations at the beginning of the project, and we will work with any third-party vendors and Tyler to determine if prebuilt integrations can be leveraged.

Once the scope of the work has been determined, we will include the necessary steps in the project plan. Our project management approach allows us to bring in additional resources as needed, so we are prepared to support the City with all of its anticipated modules.

Firm profile

We are the 14th largest certified public accounting and management consulting firm in the nation, serving clients like you for nearly 100 years. Our firm specializes in financial, compliance, human capital, operations improvement, strategic planning, technology selection and implementation, and family wealth management services.

Fast facts



1924

Year founded



3,500+

Staff



360+

Partners



24

Offices worldwide



50

States with clients



150+

Countries where
we've served clients



45+

Services available



25+

Industries served

Section 2: Project Team and Experience



Project staffing

Plante Moran has over 3,300 total staff and more than 300 partners. Our staffing approach is designed to assign personnel to areas of the project where their expertise is required. All of the proposed team members have worked together on previous projects. Specifically, our project staffing plan is carefully tailored to ensure that project team members are assigned tasks closely aligned to their experience and capabilities. Additionally, all of our key proposed staff have been involved in a number of Project Management and Implementation-related projects and therefore have a strong knowledge and understanding of project management and enterprise software best practices. The following table lists the key personnel for this project and summarizes the role that each individual will perform on the project and their relevant skills. The engagement roles for the team members who will serve the City are shown in the following table. Detailed resumes of any team members can be provided upon request.

The following core team members are proposed to support the Finance phase of the implementation. We have subject matter experts in other areas that can assist with other phases of the project where appropriate. Those are included at the bottom of this table for future reference.

Team member	Project role	Qualifications
Proposed Core Team Members:		
Mike Riffel, MPA, CGCIO	Engagement Partner Mike has overall responsibility for ensuring that all project tasks throughout the entire project are completed within schedule and budget and that all project deliverables meet the required quality standards.	Mike has over 17 years of experience in assisting the public sector through the information technology assessment, selection, and implementation process.
Natalie Schwarz, PMP	Project Director Natalie will provide implementation advisory assistance to the project manager and team based on her deep experience assisting clients with ERP implementations including Tyler Munis, Incode, EnerGov, EAM, and Executime. Natalie will work with the project manager to mobilize project resources based on the needs and schedule of the project.	Natalie is a certified Project Management Professional (PMP) with over 12 years of professional service experience consulting and implementing systems for a wide range of clients and industries. She specializes in large-scale project management and assisting public sector entities assess, plan for, select, and implement enterprise technologies in a project director, manager, and advisor role. Natalie has extensive experience assisting clients with their Tyler Munis implementations. Natalie focuses largely on serving clients for Tyler implementations, including the Town of Little Elm and the City of Pflugerville.
Nina Rajcevic	Project Advisor	Nina has over 6 years of experience working with public sector organizations on ERP assessments,

Team member	Project role	Qualifications
	Nina will be responsible for advising the overall project to ensure that the implementation is following the established project plan. She will coordinate resources on the Plante Moran side for optimal use of proposed hours. She will also maintain the working relationship with the City and Tyler.	selections, and implementations. Her experience working with the City of Rock Island and other municipalities in Illinois will allow her to serve as a resourceful advisor for this implementation.
Michael Samach	Finance and Procurement Advisor Michael will advise on the Munis Finance and Procurement and participate in activities related to these phases.	Michael has 30 years of experience in corporate accounting, public accounting, systems consulting, project management, and risk management consulting. Michael has been a project manager for real-time assurance services (project quality review and oversight) on a multi-year engagement for a Florida county implementing an ERP system as well as consulting as a risk management lead on a multi-year engagement implementing an ERP system
Adam Ben-Moche	Project Consultant Adam will help manage the Finance phase of the project and support day to day activities such as data conversion, testing, and project management as needed.	Adam's experience includes writing test scripts in finance and HR, data validation, and implementation support. His background includes selection assistance and IT assessment development.
Additional team members that may be leveraged as appropriate:		
Adam Satterwhite	Tyler Advisor Will advise the project team in areas of Tyler products/functionality and services.	Adam has over 13 years of technology consulting experience in the education and local government industries. His experience includes software implementation management, project management, process improvement, requirements definitions, and RFP development. Prior to joining Plante Moran, Adam was at Tyler Technologies as a team lead and worked on ERP implementations. He holds a Project Management Professional certification.
Kyle Macyda	Technical Advisor	Kyle has over 20 years of experience in designing, implementing, and managing IT

Team member	Project role	Qualifications
	Kyle will advise on technical aspects of the project including determining the needs from an infrastructure perspective, including reviewing networks, bandwidth, servers, and other hardware.	infrastructure solutions including city and county governments, education, and financial services. He has extensive knowledge of complex virtualized environments that include a mixture of on-premise, private cloud, and public cloud solutions for both server and endpoint virtualization. Kyle has assisted several large governmental clients with the selection and implementation of cloud ERP solutions.
Danielle DeLonge	Change Management Advisor Danielle leads the Organizational Change Management practice at Plante Moran. She specializes in helping clients navigate complex technology transformations by taking a human-centered approach that empowers change leaders, accelerates business outcomes, and achieves competitive advantage.	
Matt Bohdan	Internal Control Advisor Matt will advise on internal controls best practices, including role-based access control and workflows.	Matt has over 10 years of public accounting and management consulting experience providing services to clients in a number of industries, including public sector. His expertise includes accounting, internal controls, enterprise risk management, internal audit, compliance, and process assessment and implementation.
Diane Langham, CPA	Chart of Accounts Advisor Will support the project team's efforts to modernize the account structure from GEMS.	Diane is an expert in government finance with thirty-one years of experience in statewide government and state agency-level financial management. She was the finance lead on her statewide ERP implementation, transforming the business processes for over 100 agencies, and ended her state career as the ERP Operations Director. Diane is a recognized expert on the redesign of charts-of-accounts required for ERP projects.
Christopher Blough, MPA, PMP	Community and Economic Development Advisor Christopher will advise on all activities related to licensing, permitting, inspections, and code enforcement during the implementation.	Chris leads the Public Services Delivery Service Line within Plante Moran's Public Sector Technology, Operations, and Infrastructure Practice. His 20 years of experience advising America's fastest growing communities to optimize their digital customer service delivery as a public servant and management consultant provides his clients with applied knowledge of

Team member	Project role	Qualifications
		land development, permitting, licensing, and code enforcement operations.
Mike Blickhahn	HR/Payroll Advisor Mike will advise on HR and Payroll and participate in activities related to these phases.	Mike has over 25 years of experience leading various human resource operational and technical functions in healthcare, government, and retail pharmacy. He has human resources leadership and operational experience at employers ranging from 500 to 200,000 employees. In addition, Mike has helped clients refine Human Resources processes to increase efficiency and leverage technology, and he has also worked with several clients to update their Human Resources policies. Mike has experience assisting clients with their Tyler implementations including City of Baton Rouge, City of Peoria, and Village of Elk Grove.
Reese Weigle	Utility Billing Advisor Reese will advise on Utility Billing and participate in activities related to the UB phase.	Reese has over 10 years of experience working with enterprise software with over 6 years working in the utility industry providing utility departments with Customer information Systems (CIS) /Utility Billing (UB) system implementation support and business analysis. Reese has experience working as a functional consultant, implementation consultant, trainer, business analyst, and User Acceptance Testing (UAT) lead for his utility clients across implementation and service projects.

Section 3: Project Approach



ERP implementation critical success factors

Through our involvement in multiple large-scale ERP implementation projects, we note several critical success factors that comprise the core of our management philosophy.

1. **Appropriate staffing levels during the implementation** – The biggest challenge for a project is the necessity to fully staff and commit the necessary resources required to perform all of the implementation activities required at the start of the project. Most public-sector organizations have seen their staffing levels reduced, in some cases significantly, while service levels have increased. The impact of managing current operations while undertaking an implementation has become overwhelming for many organizations. Our assistance to the City in this area would be as follows:
 - Support and/or supplement City project management role resource(s) to ensure the project stays on time and within budget.
 - Bring expertise and lessons learned from working on many ERP implementation projects to identify and mitigate project risks early on and bring efficiency to project management and activities.
 - Bring functional and technical experts to the project to support City Departments with business process and system best practices and recommendations for configuration decisions, as well as assistance with planning and executing testing, training, and go-live planning. We have experts in government financial business processes.
2. **Visible executive-level sponsorship** – Lack of strong level of visible executive sponsorship on the project can inhibit the effectiveness of an implementation. We realize that top management support is the number one success factor in any project. Plante Moran will:
 - Equip executive sponsorship with a high level of authority and responsibility within the organization to provide Executive Sponsorship on the project from the beginning.
 - Review the roles and responsibilities of the executive sponsor and document in the Project Charter.
 - Implement a governance structure, led by an Executive Steering Committee as part of the project that would be chaired by the Executive Sponsor.
3. **Strong project manager** – Our proposed team is experienced in effectively leading and communicating project priorities. Our credentialed team focuses on the planning and coordination of the project and appropriately staffing tasks. We believe in the delineation between the PMO and the execution of the work, focusing our efforts on the leadership required to deliver the project scope.
4. **Communication of project status** – We believe in the open communication of project milestones and status to maintain focus on the critical path, as well as to reduce the “noise” about what is important at that moment. A project is comprised of many steps, and teams can move too fast or too slow, which will have a cumulative impact. A project with a known status has a realistic chance of on-time and on-budget completion.

5. **Qualified and Competent Vendor Implementation Staff** – Gartner reports that the ERP market is so dynamic that vendors will have difficulty maintaining skillsets to keep up. Along with this, our team has worked on projects where vendors experience challenges staffing the project. From employing staff that is not familiar with the company's implementation approach or the capabilities of the product or assigned to multiple engagements, our risk mitigation efforts include the following:
- Request information on the number of implementation staff and current active implementations.
 - Interview and approve proposed key vendor implementation staff including the vendor project manager and functional leads.
 - Request and conduct reference checking for key vendor staff on the project.
 - Put protections in the contract for deficiencies due to poor implementation services (e.g., liquidated damages, ability to approve key staff, etc.).
 - Request resumes of proposed implementation staff prior to consulting and training sessions.
 - Clarify during the early stages of the implementation how functional issues/questions will be addressed when the leads are physically not on-site at the project.
 - Execute other implementation-related activities to ensure an overall smoother process.
6. **Manage Risk Throughout the Project** – Implementing a large and complex ERP that will span several years, and impact each and every department, and all employees for the City is risky. Managing that risk throughout the project is critical to the overall success of the City. Our approach to this engagement includes constant risk management where we identify and analyze the potential effect risks could have on the project, prioritize these risks, and develop mitigations and actions to reduce the threats they pose. We will plan and perform the engagement with the following three objectives:
- Create and execute a framework for the City PMO to proactively manage risk.
 - Increase management's visibility into the institution's processes for better decision-making information.
 - Identify opportunities to improve performance by taking advantage of risk opportunities.
7. **Finally, we have the experience and commitment to the successful implementation of the City's project.** The collective experience of our firm brings extensive knowledge of best practices subsequently enabling the project team to navigate the management, issues, and risks that are a part of projects of this size. This, paired with our experience working with the City on the selection project, has set us up for a successful implementation with the City. Through our commitment to structured reporting and communication, this level of thoroughness has led to minimal change order activity during the implementation resulting in the achievement of project budgets and timeframes for implementation. *Ultimately, it is our job to ensure both the City and the ERP vendor are fulfilling their project roles and commitments to successfully implement the ERP solution on time and within budget and offer assistance in areas where we add the most value to the project and City.*

ERP implementation project approach

Our approach is complementary to software vendor/integrator implementation methodology and our independence is important to be objective in representing project performance through the accurate, timely, and complete representation of overall project status. As an experienced and independent management consulting practitioner, we develop strong relationships with the client resources, the software vendor, the vendor's solution integrators, and any third-party project managers to maintain open communications. We are not influenced by incentives vendors and solution integrators may offer. Plante Moran can offer the City a team of staff who will provide assistance while working seamlessly with the City staff at a level of effort identified by the City. Using this approach, we can provide the City with the following benefits:

- The City will have **project management expertise** including full access to Plante Moran staff when needed. In fact, the coverage is better than being reliant on one individual (who may be ill, on vacation, or otherwise unavailable).
- The City requires **a broad bench of subject matter experts that complement the project manager and PMO**. Our approach recognizes and provides these resources for better coverage which will include:
 - Project Management
 - Finance Subject Matter Expertise
 - Business Process Redesign (Optional)
- We will **advise the City** on all aspects of the ERP implementations with the goal to transform the City's business processes in a managed way while reducing risk to the project.
- **Knowledge transfer** is possibly the greatest benefit to the City. Plante Moran will leverage experience, skills, and templates from previous projects. As a result, as the staff build their skills the City realizes a measurable improvement in staff understanding and capabilities by the project's end.

We believe that our team and approach will provide the City with significant value in terms of the ability to implement the proposed solution on time and within budget, as well as minimize the overall risk to the organization. The proposed approach outlined below will allow us to help the City successfully start the implementation with the Financials phase. The proposed activities for the financial phase are as follows:

1. Assistance with project initiation activities
2. Subject matter expertise support

Other optional activities that can be provided later on are as follows:

1. Project management assistance
2. Organizational change management

3. Training advisory services
4. Business process redesign services

The approach for these core and optional activities is outlined below, including activities for each.

1. Assistance with Project Initiation Activities

We will provide assistance with project initiation activities during the start of the implementation. Establishing a strong foundation for the implementation is critical to project success and we will support this through the following activities:

- Development of implementation project charter that will provide guidance and set goals for project. This document, signed by business champions, may include the following: project title and description, vision, scope and objectives, key milestones, project organization and responsibilities, and project considerations such as assumptions, risks, and constraints.
- Establish a project governance structure to facilitate decision-making and provides a clearly defined process for escalating issues and action items for the project steering committee.
- Provide input on Tyler project management documents including:
 - Project plan/schedule
 - Project management plan
 - Status reporting and activities
 - Change management and communication plan

2. Subject Matter Expertise Support

We will provide subject matter expertise for functional and technical areas relevant to the Tyler finance phase scope. The proposed subject matter expert for the Finance phase will serve as the translator and mediator between the City and Tyler to help with the delivery of requests and reduce repeat activities. This support will include the following activities during the finance phase:

- Validation of Tyler resources to ensure Financial expertise
- Participate in status and steering committee meetings with Tyler and the City to report on activities below
- Participation in Financial sessions with Tyler and the City to assist with the below activities
- Documentation of financial risks, issues, and action items
- Testing support, including the development of error-tracking logs, scripts, and schedules
- Technical support, such as change control support and technical advisory services for Tyler
- Change management support to provide education and communication around the changes
- Review of the vendor training proposal for Financials to ensure it encompasses all training needs
- Assistance in the development of a training plan and schedule to prepare for Train-the-Trainer delivery

3. Project management assistance (Optional)

The project team must understand what to do, how to do it, why they must do it, when it must be done, how long it will take, and what the final deliverable should look like. ***We will bring our tools and templates based on the Project Management Book of Knowledge (PMBOK) methodology and in partnership with you, we will ensure that we manage the project professionally, transparently, and efficiently.*** Plante Moran's seasoned project managers and consultants are familiar with the types of risks in IT projects conducted in organizations of this size and complexity. Our team has developed and refined an approach and set of supporting tools intended to mitigate our clients' risk by leveraging best practices and addressing any unique needs. Through our best practice approach, we present the specific tasks to be completed and provide a detailed timeline for their completion, highlighting the key project milestones. The following provides a listing of the project management-related activities we expect our project manager to lead, with the assistance of the City and Tyler.



We will consistently apply the project management structure and framework as shown below.

Activity	Description
Project management plan	Our success in being able to execute highly effective IT projects is heavily influenced by our strong project management approach—credentialed project team leaders utilize a set of project management tools and templates aligned with the PMBOK. We anticipate working with the City to establish the various project management and communication procedures, including associated tools and templates used during the project. Examples of these tools are as follows: • Issues, action items, and risk log • A project management plan defining project governing criteria • Project work plan with schedule and milestones (see sample in the following section of an MS project workplan and level of detail) • Protocols for using collaboration tools (e.g., access, check in/check out, using links versus attachments in emails) • Stakeholder management plan defining the process to keep stakeholders apprised of project status, progress, and risks This information will be presented, as appropriate, to the project participants during the project kickoff meeting and documented in a project management plan.
Resource management	Plante Moran will develop a resource management plan to review and approve qualifications, expected work schedules, and commitments and responsibilities for project team members, including any external vendor staff.
Issue and action management	We will use our results-focused issue and action management log to track and report the status of issues and actions. Progress on issues and actions will be assigned a status, priority, and expected completion date and are reported in project

Activity	Description
	status reports. Our Issue and Action Log helps our project managers diligently track issues while avoiding unnecessary escalations, but they will escalate a task to the steering committee when necessary to keep the project on track and within budget.
Risk log	We start risk management planning at the start of a project to ensure we can develop realistic and actionable strategies to enhance and exploit opportunities or avoid and mitigate negative risks. Risks are ranked by probability and impact, and high-ranking risks are reported in the project status report.
Decision facilitation	In many IT projects, critical decisions need to be made. Specifically, in projects that require configuration to meet business process requirements, there can be multiple ways to address the need. We will use our decision log and decision papers to facilitate decision-making. These will be documented and presented to the stakeholders to allow for an informed decision to be made.
Document management and collaboration	Collaboration environments, such as Microsoft SharePoint or Google Drive, are increasingly viable tools to support project teamwork for small, mid-size, and large-scale projects. These environments, available 24/7 to team members, can serve a variety of purposes, including acting as a repository for documentation developed during the engagement. Plante Moran can provide a SharePoint collaboration site as a part of our engagement to allow all stakeholders to access all the relevant documents. During this activity, we will confirm the setup and protocols for using a Project Collaboration Center including design, structure, security, and content.
Gap analysis & policies and procedures review	We understand that the City included business process consulting in the scope of their agreement with Tyler. We can work with the City project team and Tyler to create a requirements matrix and can perform a gap analysis—what we refer to as issues and opportunities—against system or business requirements. We also have experience modifying and creating policies and procedures as business processes change in conjunction with moving to a new system. Our staff can work with the City to identify where policies may need to change in order to adapt to the new system functionality or match industry best practices. Once the changes are identified, we can assist the City with updating documentation and building awareness of the changes.
Status reporting	As a part of our management of the project, we will prepare and present periodic (typically weekly) status reports to include mutually agreed upon content that pulls from our tracking tools, such as budget, schedule, and implementation considerations, including the following; Achievements for the month, Documents /deliverables reviewed, Next period activities, Schedule status, Open/closed Issues, Risks/concerns identification and tracking, Action items, Findings of deficiencies and recommendations for remediation, Issue analysis, Risk analysis, Scope analysis, Schedule analysis, and Quality analysis.

4. Organizational change management approach (Optional)

Plante Moran will include some element of formal or informal organizational change management (OCM) activities in all IT projects. The business case for adopting new systems

rarely addresses the human side, which results in a feeling of culture shock for the staff who are faced with leading the transition. In general, for any organization, the driving needs to shift to new technology are based on many factors including aging systems that companies will no longer support, a shift to cloud adoption and the resulting savings in internal infrastructure management, and/or a desire to achieve the efficiencies promised by tighter integrations. New technologies introduce predefined processes and workflows that will challenge the culture in place today — a culture with inefficient processes and workflows driven by outdated technology. Organizational change management (OCM) applies tools designed to assess, manage, and reinforce the impacts of replacing systems; redesign processes; and prepare the workforce for the new systems. As we conduct work on the project, staff will become aware of potential changes. Therefore, Plante Moran treats OCM as a program operating inside the project, keeping a pulse on capacity for staff to accept change, with a goal of preparing staff for the new knowledge, skills and abilities required to adopt new systems and be successful in their career with your organization. **To manage change means to manage the human side of the project** — the range of emotions occurring between expectation and reality — a change management program seeks to reduce that gap. The desired change can only occur when the people who are responsible for executing the day-to-day processes implement the new way of accomplishing the work. **The role of the change management program is to support an organizational transformation by surfacing the emotions in order to apply the appropriate support.** A change management program must be present, visible, and responsive. It must support the overall project goals—steps cannot be skipped, and mistakes can slow progress. Process improvements create upheaval and disruption. This is particularly true when the proposed changes affect multiple organizational units, requiring new working relationships or processes while maintaining current production or performance levels. Ensuring an organization meets these critical success factors is the primary role of leadership in large-scale change initiatives. We will help leadership prepare staff for the changes through the development of the following:

- The case for change: a concise and compelling case to help staff understand, “What’s in it for me?”
- A change vision: The vision carries the case forward with a view of what is ahead for staff. We will help your organization define and describe this vision in terms familiar to staff.
- A change strategy: The actual steps for executing the change, including communication and outreach.
- Critical success factors: Identify critical success factors in our project risk log and develop risk mitigation strategies.
- Monitoring and feedback: Tools to monitor when corrective action is required and to identify times to celebrate success.
- The best technical implementation and design of any IT initiative doesn’t matter unless your end users are prepared to adopt the solution at go-live. Make sure your end users are trained, have access to resources, and are prepared to embrace change. Through system adoption, we provide change management execution assistance, customized training, and customized end-user documentation. To support the project for the City, we can provide the following focused services. Our change management assistance services help drive success and minimize risks associated with change by designing a program to enable your organization to successfully lead

change with support and knowledge provided by Plante Moran. We help drive adoption of the change by executing a customized management plan to align with your project goals. We work together and often through regular check-ins with your team to ensure planned tasks are performed on time, providing best practices when necessary. In addition, we work closely with the project team to ensure timing, alignment, and consistent messaging. While project management and change management are two distinct disciplines, our methodology uses parallel yet integrated paths to ensure that people, process, and technology remain balanced and in sync from a project perspective. As we adhere to the PMBOK approach to managing projects, we advocate and promote change in alignment with that approach using the Association for Change Management Professionals (ACMP) phases and activities. The following activities and deliverables may be developed if requested by the City.

Activity	Description
Define and assess change	We have survey tools, such as a change readiness awareness assessment, to deploy and measure the capacity for change across the organization.
Stakeholder analysis	In the evaluate phase, we perform a stakeholder analysis to provide the City with: - Insight about key stakeholders who can influence success - Insight to be able to identify tailored change activities to support the needs of stakeholders - Actions that are aimed to positively influence stakeholder attitudes - Assessment of how stakeholder attitudes develop throughout the project - A means to validate and check that ownership and commitment levels are aligned with the current stage of change Sample stakeholder engagement activities can include: - Coaching - Periodic open house meetings open to all stakeholders - Key stakeholders will be identified and engaged to project messages as part of key communication/engagement activities - Continuous stakeholder feedback channels to ensure stakeholder feedback is heard and expectations captured, and actionable activities identified
Change network	As the project work plan is formulated, we will identify staff champions across the City who can serve as a change network to extend the reach of the change management leaders. For the specific project, a member of the change network may need to commit two or three hours per month to the project, but this member is a key channel of communication back to the OCM team. A change network member: - Is an advocate of the project - Represents a user population or group - Understands the business need for the change - Helps communicate the excitement, possibilities, and details about the change to his or her peer group - Listens for concerns about the change and provides feedback to the OCM leader

Activity	Description
	Has good interpersonal communication skills with peers Our goal is to build a change network that represents all facilities and/or natural work groups. The change network will receive training to prepare them for their role.
Readiness touchpoints	Readiness touchpoints are the larger outreach efforts to communicate project requirements. Touchpoints are in-person activities to open dialogue about the nature of the project. These activities are supported by the communications plan but focus on the interpersonal side of change, including Roadshows around different departments or functional groups, agency-wide events, Listening stations.
Communications plan	Successful project communications are based on solid foundations—they are targeted to the right audience; they are open and honest and use redundant channels. A detailed communications plan will be developed with the goals to build project awareness, understanding, knowledge, and acceptance of the changes that will occur from the implementation of any IT software. The communications plan is built using five key steps: - Identify the target audiences - Identify key messages at each phase of the project - Determine content, timing, packaging, delivery method, frequency, and sender - Use a communications plan template to complete the planning. We will use all appropriate communications channels, which may include newsletters, briefings, SharePoint, email, posters, flyers and system demonstrations - Present the communications plan to the Sponsor, project team and other critical stakeholders The communications plan will include: - Why (purpose, goals and objectives of the communications) - Target (Target audience) - Who (develops content) - What (the content of the message) - When (when will these messages be delivered) - Where (where will the messages be delivered) - How (what media or channel will be used) As part of the communications plan, change readiness surveys will be conducted to measure the City’s end-user readiness for the changes that will be brought about by the project. The surveys will also assess end users’ perceptions about the effectiveness of the communications. Results of the surveys will allow the Change Management Lead to make any needed adjustments to the communications or change management plan.
Learning support	If requested by the City, Plante Moran’s OCM lead can oversee the development of a training strategy, training plan, training materials, and training assessments.

Activity	Description
	The components of the training plan would include the process to execute the following tasks: Conduct training needs analysis, Review vendor training plans, develop a training curriculum, establish training capability, both internal and external, create a training schedule and plan for delivery, establish training records to track completions, and Assess training effectiveness.
People risk management	Using the risk log as part of our project management tools, we will participate in the City project team review of the risk log to track risks related to readiness and project acceptance by the stakeholders and end users. Risks identified related to the human side of the project will have risk mitigation plans tied to change management products defined in this table.

5. Training advisory services (Optional)

Staff need to understand and be ready to use the systems and processes in their work environment upon conversion to production, and so clients should integrate training considerations as early as possible in the project plan. Training plays a major role in supporting the change process and helping end-user acceptance. It introduces the new technology and processes, and Plante Moran believes it is a critical success factor for projects. Our training team will learn about the organization, review your current training support, and identify any existing gaps in knowledge. We will then provide training materials designed to develop the skill sets your staff will need to take on with new systems. Our team members are committed to a supporting and/or delivering a successful training program. Our training advisory tasks include completing a review of the vendor training plan, conducting a thorough training needs analysis, collaborating with the project team and subject matter experts (SMEs) to develop a training plan and curriculum to include ways to assess training effectiveness, provide train-the-trainer preparation and support, and establish best practices for end-user documentation. The Plante Moran training strategy is based on common practices in the training industry, integrated with specifics that apply to our clients' business processes and specific implementation needs. The guiding principles in this strategy are:

- Train the right people at the right time to support a successful transition to the new system and business processes.
- Ensure that training occurs in a timely fashion, as close to go-live as possible, so newly acquired skills are put to use while still fresh.
- Deliver a training program that is aligned with your organization's business processes.

Plante Moran specializes in providing training solutions to support our clients' wide variety of learning and development needs. Our solutions are as unique as the organizations we serve. Our training offerings are built on years of business intelligence, performance management, data integration, ERP implementation, managed IT and helpdesk, change management, software training, and business process analysis experience. Plante Moran training professionals have spent time in multiple customer-facing roles covering a wide variety of business systems and applications across many different industries. We recognize that many vendors will bring their own training methodology to a project. We can serve as your advocate in ensuring that the training is relevant to the organization, supported by the project schedule, applicable to the goals of the project and understood by participants. Often, a vendor's documentation reflects a very generic set up of the system that may not accurately represent the client's configuration, policy, and

procedures. Our documentation services deliver high quality, customized training documentation that simulates on-the-job activities using relevant exercises and representative scenarios and data that reflect your organization’s unique processes, policies and procedures. The customized training documentation is developed for use for end-user training and through post-implementation and is intended for use as part of a sustainable training approach for refresher courses and training new employees.

Activity	Description
Review vendor plan	Review the vendor training proposal and plan to ensure it encompasses all of the training needs of the City.
Training analysis	Conduct a training needs analysis on the training plan, including understanding new and changed business processes and business policies. The needs analysis will set an understanding of how to fully leverage business process workflows, process narratives and work instructions to design and develop course materials.
Curriculum	Develop training curriculum for end users to understand the purpose, importance, and benefits of adopting the new system(s) and new business processes including how to use the new system to perform day-to-day activities. Ensure that training simulates on-the-job activities by using relevant exercises and representative scenarios and data.
Support	Provide a train-the-trainer program preparing your organization’s “super users” or Subject Matter Experts (SMEs) to take on the role of instructor for their subject area and providing the context for the new processes. This will allow the City to cater delivery to a diverse range of course participants with varying degrees of business and technical knowledge and skills. Ensure that software training is task-based and hands-on so people understand their roles and responsibilities.
Training materials	Manage support and development of training materials, either by the vendor or by us. Ensure that a sustainable training approach is developed, including refresher materials and online aids that can be used for training new employees.

6. Business process redesign services (Optional)

Plante Moran focuses on improving the efficiency and effectiveness of the public sector. For nearly thirty years, we have provided state and local governments with project management, business analysis, and business process improvement services. Business process and change management services can support the implementation of a new strategic set of goals and objectives. Process change initiatives are critical to transition a new organization, and its people, to a new future state. Using a lean/six-sigma approach to support an ERP implementation can lead to overall



success and user acceptance across the organization. The City would be paying careful attention to resource planning, change management, and process redesign upfront in order to fully leverage the capabilities of its investments-whether that be people, technology, or process. Our business process optimization involves the redesign or validation of existing business processes to align them with organizational goals, improve productivity, and effectively leverage the functionality of available technology. Plante Moran typically conducts business process workshops to:

- Facilitate and document key business processes by mapping business process flows and recommending process improvement
- Document issues and opportunities in the Issues & Opportunities Matrix
- Identify issues/barriers to implementation of the “To-Be” process, rank them, and develop implementation plans for their removal “To-Be” Supporting Documentation

The resulting improvements using this approach will result in increased productivity, efficiency, and service delivery to strengthen accountability and help mitigate risk. Using the lean approach throughout the project can support the following areas:

- Provides an understanding of the current ERP environment, including where other systems used in the City could be replaced or integrated with the overall Organization system
- Starts the change management process early and provides tools to continue the change and communication process throughout the project
- Defines key business process outcomes early, and allows for the City to design an overall business model for the City to operate within
- Assists in defining role-based security and workflow processes through the definition of roles and responsibilities in the future business processes
- Identifies variances and unique steps within a process that need to be addressed in the solution
- Supports configuration of software and provides thorough knowledge transfer to the City staff
- Provides business process documentation that can be used as input to configuration rules, security and workflow setup, testing, change communication, user documentation, and training

Section 4: Pricing Proposal



Professional services fees

We believe that our project management services provide our clients with significant value in terms of the ability to implement the proposed solution on time and within budget, as well as minimize the overall risk to the organization. Our experience has shown that our proposed approach offers significant benefits over the traditional “contract project manager,” including lower risk and allowing for subject experts (such as the Financials expert, Human Resources expert, or data conversion expert we have proposed) to be easily and economically drawn into the project as needed.

Plante Moran proposes a not-to-exceed total fee amount for the proposed services based on a public sector blended professional services rate for project management at \$280/hour and subject matter expert rate at \$290/hour. The hours per month for each service in the table below is an estimate and we can re-allocate hours for services based on the City’s needs during the implementation. **We will only bill for hours incurred.** We are confident that our proposed approach will provide for a consistent project management presence throughout the entire course of the engagement for the City. We believe that our project management services provide our clients with significant value in terms of the ability to implement the proposed solution on time and within budget, as well as minimize the overall risk to the organization. The table below lists our anticipated total hours and not to exceed fees for a 12-month period.

Engagement services	Estimated hours	Amount
Project Initiation Assistance for Finance Phase <i>20 hours during project initiation</i>	20	\$5,600
Subject Matter Expertise (SME) for Finance Phase <i>18 hours per month for 12 months</i>	216	\$62,640
Total	236	\$68,240

If desired, the City can utilize up to 48 additional hours as project contingency hours at a blended rate of \$285/hour, not to exceed \$13,680. If this option is chosen, the new not-to-exceed total fee is \$82,320. The City will be able to approve the use of contingency hours.

Overall, this response is based on our understanding of your requested needs. If the scope of this proposal (and related fees) does not correspond with your needs, we are happy to discuss ways to expand/reduce the scope or modify our approach, while maintaining the quality-of-service results.

Fee assumptions

Plante Moran’s fees for the engagement described in the project approach section are based upon the assumptions listed below. Should these assumptions change, we would adjust our professional fees accordingly, in consultation with the City.

Project resources and governance

1. The fees above are only for the finance phase of the multi-phase ERP implementation project, and assume up to a 12-month implementation.
2. Anything that is marked as optional is not included in this pricing proposal but pricing can be provided should the City be interested in adding these optional activities at a later date.
3. Plante Moran will work with the City during project initiation to further define the City project governance structure, including key responsibilities for the City project sponsor, project manager administrative support, and other significant project roles. The City will assign appropriate qualified staff to key project roles and maintain consistency of its resources during all phases of the engagement.
4. The City will assign a project manager for the Finance phase that will work directly with Plante Moran staff and Tyler.
5. The professional services fees are predicated on the division of roles and responsibilities between the City, ERP vendor, and Plante Moran staff.
6. Client executive sponsorship represents all business areas and actively serves the needs of the project throughout its duration.
7. Project risks are immediately documented with proactive mitigation strategies.
8. Project status meetings will be conducted remotely and occur no more than once weekly with the City's project manager.
9. Project stakeholders will be available to attend meetings as defined in the approved project schedule developed for each of the task orders.
10. The City Steering Committee will clear roadblocks when identified, such as competing time commitments for key project personnel. Project-related decisions are made in a timely manner whenever possible.
11. The City will provide timely feedback on the review of all deliverables submitted for review and acceptance. Plante Moran will provide a deliverable acceptance review period of 10 business days for review. If no revisions are received within this timeframe, the deliverable will have been deemed to be accepted.
12. Stakeholders are represented at the appropriate level so that all the needs of the City are thoroughly defined, documented, and understood for purposes of gaining acceptance.

Service delivery

1. Plante Moran will deliver all services for the Finance phase remotely unless specified and mutually agreed upon in the project plan and detailed schedule.
 - (1) The City reserves the right to request on-site activities. Any on-site work will be performed only in accordance with government regulations as well as Plante Moran's and the City's onsite work policies.

- (2) Should any travel be agreed upon by Plante Moran' and the City project managers, travel fees and expenses will be invoiced to the City. These additional travel costs will be over and above the fees/amounts listed in our professional services fees table.
 - (3) All on-site work activity will be confirmed at least two weeks prior to the agreed-upon travel date; any travel change fees incurred after such date will be expensed to the City.
 - (4) All on-site work will occur between Monday and Thursday unless an alternative working schedule is mutually agreed.
- 2. There will be a single draft-to-final process for each deliverable.
 - 3. The City will have ten working days or other number of days as mutually agreed upon in the project schedule to approve or provide comments on all interim, draft, and final deliverables; all resulting delays may affect project schedule and fees.

Compensation

- 1. We anticipate billing the City on a monthly basis for services rendered in the prior month. Hours identified according to the activities listed can be reallocated to meet the needs of the project in consultation with Plante Moran to provide greater flexibility at the City's option.
- 2. The blended hourly rate/rate schedule above is effective through 12 months from the start date of the project which will be no later than June 2024. Thereafter, PM's hourly rate will be adjusted by the US Consumer Price Index for Professional Services, or market-based increases/ will be applied. The calculation will be based on the difference in the annual CPI between the start date and end date. CPI adjustments will be made semi-annually based on the required duration following the end date. The deliverable pricing stated above will be adjusted based on changes to the rate schedule.



**We look forward to working with you.
Please contact us with any questions.**



Mike Riffel
Engagement Partner
312-602-3539
mike.riffel@plantemoran.com

According to our recent
client satisfaction survey,

99%

of clients say they

**would recommend
Plante Moran.**

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding the extension of the Local Public Agency Engineering Services Agreement in the amount of \$143,651 with Hutchison of Moline, Illinois.

Motion: Motion whether or not to extend the agreement and authorize the City Manager to execute the agreement.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Public Works Department has selected Hutchison Engineering, Inc. Moline, IL to compete Phase I and II design services for the 30th Street Resurfacing; 5th/18th Avenues. Hutchison was chosen based upon their familiarity of this project and IDOT/FHWA design procedures.

Hutchison has completed the preliminary engineering work on this project and is ready to work on the final design phase. A design consultant is necessary for performing these duties as the City's Engineering Division does not have enough personnel to complete the design based upon their current work load.

Total construction costs are anticipated to be approximately \$4,565,000 with \$1,840,000 coming from a Surface Transportation Block Grant (STBG), \$225,000 from Motor Fuel Tax (MFT) funds, \$2,500,000 from water and sanitary funds. Attached to this memo is a copy of the Local Public Agency Engineering Services Agreement prepared to extend Hutchison's preliminary engineering contract to cover design and bidding services as required by IDOT to use MFT funds for engineering services. City staff has negotiated an agreement for engineering design services in an amount not to exceed \$143,651.

Previous Council Action (if any):

Budget Impact:

Vendor:	Hutchison Engineering, Inc, Moline, IL	
Agreement Amount:	\$143,651	
Fund:	501	Water Operations and Maintenance
Department:	619	Utilities Maintenance
Cost Center:	346	Water Distribution Maintenance
Object Code:	56501	Engineering Services
Project:	2831000	30 th Street Resurfacing; 5 th /18 th Avenues

Amount: \$75,000
Purchase Order Number: P009333

Fund: 506 Wastewater Operation & Maintenance
Department: 619 Utilities Maintenance
Cost Center: 346 Wastewater Collection Maintenance
Object Code: 53102 Engineering Services
Project: 2831000 30th Street Resurfacing; 5th/18th Avenues
Amount: \$68,651
Requisition Number: R010328

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council extend the engineering design services agreement with Hutchison, Moline, Illinois in the amount of \$143,651, and authorize the City Manager to execute the Local Public Agency Engineering Services Agreement.

Submitted by: Michelle Martin, Manager

Approved by:

Using Federal Funds? ☐ Yes ☒ No

Agreement Type
Original

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
City of Rock Island	Rock Island	22-00210-00-FP	
Project Number	Contact Name	Phone Number	Email
	Mike Kane	(309) 732-2237	kane.mike@rigov.org

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
30th St.	N/A	1,865'	N/A
Location Termini			Add Location
9th Ave. to 19th Ave.			Remove Location

Project Description

Project consists of complete street reconstruction from 5th Ave. to the north side of 7th Ave. including the 5th Ave./7th Ave. intersection. The work in this segment includes PCC pavement w/ aggregate subbase, curb & gutter, PCC sidewalk, PCC driveways, storm sewer system, water system, sanitary sewer system, and traffic signals.

The project also consists of misc. maintenance from just north of 7th Ave. to just north of 9th Ave. The work in this segment will include PCC pavement patching, spot curb & gutter replacement, inlet replacement, spot sidewalk replacement including sidewalk ramps, and solar powered RRFB at a crosswalk at 9th Ave.

Engineering Funding	☐ MFT/TBP ☐ State ☒ Other	Local
Anticipated Construction Funding	☐ Federal ☐ MFT/TBP ☐ State ☒ Other	Local

AGREEMENT FOR

☐ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Hutchison Engineering, Inc.	W. Shane Larson	(309) 368-0689	slarson@hutchisoneng.com
Address	City	State	Zip Code
1518 5th Ave., Suite 302	Moline	IL	61265

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of

Resident Construction Supervisor	Transportation Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge	A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☐ EXHIBIT ____ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- ☐ _____
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the

LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.

- (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.

- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Hutchison Engineering, Inc.	37-0960852	\$143,651.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$143,651.00
Total for all work		\$143,651.00

AGREEMENT SIGNATURES

Executed by the LPA:

Attest: The

Local Public Agency Type
City

 of

Local Public Agency
City of Rock Island

By (Signature & Date)

By (Signature & Date)

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--

Local Public Agency

Local Public Agency Type

Title

City of Rock Island

City

Clerk

--

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name
Hutchison Engineering, Inc.

By (Signature & Date)

By (Signature & Date)

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Title

Title

Director of Operations - Peoria Office

Senior Vice President

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Island	Hutchison Engineering, Inc.	Rock Island	22-00210-00-FP

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Island	Hutchison Engineering, Inc.	Rock Island	22-00210-00-FP

EXHIBIT B
PROJECT SCHEDULE

It is anticipated Phase II engineering will begin in September 2023 with a local letting in March 2024.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Rock Island	Hutchison Engineering, Inc.	Rock Island	22-00210-00-FP

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☐
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☐
3	Was the scope of services for this project clearly defined?	☐	☐
4	Was public notice given for this project?	☐	☐

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☐
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☐
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☐

Project Criteria

Weighting

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☐
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

1	Hutchison Engineering, Inc.		
2			
3			
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☐
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☐
11	Were acceptable costs for this project verified?	☐	☐
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☐
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☐
14	QBS according to State requirements used?	☐	☒
15	Existing relationship used in lieu of QBS process?	☒	☐
16	LPA is a home rule community (Exempt from QBS).	☐	☒

EXHIBIT A - SCOPE OF SERVICES

30th St. IMPROVEMENTS – 5th Ave. to 9th Ave.

SERVICES: Hutchison Engineering's scope of services will be limited to the following:

PHASE II ENGINEERING

1.0 DATA COLLECTION

- 1.1 Collect additional survey as needed.

2.0 ENVIRONMENTAL COORDINATION

- 2.1 Submit EcoCAT.
- 2.2 Submit required paperwork to SHPO.

3.0 STORM SEWER SYSTEM DESIGN

- 3.1 Determine drainage areas and peak runoff values for the design storm event.
- 3.2 Determine storm sewer improvements/pipe sizes and inlet spacing.

4.0 PLANS – Plans will be developed in standard IDOT format. The plans will include the following:

- 4.1 Cover Sheet
- 4.2 General Notes
- 4.3 Summary of Quantities
- 4.4 Schedules of Quantities
 - 4.4.1 Identify pay items
 - 4.4.2 Calculate quantities
 - 4.4.3 Check quantities
 - 4.4.4 Develop schedules

EXHIBIT A - SCOPE OF SERVICES

30th St. IMPROVEMENTS – 5th Ave. to 9th Ave.

- 4.5** Typical Sections
 - 4.6** Removal Plans
 - 4.7** Plan & Profile sheets
 - 4.8** Drainage Plans
 - 4.9** Traffic Signal Plans
 - 4.10** Intersection Layout Plans
 - 4.11** Traffic Control & Staging Plan
 - 4.12** Pavement Marking & Signing Plan
 - 4.13** Water System Plans (5th Ave. to 7th Ave. only)
 - 4.14** Sanitary sewer System Plans (5th Ave. to 9th Ave. only)
 - 4.15** ADA Ramp Details
 - 4.16** Misc. Details including storm sewer system, water system, sanitary sewer system, erosion control, traffic signal, RRFB, etc.
 - 4.17** Cross Sections at 25' intervals from 7th Ave. to 9th Ave.
 - 4.18** Highway Standards
- 5.0 SPECIFICATIONS** – Specifications will be developed in standard IDOT format. The specifications will include the following:
- 5.1** Supplemental Specifications
 - 5.2** Recurring Special Provisions
 - 5.3** Project Specific Special Provisions including City of Rock Island and IDOT-District 2 Special Provisions.
 - 5.4** Local Roads Special Provisions
 - 5.5** BDE Special Provision

EXHIBIT A - SCOPE OF SERVICES

30th St. IMPROVEMENTS – 5th Ave. to 9th Ave.

6.0 ESTIMATES

6.1 Estimate of Time

6.2 Estimate of Cost

7.0 UTILITY COORDINATION

7.1 Conduct coordination with private utility companies as needed for utility relocations.

8.0 PERMITTING

8.1 Storm Water

8.1.1 Develop Storm Water Pollution Prevention Plan (SWPPP) form.

8.1.2 Submit NOI to IEPA and obtain permit.

8.2 Water System

8.2.1 Develop Construction Permit

8.2.2 Submit to IEPA and obtain permit.

8.3 Sanitary Sewer System

8.3.1 Develop Construction Permit

8.3.2 Submit to IEPA and obtain permit.

9.0 PUBLIC INVOLVEMENT

9.1 Answer questions from property owners and meet with property owners as needed to discuss project specifics.

10.0 PLAN, SPECIFICATION, & ESTIMATES (PS&E)

10.1 Submit Pre-Final PS&E to the City of Rock Island for review.

EXHIBIT A - SCOPE OF SERVICES

30th St. IMPROVEMENTS – 5th Ave. to 9th Ave.

- 10.2** Develop Disposition of Comments from review comments.
- 10.3** Revise PS&E as necessary.
- 10.4** Obtain City of Rock Island signatures.
- 10.5** Answer contractor questions during bid process.

11.0 COORDINATION MEETINGS

- 11.1** Prepare for and attend additional coordination meetings with City of Rock Island staff and attend City Council meetings as needed.
- 11.2** Coordinate and attend meetings with IDOT as needed to discuss traffic control on 5th Ave.

12.0 QC/QA REVIEW

- 12.1** Perform QC/QA reviews at critical points of the Phase II process including pre-final PS&E submittal and Final PS&E submittal.

13.0 CONSTRUCTION SUPPORT

- 13.1** Answer questions from Resident Engineer.
- 13.2** Review shop drawings.

EXHIBIT A - SCOPE OF SERVICES

30th St. IMPROVEMENTS – 5th Ave. to 9th Ave.

ADMINISTRATION

1.0 GENERAL PROJECT MANAGEMENT

1.1 Scope, schedule, & budget monitoring

1.2 Design project team meetings.

2.0 GENERAL FIRM PROJECT ADMINISTRATION

2.1 Project Setup

2.2 Invoicing



Local Public Agency	CITY OF ROCK ISLAND	County	ROCK ISLAND	Section Number	22-00210-00-FP
Prime Consultant (Firm) Name	Hutchison Engineering, Inc.	Prepared By	W. Shane Larson	Date	6/21/2023
Consultant / Subconsultant Name		Job Number			

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

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PAYROLL ESCALATION TABLE

CONTRACT TERM	8 MONTHS	OVERHEAD RATE	172.43%
START DATE	9/15/2023	COMPLEXITY FACTOR	0
RAISE DATE	1/1/2024	% OF RAISE	2.00%
END DATE	5/14/2024		

ESCALATION PER YEAR

		Year		First Date	Last Date	Months	% of Contract	
0		9/15/2023	1/1/2024	4		50.00%		
1		1/2/2024	5/1/2024	4		51.00%		

The total escalation = 1.00%

CITY OF ROCK ISLAND

ROCK ISLAND

22-00210-00-FP

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	1.00%

[illegible]

Local Public Agency

CITY OF ROCK ISLAND

County

ROCK ISLAND

Section Number

22-00210-00-FP

Consultant / Subconsultant Name

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	100	\$0.66	\$65.50
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	1	\$50.00	\$50.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	1	\$100.00	\$100.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)	750	\$15.00	\$11,250.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Overtime Premium	ENG 2 = \$35.18/2 = \$17.59	80	\$17.79	\$1,423.20
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$12,888.20

CITY OF ROCK ISLAND

ROCK ISLAND

22-00210-00-FP

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

172.43%

0

[illegible]

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding bids for the 2024 Seal Coat and Asphalt Patching Program, recommending the bid be awarded to Porter Brothers Construction of Rock Falls, Illinois for the amount of \$313,615.23.

Motion: Motion whether or not to award the contract and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Engineering Division opened bids for the above referenced project on Tuesday, March 12, 2024. A copy of the bid tabulation is attached.

The invitation to bid was advertised in the Rock Island Argus on February 27, 2024, and February 28, 2024, and was also posted on the City website. The following contractors were contacted:

Brandt Construction Co.
Langman Construction, Inc.
Valley Construction Co.

The low bid is from Porter Brothers Construction, Inc., Rock Falls, IL, in the amount of \$313,615.23, which is 39.7% lower than the engineer's estimate of \$520,456.36. With MFT funding as part of the work, Porter Brothers Construction, Inc. is an IDOT prequalified contractor for hot-mix-asphalt placement, street milling, and seal coat work.

Previous Council Action (if any):

Budget Impact:

Vendor: Porter Brothers Construction, Inc., Rock Falls, IL

Contract Amount: \$313,615.23

Fund:	302	Capital Improvements – Streets	(\$100,000.00)
Department:	616	Municipal Services	
Cost Center:	301	Street Maintenance	
Object Code:	53805	Street/Lot S/C	

Project:	2111	Sealcoat Program	
Grant:	297	ARPA	
Fund:	302	Capital Improvements – Streets	(\$181,500.00)
Department:	616	Municipal Services	
Cost Center:	301	Street Maintenance	
Object Code:	53805	Street/Lot S/C	
Project:	2434	Asphalt Patching	
Grant:	297	ARPA	
Fund:	221	Motor Fuel Tax	(\$27,115.23)
Department:	616	Municipal Services	
Cost Center:	301	Street Maintenance	
Object Code:	53805	Street/Lot S/C	
Project:	2434	Asphalt Patching	
Fund:	302	Capital Improvements – Streets	(\$5,000.00)
Department:	616	Municipal Services	
Cost Center:	301	Street Maintenance	
Object Code:	53805	Street/Lot S/C	
Project:	2434	Asphalt Patching	

Requisition Number: R010324

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council award the contract to Porter Brothers Construction, Inc., Rock Falls, IL, in the amount of \$313,615.23 and authorize the City Manager to execute the contract documents and Public Works to execute necessary change orders.

Submitted by: Michelle Martin, Manager

Approved by:



Bid Tabulation

2024 Seal Coat and Asphalt Street Patching Program City Job Numbers 2111; 2434

Bid Date: March 12, 2024 at 9:00 a.m.

(For complete information covering these pay items, see plans and specifications)

				Engineer's Estimate		Porter Brothers Construction, Inc. 9904 Freeport Road Rock Falls, IL 61071		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		Valley Construction Co. 3610 78th Avenue West Rock Island, IL 61201		Brandt Construction Co. 700 4th Street West Milan, IL 61264		Taylor Ridge Paving & Construction P.O. Box 476 Andalusia, IL 61232	
Item No.	Description	Approx. Quantity	Units	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C MILL, SURF, 3 TO 4 (A-2)	5186.0	SQ YD	\$6.00	\$31,116.00	\$2.54	\$13,172.44	\$3.15	\$16,335.90	\$2.75	\$14,261.50	\$5.00	\$25,930.00	\$7.00	\$36,302.00
2	PREP BASE (A-2)	5186.0	SQ YD	\$3.50	\$18,151.00	\$2.22	\$11,512.92	\$1.10	\$5,704.60	\$2.00	\$10,372.00	\$3.50	\$18,151.00	\$7.00	\$36,302.00
3	BIT MATL, HFE-90 (A-2)	11.67	TON	\$1,550.00	\$18,088.50	\$1,026.19	\$11,975.64	\$973.00	\$11,354.91	\$919.00	\$10,724.73	\$1,750.00	\$20,422.50	\$1,581.00	\$18,450.27
4	COVER COAT, CA-13 (A-2)	64.83	TON	\$80.00	\$5,186.40	\$46.66	\$3,024.97	\$50.00	\$3,241.50	\$53.00	\$3,435.99	\$150.00	\$9,724.50	\$221.00	\$14,327.43
5	SEAL COAT AGG, CA-16 (A-2)	57.04	TON	\$58.00	\$3,308.32	\$49.76	\$2,838.31	\$50.00	\$2,852.00	\$56.50	\$3,222.76	\$150.00	\$8,556.00	\$221.00	\$12,605.84
6	C MILL, SURF REM, 1.5 TO 3	8000.0	SQ YD	\$12.70	\$101,600.00	\$4.38	\$35,040.00	\$19.75	\$158,000.00	\$7.50	\$60,000.00	\$6.00	\$48,000.00	\$5.75	\$46,000.00
7	BIT MATERIALS TACK	2199.6	LB	\$2.90	\$6,378.84	\$1.84	\$4,047.26	\$0.01	\$22.00	\$1.00	\$2,199.60	\$1.50	\$3,299.40	\$5.00	\$10,998.00
8	HMA SURF IL9.5 N50 1.5 TO 3	1908.00	TON	\$158.10	\$301,654.80	\$114.23	\$217,950.84	\$80.20	\$153,021.60	\$130.50	\$248,994.00	\$135.00	\$257,580.00	\$135.00	\$257,580.00
9	PT PVT MK LINE	575	FOOT	\$2.30	\$1,322.50	\$0.89	\$511.75	\$1.00	\$575.00	\$0.35	\$201.25	\$2.50	\$1,437.50	\$10.00	\$5,750.00
10	PT PVT MK LETTER SYMB	127	SQ FT	\$15.00	\$1,905.00	\$5.06	\$642.62	\$10.00	\$1,270.00	\$10.00	\$1,270.00	\$10.00	\$1,270.00	\$45.00	\$5,715.00
11	CASTINGS, ADJUST	20	EACH	\$957.00	\$19,140.00	\$275.15	\$5,503.00	\$200.00	\$4,000.00	\$1,195.00	\$23,900.00	\$750.00	\$15,000.00	\$500.00	\$10,000.00
12	VALVE BOXES, ADJUST	17	EACH	\$515.00	\$8,755.00	\$161.84	\$2,751.28	\$100.00	\$1,700.00	\$830.75	\$14,122.75	\$500.00	\$8,500.00	\$500.00	\$8,500.00
13	TRAF DETECTOR LOOP	110	FOOT	\$35.00	\$3,850.00	\$42.22	\$4,644.20	\$25.00	\$2,750.00	\$33.50	\$3,685.00	\$35.00	\$3,850.00	\$33.00	\$3,630.00
Bidder's Base Proposal:					\$520,456.36	\$313,615.23		\$360,827.51		\$396,389.58		\$421,720.90		\$466,160.54	

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding bids for the Rebuild Downtown Rock Island Improvement Projects, recommending the bid be awarded to Valley Construction of Rock Island, Illinois, for the original bid amount of \$8,467,987.41. Public Works will continue to value engineer the project and execute necessary change orders to reduce construction costs to \$8,223,523.89 or lower.

Motion: Motion whether or not to approve the bid award and authorize the City Manager to execute the contract documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Engineering Division opened bids for the above referenced project on Thursday, February 15, 2024. An invitation to bid was advertised in the Rock Island Argus on January 25th and 26th, 2024 and posted on the City website. A copy of the bid tabulation is attached.

The following contractors submitted bids: McCarthy Improvements, Inc, Langman Construction, Inc and Valley Construction Co. Bidders submitted on a base bid and 6 alternates as follows:

- **Base bid:** removal of the plaza, reconstructing the 2nd Ave, 18th/19th Sts as a festival street; reconstructing 18th St, 1st/3rd Aves; reconstructing 3rd Ave, 18th/19th Sts, replacing water mains, sanitary sewers and storm sewers under 18th St, 2nd Ave and 3rd Ave; ADA compliant sidewalks; pedestrian lighting; street landscaping and entryway arch,
- **Alternative 1:** reconstruction and reimaging of Arts Alley.
- **Alternative 2:** reconstructing 3rd Ave, 17th/18th Sts, replacing water mains, sanitary sewers and storm sewers; sidewalks; pedestrian lighting and street landscaping,
- **Alternative 3:** Installing the dog park at 3rd Ave and 21st St.
- **Alternative 4:** Reconstruction of the alley, between 3rd/4th Aves and 20th/21st Sts.
- **Alternative 5:** Remove parking lot at 18th St and 2nd Ave and replace with green space.
- **Alternative 6:** Placing lights of the WHBF Tower.

Based upon the base bid costs, Valley Construction, Inc., Rock Island, IL, was the low bidder

with a base bid amount of \$7,563,699.31, which exceeds the project's original secured funding of \$7,267,181. A summary of Valley's bid amounts follows:

• Base Bid	\$7,563,699.31
• Alternative 1:	\$ 657,887.35
• Alternative 2:	\$1,318,303.55
• Alternative 3:	\$ 674,574.30
• Alternative 4:	\$129,314.25
• Alternative 5:	\$246,400.75
• Alternative 6:	\$6,909,535.00
• Total (Base + Alternatives):	\$17,499,714.51

Preliminary value engineering was initiated between staff, the Downtown Rock Island Alliance (DRIA) and Valley to reduce costs towards the secured funding amount. The Downtown Alliance expressed their desire to accept Alternatives 1 (Arts Alley) and 5 (green space at 18th Ave and 2nd St) and discard Alternatives 2, 3, 4 and 6. Valley's bid costs for this scope of work is \$8,467,987.41. To lower costs, the following are planned to be eliminated from the project: temporary planters, pop-up stage, dumpster enclosure, in-street lights, vendor stall, postcard wall, green screen and lawn play structures. Preliminary value engineering discussions have resulted in a reduction of project costs (construction and engineering) to \$8,223,523.89.

Project costs:

• Street, sidewalk and misc. construction	\$2,871,969.80
• Utility (water, storm & sanitary) construction	\$3,035,019.00
• Streetscape (electrical, landscaping & furnishings) construction	\$1,849,693.86
• Contingency (5% of estimated construction costs)	\$ 466,841.89
• <u>Engineering & contract/grant administration (separate contract)</u>	<u>\$ 500,000.00</u>
• Project cost totals	\$8,723,523.89

Project funding amounts:

• TIF #1 Downtown funds	\$1,556,342.89
• American Rescue Plan Act (ARPA)	\$3,900,000.00
• Rebuild Downtown Grant	\$3,000,000.00
• <u>Illinois Tourism Grant</u>	<u>\$ 267,181.00</u>
• Funding totals	\$8,723,523.89

Previous Council Action (if any):

Budget Impact:

Vendor Valley Construction, Inc., Rock Island, IL

Contract Amount: \$8,467,987.41

Fund:	201	TIF #1 Downtown	(\$1,556,342)
Department:	312	Economic Developments	
Cost Center:	641	Downtown Revitalization Project	
Object Code:	53805	Street/Lot S/C	
Project:	2777	Rebuild Downtown Rock Island Improvements	
Grant:			

Fund:	248	ARPA Fund	(\$3,900,000)
Department:	616	Municipal Services	
Cost Center:	641	Downtown Revitalization Project	
Object Code:	53805	Street/Lot S/C	
Project:	2777	Rebuild Downtown Rock Island Improvements	
Grant:	69X	Reserved for ARPA Reporting	

Fund:	249	Downtown Infrastructure Pass thru	(\$3,000,000)
Department:	616	Municipal Services	
Cost Center:	641	Downtown Revitalization Project	
Object Code:	53805	Street/Lot S/C	
Project:	0000	Rebuild Downtown Rock Island Improvements	
Grant:	745	Rebuild Downtown Grant	

Fund:	249	Downtown Infrastructure Pass thru	(\$267,181)
Department:	616	Municipal Services	
Cost Center:	641	Downtown Revitalization Project	
Object Code:	53805	Street/Lot S/C	
Project:	0000	Rebuild Downtown Rock Island Improvements	
Grant:	746	Illinois Tourism Grant	

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council award the contract to Valley Construction, Inc. of Rock Island, Illinois, in the original bid amount of \$8,467,987.41 and authorize the City Manager to execute the contract documents and Public Works to continue to value engineer the project and execute necessary change orders to reduce construction costs to \$8,223,523.89 or lower.

Submitted by: Michelle Martin, Manager

Approved by:

Rebuild Downtown Rock Island Improvements Project
Downtown Alliance Recommendations
Priorities for Moving Items to Future Phases from Base Bid & Alternatives
BID LETTING - FEBRUARY 15
Date:3/15/2024

Items to Move to Future Phases	Base	ALT 1 - Arts Alley	ALT 5 - 18th Street Lawn
Two gateway columns	\$ 36,000.00		
Planters	\$ 11,100.00		
Pop-up stage	\$ 25,000.00		
Dumpster enclosure	\$ 86,450.00		
Roundabout lights	\$ 22,600.00		
Aggregate Base Course, Type B 6"	\$ 7,435.25		
Vendor stall		\$ 103,000.00	
Postcard wall		\$ 85,000.00	
Green screen		\$ 75,000.00	
Murals (Separate Contract w/ QC Arts)		\$ 102,100.00	
Parklets	\$ 192,725.00		
Parklets (Buy Parklets direct w/ vendors)	\$ 124,855.00		
Sanitary Sewer Santite Pipe	\$ 145,625.00		
18th St Play Lawn Structures			\$ 22,500.00
Total cost reduction	\$ 526,935.25	\$ 160,900.00	\$ 22,500.00
Total revised bid	\$ 7,036,764.06	\$ 496,987.35	\$ 223,900.75

Grand Total Revised Bid Bid + Arts Alley+ 18th St Lawn	\$ 7,757,652.16
Total Secured Funding	\$ 7,267,181.00
Difference in Funding	\$ (490,471.16)

ALT 2, 3, 4, 6
Base Bid, ALT 1, ALT 5

Not Recommended Acceptance
Recommended Acceptance w/ these changes above.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

1. Construct Rebuild Downtown Rock Island Improvements for the following unit and lump sum prices:				Valley Construction 3610 78th Avenue West Rock Island, IL 61201		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		McCarthy Improvement Co. 5401 Victoria Avenue Davenport, IA 52807	
Item No.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	MOBILIZATION	LS	0.69	\$135,000.00	\$93,150.00	\$450,000.00	\$310,500.00	\$1,137,755.84	\$785,051.53
2	CLEARING & GRUBBING	LS	0.71	\$13,500.00	\$9,585.00	\$25,000.00	\$17,750.00	\$48,014.99	\$34,090.64
3	EARTH EXCAVATION	LS	0.70	\$125,000.00	\$87,500.00	\$175,000.00	\$122,500.00	\$644,285.71	\$451,000.00
4	ROCK EXCAVATION	CY	200	\$190.00	\$38,000.00	\$75.00	\$15,000.00	\$142.60	\$28,520.00
5	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SY	3688	\$2.10	\$7,744.80	\$2.00	\$7,376.00	\$2.16	\$7,966.08
6	AGGREGATE BASE COURSE, TYPE A 4"	SY	7137	\$18.25	\$130,250.25	\$10.00	\$71,370.00	\$10.95	\$78,150.15
7	AGGREGATE BASE COURSE, TYPE A 6"	SY	11302	\$15.70	\$177,441.40	\$18.00	\$203,436.00	\$14.10	\$159,358.20
8	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 8" (WITH 7" (WITH INTEGRAL CURB)	SY	10006	\$100.00	\$1,000,600.00	\$95.00	\$950,570.00	\$102.40	\$1,024,614.40
9	PAVEMENT (JOINTED), 7" (WITH INTEGRAL CURB)	SY		\$105.00	\$0.00	\$85.00	\$0.00	\$215.90	\$0.00
10	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED) COLORED, 7" (WITH INTEGRAL CURB)	SY		\$135.00	\$0.00	\$150.00	\$0.00	\$273.56	\$0.00
11	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 7 INCH	SY	269	\$110.00	\$29,590.00	\$95.00	\$25,555.00	\$161.21	\$43,365.49
12	SIDEWALK, 6 INCH	SF	55611	\$13.50	\$750,748.50	\$12.00	\$667,332.00	\$14.81	\$823,598.91
13	PEDESTRIAN CURB RAMP, SIDEWALK 6 INCH	SF	2781	\$18.00	\$50,058.00	\$12.00	\$33,372.00	\$16.44	\$45,719.64
14	PORTLAND CEMENT CONCRETE BARRIER CURB, 6 INCH	LF		\$77.00	\$0.00	\$35.00	\$0.00	\$80.35	\$0.00
15	ADA DETECTABLE WARNINGS	SF	467	\$32.00	\$14,944.00	\$45.00	\$21,015.00	\$54.79	\$25,586.93
16	PAVEMENT REMOVAL	SY	9506	\$12.25	\$116,448.50	\$28.00	\$266,168.00	\$21.06	\$200,196.36
17	DRIVEWAY PAVEMENT REMOVAL	SY	250	\$22.00	\$5,500.00	\$20.00	\$5,000.00	\$23.10	\$5,775.00

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18	SIDEWALK REMOVAL	SF	57885	\$2.50	\$144,712.50	\$2.00	\$115,770.00	\$1.51	\$87,406.35
19	STAGE REMOVAL	LS	1	\$9,500.00	\$9,500.00	\$15,000.00	\$15,000.00	\$11,355.16	\$11,355.16
20	ELEVATED PLANTER LANDSCAPE AREAS REMOVAL	SF	3004	\$3.50	\$10,514.00	\$5.00	\$15,020.00	\$3.78	\$11,355.12
21	LANDSCAPE RETAINING WALL, REMOVAL	LF	100	\$8.00	\$800.00	\$5.00	\$500.00	\$56.78	\$5,678.00
22	WATER MAIN, PVC, 8"	LF	786	\$200.00	\$157,200.00	\$200.00	\$157,200.00	\$212.18	\$166,773.48
23	WATER MAIN, DIP, 12" w/ NITRILE GASKETS	LF	440	\$245.00	\$107,800.00	\$275.00	\$121,000.00	\$313.26	\$137,834.40
24	WATER MAIN, PVC, 12"	LF	562	\$300.00	\$168,600.00	\$245.00	\$137,690.00	\$318.76	\$179,143.12
25	WATER SERVICE COPPER K, 1" OPEN CUT	LF	1240	\$65.00	\$80,600.00	\$35.00	\$43,400.00	\$120.08	\$148,899.20
26	FIRE HYDRANT ASSEMBLY TO BE REMOVED	EA	9	\$1,050.00	\$9,450.00	\$1,000.00	\$9,000.00	\$1,035.50	\$9,319.50
27	FIRE HYDRANT ASSEMBLY	EA	9	\$15,000.00	\$135,000.00	\$9,500.00	\$85,500.00	\$13,002.17	\$117,019.53
28	GATE VALVE, 6"	EA	1	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00	\$3,545.81	\$3,545.81
29	GATE VALVES, 8"	EA	5	\$2,475.00	\$12,375.00	\$3,200.00	\$16,000.00	\$3,330.84	\$16,654.20
30	GATE VALVES, 12"	EA	7	\$4,365.00	\$30,555.00	\$5,200.00	\$36,400.00	\$5,389.73	\$37,728.11
31	DOMESTIC SERVICE TAP, SADDLE, AND CORPORATION, 1"	EA	31	\$425.00	\$13,175.00	\$750.00	\$23,250.00	\$1,872.15	\$58,036.65
32	DOMESTIC CURB STOP, 1"	EA	31	\$1,390.00	\$43,090.00	\$400.00	\$12,400.00	\$1,572.75	\$48,755.25
33	CUT AND CAP EXISTING WATER MAIN	EA	4	\$3,350.00	\$13,400.00	\$2,500.00	\$10,000.00	\$1,380.98	\$5,523.92
34	CONNECTION TO EXISTING WATER MAIN	EA	7	\$3,600.00	\$25,200.00	\$4,500.00	\$31,500.00	\$2,233.51	\$15,634.57
35	PIPE UNDERDRAIN, PERFORATED CORRUGATED POLYETHYLENE, 4"	LF	3218	\$20.75	\$66,773.50	\$20.00	\$64,360.00	\$24.59	\$79,130.62
36	CATCH BASIN ADJUSTMENT	EA		\$1,250.00	\$0.00	\$1,450.00	\$0.00	\$1,284.72	\$0.00
37	MANHOLES, WITH NEW FRAME GRATE, 60"	EA	1	\$7,250.00	\$7,250.00	\$5,800.00	\$5,800.00	\$10,000.00	\$10,000.00

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38	CATCH BASINS, SINGLE, WITH NEW FRAME GRATE	EA	18	\$5,050.00	\$90,900.00	\$5,500.00	\$99,000.00	\$6,000.00	\$108,000.00
39	CATCH BASINS, DOUBLE, WITH NEW FRAME GRATE	EA	8	\$7,100.00	\$56,800.00	\$8,000.00	\$64,000.00	\$8,980.72	\$71,845.76
40	CIRCULAR AREA INTAKE	EA	1	\$2,400.00	\$2,400.00	\$2,800.00	\$2,800.00	\$7,505.19	\$7,505.19
41	CATCH BASIN REMOVAL, SINGLE	EA	13	\$795.00	\$10,335.00	\$850.00	\$11,050.00	\$1,284.72	\$16,701.36
42	CATCH BASIN REMOVAL, DOUBLE	EA	15	\$1,100.00	\$16,500.00	\$950.00	\$14,250.00	\$1,284.72	\$19,270.80
43	MANHOLE REMOVAL (STORM OR SANITARY)	EA	39	\$1,100.00	\$42,900.00	\$1,200.00	\$46,800.00	\$1,284.72	\$50,104.08
44	STORM SEWER REMOVAL, 15" OR LESS	LF	1166	\$55.00	\$64,130.00	\$20.00	\$23,320.00	\$84.49	\$98,515.34
45	STORM SEWER REMOVAL, GREATER THAN 15"	LF	404	\$74.00	\$29,896.00	\$30.00	\$12,120.00	\$122.74	\$49,586.96
46	TRENCH DRAIN, PVC, 12"	LF	588	\$345.00	\$202,860.00	\$250.00	\$147,000.00	\$445.22	\$261,789.36
47	STORM SEWER, RCP, CLASS 3, 12"	LF	383	\$125.00	\$47,875.00	\$110.00	\$42,130.00	\$150.00	\$57,450.00
48	STORM SEWER, RCP, CLASS 3, 15"	LF	403	\$131.00	\$52,793.00	\$125.00	\$50,375.00	\$155.00	\$62,465.00
49	STORM SEWER, RCP, CLASS 3, 18"	LF	210	\$150.00	\$31,500.00	\$135.00	\$28,350.00	\$161.08	\$33,826.80
50	STORM SEWER, RCP, CLASS 3, 24"	LF	434	\$175.00	\$75,950.00	\$150.00	\$65,100.00	\$165.00	\$71,610.00
51	STORM SEWER, RCP, CLASS 3, 30"	LF	104	\$200.00	\$20,800.00	\$195.00	\$20,280.00	\$290.00	\$30,160.00
52	SANITARY SEWER SERVICE, 6"	LF	1560	\$123.00	\$191,880.00	\$55.00	\$85,800.00	\$267.77	\$417,721.20
53	SANITARY SEWER, 12"	LF	191	\$125.00	\$23,875.00	\$225.00	\$42,975.00	\$216.54	\$41,359.14
54	SANITARY SEWER, 18"	LF	319	\$150.00	\$47,850.00	\$275.00	\$87,725.00	\$183.04	\$58,389.76
55	SANITARY SEWER, 36"	LF	90	\$500.00	\$45,000.00	\$450.00	\$40,500.00	\$480.25	\$43,222.50
56	SANITARY SEWER, 48"	LF	1129	\$700.00	\$790,300.00	\$650.00	\$733,850.00	\$713.80	\$805,880.20

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57	UTILITY ADJUSTMENTS	EA	25	\$1,825.00	\$45,625.00	\$750.00	\$18,750.00	\$1,326.75	\$33,168.75
58	TYPE A SIGNS, GALVANIZED STEEL, SQUARE POSTS	EA	64	\$500.00	\$32,000.00	\$350.00	\$22,400.00	\$937.69	\$60,012.16
59	PERMANENT PAVEMENT MARKING - LETTERS AND SYMBOLS	SF	6	\$100.00	\$600.00	\$150.00	\$900.00	\$121.75	\$730.50
60	PERMANENT PAVEMENT MARKING - LINE 4"	LF	5275	\$2.00	\$10,550.00	\$1.00	\$5,275.00	\$2.44	\$12,871.00
61	PERMANENT PAVEMENT MARKING - LINE 6"	LF	2479	\$3.00	\$7,437.00	\$2.50	\$6,197.50	\$3.65	\$9,048.35
62	PERMANENT PAVEMENT MARKING - LINE 12"	LF	305	\$6.00	\$1,830.00	\$6.00	\$1,830.00	\$7.31	\$2,229.55
63	UNDERGROUND CONDUIT, HDPE, 2" DIAMETER	LF	760.0	\$19.50	\$14,820.00	\$19.37	\$14,721.20	\$23.58	\$17,920.80
64	UNDERGROUND CONDUIT, HDPE, 1-1/2" DIAMETER	LF	8580.0	\$9.50	\$81,510.00	\$9.44	\$80,995.20	\$11.49	\$98,584.20
65	HANDHOLE	EA	6.0	\$3,350.00	\$20,100.00	\$3,345.00	\$20,070.00	\$4,073.83	\$24,442.98
66	ELECTRIC CABLE IN CONDUIT, 600V (XHHW) NO. 2	LF	82.0	\$5.60	\$459.20	\$5.59	\$458.38	\$6.81	\$558.42
67	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 4	LF	480.0	\$2.80	\$1,344.00	\$2.78	\$1,334.40	\$3.38	\$1,622.40
68	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 8	LF	2200.0	\$1.30	\$2,860.00	\$1.28	\$2,816.00	\$1.56	\$3,432.00
69	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 10	LF	4618.0	\$0.92	\$4,248.56	\$0.92	\$4,248.56	\$1.12	\$5,172.16
70	LIGHTING ASSEMBLY - L1 (SPECIAL)	EA	31.0	\$8,550.00	\$265,050.00	\$8,529.00	\$264,399.00	\$10,384.26	\$321,912.06
71	LIGHTING ASSEMBLY - L2 (SPECIAL)	EA	14.0	\$13,650.00	\$191,100.00	\$13,621.00	\$190,694.00	\$16,583.88	\$232,174.32
72	LED STRING LIGHTING - L3 (SPECIAL)	LF	600.0	\$46.50	\$27,900.00	\$46.48	\$27,888.00	\$56.59	\$33,954.00
73	LED STRING LIGHTING SUPPORT POLE - P3 (SPECIAL)	EA		\$7,550.00	\$0.00	\$12,904.10	\$0.00	\$13,973.80	\$0.00
74	IN-GRADE LIGHTING - L4 (SPECIAL)	EA	4.0	\$5,650.00	\$22,600.00	\$5,626.50	\$22,506.00	\$6,850.39	\$27,401.56
75	ART FEATURE SPOT LIGHTING - L5 (SPECIAL)	EA		\$975.00	\$0.00	\$967.56	\$0.00	\$1,178.03	\$0.00

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76	FEATURE SPOT LIGHTING - L10 (SPECIAL)	EA				\$0.00					\$0.00				\$0.00
77	DYNAMIC LED TOWER LIGHTING	LS				\$0.00				\$5,566,000.00	\$0.00			\$7,000,000.00	\$0.00
78	LIGHTING REMOVAL	EA				\$0.00					\$0.00				\$0.00
79	POWER PEDESTAL REMOVAL	EA	4			\$6,600.00	\$1,650.00				\$6,489.00		\$1,975.13		\$7,900.52
80	LIGHTING CONTROL PANEL	EA	2.0			\$36,000.00	\$18,000.00				\$36,000.00		\$21,915.42		\$43,830.84
81	ELECTRIC SERVICE ENTRANCE	EA	2.0			\$13,840.00	\$6,920.00				\$13,840.00		\$8,425.26		\$16,850.52
82	POWER PANEL MODIFICATIONS	LS				\$0.00	\$4,125.00				\$0.00		\$4,115.15		\$0.00
83	ARTS ALLEY LIGHTING CONTROLLER	EA				\$0.00	\$20,750.00				\$0.00		\$20,727.27		\$0.00
84	ELECTRIC CABLE IN CONDUIT, 300V DIMMING	LF	1200.0			\$2,520.00	\$2.10				\$2,496.00		\$2.08		\$3,036.00
85	GATEWAY COLUMNS	EA	6			\$108,000.00	\$18,000.00				\$153,600.00		\$67,753.30		\$406,519.80
86	GATEWAY ARCHWAY	EA	1			\$230,000.00	\$230,000.00				\$195,275.00		\$367,930.57		\$367,930.57
87	BENCHES	EA	8			\$24,000.00	\$3,000.00				\$23,800.00		\$2,836.66		\$22,693.28
88	TRASH RECEPTACLES	EA	14			\$32,900.00	\$2,350.00				\$32,200.00		\$2,132.53		\$29,855.42
89	ROCK ISLAND BLOCK LETTERS	LS	1			\$42,500.00	\$42,500.00				\$55,000.00		\$54,133.75		\$54,133.75
90	2ND AVE GATE REMOVAL	EA	2			\$1,310.00	\$655.00				\$3,860.88		\$727.78		\$1,455.56
91	REMOVABLE BOLLARDS	EA	8			\$24,400.00	\$3,050.00				\$24,800.00		\$2,963.78		\$23,710.24
92	PARKLETS DINING STRUCTURES	LF	593			\$192,725.00	\$325.00				\$174,935.00		\$322.83		\$191,438.19
93	ARTS ALLEY ENTRY SIGNAGE	EA				\$0.00	\$6,925.00				\$0.00		\$7,973.81		\$0.00
94	SCULPTURE REMOVE AND REINSTALL	EA				\$0.00	\$6,150.00				\$0.00		\$4,650.00		\$0.00

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95	DUMPSTER ENCLOSURES	LF	273		\$475.00	\$129,675.00	\$1,000.00	\$273,000.00	\$767.80	\$209,609.40
96	DECORATIVE AND ART DISPLAY WALLS	EA			\$16,950.00	\$0.00	\$21,616.16	\$0.00	\$27,383.60	\$0.00
97	POP-UP STAGE	EA	1		\$25,000.00	\$25,000.00	\$65,000.00	\$65,000.00	\$31,705.31	\$31,705.31
98	POST CARD WALL	EA			\$85,000.00	\$0.00	\$39,000.00	\$0.00	\$42,550.48	\$0.00
99	VENDOR STALL	EA			\$103,000.00	\$0.00	\$100,000.00	\$0.00	\$115,281.57	\$0.00
100	GREEN STREET STRUCTURE	EA			\$75,000.00	\$0.00	\$52,530.00	\$0.00	\$48,163.27	\$0.00
101	18TH STREET LAWN PLAY STRUCTURE	EA			\$22,500.00	\$0.00	\$15,750.00	\$0.00	\$22,150.15	\$0.00
102	DOG PARK MAIN ENTRANCE SIGNAGE	EA			\$3,000.00	\$0.00	\$9,134.00	\$0.00	\$12,043.35	\$0.00
103	DOG PARK ETIQUETTE SIGNAGE	EA			\$1,250.00	\$0.00	\$460.00	\$0.00	\$1,197.28	\$0.00
104	DOG PARK SHADE STRUCTURE	EA			\$13,500.00	\$0.00	\$16,000.00	\$0.00	\$26,015.29	\$0.00
105	DOG PARK DRINKING FOUNTAINS	EA			\$7,000.00	\$0.00	\$5,600.00	\$0.00	\$7,467.50	\$0.00
106	DOG PARK OBSTACLE COURSE 1	EA			\$25,000.00	\$0.00	\$13,350.00	\$0.00	\$18,013.04	\$0.00
107	DOG PARK OBSTACLE COURSE 2	EA			\$35,000.00	\$0.00	\$16,000.00	\$0.00	\$21,598.63	\$0.00
108	ARTIFICIAL PET TURF	SY			\$145.00	\$0.00	\$125.00	\$0.00	\$310.43	\$0.00
109	BLACK CHAINLINK FENCE, 42"	LF			\$32.00	\$0.00	\$55.00	\$0.00	\$82.34	\$0.00
110	2-1/2" CALIPER, BALLED AND BURLAPPED	EA	10		\$1,300.00	\$13,000.00	\$700.00	\$7,000.00	\$1,034.89	\$10,348.90
111	(KENTUCKY COFFEETREE), 2-1/2" CALIPER, BALLED AND	EA	10		\$1,300.00	\$13,000.00	\$700.00	\$7,000.00	\$852.26	\$8,522.60
112	(EASTERN REDBUD), 2-1/2" CALIPER, TREE FORM, BALLED	EA	8		\$1,300.00	\$10,400.00	\$700.00	\$5,600.00	\$1,034.89	\$8,279.12
113	JAPONICUM (KATSURA TREE), 8' HEIGHT, CLUMP FORM, BALLED	EA	10		\$1,200.00	\$12,000.00	\$700.00	\$7,000.00	\$852.26	\$8,522.60

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114	'PIPSQUEAK BURNING BUSH), BALLED AND BURLAPPED	EA		\$95.00	\$0.00	\$75.00	\$0.00	\$100.44	\$0.00
115	PERENNIAL PLANTS, ORNAMENTAL TYPE; QUART POT	EA	2700	\$12.00	\$32,400.00	\$15.00	\$40,500.00	\$28.43	\$76,761.00
116	MULCH, 3"	SY	376	\$17.00	\$6,392.00	\$10.00	\$3,760.00	\$7.61	\$2,861.36
117	PLANTER	EA	6	\$1,850.00	\$11,100.00	\$3,150.00	\$18,900.00	\$10,720.60	\$64,323.60
118	PLANTER REMOVAL	EA	11	\$325.00	\$3,575.00	\$772.18	\$8,493.98	\$355.58	\$3,911.38
119	CONCRETE WASHOUT BASIN	LS	0.72	\$5,000.00	\$3,600.00	\$772.18	\$555.97	\$1,217.53	\$876.62
120	SIGN REMOVAL	EA	40	\$130.00	\$5,200.00	\$150.00	\$6,000.00	\$363.89	\$14,555.60
121	PROJECT SIGN	EA	1	\$500.00	\$500.00	\$250.00	\$250.00	\$4,688.47	\$4,688.47
122	TRAFFIC CONTROL AND PROTECTION	LS	0.70	\$40,000.00	\$28,000.00	\$150,000.00	\$105,000.00	\$46,613.75	\$32,629.63
123	TOPSOIL MIXTURE, FURNISH AND PLACE, 4"	SY	376	\$9.00	\$3,384.00	\$15.00	\$5,640.00	\$10.35	\$3,891.60
124	PERIMETER EROSION BARRIER, 9" DIAMETER	LF	4476	\$2.75	\$12,309.00	\$2.50	\$11,190.00	\$15.22	\$68,124.72
125	INLET AND PIPE PROTECTION	EA	56	\$145.00	\$8,120.00	\$200.00	\$11,200.00	\$334.81	\$18,749.36
126	REMOVE INLET AND PIPE PROTECTION	EA	51	\$20.00	\$1,020.00	\$20.00	\$1,020.00	\$152.19	\$7,761.69
127	STABILIZED CONSTRUCTION ENTRANCE	LS	0.70	\$15,000.00	\$10,500.00	\$5,000.00	\$3,500.00	\$4,093.79	\$2,865.65
128	SOD	SY		\$15.00	\$0.00	\$6.50	\$0.00	\$58.44	\$0.00
129	EROSION CONTROL	LS	0.70	\$11,000.00	\$7,700.00	\$6,000.00	\$4,200.00	\$9,376.94	\$6,563.86
130	UNSUITABLE MATERIAL, REMOVE AND DISPOSE	CY	25	\$49.00	\$1,225.00	\$42.90	\$1,072.50	\$33.16	\$829.00
131	CONSTRUCTION LAYOUT	LS	0.71	\$35,500.00	\$25,205.00	\$45,000.00	\$31,950.00	\$41,155.71	\$29,220.55
132	FLUME WITH SOLID ADA COVER	EA		\$6,100.00	\$0.00	\$1,632.06	\$0.00	\$9,142.42	\$0.00

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133	TRAFFIC SIGNAL REMOVAL	EA	1	\$13,295.00	\$13,295.00	\$13,295.00	\$13,295.00	\$16,186.97	\$16,186.97
134	TEMPORARY PAVEMENT	SY		\$18.50	\$0.00	\$65.00	\$0.00	\$375.07	\$0.00
135	STORM MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$7,500.00	\$0.00	\$5,600.00	\$0.00	\$6,525.07	\$0.00
136	SANITARY MANHOLES, WITH NEW FRAME GRATE, 48"	EA	2	\$8,500.00	\$17,000.00	\$6,000.00	\$12,000.00	\$6,728.67	\$13,457.34
137	SANITARY MANHOLES, WITH NEW FRAME GRATE, 60"	EA	3	\$11,250.00	\$33,750.00	\$8,000.00	\$24,000.00	\$10,927.82	\$32,783.46
138	SANITARY MANHOLES, WITH NEW FRAME GRATE, 84"	EA	10	\$21,000.00	\$210,000.00	\$20,000.00	\$200,000.00	\$24,348.21	\$243,482.10
139	SANITARY MANHOLES, WITH NEW FRAME GRATE, 96"	EA	2	\$25,000.00	\$50,000.00	\$28,000.00	\$56,000.00	\$38,077.77	\$76,155.54
140	ELECTRICAL VAULT FRAME AND GRATE ADJUSTMENT	EA	3	\$1,250.00	\$3,750.00	\$2,500.00	\$7,500.00	\$1,238.22	\$3,714.66
141	BICYCLE RACKS	EA	4	\$1,375.00	\$5,500.00	\$1,125.00	\$4,500.00	\$992.20	\$3,968.80
142	STORM MANHOLES, WITH NEW FRAME GRATE, 92"	EA	1	\$18,450.00	\$18,450.00	\$27,520.29	\$27,520.29	\$38,077.77	\$38,077.77
143	ARTS ALLEY STRING LIGHTING POLE	EA		\$7,525.00	\$0.00	\$12,904.00	\$0.00	\$13,973.68	\$0.00
144	FOOD TRUCK POWER PEDESTAL	EA		\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$4,626.59	\$0.00
145	FEATURE SPOTLIGHT FIXTURE - L6	EA	9	\$1,025.00	\$9,225.00	\$1,017.00	\$9,153.00	\$2.31	\$20.79
146	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 6	LF	419.0	\$1.90	\$796.10	\$1.90	\$796.10	\$3.75	\$1,571.25
TOTAL BID (Items 1 - 146)				\$7,563,699.31		\$7,616,540.96		\$10,267,800.37	

Veenstra Kimm, Inc.

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**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

2. Bid Add Arts Alley Alternate 1 for Rebuild Downtown Rock Island Improvements				Valley Construction 3610 78th Avenue West Rock Island, IL 61201		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		McCarthy Improvement Co. 5401 Victoria Avenue Davenport, IA 52807	
Item No.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	MOBILIZATION	LS	0.04	\$135,000.00	\$5,400.00	\$450,000.00	\$18,000.00	\$1,137,755.84	\$45,510.23
2	CLEARING & GRUBBING	LS		\$13,500.00	\$0.00	\$25,000.00	\$0.00	\$48,014.99	\$0.00
3	EARTH EXCAVATION	LS	0.04	\$125,000.00	\$5,000.00	\$175,000.00	\$7,000.00	\$644,285.71	\$25,771.43
4	ROCK EXCAVATION	CY		\$190.00	\$0.00	\$75.00	\$0.00	\$142.60	\$0.00
5	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SY	59	\$2.10	\$123.90	\$2.00	\$118.00	\$2.16	\$127.44
6	AGGREGATE BASE COURSE, TYPE A 4"	SY		\$18.25	\$0.00	\$10.00	\$0.00	\$10.95	\$0.00
7	AGGREGATE BASE COURSE, TYPE A 6"	SY	296	\$15.70	\$4,647.20	\$18.00	\$5,328.00	\$14.10	\$4,173.60
8	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 8" (WITH INTEGRAL CURB)	SY		\$100.00	\$0.00	\$95.00	\$0.00	\$102.40	\$0.00
9	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 7" (WITH INTEGRAL CURB)	SY	53	\$105.00	\$5,565.00	\$85.00	\$4,505.00	\$215.90	\$11,442.70
10	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED) COLORED, 7" (WITH INTEGRAL CURB)	SY	216	\$135.00	\$29,160.00	\$150.00	\$32,400.00	\$273.56	\$59,088.96
11	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 7 INCH	SY		\$110.00	\$0.00	\$95.00	\$0.00	\$161.21	\$0.00
12	PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH	SF		\$13.50	\$0.00	\$12.00	\$0.00	\$14.81	\$0.00
13	PORTLAND CEMENT CONCRETE PEDESTRIAN CURB RAMP, SIDEWALK 6 INCH	SF		\$18.00	\$0.00	\$12.00	\$0.00	\$16.44	\$0.00
14	PORTLAND CEMENT CONCRETE BARRIER CURB, 6 INCH	LF		\$77.00	\$0.00	\$35.00	\$0.00	\$80.35	\$0.00

Veenstra Kimm, Inc.

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**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

15	ADA DETECTABLE WARNINGS	SF		\$32.00	\$0.00	\$45.00	\$0.00	\$54.79	\$0.00
16	PAVEMENT REMOVAL	SY	695	\$12.25	\$8,513.75	\$28.00	\$19,460.00	\$21.06	\$14,636.70
17	DRIVEWAY PAVEMENT REMOVAL	SY		\$22.00	\$0.00	\$20.00	\$0.00	\$23.10	\$0.00
18	SIDEWALK REMOVAL	SF		\$2.50	\$0.00	\$2.00	\$0.00	\$1.51	\$0.00
19	STAGE REMOVAL	LS		\$9,500.00	\$0.00	\$15,000.00	\$0.00	\$11,355.16	\$0.00
20	ELEVATED PLANTER LANDSCAPE AREAS REMOVAL	SF		\$3.50	\$0.00	\$5.00	\$0.00	\$3.78	\$0.00
21	LANDSCAPE RETAINING WALL, REMOVAL	LF		\$8.00	\$0.00	\$5.00	\$0.00	\$56.78	\$0.00
22	WATER MAIN, PVC, 8"	LF		\$200.00	\$0.00	\$200.00	\$0.00	\$212.18	\$0.00
23	WATER MAIN, DIP, 12" w/ NITRILE GASKETS	LF		\$245.00	\$0.00	\$275.00	\$0.00	\$313.26	\$0.00
24	WATER MAIN, PVC, 12"	LF		\$300.00	\$0.00	\$245.00	\$0.00	\$318.76	\$0.00
25	WATER SERVICE COPPER K, 1" OPEN CUT	LF		\$65.00	\$0.00	\$35.00	\$0.00	\$120.08	\$0.00
26	FIRE HYDRANT ASSEMBLY TO BE REMOVED	EA		\$1,050.00	\$0.00	\$1,000.00	\$0.00	\$1,035.50	\$0.00
27	FIRE HYDRANT ASSEMBLY	EA		\$15,000.00	\$0.00	\$9,500.00	\$0.00	\$13,002.17	\$0.00
28	GATE VALVE, 6"	EA		\$1,700.00	\$0.00	\$2,000.00	\$0.00	\$3,545.81	\$0.00
29	GATE VALVES, 8"	EA		\$2,475.00	\$0.00	\$3,200.00	\$0.00	\$3,330.84	\$0.00
30	GATE VALVES, 12"	EA		\$4,365.00	\$0.00	\$5,200.00	\$0.00	\$5,389.73	\$0.00
31	DOMESTIC SERVICE TAP, SADDLE, AND CORPORATION, 1"	EA		\$425.00	\$0.00	\$750.00	\$0.00	\$1,872.15	\$0.00
32	DOMESTIC CURB STOP, 1"	EA		\$1,390.00	\$0.00	\$400.00	\$0.00	\$1,572.75	\$0.00
33	CUT AND CAP EXISTING WATER MAIN	EA		\$3,350.00	\$0.00	\$2,500.00	\$0.00	\$1,380.98	\$0.00
34	CONNECTION TO EXISTING WATER MAIN	EA		\$3,600.00	\$0.00	\$4,500.00	\$0.00	\$2,233.51	\$0.00
35	PIPE UNDERDRAIN, PERFORATED CORRUGATED POLYETHYLENE, 4"	LF		\$20.75	\$0.00	\$20.00	\$0.00	\$24.59	\$0.00
36	CATCH BASIN ADJUSTMENT	EA	3	\$1,250.00	\$3,750.00	\$1,450.00	\$4,350.00	\$1,284.72	\$3,854.16
37	MANHOLES, WITH NEW FRAME GRATE, 60"	EA		\$7,250.00	\$0.00	\$5,800.00	\$0.00	\$10,000.00	\$0.00
38	CATCH BASINS, SINGLE, WITH NEW FRAME GRATE	EA		\$5,050.00	\$0.00	\$5,500.00	\$0.00	\$6,000.00	\$0.00
39	CATCH BASINS, DOUBLE, WITH NEW FRAME GRATE	EA		\$7,100.00	\$0.00	\$8,000.00	\$0.00	\$8,980.72	\$0.00
40	CIRCULAR AREA INTAKE	EA		\$2,400.00	\$0.00	\$2,800.00	\$0.00	\$7,505.19	\$0.00
41	CATCH BASIN REMOVAL, SINGLE	EA		\$795.00	\$0.00	\$850.00	\$0.00	\$1,284.72	\$0.00
42	CATCH BASIN REMOVAL, DOUBLE	EA		\$1,100.00	\$0.00	\$950.00	\$0.00	\$1,284.72	\$0.00

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Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

43	MANHOLE REMOVAL (STORM OR SANITARY)	EA		\$1,100.00	\$0.00	\$1,200.00	\$0.00	\$1,284.72	\$0.00
44	STORM SEWER REMOVAL, 15" OR LESS	LF		\$55.00	\$0.00	\$20.00	\$0.00	\$84.49	\$0.00
45	STORM SEWER REMOVAL, GREATER THAN 15"	LF		\$74.00	\$0.00	\$30.00	\$0.00	\$122.74	\$0.00
46	TRENCH DRAIN, PVC, 12"	LF		\$345.00	\$0.00	\$250.00	\$0.00	\$445.22	\$0.00
47	STORM SEWER, RCP, CLASS 3, 12"	LF		\$125.00	\$0.00	\$110.00	\$0.00	\$150.00	\$0.00
48	STORM SEWER, RCP, CLASS 3, 15"	LF		\$131.00	\$0.00	\$125.00	\$0.00	\$155.00	\$0.00
49	STORM SEWER, RCP, CLASS 3, 18"	LF		\$150.00	\$0.00	\$135.00	\$0.00	\$161.08	\$0.00
50	STORM SEWER, RCP, CLASS 3, 24"	LF		\$175.00	\$0.00	\$150.00	\$0.00	\$165.00	\$0.00
51	STORM SEWER, RCP, CLASS 3, 30"	LF		\$200.00	\$0.00	\$195.00	\$0.00	\$290.00	\$0.00
52	SANITARY SEWER SERVICE, 6"	LF		\$123.00	\$0.00	\$55.00	\$0.00	\$267.77	\$0.00
53	SANITARY SEWER, 12"	LF		\$125.00	\$0.00	\$225.00	\$0.00	\$216.54	\$0.00
54	SANITARY SEWER, 18"	LF		\$150.00	\$0.00	\$275.00	\$0.00	\$183.04	\$0.00
55	SANITARY SEWER, 36"	LF		\$500.00	\$0.00	\$450.00	\$0.00	\$480.25	\$0.00
56	SANITARY SEWER, 48"	LF		\$700.00	\$0.00	\$650.00	\$0.00	\$713.80	\$0.00
57	UTILITY ADJUSTMENTS	EA	1	\$1,825.00	\$1,825.00	\$750.00	\$750.00	\$1,326.75	\$1,326.75
58	TYPE A SIGNS, GALVANIZED STEEL, SQUARE POSTS	EA	2	\$500.00	\$1,000.00	\$350.00	\$700.00	\$937.69	\$1,875.38
59	PERMANENT PAVEMENT MARKING - LETTERS AND SYMBOLS	SF		\$100.00	\$0.00	\$150.00	\$0.00	\$121.75	\$0.00
60	PERMANENT PAVEMENT MARKING - LINE 4"	LF		\$2.00	\$0.00	\$1.00	\$0.00	\$2.44	\$0.00
61	PERMANENT PAVEMENT MARKING - LINE 6"	LF		\$3.00	\$0.00	\$2.50	\$0.00	\$3.65	\$0.00
62	PERMANENT PAVEMENT MARKING - LINE 12"	LF		\$6.00	\$0.00	\$6.00	\$0.00	\$7.31	\$0.00
63	UNDERGROUND CONDUIT, HDPE, 2" DIAMETER	LF	150.0	\$19.50	\$2,925.00	\$19.37	\$2,905.50	\$23.58	\$3,537.00
64	UNDERGROUND CONDUIT, HDPE, 1-1/2" DIAMETER	LF	550.0	\$9.50	\$5,225.00	\$9.44	\$5,192.00	\$11.49	\$6,319.50
65	HANDHOLE	EA		\$3,350.00	\$0.00	\$3,345.00	\$0.00	\$4,073.83	\$0.00
66	ELECTRIC CABLE IN CONDUIT, 600V (XHHW) NO. 2	LF	150.0	\$5.60	\$840.00	\$5.59	\$838.50	\$6.81	\$1,021.50

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ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

67	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 4	LF		\$2.80	\$0.00	\$2.78	\$0.00	\$3.38	\$0.00
68	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 8	LF		\$1.30	\$0.00	\$1.28	\$0.00	\$1.56	\$0.00
69	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 10	LF	400.0	\$0.92	\$368.00	\$0.92	\$368.00	\$1.12	\$448.00
70	LIGHTING ASSEMBLY - L1 (SPECIAL)	EA		\$8,550.00	\$0.00	\$8,529.00	\$0.00	\$10,384.26	\$0.00
71	LIGHTING ASSEMBLY - L2 (SPECIAL)	EA		\$13,650.00	\$0.00	\$13,621.00	\$0.00	\$16,583.88	\$0.00
72	LED STRING LIGHTING - L3 (SPECIAL)	LF	560.0	\$46.50	\$26,040.00	\$46.48	\$26,028.80	\$56.59	\$31,690.40
73	LED STRING LIGHTING SUPPORT POLE - P3 (SPECIAL)	EA		\$7,550.00	\$0.00	\$12,904.10	\$0.00	\$13,973.80	\$0.00
74	IN-GRADE LIGHTING - L4 (SPECIAL)	EA		\$5,650.00	\$0.00	\$5,626.50	\$0.00	\$6,850.39	\$0.00
75	ART FEATURE SPOT LIGHTING - L5 (SPECIAL)	EA	16.0	\$975.00	\$15,600.00	\$967.56	\$15,480.96	\$1,178.03	\$18,848.48
76	FEATURE SPOT LIGHTING - L10 (SPECIAL)	EA			\$0.00		\$0.00		\$0.00
77	DYNAMIC LED TOWER LIGHTING	LS		\$6,900,000.00	\$0.00	\$5,566,000.00	\$0.00	\$7,000,000.00	\$0.00
78	LIGHTING REMOVAL	EA			\$0.00		\$0.00		\$0.00
79	POWER PEDESTAL REMOVAL	EA		\$1,650.00	\$0.00	\$1,622.25	\$0.00	\$1,975.13	\$0.00
80	LIGHTING CONTROL PANEL	EA		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$21,915.42	\$0.00
81	ELECTRIC SERVICE ENTRANCE	EA		\$6,920.00	\$0.00	\$6,920.00	\$0.00	\$8,425.26	\$0.00
82	POWER PANEL MODIFICATIONS	LS	1.0	\$4,125.00	\$4,125.00	\$4,115.15	\$4,115.15	\$5,010.29	\$5,010.29
83	ARTS ALLEY LIGHTING CONTROLLER	EA	1	\$20,750.00	\$20,750.00	\$20,727.27	\$20,727.27	\$25,235.93	\$25,235.93
84	ELECTRIC CABLE IN CONDUIT, 300V DIMMING	LF		\$2.10	\$0.00	\$2.08	\$0.00	\$2.53	\$0.00
85	GATEWAY COLUMNS	EA		\$18,000.00	\$0.00	\$25,600.00	\$0.00	\$67,753.30	\$0.00
86	GATEWAY ARCHWAY	EA		\$230,000.00	\$0.00	\$195,275.00	\$0.00	\$367,930.57	\$0.00
87	BENCHES	EA		\$3,000.00	\$0.00	\$2,975.00	\$0.00	\$2,836.66	\$0.00
88	TRASH RECEPTACLES	EA		\$2,350.00	\$0.00	\$2,300.00	\$0.00	\$2,132.53	\$0.00
89	ROCK ISLAND BLOCK LETTERS	LS		\$42,500.00	\$0.00	\$55,000.00	\$0.00	\$54,133.75	\$0.00
90	2ND AVE GATE REMOVAL	EA		\$655.00	\$0.00	\$1,930.44	\$0.00	\$727.78	\$0.00
91	REMOVABLE BOLLARDS	EA	5	\$3,050.00	\$15,250.00	\$3,100.00	\$15,500.00	\$2,963.78	\$14,818.90
92	PARKLETS DINING STRUCTURES	LF		\$325.00	\$0.00	\$295.00	\$0.00	\$322.83	\$0.00
93	ARTS ALLEY ENTRY SIGNAGE	EA	2	\$6,925.00	\$13,850.00	\$8,250.00	\$16,500.00	\$7,973.81	\$15,947.62
94	SCULPTURE REMOVE AND REINSTALL	EA	1	\$6,150.00	\$6,150.00	\$4,650.00	\$4,650.00	\$5,753.86	\$5,753.86

Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

95	DUMPSTER ENCLOSURES	LF		\$475.00	\$0.00	\$1,000.00	\$0.00	\$767.80	\$0.00
96	DECORATIVE AND ART DISPLAY WALLS	EA	5	\$16,950.00	\$84,750.00		\$108,080.80	\$27,383.60	\$136,918.00
97	POP-UP STAGE	EA		\$25,000.00	\$0.00	\$65,000.00	\$0.00	\$31,705.31	\$0.00
98	POST CARD WALL	EA	1	\$85,000.00	\$85,000.00	\$39,000.00	\$39,000.00	\$42,550.48	\$42,550.48
99	VENDOR STALL	EA	2	\$103,000.00	\$206,000.00	\$100,000.00	\$200,000.00	\$115,281.57	\$230,563.14
100	GREEN STEEN STRUCTURE	EA	1	\$75,000.00	\$75,000.00	\$52,530.00	\$52,530.00	\$48,163.27	\$48,163.27
101	18TH STREET LAWN PLAY STRUCTURE	EA		\$22,500.00	\$0.00	\$15,750.00	\$0.00	\$22,150.15	\$0.00
102	DOG PARK MAIN ENTRANCE SIGNAGE	EA		\$3,000.00	\$0.00	\$9,134.00	\$0.00	\$12,043.35	\$0.00
103	DOG PARK ETIQUETTE SIGNAGE	EA		\$1,250.00	\$0.00	\$460.00	\$0.00	\$1,197.28	\$0.00
104	DOG PARK SHADE STRUCTURE	EA		\$13,500.00	\$0.00	\$16,000.00	\$0.00	\$26,015.29	\$0.00
105	DOG PARK DRINKING FOUNTAINS	EA		\$7,000.00	\$0.00	\$5,600.00	\$0.00	\$7,467.50	\$0.00
106	DOG PARK OBSTACLE COURSE 1	EA		\$25,000.00	\$0.00	\$13,350.00	\$0.00	\$18,013.04	\$0.00
107	DOG PARK OBSTACLE COURSE 2	EA		\$35,000.00	\$0.00	\$16,000.00	\$0.00	\$21,598.63	\$0.00
108	ARTIFICIAL PET TURF	SY		\$145.00	\$0.00	\$125.00	\$0.00	\$310.43	\$0.00
109	BLACK CHAINLINK FENCE, 42"	LF		\$32.00	\$0.00	\$55.00	\$0.00	\$82.34	\$0.00
110	TREE, GINKGO BILOBA (GINKGO), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$1,034.89	\$0.00
111	TREE, GYMNOCLADUS DIOICUS (KENTUCKY COFFEETREE), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$852.26	\$0.00
112	TREE, CERCIS CANADENSIS (EASTERN REDBUD), 2-1/2" CALIPER, TREE FORM, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$1,034.89	\$0.00
113	TREE, CERCIDIPHYLLYM JAPONICUM (KATSURA TREE), 8' HEIGHT, CLUMP FORM, BALLED AND BURLAPPED	EA		\$1,200.00	\$0.00	\$700.00	\$0.00	\$852.26	\$0.00
114	BUSH, EUONYMUS ALATUS 'PIZZAM' (PIPSQUEAK BURNING BUSH), BALLED AND BURLAPPED	EA		\$95.00	\$0.00	\$75.00	\$0.00	\$100.44	\$0.00
115	PERENNIAL PLANTS, ORNAMENTAL TYPE, QUART POT	EA		\$12.00	\$0.00	\$15.00	\$0.00	\$28.43	\$0.00

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**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

116	MULCH, 3"	SY		\$17.00	\$0.00	\$10.00	\$0.00	\$7.61	\$0.00
117	PLANTER	EA		\$1,850.00	\$0.00	\$3,150.00	\$0.00	\$10,720.60	\$0.00
118	PLANTER REMOVAL	EA		\$325.00	\$0.00	\$772.18	\$0.00	\$355.58	\$0.00
119	CONCRETE WASHOUT BASIN	LS	0.02	\$5,000.00	\$100.00	\$772.18	\$15.44	\$1,217.53	\$24.35
120	SIGN REMOVAL	EA	2	\$130.00	\$260.00	\$150.00	\$300.00	\$363.89	\$727.78
121	PROJECT SIGN	EA	1	\$500.00	\$500.00	\$250.00	\$250.00	\$4,688.47	\$4,688.47
122	TRAFFIC CONTROL AND PROTECTION	LS	0.05	\$40,000.00	\$2,000.00	\$150,000.00	\$7,500.00	\$46,613.75	\$2,330.69
123	TOPSOIL MIXTURE, FURNISH AND PLACE, 4"	SY		\$9.00	\$0.00	\$15.00	\$0.00	\$10.35	\$0.00
124	PERIMETER EROSION BARRIER, 9" DIAMETER	LF		\$2.75	\$0.00	\$2.50	\$0.00	\$15.22	\$0.00
125	INLET AND PIPE PROTECTION	EA	3	\$145.00	\$435.00	\$200.00	\$600.00	\$334.81	\$1,004.43
126	REMOVE INLET AND PIPE PROTECTION	EA	3	\$20.00	\$60.00	\$20.00	\$60.00	\$152.19	\$456.57
127	STABILIZED CONSTRUCTION ENTRANCE	LS	0.05	\$15,000.00	\$750.00	\$5,000.00	\$250.00	\$4,093.79	\$204.69
128	SOD	SY		\$15.00	\$0.00	\$6.50	\$0.00	\$58.44	\$0.00
129	EROSION CONTROL	LS	0.05	\$11,000.00	\$550.00	\$6,000.00	\$300.00	\$9,376.94	\$468.85
130	UNSUITABLE MATERIAL, REMOVE AND DISPOSE	CY	10	\$49.00	\$490.00	\$42.90	\$429.00	\$33.16	\$331.60
131	CONSTRUCTION LAYOUT	LS	0.03	\$35,500.00	\$1,065.00	\$45,000.00	\$1,350.00	\$41,155.71	\$1,234.67
132	FLUME WITH SOLID ADA COVER	EA		\$6,100.00	\$0.00	\$1,632.06	\$0.00	\$9,142.42	\$0.00
133	TRAFFIC SIGNAL REMOVAL	EA		\$13,295.00	\$0.00	\$13,295.00	\$0.00	\$16,186.97	\$0.00
134	TEMPORARY PAVEMENT	SY	47	\$18.50	\$869.50	\$65.00	\$3,055.00	\$375.07	\$17,628.29
135	STORM MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$7,500.00	\$0.00	\$5,600.00	\$0.00	\$6,525.07	\$0.00
136	SANITARY MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$8,500.00	\$0.00	\$6,000.00	\$0.00	\$6,728.67	\$0.00
137	SANITARY MANHOLES, WITH NEW FRAME GRATE, 60"	EA		\$11,250.00	\$0.00	\$8,000.00	\$0.00	\$10,927.82	\$0.00
138	SANITARY MANHOLES, WITH NEW FRAME GRATE, 84"	EA		\$21,000.00	\$0.00	\$20,000.00	\$0.00	\$24,348.21	\$0.00
139	SANITARY MANHOLES, WITH NEW FRAME GRATE, 96"	EA		\$25,000.00	\$0.00	\$28,000.00	\$0.00	\$38,077.77	\$0.00
140	ELECTRICAL VAULT FRAME AND GRATE ADJUSTMENT	EA		\$1,250.00	\$0.00	\$2,500.00	\$0.00	\$1,238.22	\$0.00
141	BICYCLE RACKS	EA	1	\$1,375.00	\$1,375.00	\$1,125.00	\$1,125.00	\$992.20	\$992.20
142	STORM MANHOLES, WITH NEW FRAME GRATE, 92"	EA		\$18,450.00	\$0.00	\$27,520.29	\$0.00	\$38,077.77	\$0.00
143	ARTS ALLEY STRING LIGHTING POLE	EA	3	\$7,525.00	\$22,575.00	\$12,904.00	\$38,712.00	\$13,973.68	\$41,921.04

Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

144	FOOD TRUCK POWER PEDESTAL	EA		\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$4,626.59	\$0.00
145	FEATURE SPOTLIGHT FIXTURE - L6	EA		\$1,025.00	\$0.00	\$1,017.00	\$0.00	\$2.31	\$0.00
146	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 6	LF		\$1.90	\$0.00	\$1.90	\$0.00	\$3.75	\$0.00
TOTAL ADD ALTERNATE BID 1									
(Items 1 - 146)									
				\$657,887.35		\$658,474.42		\$812,755.48	\$826,647.35

BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS

3. Bid Add 3rd Ave (17th St - 18th St) Alternate 2 for Rebuild Downtown Rock Island Improvements				Valley Construction 3610 78th Avenue West Rock Island, IL 61201		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		McCarthy Improvement Co. 5401 Victoria Avenue Davenport, IA 52807	
Item No.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	MOBILIZATION	LS	0.12	\$135,000.00	\$16,200.00	\$450,000.00	\$54,000.00	\$1,137,755.84	\$136,530.70
2	CLEARING & GRUBBING	LS	0.14	\$13,500.00	\$1,890.00	\$25,000.00	\$3,500.00	\$48,014.99	\$6,722.10
3	EARTH EXCAVATION	LS	0.12	\$125,000.00	\$15,000.00	\$175,000.00	\$21,000.00	\$644,285.71	\$77,314.29
4	ROCK EXCAVATION	CY	20	\$190.00	\$3,800.00	\$75.00	\$1,500.00	\$142.60	\$2,852.00
5	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SY	916	\$2.10	\$1,923.60	\$2.00	\$1,832.00	\$2.16	\$1,978.56
6	AGGREGATE BASE COURSE, TYPE A 4"	SY	1518	\$18.25	\$27,703.50	\$10.00	\$15,180.00	\$10.95	\$16,622.10
7	AGGREGATE BASE COURSE, TYPE A 6"	SY	3062	\$15.70	\$48,073.40	\$18.00	\$55,116.00	\$14.10	\$43,174.20
8	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 8" (WITH INTEGRAL CURB)	SY	2747	\$100.00	\$274,700.00	\$95.00	\$260,965.00	\$102.40	\$281,292.80
9	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 7" (WITH INTEGRAL CURB)	SY		\$105.00	\$0.00	\$85.00	\$0.00	\$215.90	\$0.00
10	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED) COLORED, 7" (WITH INTEGRAL CURB)	SY		\$135.00	\$0.00	\$150.00	\$0.00	\$273.56	\$0.00
11	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 7 INCH	SY	37	\$110.00	\$4,070.00	\$95.00	\$3,515.00	\$161.21	\$5,964.77
12	PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH	SF	11943	\$13.50	\$161,230.50	\$12.00	\$143,316.00	\$14.81	\$176,875.83
13	PORTLAND CEMENT CONCRETE PEDESTRIAN CURB RAMP, SIDEWALK 6 INCH	SF	476	\$18.00	\$8,568.00	\$12.00	\$5,712.00	\$16.44	\$7,825.44
14	PORTLAND CEMENT CONCRETE BARRIER CURB, 6 INCH	LF		\$77.00	\$0.00	\$35.00	\$0.00	\$80.35	\$0.00
15	ADA DETECTABLE WARNINGS	SF	80	\$32.00	\$2,560.00	\$45.00	\$3,600.00	\$54.79	\$4,383.20
16	PAVEMENT REMOVAL	SY	2912	\$12.25	\$35,672.00	\$28.00	\$81,536.00	\$21.06	\$61,326.72
17	DRIVEWAY PAVEMENT REMOVAL	SY	30	\$22.00	\$660.00	\$20.00	\$600.00	\$23.10	\$693.00
18	SIDEWALK REMOVAL	SF	10385	\$2.50	\$25,962.50	\$2.00	\$20,770.00	\$1.51	\$15,681.35

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Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

19	STAGE REMOVAL	LS		\$9,500.00	\$0.00	\$15,000.00	\$0.00	\$11,355.16	\$0.00
20	ELEVATED PLANTER LANDSCAPE AREAS REMOVAL	SF		\$3.50	\$0.00	\$5.00	\$0.00	\$3.78	\$0.00
21	LANDSCAPE RETAINING WALL, REMOVAL	LF		\$8.00	\$0.00	\$5.00	\$0.00	\$56.78	\$0.00
22	WATER MAIN, PVC, 8"	LF		\$200.00	\$0.00	\$200.00	\$0.00	\$212.18	\$0.00
23	WATER MAIN, DIP, 12" w/ NITRILE GASKETS	LF		\$245.00	\$0.00	\$275.00	\$0.00	\$313.26	\$0.00
24	WATER MAIN, PVC, 12"	LF	405	\$300.00	\$121,500.00	\$245.00	\$99,225.00	\$318.76	\$129,097.80
25	WATER SERVICE COPPER K, 1" OPEN CUT	LF	280	\$65.00	\$18,200.00	\$35.00	\$9,800.00	\$120.08	\$33,622.40
26	FIRE HYDRANT ASSEMBLY TO BE REMOVED	EA	2	\$1,050.00	\$2,100.00	\$1,000.00	\$2,000.00	\$1,035.50	\$2,071.00
27	FIRE HYDRANT ASSEMBLY	EA	2	\$15,000.00	\$30,000.00	\$9,500.00	\$19,000.00	\$13,002.17	\$26,004.34
28	GATE VALVE, 6"	EA	1	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00	\$3,545.81	\$3,545.81
29	GATE VALVES, 8"	EA		\$2,475.00	\$0.00	\$3,200.00	\$0.00	\$3,330.84	\$0.00
30	GATE VALVES, 12"	EA	4	\$4,365.00	\$17,460.00	\$5,200.00	\$20,800.00	\$5,389.73	\$21,558.92
31	DOMESTIC SERVICE TAP, SADDLE, AND CORPORATION, 1"	EA	7	\$425.00	\$2,975.00	\$750.00	\$5,250.00	\$1,872.15	\$13,105.05
32	DOMESTIC CURB STOP, 1"	EA	7	\$1,390.00	\$9,730.00	\$400.00	\$2,800.00	\$1,572.75	\$11,009.25
33	CUT AND CAP EXISTING WATER MAIN	EA	1	\$3,350.00	\$3,350.00	\$2,500.00	\$2,500.00	\$1,380.98	\$1,380.98
34	CONNECTION TO EXISTING WATER MAIN	EA	4	\$3,600.00	\$14,400.00	\$4,500.00	\$18,000.00	\$2,233.51	\$8,934.04
35	PIPE UNDERDRAIN, PERFORATED CORRUGATED POLYETHYLENE, 4"	LF	881	\$20.75	\$18,280.75	\$20.00	\$17,620.00	\$24.59	\$21,663.79
36	CATCH BASIN ADJUSTMENT	EA		\$1,250.00	\$0.00	\$1,450.00	\$0.00	\$1,284.72	\$0.00
37	MANHOLES, WITH NEW FRAME GRATE, 60"	EA	1	\$7,250.00	\$7,250.00	\$5,800.00	\$5,800.00	\$10,000.00	\$10,000.00
38	CATCH BASINS, SINGLE, WITH NEW FRAME GRATE	EA	8	\$5,050.00	\$40,400.00	\$5,500.00	\$44,000.00	\$6,000.00	\$48,000.00
39	CATCH BASINS, DOUBLE, WITH NEW FRAME GRATE	EA	2	\$7,100.00	\$14,200.00	\$8,000.00	\$16,000.00	\$8,980.72	\$17,961.44
40	CIRCULAR AREA INTAKE	EA		\$2,400.00	\$0.00	\$2,800.00	\$0.00	\$7,505.19	\$0.00
41	CATCH BASIN REMOVAL, SINGLE	EA	2	\$795.00	\$1,590.00	\$850.00	\$1,700.00	\$1,284.72	\$2,569.44
42	CATCH BASIN REMOVAL, DOUBLE	EA	4	\$1,100.00	\$4,400.00	\$950.00	\$3,800.00	\$1,284.72	\$5,138.88
43	MANHOLE REMOVAL (STORM OR SANITARY)	EA	2	\$1,100.00	\$2,200.00	\$1,200.00	\$2,400.00	\$1,284.72	\$2,569.44
44	STORM SEWER REMOVAL, 15" OR LESS	LF	120	\$55.00	\$6,600.00	\$20.00	\$2,400.00	\$84.49	\$10,138.80

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

45	STORM SEWER REMOVAL, GREATER THAN 15"	LF	560	\$74.00	\$41,440.00	\$30.00	\$16,800.00	\$122.74	\$68,734.40
46	TRENCH DRAIN, PVC, 12"	LF		\$345.00	\$0.00	\$250.00	\$0.00	\$445.22	\$0.00
47	STORM SEWER, RCP, CLASS 3, 12"	LF	155	\$125.00	\$19,375.00	\$110.00	\$17,050.00	\$150.00	\$23,250.00
48	STORM SEWER, RCP, CLASS 3, 15"	LF	146	\$131.00	\$19,126.00	\$125.00	\$18,250.00	\$155.00	\$22,630.00
49	STORM SEWER, RCP, CLASS 3, 18"	LF	63	\$150.00	\$9,450.00	\$135.00	\$8,505.00	\$161.08	\$10,148.04
50	STORM SEWER, RCP, CLASS 3, 24"	LF	30	\$175.00	\$5,250.00	\$150.00	\$4,500.00	\$165.00	\$4,950.00
51	STORM SEWER, RCP, CLASS 3, 30"	LF	315	\$200.00	\$63,000.00	\$195.00	\$61,425.00	\$290.00	\$91,350.00
52	SANITARY SEWER SERVICE, 6"	LF		\$123.00	\$0.00	\$55.00	\$0.00	\$267.77	\$0.00
53	SANITARY SEWER, 12"	LF		\$125.00	\$0.00	\$225.00	\$0.00	\$216.54	\$0.00
54	SANITARY SEWER, 18"	LF		\$150.00	\$0.00	\$275.00	\$0.00	\$183.04	\$0.00
55	SANITARY SEWER, 36"	LF		\$500.00	\$0.00	\$450.00	\$0.00	\$480.25	\$0.00
56	SANITARY SEWER, 48"	LF		\$700.00	\$0.00	\$650.00	\$0.00	\$713.80	\$0.00
57	UTILITY ADJUSTMENTS	EA	15	\$1,825.00	\$27,375.00	\$750.00	\$11,250.00	\$1,326.75	\$19,901.25
58	TYPE A SIGNS, GALVANIZED STEEL, SQUARE POSTS	EA	12	\$500.00	\$6,000.00	\$350.00	\$4,200.00	\$937.69	\$11,252.28
59	PERMANENT PAVEMENT MARKING - LETTERS AND SYMBOLS	SF	1	\$100.00	\$100.00	\$150.00	\$150.00	\$121.75	\$121.75
60	PERMANENT PAVEMENT MARKING - LINE 4"	LF	1433	\$2.00	\$2,866.00	\$1.00	\$1,433.00	\$2.44	\$3,496.52
61	PERMANENT PAVEMENT MARKING - LINE 6"	LF	773	\$3.00	\$2,319.00	\$2.50	\$1,932.50	\$3.65	\$2,821.45
62	PERMANENT PAVEMENT MARKING - LINE 12"	LF	132	\$6.00	\$792.00	\$6.00	\$792.00	\$7.31	\$964.92
63	UNDERGROUND CONDUIT, HDPE, 2" DIAMETER	LF	470.0	\$19.50	\$9,165.00	\$19.37	\$9,103.90	\$23.58	\$11,082.60
64	UNDERGROUND CONDUIT, HDPE, 1-1/2" DIAMETER	LF	1615.0	\$9.50	\$15,342.50	\$9.44	\$15,245.60	\$11.49	\$18,556.35
65	HANDHOLE	EA	3.0	\$3,350.00	\$10,050.00	\$3,345.00	\$10,035.00	\$4,073.83	\$12,221.49
66	ELECTRIC CABLE IN CONDUIT, 600V (XHHW) NO. 2	LF	300.0	\$5.60	\$1,680.00	\$5.59	\$1,677.00	\$6.81	\$2,043.00
67	ELECTRIC CABLE IN CONDUIT, 600V (THNN) NO. 4	LF		\$2.80	\$0.00	\$2.78	\$0.00	\$3.38	\$0.00
68	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 8	LF		\$1.30	\$0.00	\$1.28	\$0.00	\$1.56	\$0.00

Veenstra Kimm, Inc.

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**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

69	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 10	LF	1315.0	\$0.92	\$1,209.80	\$0.92	\$1,209.80	\$1.12	\$1,472.80
70	LIGHTING ASSEMBLY - L1 (SPECIAL)	EA	7.0	\$8,550.00	\$59,850.00	\$8,529.00	\$59,703.00	\$10,384.26	\$72,689.82
71	LIGHTING ASSEMBLY - L2 (SPECIAL)	EA		\$13,650.00	\$0.00	\$13,621.00	\$0.00	\$16,583.88	\$0.00
72	LED STRING LIGHTING - L3 (SPECIAL)	LF		\$46.50	\$0.00	\$46.48	\$0.00	\$56.59	\$0.00
73	LED STRING LIGHTING SUPPORT POLE - P3 (SPECIAL)	EA		\$7,550.00	\$0.00	\$12,904.10	\$0.00	\$13,973.80	\$0.00
74	IN-GRADE LIGHTING - L4 (SPECIAL)	EA		\$5,650.00	\$0.00	\$5,626.50	\$0.00	\$6,850.39	\$0.00
75	ART FEATURE SPOT LIGHTING - L5 (SPECIAL)	EA		\$975.00	\$0.00	\$967.56	\$0.00	\$1,178.03	\$0.00
76	FEATURE SPOT LIGHTING - L10 (SPECIAL)	EA			\$0.00		\$0.00		\$0.00
77	DYNAMIC LED TOWER LIGHTING	LS		\$6,900,000.00	\$0.00	\$5,566,000.00	\$0.00	\$7,000,000.00	\$0.00
78	LIGHTING REMOVAL	EA			\$0.00		\$0.00		\$0.00
79	POWER PEDESTAL REMOVAL	EA		\$1,650.00	\$0.00	\$1,622.25	\$0.00	\$1,975.13	\$0.00
80	LIGHTING CONTROL PANEL	EA		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$21,915.42	\$0.00
81	ELECTRIC SERVICE ENTRANCE	EA		\$6,920.00	\$0.00	\$6,920.00	\$0.00	\$8,425.26	\$0.00
82	POWER PANEL MODIFICATIONS	LS		\$4,125.00	\$0.00	\$4,115.15	\$0.00	\$5,010.29	\$0.00
83	ARTS ALLEY LIGHTING CONTROLLER	EA		\$20,750.00	\$0.00	\$20,727.27	\$0.00	\$23,235.93	\$0.00
84	ELECTRIC CABLE IN CONDUIT, 300V DIMMING	LF		\$2.10	\$0.00	\$2.08	\$0.00	\$2.53	\$0.00
85	GATEWAY COLUMNS	EA		\$18,000.00	\$0.00	\$25,600.00	\$0.00	\$67,753.30	\$0.00
86	GATEWAY ARCHWAY	EA		\$230,000.00	\$0.00	\$195,275.00	\$0.00	\$367,930.57	\$0.00
87	BENCHES	EA	2	\$3,000.00	\$6,000.00	\$2,975.00	\$5,950.00	\$2,836.66	\$5,673.32
88	TRASH RECEPTACLES	EA	2	\$2,350.00	\$4,700.00	\$2,300.00	\$4,600.00	\$2,132.53	\$4,265.06
89	ROCK ISLAND BLOCK LETTERS	LS		\$42,500.00	\$0.00	\$55,000.00	\$0.00	\$54,133.75	\$0.00
90	2ND AVE GATE REMOVAL	EA		\$655.00	\$0.00	\$1,930.44	\$0.00	\$727.78	\$0.00
91	REMOVABLE BOLLARDS	EA		\$3,050.00	\$0.00	\$3,100.00	\$0.00	\$2,963.78	\$0.00
92	PARKLETS DINING STRUCTURES	LF		\$325.00	\$0.00	\$295.00	\$0.00	\$322.83	\$0.00
93	ARTS ALLEY ENTRY SIGNAGE	EA		\$6,925.00	\$0.00	\$8,250.00	\$0.00	\$7,973.81	\$0.00
94	SCULPTURE REMOVE AND REINSTALL	EA		\$6,150.00	\$0.00	\$4,650.00	\$0.00	\$5,753.86	\$0.00
95	DUMPSTER ENCLOSURES	LF		\$475.00	\$0.00	\$1,000.00	\$0.00	\$767.80	\$0.00
96	DECORATIVE AND ART DISPLAY WALLS	EA		\$16,950.00	\$0.00	\$21,616.16	\$0.00	\$27,383.60	\$0.00
97	POP-UP STAGE	EA		\$25,000.00	\$0.00	\$65,000.00	\$0.00	\$31,705.31	\$0.00

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98	POST CARD WALL	EA		\$85,000.00	\$0.00	\$39,000.00	\$0.00	\$42,550.48	\$0.00
99	VENDOR STALL	EA		\$103,000.00	\$0.00	\$100,000.00	\$0.00	\$115,281.57	\$0.00
100	GREEN STEEN STRUCTURE	EA		\$75,000.00	\$0.00	\$52,530.00	\$0.00	\$48,163.27	\$0.00
101	18TH STREET LAWN PLAY STRUCTURE	EA		\$22,500.00	\$0.00	\$15,750.00	\$0.00	\$22,150.15	\$0.00
102	DOG PARK MAIN ENTRANCE SIGNAGE	EA		\$3,000.00	\$0.00	\$9,134.00	\$0.00	\$12,043.35	\$0.00
103	DOG PARK ETIQUETTE SIGNAGE	EA		\$1,250.00	\$0.00	\$460.00	\$0.00	\$1,197.28	\$0.00
104	DOG PARK SHADE STRUCTURE	EA		\$13,500.00	\$0.00	\$16,000.00	\$0.00	\$26,015.29	\$0.00
105	DOG PARK DRINKING FOUNTAINS	EA		\$7,000.00	\$0.00	\$5,600.00	\$0.00	\$7,467.50	\$0.00
106	DOG PARK OBSTACLE COURSE 1	EA		\$25,000.00	\$0.00	\$13,350.00	\$0.00	\$18,013.04	\$0.00
107	DOG PARK OBSTACLE COURSE 2	EA		\$35,000.00	\$0.00	\$16,000.00	\$0.00	\$21,598.63	\$0.00
108	ARTIFICIAL PET TURF	SY		\$145.00	\$0.00	\$125.00	\$0.00	\$310.43	\$0.00
109	BLACK CHAINLINK FENCE, 42"	LF		\$32.00	\$0.00	\$55.00	\$0.00	\$82.34	\$0.00
110	TREE, GINKGO BILOBA (GINKGO), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA	2	\$1,300.00	\$2,600.00	\$700.00	\$1,400.00	\$1,034.89	\$2,069.78
111	TREE, GYMNOCLADUS DIOICUS (KENTUCKY COFFEETREE), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA	2	\$1,300.00	\$2,600.00	\$700.00	\$1,400.00	\$852.26	\$1,704.52
112	TREE, CERCIS CANADENSIS (EASTERN REDBUD), 2-1/2" CALIPER, TREE FORM, BALLED AND BURLAPPED	EA	3	\$1,300.00	\$3,900.00	\$700.00	\$2,100.00	\$1,034.89	\$3,104.67
113	TREE, CERCIDIPHYLLUM JAPONICUM (KATSURA TREE), 8' HEIGHT, CLUMP FORM, BALLED AND BURLAPPED	EA	2	\$1,200.00	\$2,400.00	\$700.00	\$1,400.00	\$852.26	\$1,704.52
114	BUSH, EUONYMUS ALATUS 'PIZZAM' (PIPSQUEAK BURNING BUSH), BALLED AND BURLAPPED	EA		\$95.00	\$0.00	\$75.00	\$0.00	\$100.44	\$0.00
115	PERENNIAL PLANTS, ORNAMENTAL TYPE, QUART POT	EA	389	\$12.00	\$4,668.00	\$15.00	\$5,835.00	\$28.43	\$11,059.27
116	MULCH, 3"	SY	53	\$17.00	\$901.00	\$10.00	\$530.00	\$7.61	\$403.33
117	PLANTER	EA	2	\$1,850.00	\$3,700.00	\$3,150.00	\$6,300.00	\$10,720.60	\$21,441.20
118	PLANTER REMOVAL	EA		\$325.00	\$0.00	\$772.18	\$0.00	\$355.58	\$0.00
119	CONCRETE WASHOUT BASIN	LS	0.21	\$5,000.00	\$1,050.00	\$772.18	\$162.16	\$1,217.53	\$255.68

Veenstra Kimm, Inc.

BID TABULATION
ROCK ISLAND, ILLINOIS

120	SIGN REMOVAL	EA	6	\$130.00	\$780.00	\$150.00	\$900.00	\$363.89	\$2,183.34
121	PROJECT SIGN	EA	1	\$500.00	\$500.00	\$250.00	\$250.00	\$4,688.47	\$4,688.47
	TRAFFIC CONTROL AND PROTECTION	LS	0.12	\$40,000.00	\$4,800.00	\$150,000.00	\$18,000.00	\$46,613.75	\$5,593.65
123	TOPSOIL MIXTURE, FURNISH AND PLACE, 4"	SY	53	\$9.00	\$477.00	\$15.00	\$795.00	\$10.35	\$548.55
124	PERIMETER EROSION BARRIER, 9" DIAMETER	LF	900	\$2.75	\$2,475.00	\$2.50	\$2,250.00	\$15.22	\$13,698.00
125	INLET AND PIPE PROTECTION	EA	11	\$145.00	\$1,595.00	\$200.00	\$2,200.00	\$334.81	\$3,682.91
	REMOVE INLET AND PIPE PROTECTION	EA	11	\$20.00	\$220.00	\$20.00	\$220.00	\$152.19	\$1,674.09
127	STABILIZED CONSTRUCTION ENTRANCE	LS	0.12	\$15,000.00	\$1,800.00	\$5,000.00	\$600.00	\$4,093.79	\$491.25
128	SOD	SY		\$15.00	\$0.00	\$6.50	\$0.00	\$58.44	\$0.00
129	EROSION CONTROL	LS	0.12	\$11,000.00	\$1,320.00	\$6,000.00	\$720.00	\$9,376.94	\$1,125.23
	UNSUITABLE MATERIAL, REMOVE AND DISPOSE	CY	25	\$49.00	\$1,225.00	\$42.90	\$1,072.50	\$33.16	\$829.00
131	CONSTRUCTION LAYOUT	LS	0.12	\$35,500.00	\$4,260.00	\$45,000.00	\$5,400.00	\$41,155.71	\$4,938.69
132	FLUME WITH SOLID ADA COVER	EA	3	\$6,100.00	\$18,300.00	\$1,632.06	\$4,896.18	\$9,142.42	\$27,427.26
133	TRAFFIC SIGNAL REMOVAL	EA		\$13,295.00	\$0.00	\$13,295.00	\$0.00	\$16,186.97	\$0.00
134	TEMPORARY PAVEMENT	SY		\$18.50	\$0.00	\$65.00	\$0.00	\$375.07	\$0.00
135	STORM MANHOLES, WITH NEW FRAME GRATE, 48"	EA	1	\$7,500.00	\$7,500.00	\$5,600.00	\$5,600.00	\$6,525.07	\$6,525.07
136	SANITARY MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$8,500.00	\$0.00	\$6,000.00	\$0.00	\$6,728.67	\$0.00
137	SANITARY MANHOLES, WITH NEW FRAME GRATE, 60"	EA		\$11,250.00	\$0.00	\$8,000.00	\$0.00	\$10,927.82	\$0.00
138	SANITARY MANHOLES, WITH NEW FRAME GRATE, 84"	EA		\$21,000.00	\$0.00	\$20,000.00	\$0.00	\$24,348.21	\$0.00
139	SANITARY MANHOLES, WITH NEW FRAME GRATE, 96"	EA		\$25,000.00	\$0.00	\$28,000.00	\$0.00	\$38,077.77	\$0.00
140	ELECTRICAL VAULT FRAME AND GRATE ADJUSTMENT	EA		\$1,250.00	\$0.00	\$2,500.00	\$0.00	\$1,238.22	\$0.00
141	BICYCLE RACKS	EA	1	\$1,375.00	\$1,375.00	\$1,125.00	\$1,125.00	\$992.20	\$992.20
142	STORM MANHOLES, WITH NEW FRAME GRATE, 92"	EA		\$18,450.00	\$0.00	\$27,520.29	\$0.00	\$38,077.77	\$0.00
143	ARTS ALLEY STRING LIGHTING POLE	EA		\$7,525.00	\$0.00	\$12,904.00	\$0.00	\$13,973.68	\$0.00
144	FOOD TRUCK POWER PEDESTAL	EA		\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$4,626.59	\$0.00
145	FEATURE SPOTLIGHT FIXTURE - L6	EA		\$1,025.00	\$0.00	\$1,017.00	\$0.00	\$2.31	\$0.00

BID TABULATION
 ROCK ISLAND, ILLINOIS
 REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS

146	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 6	LF	220.0	\$1.90	\$418.00	\$1.90	\$418.00	\$3.75	\$825.00
TOTAL ADD ALTERNATE BID 2 (Items 1 - 146)				\$1,318,303.55		\$1,264,622.64		\$1,791,414.87	\$1,712,199.17

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

6. Bid Add 18th Street Lawn Alternate 5 for Rebuild Downtown Rock Island Improvements				Valley Construction 3610 78th Avenue West Rock Island, IL 61201		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		McCarthy Improvement Co. 5401 Victoria Avenue Davenport, IA 52807	
Item No.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	MOBILIZATION	LS	0.03	\$135,000.00	\$4,050.00	\$450,000.00	\$13,500.00	\$1,137,755.84	\$34,132.68
2	CLEARING & GRUBBING	LS		\$13,500.00	\$0.00	\$25,000.00	\$0.00	\$48,014.99	\$0.00
3	EARTH EXCAVATION	LS	0.03	\$125,000.00	\$3,750.00	\$175,000.00	\$5,250.00	\$644,285.71	\$19,328.57
4	ROCK EXCAVATION	CY		\$190.00	\$0.00	\$75.00	\$0.00	\$142.60	\$0.00
5	GEOTECHNICAL FABRIC FOR GROUND STABILIZATION	SY		\$2.10	\$0.00	\$2.00	\$0.00	\$2.16	\$0.00
6	AGGREGATE BASE COURSE, TYPE A 4"	SY		\$18.25	\$0.00	\$10.00	\$0.00	\$10.95	\$0.00
7	AGGREGATE BASE COURSE, TYPE A 6"	SY		\$15.70	\$0.00	\$18.00	\$0.00	\$14.10	\$0.00
8	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 8" (WITH INTEGRAL CURB)	SY		\$100.00	\$0.00	\$95.00	\$0.00	\$102.40	\$0.00
9	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED), 7" (WITH INTEGRAL CURB)	SY		\$105.00	\$0.00	\$85.00	\$0.00	\$215.90	\$0.00
10	PORTLAND CEMENT CONCRETE PAVEMENT (JOINTED) COLORED, 7" (WITH INTEGRAL CURB)	SY		\$135.00	\$0.00	\$150.00	\$0.00	\$273.56	\$0.00
11	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 7 INCH	SY		\$110.00	\$0.00	\$95.00	\$0.00	\$161.21	\$0.00
12	PORTLAND CEMENT CONCRETE SIDEWALK, 6 INCH	SF		\$13.50	\$0.00	\$12.00	\$0.00	\$14.81	\$0.00
13	PORTLAND CEMENT CONCRETE PEDESTRIAN CURB RAMP, SIDEWALK 6 INCH	SF		\$18.00	\$0.00	\$12.00	\$0.00	\$16.44	\$0.00
14	PORTLAND CEMENT CONCRETE BARRIER CURB, 6 INCH	LF	511	\$77.00	\$39,347.00	\$35.00	\$17,885.00	\$80.35	\$41,058.85
15	ADA DETECTABLE WARNINGS	SF		\$32.00	\$0.00	\$45.00	\$0.00	\$54.79	\$0.00
16	PAVEMENT REMOVAL	SY	1021	\$12.25	\$12,507.25	\$28.00	\$28,588.00	\$21.06	\$21,502.26
17	DRIVEWAY PAVEMENT REMOVAL	SY		\$22.00	\$0.00	\$20.00	\$0.00	\$23.10	\$0.00
18	SIDEWALK REMOVAL	SF		\$2.50	\$0.00	\$2.00	\$0.00	\$1.51	\$0.00

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Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

19	STAGE REMOVAL	LS		\$9,500.00	\$0.00	\$15,000.00	\$0.00	\$11,355.16	\$0.00
20	ELEVATED PLANTER LANDSCAPE AREAS REMOVAL	SF		\$3.50	\$0.00	\$5.00	\$0.00	\$3.78	\$0.00
21	LANDSCAPE RETAINING WALL, REMOVAL	LF		\$8.00	\$0.00	\$5.00	\$0.00	\$56.78	\$0.00
22	WATER MAIN, PVC, 8"	LF		\$200.00	\$0.00	\$200.00	\$0.00	\$212.18	\$0.00
23	WATER MAIN, DIP, 12" w/ NITRILE GASKETS	LF		\$245.00	\$0.00	\$275.00	\$0.00	\$313.26	\$0.00
24	WATER MAIN, PVC, 12"	LF		\$300.00	\$0.00	\$245.00	\$0.00	\$318.76	\$0.00
25	WATER SERVICE COPPER K, 1" OPEN CUT	LF		\$65.00	\$0.00	\$35.00	\$0.00	\$120.08	\$0.00
26	FIRE HYDRANT ASSEMBLY TO BE REMOVED	EA		\$1,050.00	\$0.00	\$1,000.00	\$0.00	\$1,035.50	\$0.00
27	FIRE HYDRANT ASSEMBLY	EA		\$15,000.00	\$0.00	\$9,500.00	\$0.00	\$13,002.17	\$0.00
28	GATE VALVE, 6"	EA		\$1,700.00	\$0.00	\$2,000.00	\$0.00	\$3,545.81	\$0.00
29	GATE VALVES, 8"	EA		\$2,475.00	\$0.00	\$3,200.00	\$0.00	\$3,330.84	\$0.00
30	GATE VALVES, 12"	EA		\$4,365.00	\$0.00	\$5,200.00	\$0.00	\$5,389.73	\$0.00
31	DOMESTIC SERVICE TAP, SADDLE, AND CORPORATION, 1"	EA		\$425.00	\$0.00	\$750.00	\$0.00	\$1,872.15	\$0.00
32	DOMESTIC CURB STOP, 1"	EA		\$1,390.00	\$0.00	\$400.00	\$0.00	\$1,572.75	\$0.00
33	CUT AND CAP EXISTING WATER MAIN	EA		\$3,350.00	\$0.00	\$2,500.00	\$0.00	\$1,380.98	\$0.00
34	CONNECTION TO EXISTING WATER MAIN	EA		\$3,600.00	\$0.00	\$4,500.00	\$0.00	\$2,233.51	\$0.00
35	PIPE UNDERDRAIN, PERFORATED CORRUGATED POLYETHYLENE, 4"	LF		\$20.75	\$0.00	\$20.00	\$0.00	\$24.59	\$0.00
36	CATCH BASIN ADJUSTMENT	EA		\$1,250.00	\$0.00	\$1,450.00	\$0.00	\$1,284.72	\$0.00
37	MANHOLES, WITH NEW FRAME GRATE, 60"	EA		\$7,250.00	\$0.00	\$5,800.00	\$0.00	\$10,000.00	\$0.00
38	CATCH BASINS, SINGLE, WITH NEW FRAME GRATE	EA		\$5,050.00	\$0.00	\$5,500.00	\$0.00	\$6,000.00	\$0.00
39	CATCH BASINS, DOUBLE, WITH NEW FRAME GRATE	EA	2	\$7,100.00	\$14,200.00	\$8,000.00	\$16,000.00	\$8,980.72	\$17,961.44
40	CIRCULAR AREA INTAKE	EA		\$2,400.00	\$0.00	\$2,800.00	\$0.00	\$7,505.19	\$0.00
41	CATCH BASIN REMOVAL, SINGLE	EA		\$795.00	\$0.00	\$850.00	\$0.00	\$1,284.72	\$0.00
42	CATCH BASIN REMOVAL, DOUBLE	EA		\$1,100.00	\$0.00	\$950.00	\$0.00	\$1,284.72	\$0.00
43	MANHOLE REMOVAL (STORM OR SANITARY)	EA		\$1,100.00	\$0.00	\$1,200.00	\$0.00	\$1,284.72	\$0.00
44	STORM SEWER REMOVAL, 15" OR LESS	LF		\$55.00	\$0.00	\$20.00	\$0.00	\$84.49	\$0.00

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Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

45	STORM SEWER REMOVAL, GREATER THAN 15"	LF		\$74.00	\$0.00	\$30.00	\$0.00	\$122.74	\$0.00
46	TRENCH DRAIN, PVC, 12"	LF		\$345.00	\$0.00	\$250.00	\$0.00	\$445.22	\$0.00
47	STORM SEWER, RCP, CLASS 3, 12"	LF	63	\$125.00	\$7,875.00	\$110.00	\$6,930.00	\$150.00	\$9,450.00
48	STORM SEWER, RCP, CLASS 3, 15"	LF		\$131.00	\$0.00	\$125.00	\$0.00	\$155.00	\$0.00
49	STORM SEWER, RCP, CLASS 3, 18"	LF		\$150.00	\$0.00	\$135.00	\$0.00	\$161.08	\$0.00
50	STORM SEWER, RCP, CLASS 3, 24"	LF		\$175.00	\$0.00	\$150.00	\$0.00	\$165.00	\$0.00
51	STORM SEWER, RCP, CLASS 3, 30"	LF		\$200.00	\$0.00	\$195.00	\$0.00	\$290.00	\$0.00
52	SANITARY SEWER SERVICE, 6"	LF		\$123.00	\$0.00	\$55.00	\$0.00	\$267.77	\$0.00
53	SANITARY SEWER, 12"	LF		\$125.00	\$0.00	\$225.00	\$0.00	\$216.54	\$0.00
54	SANITARY SEWER, 18"	LF		\$150.00	\$0.00	\$275.00	\$0.00	\$183.04	\$0.00
55	SANITARY SEWER, 36"	LF		\$500.00	\$0.00	\$450.00	\$0.00	\$480.25	\$0.00
56	SANITARY SEWER, 48"	LF		\$700.00	\$0.00	\$650.00	\$0.00	\$713.80	\$0.00
57	UTILITY ADJUSTMENTS	EA		\$1,825.00	\$0.00	\$750.00	\$0.00	\$1,326.75	\$0.00
58	TYPE A SIGNS, GALVANIZED STEEL, SQUARE POSTS	EA	2	\$500.00	\$1,000.00	\$350.00	\$700.00	\$937.69	\$1,875.38
59	PERMANENT PAVEMENT MARKING - LETTERS AND SYMBOLS	SF		\$100.00	\$0.00	\$150.00	\$0.00	\$121.75	\$0.00
60	PERMANENT PAVEMENT MARKING - LINE 4"	LF	162	\$2.00	\$324.00	\$1.00	\$162.00	\$2.44	\$395.28
61	PERMANENT PAVEMENT MARKING - LINE 6"	LF		\$3.00	\$0.00	\$2.50	\$0.00	\$3.65	\$0.00
62	PERMANENT PAVEMENT MARKING - LINE 12"	LF		\$6.00	\$0.00	\$6.00	\$0.00	\$7.31	\$0.00
63	UNDERGROUND CONDUIT, HDPE, 2" DIAMETER	LF		\$19.50	\$0.00	\$19.37	\$0.00	\$23.58	\$0.00
64	UNDERGROUND CONDUIT, HDPE, 1-1/2" DIAMETER	LF	830.0	\$9.50	\$7,885.00	\$9.44	\$7,835.20	\$11.49	\$9,536.70
65	HANDHOLE	EA		\$3,350.00	\$0.00	\$3,345.00	\$0.00	\$4,073.83	\$0.00
66	ELECTRIC CABLE IN CONDUIT, 600V (XHHW) NO. 2	LF		\$5.60	\$0.00	\$5.59	\$0.00	\$6.81	\$0.00
67	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 4	LF		\$2.80	\$0.00	\$2.78	\$0.00	\$3.38	\$0.00
68	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 8	LF		\$1.30	\$0.00	\$1.28	\$0.00	\$1.56	\$0.00

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**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

69	ELECTRIC CABLE IN CONDUIT, 600V (THIN) NO. 10	LF	300.0	\$0.92	\$276.00	\$0.92	\$276.00	\$0.92	\$276.00	\$1.12	\$336.00
70	LIGHTING ASSEMBLY - L1 (SPECIAL)	EA		\$8,550.00	\$0.00	\$8,529.00	\$0.00	\$8,529.00	\$0.00	\$10,384.26	\$0.00
71	LIGHTING ASSEMBLY - L2 (SPECIAL)	EA		\$13,650.00	\$0.00	\$13,621.00	\$0.00	\$13,621.00	\$0.00	\$16,583.88	\$0.00
72	LED STRING LIGHTING - L3 (SPECIAL)	LF	520.0	\$46.50	\$24,180.00	\$46.48	\$24,169.60	\$46.48	\$24,169.60	\$56.59	\$29,426.80
73	LED STRING LIGHTING SUPPORT POLE - P3 (SPECIAL)	EA	10.0	\$7,550.00	\$75,500.00	\$12,904.10	\$129,041.00	\$12,904.10	\$129,041.00	\$13,973.80	\$139,738.00
74	IN-GRADE LIGHTING - L4 (SPECIAL)	EA		\$5,650.00	\$0.00	\$5,626.50	\$0.00	\$5,626.50	\$0.00	\$6,850.39	\$0.00
75	ART FEATURE SPOT LIGHTING - L5 (SPECIAL)	EA		\$975.00	\$0.00	\$967.56	\$0.00	\$967.56	\$0.00	\$1,178.03	\$0.00
76	FEATURE SPOT LIGHTING - L10 (SPECIAL)	EA			\$0.00		\$0.00		\$0.00		\$0.00
77	DYNAMIC LED TOWER LIGHTING	LS		\$6,900,000.00	\$0.00	\$5,566,000.00	\$0.00	\$5,566,000.00	\$0.00	\$7,000,000.00	\$0.00
78	LIGHTING REMOVAL	EA			\$0.00		\$0.00		\$0.00		\$0.00
79	POWER PEDESTAL REMOVAL	EA		\$1,650.00	\$0.00	\$1,622.25	\$0.00	\$1,622.25	\$0.00	\$1,975.13	\$0.00
80	LIGHTING CONTROL PANEL	EA		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$21,915.42	\$0.00
81	ELECTRIC SERVICE ENTRANCE	EA		\$6,920.00	\$0.00	\$6,920.00	\$0.00	\$6,920.00	\$0.00	\$8,425.26	\$0.00
82	POWER PANEL MODIFICATIONS	LS		\$4,125.00	\$0.00	\$4,115.15	\$0.00	\$4,115.15	\$0.00	\$5,010.29	\$0.00
83	ARTS ALLEY LIGHTING CONTROLLER	EA		\$20,750.00	\$0.00	\$20,727.27	\$0.00	\$20,727.27	\$0.00	\$23,235.93	\$0.00
84	ELECTRIC CABLE IN CONDUIT, 300V DIMMING	LF		\$2.10	\$0.00	\$2.08	\$0.00	\$2.08	\$0.00	\$2.53	\$0.00
85	GATEWAY COLUMNS	EA		\$18,000.00	\$0.00	\$25,600.00	\$0.00	\$25,600.00	\$0.00	\$67,753.30	\$0.00
86	GATEWAY ARCHWAY	EA		\$230,000.00	\$0.00	\$195,275.00	\$0.00	\$195,275.00	\$0.00	\$367,930.57	\$0.00
87	BENCHES	EA	2	\$3,000.00	\$6,000.00	\$2,975.00	\$5,950.00	\$2,975.00	\$5,950.00	\$2,836.66	\$5,673.32
88	TRASH RECEPTACLES	EA		\$2,350.00	\$0.00	\$2,300.00	\$0.00	\$2,300.00	\$0.00	\$2,132.53	\$0.00
89	ROCK ISLAND BLOCK LETTERS	LS		\$42,500.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$54,133.75	\$0.00
90	2ND AVE GATE REMOVAL	EA		\$655.00	\$0.00	\$1,930.44	\$0.00	\$1,930.44	\$0.00	\$727.78	\$0.00
91	REMOVABLE BOLLARDS	EA		\$3,050.00	\$0.00	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$2,963.78	\$0.00
92	PARKLETS DINING STRUCTURES	LF		\$325.00	\$0.00	\$295.00	\$0.00	\$295.00	\$0.00	\$322.83	\$0.00
93	ARTS ALLEY ENTRY SIGNAGE	EA		\$6,925.00	\$0.00	\$8,250.00	\$0.00	\$8,250.00	\$0.00	\$7,973.81	\$0.00
94	SCULPTURE REMOVE AND REINSTALL	EA		\$6,150.00	\$0.00	\$4,650.00	\$0.00	\$4,650.00	\$0.00	\$5,753.86	\$0.00
95	DUMPSTER ENCLOSURES	LF		\$475.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$767.80	\$0.00
96	DECORATIVE AND ART DISPLAY WALLS	EA		\$16,950.00	\$0.00	\$21,616.16	\$0.00	\$21,616.16	\$0.00	\$27,383.60	\$0.00
97	POP-UP STAGE	EA		\$25,000.00	\$0.00	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$31,705.31	\$0.00

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**BID TABULATION
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REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

98	POST CARD WALL	EA		\$85,000.00	\$0.00	\$39,000.00	\$0.00	\$42,550.48	\$0.00
99	VENDOR STALL	EA		\$103,000.00	\$0.00	\$100,000.00	\$0.00	\$115,281.57	\$0.00
100	GREEN STEEN STRUCTURE	EA		\$75,000.00	\$0.00	\$52,530.00	\$0.00	\$48,163.27	\$0.00
101	18TH STREET LAWN PLAY STRUCTURE	EA	1	\$22,500.00	\$22,500.00	\$15,750.00	\$15,750.00	\$22,150.15	\$22,150.15
102	DOG PARK MAIN ENTRANCE SIGNAGE	EA		\$3,000.00	\$0.00	\$9,134.00	\$0.00	\$12,043.35	\$0.00
103	DOG PARK ETIQUETTE SIGNAGE	EA		\$1,250.00	\$0.00	\$460.00	\$0.00	\$1,197.28	\$0.00
104	DOG PARK SHADE STRUCTURE	EA		\$13,500.00	\$0.00	\$16,000.00	\$0.00	\$26,015.29	\$0.00
105	DOG PARK DRINKING FOUNTAINS	EA		\$7,000.00	\$0.00	\$5,600.00	\$0.00	\$7,467.50	\$0.00
106	DOG PARK OBSTACLE COURSE 1	EA		\$25,000.00	\$0.00	\$13,350.00	\$0.00	\$18,013.04	\$0.00
107	DOG PARK OBSTACLE COURSE 2	EA		\$35,000.00	\$0.00	\$16,000.00	\$0.00	\$21,598.63	\$0.00
108	ARTIFICIAL PET TURF	SY		\$145.00	\$0.00	\$125.00	\$0.00	\$310.43	\$0.00
109	BLACK CHAINLINK FENCE, 42"	LF		\$32.00	\$0.00	\$55.00	\$0.00	\$82.34	\$0.00
110	TREE, GINKGO BILOBA (GINKGO), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$1,034.89	\$0.00
111	TREE, GYMNOCLADUS DIOICUS (KENTUCKY COFFEETREE), 2-1/2" CALIPER, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$852.26	\$0.00
112	TREE, CERCIS CANADENSIS (EASTERN REDBUD), 2-1/2" CALIPER, TREE FORM, BALLED AND BURLAPPED	EA		\$1,300.00	\$0.00	\$700.00	\$0.00	\$1,034.89	\$0.00
113	TREE, CERCIDIPHYLLUM JAPONICUM (KATSURA TREE), 8' HEIGHT, CLUMP FORM, BALLED AND BURLAPPED	EA		\$1,200.00	\$0.00	\$700.00	\$0.00	\$852.26	\$0.00
114	BUSH, EUONYMUS ALATUS 'PIPZAM' (PIPSQUEAK BURNING BUSH), BALLED AND BURLAPPED	EA	40	\$95.00	\$3,800.00	\$75.00	\$3,000.00	\$100.44	\$4,017.60
115	PERENNIAL PLANTS, ORNAMENTAL TYPE, QUART POT	EA		\$12.00	\$0.00	\$15.00	\$0.00	\$28.43	\$0.00
116	MULCH, 3"	SY	124	\$17.00	\$2,108.00	\$10.00	\$1,240.00	\$7.61	\$943.64
117	PLANTER	EA		\$1,850.00	\$0.00	\$3,150.00	\$0.00	\$10,720.60	\$0.00
118	PLANTER REMOVAL	EA		\$325.00	\$0.00	\$772.18	\$0.00	\$355.58	\$0.00
119	CONCRETE WASHOUT BASIN	LS		\$5,000.00	\$0.00	\$772.18	\$0.00	\$1,217.53	\$0.00

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Veenstra Kimm, Inc.

**BID TABULATION
ROCK ISLAND, ILLINOIS
REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS**

120	SIGN REMOVAL	EA	2	\$130.00	\$260.00	\$150.00	\$300.00	\$363.89	\$727.78
121	PROJECT SIGN	EA	1	\$500.00	\$500.00	\$250.00	\$250.00	\$4,688.47	\$4,688.47
122	TRAFFIC CONTROL AND PROTECTION	LS	0.04	\$40,000.00	\$1,600.00	\$150,000.00	\$6,000.00	\$46,613.75	\$1,864.55
123	TOPSOIL MIXTURE, FURNISH AND PLACE, 4"	SY	124	\$9.00	\$1,116.00	\$15.00	\$1,860.00	\$10.35	\$1,283.40
124	PERIMETER EROSION BARRIER, 9" DIAMETER	LF	430	\$2.75	\$1,182.50	\$2.50	\$1,075.00	\$15.22	\$6,544.60
125	INLET AND PIPE PROTECTION	EA	2	\$145.00	\$290.00	\$200.00	\$400.00	\$334.81	\$669.62
126	REMOVE INLET AND PIPE PROTECTION	EA	2	\$20.00	\$40.00	\$20.00	\$40.00	\$152.19	\$304.38
127	STABILIZED CONSTRUCTION ENTRANCE	LS	0.04	\$15,000.00	\$600.00	\$5,000.00	\$200.00	\$4,093.79	\$163.75
128	SOD	SY	830	\$15.00	\$12,450.00	\$6.50	\$5,395.00	\$58.44	\$48,505.20
129	EROSION CONTROL	LS	0.04	\$11,000.00	\$440.00	\$6,000.00	\$240.00	\$9,376.94	\$375.08
130	UNSUITABLE MATERIAL, REMOVE AND DISPOSE	CY	10	\$49.00	\$490.00	\$42.90	\$429.00	\$33.16	\$331.60
131	CONSTRUCTION LAYOUT	LS	0.06	\$35,500.00	\$2,130.00	\$45,000.00	\$2,700.00	\$41,155.71	\$2,469.34
132	FLUME WITH SOLID ADA COVER	EA		\$6,100.00	\$0.00	\$1,632.06	\$0.00	\$9,142.42	\$0.00
133	TRAFFIC SIGNAL REMOVAL	EA		\$13,295.00	\$0.00	\$13,295.00	\$0.00	\$16,186.97	\$0.00
134	TEMPORARY PAVEMENT	SY		\$18.50	\$0.00	\$65.00	\$0.00	\$375.07	\$0.00
135	STORM MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$7,500.00	\$0.00	\$5,600.00	\$0.00	\$6,525.07	\$0.00
136	SANITARY MANHOLES, WITH NEW FRAME GRATE, 48"	EA		\$8,500.00	\$0.00	\$6,000.00	\$0.00	\$6,728.67	\$0.00
137	SANITARY MANHOLES, WITH NEW FRAME GRATE, 60"	EA		\$11,250.00	\$0.00	\$8,000.00	\$0.00	\$10,927.82	\$0.00
138	SANITARY MANHOLES, WITH NEW FRAME GRATE, 84"	EA		\$21,000.00	\$0.00	\$20,000.00	\$0.00	\$24,348.21	\$0.00
139	SANITARY MANHOLES, WITH NEW FRAME GRATE, 96"	EA		\$25,000.00	\$0.00	\$28,000.00	\$0.00	\$38,077.77	\$0.00
140	ELECTRICAL VAULT FRAME AND GRATE ADJUSTMENT	EA		\$1,250.00	\$0.00	\$2,500.00	\$0.00	\$1,238.22	\$0.00
141	BICYCLE RACKS	EA		\$1,375.00	\$0.00	\$1,125.00	\$0.00	\$992.20	\$0.00
142	STORM MANHOLES, WITH NEW FRAME GRATE, 92"	EA		\$18,450.00	\$0.00	\$27,520.29	\$0.00	\$38,077.77	\$0.00
143	ARTS ALLEY STRING LIGHTING POLE	EA		\$7,525.00	\$0.00	\$12,904.00	\$0.00	\$13,973.68	\$0.00
144	FOOD TRUCK POWER PEDESTAL	EA		\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$4,626.59	\$0.00
145	FEATURE SPOTLIGHT FIXTURE - L6	EA		\$1,025.00	\$0.00	\$1,017.00	\$0.00	\$2.31	\$0.00

Veenstra Kimm, Inc.

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BID TABULATION
 ROCK ISLAND, ILLINOIS
 REBUILD ROCK ISLAND DOWNTOWN IMPROVEMENTS

146	ELECTRIC CABLE IN CONDUIT, 600V (THHN) NO. 6	LF		\$1.90	\$0.00	\$1.90	\$0.00	\$3.75	\$0.00
TOTAL ADD ALTERNATE BID 5 (Items 1 - 146)				\$246,400.75		\$295,165.80		\$422,851.47 \$425,454.44	

Memorandum

To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding an agreement with Superior Seawalls to remove docks and gangways at Sunset Marina.



Motion: Motion whether or not to approve the agreement and authorize the City Manager to execute the documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Due to Sunset Marina's commitment to safety and operational efficiency, it is essential to decommission and remove several aging docks.

The Sunset Marina team will be responsible for removing the docks in the 600 and 700 series.

Douglas Harper of Superior Seawalls has generously offered to handle the removal of the docks in the 200 series, along with their associated gangway, at no charge. However, he requests to keep the materials.

Additionally, Mr. Harper has expressed interest in removing the gangway of the 400 dock, which has been onshore since 2019, when the dock was taken out of service.

The removal of the dock and gangways by Superior Seawalls is contingent upon incorporating the task into their upcoming work schedule.

The dock removals were to be included in the proposed Sunset Marina improvements scheduled for this year with a budgeted expense of approximately \$300,000. By allowing Superior Seawalls to remove a portion of the docks, the City will save future costs associated with the removal and demolition.

Previous Council Action (if any):

Budget Impact:

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council authorize the approval for Superior Seawalls to remove the 200 series dock and associated gangway, as well as the gangway of the 400 dock and allow the City Manager to execute the hold harmless agreement.

Submitted by: Michelle Martin, Manager

Approved by:

HOLD HARMLESS AGREEMENT

This HOLD HARMLESS AGREEMENT ("Agreement") is made by and between Superior Seawalls & Docks, Inc., (the "Contractor") and the City of Rock Island, an Illinois Municipal Corporation, (the "City"), and are collectively referred to as the "Parties."

RECITALS

1. The City is undergoing work to remove docks in the Sunset Marina area within the City's jurisdiction.
2. The Contractor will remove the docks in the 200 series and the gangway of the 400 dock at no charge, and may retain the materials removed.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. **HOLD HARMLESS.**

- a. The Contractor shall fully defend, indemnify, and hold harmless the City from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, and/or injury of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence or willful misconduct on the part of the Contractor, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies without limitation, and includes any reimbursements to the City for all legal fees, expenses, and costs incurred by it.
- b. The City shall fully defend, indemnify, and hold harmless the Contractor from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, and/or injury of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence or willful misconduct on the part of the City, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies without limitation, and includes any reimbursements to the Contractor for all legal fees, expenses, and costs incurred by it.

2. **AUTHORITY.** Each party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.
3. **MODIFICATION.** No modification or amendment to this Agreement shall be binding unless executed in writing and signed by both parties.
4. **ATTORNEYS' FEES AND COSTS.** If any legal action or other proceeding is brought in connection with this Agreement, the successful or prevailing Party shall be entitled to recover reasonable attorneys' fees and other related costs.
5. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the Parties and supersedes any prior oral or written statements or agreements between the Parties.
6. **ENFORCEABILITY, SEVERABILITY, AND REFORMATION.** If any provision of this Agreement shall be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The intent of the Parties is to provide as broad an indemnification as possible under Illinois law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under Illinois law.
7. **EXCLUSIVE VENUE AND JURISDICTION.** Any lawsuit or legal proceeding arising out of or related to this Agreement shall be brought and litigated in Rock Island, County, Illinois.

IN WITNESS WHEREOF, the City and the Contractor have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

SUPERIOR SEAWALLS & DOCKS, INC.

THE CITY OF ROCK ISLAND, ILLINOIS

By: _____

Jennifer L. Harper

By: _____

Date: _____

3/17/24

Date: _____

Memorandum



To: Rock Island City Council
From:
Subject: Report from General Administration regarding an agreement with Advanced Environmental in the amount of \$47,000.00 for asbestos abatement at City Hall.

Motion: Motion whether or not to approve the contract and authorize the City Manager to execute the documents.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Asbestos abatement is going to be required for certain aspects of the City Hall Improvement project.

Previous Council Action (if any):

NA

Budget Impact:

The cost associated with the abatement will be paid through contingency funds for the project.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

General administration recommends the City Council approve the contract and direct the City Manager to execute the documents.

Submitted by: Jerad Irvine

Approved by:

Proposal

Proposal Submitted To:

Valley Construction
Cory Helms
3610 78th Ave West
Rock Island, IL 61201

Project & Address:

Rock Island City Hall

3rd Floor Room
1528 3rd Ave
Rock Island, IL 61201

Phone: 309-371-0994 **Date:** 03/08/2024
Email: chelms@valleyconstruction.com



7224 Jebens Ave.
Davenport, IA 52806
Phone: 563-323-2849
Fax: 563-323-2839

WE HEREBY PROPOSE to furnish all the materials, equipment and perform all labor for the completion of:

Removal of 3500 sq ft floor tile and mastic, 600 sq ft drywall with wall mastic. Prevailing Wage applies Flooring \$41000
Drywall \$6,000

PROPOSAL INCLUDES: (1) Normal working hours (7:00 am – 4:00 pm)

State of Illinois requires a ten (10) working day notification by the contractor prior to commencement of work.

OWNER'S RESPONSIBILITIES (initials required on all lines): (1) Provide all required utility services (water/electric) _____
(2) Removal of all items from work area _____

MISC. ACKNOWLEDGMENTS (initials required on all lines): (1) Not responsible for water tightness _____ (2) Advanced Environmental not responsible for damage to wall material from mastic absorbing into walls _____ (3) After removing the asbestos mastic there will be floor prep work to be completed by the flooring company prior to installing the new floor _____ (4) Advanced Environmental not responsible for tape damage to paint. _____ (5) Pricing does not include any clearance sampling _____

WE PROPOSE to furnish material and labor, complete in accordance with the above specifications for the sum of:

Forty-Seven Thousand Dollars (\$47,000.00)

Proposal Submitted To:

Valley Construction
 Cory Helms
 3610 78th Ave West
 Rock Island, IL 61201

Project & Address:

Rock Island City Hall

3rd Floor Room
 1528 3rd Ave
 Rock Island, IL 61201

Phone: 309-371-0994 **Date:** 03/08/2024

Email: chelms@valleyconstruction.com



7224 Jebens Ave.
 Davenport, IA 52806
 Phone: 563-323-2849
 Fax: 563-323-2839

ATTACHMENTS INCLUDE: (Document attached with proposal) Floor Tile & Mastic; Interior Removal

TERMS: 100% due on completion

All work is guaranteed to be as specified. All work to be completed in a workmanlike manner according to specified practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. We carry general liability insurance and our workers are fully covered by workers compensation insurance.

NOTE: This proposal may be withdrawn by us if not accepted within 10 days.

Respectfully Submitted,

ADVANCED ENVIRONMENTAL TESTING AND ABATEMENT, INC

Steven Goebel

ACCEPTANCE OF PROPOSAL The price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as outlined above.

Signature: _____ Date: _____

Name & Title (PRINT): _____



Floor tile & mastic

There will be an odor associated with the mastic removal due to the chemical mixing with the existing mastic.

Not responsible for incompatibility with new flooring adhesive.

*Reminder-Do not place anything directly on the floor in the work area until floor is completely dry.

*Reminder-There will be excessive noise associated with the removal of the tile and/or mastic.

Not responsible for tape damage.

Not responsible for damage to walls resulting from the removal of cove base.

Not responsible for tile installed below walls/cabinets. Material will be removed to the edge of the wall/cabinets.

Not responsible for mastic "wicking" into walls or adjacent carpet.

The outline (ghosting) of the floor tile may still be present after removal.

If the floor is rough and/ or pitted, residual mastic may remain.

Not responsible for mastic leaking through cracks in the floor.

Not responsible for removal of floor patch. Patch will be dark or stained vs. the remainder of the floor.

Not responsible for disconnection/removal of toilets, appliances, etc.

Negative air machines are required to be vented to the exterior. This will be done via a window or door.
Not responsible for security.



Interior Drywall, Plaster, Ceiling Tile, Vermiculite, Etc.

*Reminder-There will be excessive noise associated with the removal of the materials.

Not responsible for tape damage.

Not responsible for damage to walls resulting from the removal of cove base.

Not responsible for disconnection/removal of toilets, appliances, etc.

Negative air machines are required to be vented to the exterior. This will be done via a window or door.
Not responsible for security.

Not responsible for water damage during abatement process. Water is required to be used during removal.

Sprinklers, fire alarms, etc. must be deactivated prior to our arrival.

All furnishings to be removed prior to our arrival.

Owner to provide power/water.

HVAC system must be deactivated.

If the structure was built prior to 1979, the Lead-Safe Certified Guide to Renovate Right, Pre-Renovation Form, must be completed by the homeowner and a copy provided to us, prior to work beginning.

Memorandum



To: Rock Island City Council
From: Jerad Irvine
Subject: Report from General Administration regarding a contract with Valley Construction for City Hall Improvements for an amount not to exceed \$1,616,259.

Motion: Motion whether or not to approve the contract as recommended, authorize the City Manager to execute the documents, and allow Valley Construction to execute any AIA agreements with their selected contractors.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

In October 2022, the City Council adopted the overall ARPA plan, which included a City Hall Improvement project under the ARPA unrestricted funds category.

At the August 14, 2023 meeting, the City Council approved a proposal for design services with Streamline Architects.

On September 26, 2023, the City of Rock Island solicited Statements of Qualifications for construction management services in connection with the Rock Island City Hall renovation. On November 27, 2023, the City Council awarded the role of Construction Manager to Valley Construction. Their role is to manage the project from start to finish by overseeing the hiring and managing of sub-contractors.

On Feb 21, 2024, Valley Construction solicited bids for 9 trade packages that make up the scope of work for the general construction portion of the project. This scope includes the different packages as shown in the attached bid breakdown, such as demolition, plumbing, HVAC, and electrical. The total cost for the construction portion is \$1,616,259. A breakdown of the total project funding and costs is outlined below.

Project Funding:

- ARPA - Unrestricted: \$1,775,000
- ARPA - Restricted: \$225,000
- General Fund Surplus: \$250,000

Total Project Funding: \$2,250,000

Project Costs:

- Design: \$67,880
- Asbestos Abatement: \$47,000

- Construction: \$1,616,259
- Audio-Visual: \$250,000
- Furniture & Fixtures: \$200,000
- Contingency: \$68,861

Total Project Costs: \$2,250,000

This breakdown provides an overview of the funding sources and the project's allocation of costs.

Previous Council Action (if any):

Budget Impact:

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

General Administration recommends that the City Council approve the AIA contract with Valley Construction, authorize the City Manager to execute the contract documents, and allow Valley Construction to execute any AIA agreements with their selected contractors for the amount of \$1,616,259.00

Submitted by: Jerad Irvine

Approved by:

AIA[®] Document A133[®] – 2019

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the 21st day of March in the year 2024
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

City of Rock Island
1528 3rd Avenue
Rock Island, IL 61201

and the Construction Manager:
(Name, legal status, address, and other information)

Valley Commercial Construction
3610 78th Avenue West
Rock Island, IL 61201

for the following Project:
(Name, location, and detailed description)

Rock Island City Hall Improvements
1528 3rd Avenue
Rock Island, IL 61201
Interior Remodel of Three Partial Floors of the Rock Island City Hall

The Architect:
(Name, legal status, address, and other information)

Streamline Architects, PLC
575 12th Avenue
East Moline, IL 61244

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 GENERAL PROVISIONS
- 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES
- 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES
- 7 COST OF THE WORK FOR CONSTRUCTION PHASE
- 8 DISCOUNTS, REBATES, AND REFUNDS
- 9 SUBCONTRACTS AND OTHER AGREEMENTS
- 10 ACCOUNTING RECORDS
- 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES
- 12 DISPUTE RESOLUTION
- 13 TERMINATION OR SUSPENSION
- 14 MISCELLANEOUS PROVISIONS
- 15 SCOPE OF THE AGREEMENT

EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT

EXHIBIT B INSURANCE AND BONDS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project, as described in Section 4.1.1:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Interior remodel and security upgrades on three partial floors of the Rock Island City Hall historic building as designed along with Streamline Architects. Included in the Guaranteed Maximum Price are Alternates 2, 3 & 4 in their entirety

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The remodel areas approximately total 7,318 SF (First Floor office space 2,622 SF, Second Floor Planning and workspaces 1,218 SF, Third Floor Council Chambers and restrooms 3,478 SF) within the Rock Island City Hall building located downtown Rock Island

Init.

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User Notes:

(3B9ADA48)

§ 1.1.3 The Owner's budget for the Guaranteed Maximum Price, as defined in Article 6:
(Provide total and, if known, a line item breakdown.)

\$1,616,258.63

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

January 2024Spring

.2 Construction commencement date:

Spring 2024

.3 Substantial Completion date or dates:

Summer 2024

.4 Other milestone dates:

§ 1.1.5 The Owner's requirements for accelerated or fast-track scheduling, or phased construction, are set forth below:

(Identify any requirements for fast-track scheduling or phased construction.)

Not Applicable

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not Applicable

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234–2019 is incorporated into this agreement, the Owner and Construction Manager shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere.)

Not Applicable

§ 1.1.8 The Owner identifies the following representative in accordance with Section 4.2:

(List name, address, and other contact information.)

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other contact information.)

| Not Applicable

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

.2 Civil Engineer:

.3 Other, if any:
(List any other consultants retained by the Owner, such as a Project or Program Manager.)

| Not Applicable

§ 1.1.11 The Architect's representative:
(List name, address, and other contact information.)

| Andrew Dasso

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Article 3:
(List name, address, and other contact information.)

§ 1.1.13 The Owner's requirements for the Construction Manager's staffing plan for Preconstruction Services, as required under Section 3.1.9:
(List any Owner-specific requirements to be included in the staffing plan.)

| Not Applicable

§ 1.1.14 The Owner's requirements for subcontractor procurement for the performance of the Work:

(List any Owner-specific requirements for subcontractor procurement.)

Not Applicable

§ 1.1.15 Other Initial Information on which this Agreement is based:

Not Applicable

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Project schedule, the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Guaranteed Maximum Price and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 Neither the Owner's nor the Construction Manager's representative shall be changed without ten days' prior notice to the other party.

ARTICLE 2 GENERAL PROVISIONS

§ 2.1 The Contract Documents

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 3.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 3.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 15.

§ 2.2 Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

§ 2.3 General Conditions

§ 2.3.1 For the Preconstruction Phase, AIA Document A201™–2017, General Conditions of the Contract for Construction, shall apply as follows: Section 1.5, Ownership and Use of Documents; Section 1.7, Digital Data Use and Transmission; Section 1.8, Building Information Model Use and Reliance; Section 2.2.4, Confidential Information; Section 3.12.10, Professional Services; Section 10.3, Hazardous Materials; Section 13.1, Governing Law. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

§ 2.3.2 For the Construction Phase, the general conditions of the contract shall be as set forth in A201–2017, which document is incorporated herein by reference. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

ARTICLE 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 3.1 and 3.2, and in the applicable provisions of A201-2017 referenced in Section 2.3.1. The Construction Manager's Construction Phase responsibilities are set forth in Section 3.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which

Init.

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case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 3.1 Preconstruction Phase

§ 3.1.1 Extent of Responsibility

The Construction Manager shall exercise reasonable care in performing its Preconstruction Services. The Owner and Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the Construction Manager. The Construction Manager, however, does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.1.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.1.3 Consultation

§ 3.1.3.1 The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work.

§ 3.1.3.2 The Construction Manager shall advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; prefabrication; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager shall consult with the Architect regarding professional services to be provided by the Construction Manager during the Construction Phase.

§ 3.1.3.3 The Construction Manager shall assist the Owner and Architect in establishing building information modeling and digital data protocols for the Project, using AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 3.1.4 Project Schedule

When Project requirements in Section 4.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities; and identify items that affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered in advance of construction; and the occupancy requirements of the Owner.

§ 3.1.5 Phased Construction

The Construction Manager, in consultation with the Architect, shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and sequencing for phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities, and procurement and construction scheduling issues.

§ 3.1.6 Cost Estimates

§ 3.1.6.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare, for the Architect's review and the Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume, or similar conceptual estimating techniques. If the

Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 3.1.6.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for the further development of the design, price escalation, and market conditions, until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of the Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.1.6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 3.1.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations regarding constructability and schedules, for the Architect's review and the Owner's approval.

§ 3.1.8 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding equipment, materials, services, and temporary Project facilities.

§ 3.1.9 The Construction Manager shall provide a staffing plan for Preconstruction Phase services for the Owner's review and approval.

§ 3.1.10 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 3.1.11 Subcontractors and Suppliers

§ 3.1.11.1 If the Owner has provided requirements for subcontractor procurement in section 1.1.14, the Construction Manager shall provide a subcontracting plan, addressing the Owner's requirements, for the Owner's review and approval.

§ 3.1.11.2 The Construction Manager shall develop bidders' interest in the Project.

§ 3.1.11.3 The processes described in Article 9 shall apply if bid packages will be issued during the Preconstruction Phase.

§ 3.1.12 Procurement

The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

§ 3.1.13 Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.

§ 3.1.14 Other Preconstruction Services

Insert a description of any other Preconstruction Phase services to be provided by the Construction Manager, or reference an exhibit attached to this document

(Describe any other Preconstruction Phase services, such as providing cash flow projections, development of a project information management system, early selection or procurement of subcontractors, etc.)

Not Applicable

§ 3.2 Guaranteed Maximum Price Proposal

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's and Architect's review, and the Owner's acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, the Construction Manager's contingency described in Section 3.2.4, and the Construction Manager's Fee described in Section 6.1.2.

§ 3.2.2 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:

- .1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;
- .2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 3.2.2;
- .3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, including allowances; the Construction Manager's contingency set forth in Section 3.2.4; and the Construction Manager's Fee;
- .4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and
- .5 A date by which the Owner must accept the Guaranteed Maximum Price.

§ 3.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include a contingency for the Construction Manager's exclusive use to cover those costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order.

§ 3.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner or Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

§ 3.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.

§ 3.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the execution of the Guaranteed Maximum Price Amendment, unless the Owner provides prior written authorization for such costs.

§ 3.2.8 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish such revised Contract Documents to the Construction Manager. The Construction Manager shall

notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment and the revised Contract Documents.

§ 3.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

§ 3.3 Construction Phase

§ 3.3.1 General

§ 3.3.1.1 For purposes of Section 8.1.2 of A201–2017, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 3.3.1.2 The Construction Phase shall commence upon the Owner’s execution of the Guaranteed Maximum Price Amendment or, prior to acceptance of the Guaranteed Maximum Price proposal, by written agreement of the parties. The written agreement shall set forth a description of the Work to be performed by the Construction Manager, and any insurance and bond requirements for Work performed prior to execution of the Guaranteed Maximum Price Amendment.

§ 3.3.2 Administration

§ 3.3.2.1 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes of the meetings to the Owner and Architect.

§ 3.3.2.2 Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and a submittal schedule in accordance with Section 3.10 of A201–2017.

§ 3.3.2.3 Monthly Report

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

§ 3.3.2.4 Daily Logs

The Construction Manager shall keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

§ 3.3.2.5 Cost Control

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

ARTICLE 4 OWNER’S RESPONSIBILITIES

§ 4.1 Information and Services Required of the Owner

§ 4.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner’s objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

§ 4.1.2 Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner’s obligations under the Contract. After execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request such information as set forth in A201-2017 Section 2.2.

§ 4.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Article 7, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 4.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 4.1.4.1 The Owner shall furnish tests, inspections, and reports, required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 4.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 4.1.5 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 4.1.6 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 4.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201–2017, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 4.2.1 Legal Requirements. The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 4.3 Architect

The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B133™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, including any additional services requested by the Construction Manager that are necessary for the Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction

Manager with a copy of the scope of services in the executed agreement between the Owner and the Architect, and any further modifications to the Architect's scope of services in the agreement.

ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

§ 5.1 Compensation

§ 5.1.1 For the Construction Manager's Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

\$20,000.00

§ 5.1.2 The hourly billing rates for Preconstruction Phase services of the Construction Manager and the Construction Manager's Consultants and Subcontractors, if any, are set forth below.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Project Coordinator	\$55.00	Project Engineer	\$75.00	Safety Manager	\$85.00
Project Manager	\$110.00	Superintendent	\$105.00	Project Executive	\$125.00
Estimator	\$100.00	Carpenter	\$95.00		

Individual or Position

Rate

§ 5.1.2.1 Hourly billing rates for Preconstruction Phase services include all costs to be paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, and shall remain unchanged unless the parties execute a Modification.

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within (NaN) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

§ 5.2 Payments

§ 5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Zero (0) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

(Insert rate of monthly or annual interest agreed upon.)

%

ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

§ 6.1 Contract Sum

§ 6.1.1 The Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract after execution of the Guaranteed Maximum Price Amendment. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Construction Manager's Fee.

§ 6.1.2 The Construction Manager's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

Valley Commercial Construction CM Fee is 3.5% of Cost of the Work plus general conditions. See general conditions breakdown of costs

§ 6.1.3 The method of adjustment of the Construction Manager's Fee for changes in the Work:

Change Order

§ 6.1.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

Up to 10%

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed Zero percent (0.00 %) of the standard rental rate paid at the place of the Project.

§ 6.1.6 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

Not Applicable

§ 6.1.7 Other:

(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

§ 6.2 Guaranteed Maximum Price

The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, subject to additions and deductions by Change Order as provided in the Contract Documents. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

§ 6.3 Changes in the Work

§ 6.3.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Construction Manager may be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.

§ 6.3.1.1 The Architect may order minor changes in the Work as provided in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.2 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.3 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to “cost” and “fee,” and not by Articles 6 and 7 of this Agreement. Adjustments to subcontracts awarded with the Owner’s prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 6.3.4 In calculating adjustments to the Guaranteed Maximum Price, the terms “cost” and “costs” as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term “fee” shall mean the Construction Manager’s Fee as defined in Section 6.1.2 of this Agreement.

§ 6.3.5 If no specific provision is made in Section 6.1.3 for adjustment of the Construction Manager’s Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 6.1.3 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager’s Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE

§ 7.1 Costs to Be Reimbursed

§ 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall include only the items set forth in Sections 7.1 through 7.7.

§ 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Construction Manager shall obtain such approval in writing prior to incurring the cost.

§ 7.1.3 Costs shall be at rates not higher than the standard rates paid at the place of the Project, except with prior approval of the Owner.

§ 7.2 Labor Costs

§ 7.2.1 Wages or salaries of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 7.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

§ 7.2.2.1 Wages or salaries of the Construction Manager's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:

(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

Jason Nelson-Project Manager
Grant Jasper-Project Foreman

Corey Helms-Project Superintendent

Elizabeth Betts-Project Coordinator

§ 7.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 7.2.4 Costs paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

§ 7.3 Subcontract Costs

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of

materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Construction Manager, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Construction Manager's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 7.6 Miscellaneous Costs

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Construction Manager, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Construction Manager is liable.

§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Construction Manager is required by the Contract Documents to pay.

§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Construction Manager had reason to believe that the required design, process, or product was an infringement of a copyright or a patent, and the Construction Manager failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements shall not be included in the Cost of the Work used to calculate the Construction Manager's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Construction Manager, and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.7.4 The costs described in Sections 7.1 through 7.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2017 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 7.9.

§ 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Construction Manager; (2) any entity in which any stockholder in, or management employee of, the Construction Manager holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Construction Manager; or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Construction Manager.

§ 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 9. If the Owner fails to authorize the transaction in writing, the Construction Manager shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 9.

§ 7.9 Costs Not To Be Reimbursed

§ 7.9.1 The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 14;
- .2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;

- .3 Expenses of the Construction Manager's principal office and offices other than the site office;
- .4 Overhead and general expenses, except as may be expressly included in Sections 7.1 to 7.7;
- .5 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- .6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Construction Manager, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- .7 Any cost not specifically and expressly described in Sections 7.1 to 7.7;
- .8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- .9 Costs for services incurred during the Preconstruction Phase.

ARTICLE 8 DISCOUNTS, REBATES, AND REFUNDS

§ 8.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

§ 8.2 Amounts that accrue to the Owner in accordance with the provisions of Section 8.1 shall be credited to the Owner as a deduction from the Cost of the Work.

ARTICLE 9 SUBCONTRACTS AND OTHER AGREEMENTS

§ 9.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall deliver such bids to the Architect and Owner with an indication as to which bids the Construction Manager intends to accept. The Owner then has the right to review the Construction Manager's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 9.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Construction Manager of its responsibility to perform the Work in accordance with the Contract Documents. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

§ 9.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 9.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Construction Manager shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Article 10.

ARTICLE 10 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation

supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

§ 11.1 Progress Payments

§ 11.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Construction Manager, as provided below and elsewhere in the Contract Documents.

§ 11.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the undefined-undefined day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the undefined-undefined day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Fifteen (15) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.

§ 11.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Construction Manager's Fee.

§ 11.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

§ 11.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 11.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 11.1.5.3 When the Construction Manager allocates costs from a contingency to another line item in the schedule of values, the Construction Manager shall submit supporting documentation to the Architect.

§ 11.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work and for which the Construction Manager has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 11.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 11.1.7.1 The amount of each progress payment shall first include:

- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .4 The Construction Manager's Fee, computed upon the Cost of the Work described in the preceding Sections 11.1.7.1.1 and 11.1.7.1.2 at the rate stated in Section 6.1.2 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 11.1.7.1.1 and 11.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 11.1.7.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Construction Manager does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Construction Manager intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;
- .5 The shortfall, if any, indicated by the Construction Manager in the documentation required by Section 11.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 11.1.8.

§ 11.1.8 Retainage

§ 11.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

10%

§ 11.1.8.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 11.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 11.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

§ 11.1.8.3 Except as set forth in this Section 11.1.8.3, upon Substantial Completion of the Work, the Construction Manager may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 11.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)

§ 11.1.9 If final completion of the Work is materially delayed through no fault of the Construction Manager, the Owner shall pay the Construction Manager any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 11.1.10 Except with the Owner’s prior written approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 11.1.11 The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 11.1.12 In taking action on the Construction Manager’s Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 11.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner’s auditors acting in the sole interest of the Owner.

§ 11.2 Final Payment

§ 11.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when

- .1 the Construction Manager has fully performed the Contract, except for the Construction Manager’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 11.2.2.2.

§ 11.2.2 Within 30 days of the Owner’s receipt of the Construction Manager’s final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 11.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors’ findings to the Architect.

§ 11.2.2.2 Within seven days after receipt of the written report described in Section 11.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 11.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect’s reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 11.2.2 supersede those stated in Article 9 of AIA Document A201–2017. The Architect is not responsible for verifying the accuracy of the Construction Manager’s final accounting.

§ 11.2.2.3 If the Owner’s auditors’ report concludes that the Cost of the Work, as substantiated by the Construction Manager’s final accounting, is less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager’s receipt of a copy of the Architect’s final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner’s auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect’s final Certificate for Payment.

§ 11.2.3 The Owner's final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 11.2.4 If, subsequent to final payment, and at the Owner's request, the Construction Manager incurs costs, described in Sections 7.1 through 7.7, and not excluded by Section 7.9, to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager for such costs, and the Construction Manager's Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 6.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 11.2.4 in determining the net amount to be paid by the Owner to the Construction Manager.

§ 11.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

%

ARTICLE 12 DISPUTE RESOLUTION

§ 12.1 Initial Decision Maker

§ 12.1.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 12 and Article 15 of A201–2017. However, for Claims arising from or relating to the Construction Manager's Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 12.1.2 of this Agreement shall not apply.

§ 12.1.2 The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017 for Claims arising from or relating to the Construction Manager's Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 12.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Article 15 of AIA Document A201–2017
- ☐ Litigation in a court of competent jurisdiction
- ☐ Other: *(Specify)*

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 13 TERMINATION OR SUSPENSION

§ 13.1 Termination Prior to Execution of the Guaranteed Maximum Price Amendment

§ 13.1.1 If the Owner and the Construction Manager do not reach an agreement on the Guaranteed Maximum Price, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner.

§ 13.1.2 In the event of termination of this Agreement pursuant to Section 13.1.1, the Construction Manager shall be compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination, in accordance with the terms of this Agreement. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.3 Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Article 14 of A201–2017.

§ 13.1.4 In the event of termination of this Agreement pursuant to Section 13.1.3, the Construction Manager shall be equitably compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.5 If the Owner terminates the Contract pursuant to Section 13.1.3 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 13.1.4:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
- .3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

§ 13.1.6 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.1.5.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

§ 13.1.6.1 If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

§ 13.2 Termination or Suspension Following Execution of the Guaranteed Maximum Price Amendment

§ 13.2.1 Termination

The Contract may be terminated by the Owner or the Construction Manager as provided in Article 14 of AIA Document A201–2017.

§ 13.2.2 Termination by the Owner for Cause

§ 13.2.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201–2017, the amount, if any, to be paid to the Construction Manager under Article 14 of AIA Document A201–2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201–2017.

§ 13.2.2.2 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.2.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

§ 13.2.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Construction Manager a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Construction Manager following a termination for the Owner's convenience.)

§ 13.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201–2017, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 6.1 and 6.3.5 of this Agreement.

ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 Terms in this Agreement shall have the same meaning as those in A201–2017. Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 14.2 Successors and Assigns

§ 14.2.1 The Owner and Construction Manager, respectively, bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 14.2.2 of this Agreement, and in Section 13.2.2 of A201–2017, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 14.2.2 The Owner may, without consent of the Construction Manager, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Construction Manager shall execute all consents reasonably required to facilitate the assignment.

§ 14.3 Insurance and Bonds

§ 14.3.1 Preconstruction Phase

The Construction Manager shall maintain the following insurance for the duration of the Preconstruction Services performed under this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 14.3.1.1 Commercial General Liability with policy limits of not less than (\$) for each occurrence and (\$) in the aggregate for bodily injury and property damage.

§ 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than (\$) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 14.3.1.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 14.3.1.1 and 14.3.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than (\$) each accident, (\$) each employee, and (\$) policy limit.

§ 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ 14.3.1.6 Other Insurance

(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)

Coverage

Limits

§ 14.3.1.7 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 14.3.1.8 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 14.3.1.

§ 14.3.2 Construction Phase

After execution of the Guaranteed Maximum Price Amendment, the Owner and the Construction Manager shall purchase and maintain insurance as set forth in AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit B, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 14.3.2.1 The Construction Manager shall provide bonds as set forth in AIA Document A133™-2019 Exhibit B, and elsewhere in the Contract Documents.

§ 14.4 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

Streamline Architects to provide Building Information Modeling as requested for reference only

§ 14.5 Other provisions:

ARTICLE 15 SCOPE OF THE AGREEMENT

§ 15.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 15.2 The following documents comprise the Agreement:

- .1 AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
- .2 AIA Document A133™–2019, Exhibit A, Guaranteed Maximum Price Amendment, if executed
- .3 AIA Document A133™–2019, Exhibit B, Insurance and Bonds
- .4 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .5 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

- .6 Other Exhibits:
(Check all boxes that apply.)

☐ AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, dated as indicated below:
(Insert the date of the E234-2019 incorporated into this Agreement.)

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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- .7 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Construction Manager’s bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement is entered into as of the day and year first written above.

Init.

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User Notes:

(3B9ADA48)

OWNER *(Signature)*

Todd Thompson, City Manager
(Printed name and title)

CONSTRUCTION MANAGER *(Signature)*

Greg Hass, President
(Printed name and title)



Init.
/

Additions and Deletions Report for

AIA® Document A133® – 2019

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:49:50 ET on 03/21/2024.

PAGE 1

AGREEMENT made as of the 21st day of March in the year 2024

...

City of Rock Island
1528 3rd Avenue
Rock Island, IL 61201

...

Valley Commercial Construction
3610 78th Avenue West
Rock Island, IL 61201

...

Rock Island City Hall Improvements
1528 3rd Avenue
Rock Island, IL 61201
Interior Remodel of Three Partial Floors of the Rock Island City Hall

...

Streamline Architects, PLC
575 12th Avenue
East Moline, IL 61244

PAGE 2

Interior remodel and security upgrades on three partial floors of the Rock Island City Hall historic building as designed along with Streamline Architects. Included in the Guaranteed Maximum Price are Alternates 2, 3 & 4 in their entirety

...

The remodel areas approximately total 7,318 SF (First Floor office space 2,622 SF, Second Floor Planning and work spaces 1,218 SF, Third Floor Council Chambers and restrooms 3,478 SF) within the Rock Island City Hall building located downtown Rock Island

PAGE 3

\$1,616,258.63

...

January 2024Spring

...

Spring 2024

...

Summer 2024

...

Not Applicable

...

Not Applicable

...

Not Applicable

PAGE 4

Not Applicable

...

Not Applicable

...

Andrew Dasso

...

Not Applicable

PAGE 5

Not Applicable

...

Not Applicable

PAGE 8

Not Applicable

PAGE 11

\$20,000.00

...

Project Coordinator	\$55.00	Project Engineer	\$75.00	Safety Manager	\$85.00
Project Manager	\$110.00	Superintendent	\$105.00	Project Executive	\$125.00
Estimator	\$100.00	Carpenter	\$95.00		

...

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within (NaN) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

...

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Zero (0) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

...

Valley Commercial Construction CM Fee is 3.5% of Cost of the Work plus general conditions. See general conditions breakdown of costs

PAGE 12

Change Order

...

Up to 10%

...

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed Zero percent (0.00 %) of the standard rental rate paid at the place of the Project.

...

Not Applicable

PAGE 13

Jason Nelson-Project Manager Corey Helms-Project Superintendent Elizabeth Betts-Project Coordinator
Grant Jasper-Project Foreman

PAGE 17

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the undefined-undefined day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the undefined-undefined day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Fifteen (15) days after the Architect receives the Application for Payment.

PAGE 18

10%

PAGE 24

Streamline Architects to provide Building Information Modeling as requested for reference only

PAGE 25

Todd Thompson, City Manager

Greg Hass, President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:49:50 ET on 03/21/2024 under Order No. 2114425289 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ - 2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



Valley Commercial Construction Bid Breakdown							
	Contractors	Base Bid	Fee- 3.5%	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3	ALTERNATE 4
General Conditions		\$ 197,158.00	\$ 6,900.53				
Contingency		\$ 150,000.00					
			\$ -				
Bid Package A-DEMOLITION	Valley	\$ 95,000.00	\$ 3,325.00	N/A	\$ 500.00	N/A	N/A
Bid Package B- GENERAL TRADES	Valley	\$ 554,000.00	\$ 19,390.00	N/A	\$ 9,000.00	N/A	\$ 64,000.00
Bid Package C-GLAZING	EMG	\$ 58,513.00	\$ 2,047.96	N/A	\$ (3,100.00)	N/A	N/A
Bid Package D- FRAMING/ACT/DRYWALL	BSSC	\$ 91,500.00	\$ 3,202.50	N/A	\$ 1,280.00	N/A	N/A
Bid Package E- FLOORING	Allied	\$ 77,445.00	\$ 2,710.58	N/A	N/A	N/A	N/A
Bid Package F- PAINT	Color Inc	\$ 24,965.00	\$ 873.78	N/A	N/A	\$ 13,495.00	N/A
Bid Package G- PLUMBING	Crawford	\$ 47,220.00	\$ 1,652.70	N/A	\$5000 deduct for selecting all MEP spread throughout Plumbing and Electrical price		
Bid Package H- HVAC	Crawford	\$ 18,400.00	\$ 644.00	N/A			
Bid Package I- ELECTRICAL	Crawford	\$ 166,100.00	\$ 5,813.50	N/A	\$ 1,199.00	N/A	N/A
Total		<u>\$ 1,480,301.00</u>	<u>\$ 46,560.54</u>		\$ 8,879.00	\$ 13,495.00	\$ 64,000.00
				Fee-3.5%	\$ 310.77	\$ 472.33	\$ 2,240.00
Total W/Fee		<u>\$ 1,526,861.54</u>			\$ 9,189.77	\$ 13,967.33	\$ 66,240.00
Total w/ ALT		\$ 1,616,258.63					

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Special Ordinance to install a handicapped parking space in front of 2031 46th Street (Second Reading).

Motion: Motion whether or not to pass the ordinance.
RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Traffic Engineering Committee received a request from Matthew Ankney, 2031 46th Street, to install a handicapped parking space in front of his home.

Previous Council Action (if any):

Budget Impact:

The cost to the City is minimal.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Letters were sent to neighbors asking for their input. There were four (4) responses in favor of the request and one (1) did not support the request.

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

Council Goal (if applicable):

Recommendation:

The Traffic Engineering Committee recommends that the City Council approve the request and consider the ordinance.

Submitted by: Samantha Gange, City Clerk

Approved by:

**A SPECIAL ORDINANCE
ESTABLISHING A HANDICAPPED PARKING SPACE
IN THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND, ILLINOIS:

Section One. A handicapped parking space be and is hereby established at 2031 46th Street, in the City of Rock Island, Illinois.

Section Two. Any person other than a handicapped person or someone transporting a handicapped person parking in the above stated location shall be subject to a fine of Three Hundred Fifty Dollars (\$350.00).

Section Three. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Four. This ordinance shall be in full force and effect 10 days from its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED:

APPROVED:

ATTEST: _____
CITY CLERK

City of Rock Island Public Works Department



Subject: Handicapped Parking Space

Location: 2031 46th Street

Date: February 23, 2024

TEC Number: 23-52

The following is a tabulation of responses from letters mailed to nearby residents:

2016 46th Street

Recommendation: Supports the Request

Comments: None

2020 46th Street

Recommendation: Supports the Request

Comments: None

2040 46th Street

Recommendation: Does Not Support the Request

Comments: None

2044 46th Street

Recommendation: Supports the Request

Comments: None

2052 46th Street

Recommendation: Supports the Request

Comments: None

Fwd: Online Form Submittal: Handicapped Parking Space Request Form

1 message

Mathew Ankney <mathew.ankney@gmail.com>
To: "martin.michelle@rigov.org" <martin.michelle@rigov.org>

Thu, Dec 28, 2023 at 10:39 AM

----- Forwarded message -----

From: <noreply@civicplus.com>
Date: Fri, Sep 8, 2023 at 11:10 AM
Subject: Online Form Submittal: Handicapped Parking Space Request Form
To: <mathew.ankney@gmail.com>

Handicapped Parking Space Request Form

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

First Name of Handicapped Resident	Mathew
Last Name of Handicapped Resident	Ankney
Property Address 1	2031 46th St
Property Address 2	<i>Field not completed.</i>
City	Rock Island
State	Illinois
Zip	61201
Phone Number	309-269-0197
Email Address	mathew.ankney@gmail.com
Does the handicapped resident own the property?	Yes
If NO, please provide the name, address, and telephone number of the property owner:	<i>Field not completed.</i>

Please describe the location to be designated as a handicapped parking space:	Parking in front of 2031 46th St, immediately south of the curb cut for wheelchair access, between sidewalk and tree. House is on the east side of the street.
Does the handicapped resident have access to off-street parking such as a driveway or garage?	No
If YES, please describe the off-street parking and explain why the handicapped resident does not use the off-street parking:	<i>Field not completed.</i>
In order to utilize a handicapped parking space, a motorist must have a handicapped license plate or placard.	License Plate
List the handicapped license plate or placard number.	295 455
Please provide any additional information that may be of assistance to the Traffic Engineering Committee and the City Council members when they review your request:	North part of curb cut to property line has a hydrant. Behind my current space is a 1/2 lot owned by my southern neighbor, and his home lot. His children park a single vehicle behind my car. Due to increases in the number of cars, my space is being taken by camping trailers, cars, visitors, etc, and I sometimes must park up to 4-5 properties north. No parking available for same distance to the south.

--

Mat

Sent from my iPhone

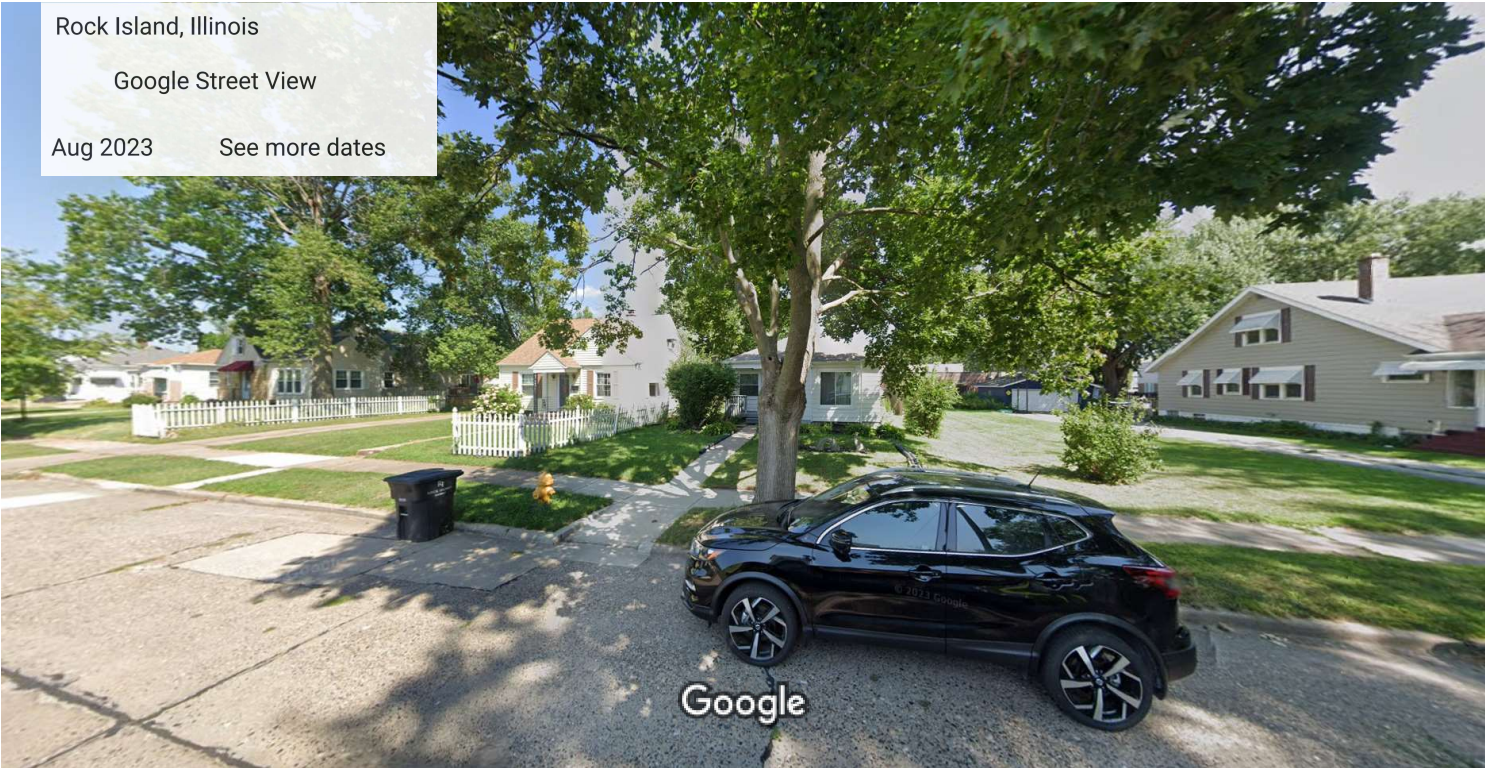


Image capture: Aug 2023 © 2023 Google



Memorandum

To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Public Works Department regarding the establishment of a Street Improvement Utility and Street Improvement Fund (First Reading).



Motion: Motion whether or not to consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

A series of study sessions were held on December 11, 2023, and February 26, 2024, to address the pressing issue of funding for the maintenance of the City of Rock Island's transportation infrastructure and declining local gas tax revenue. It was discussed that the local gas tax revenue has been experiencing a long-term decline due to the growing electrification and improved fuel economy of vehicles and increased competition from Iowa. During these sessions, it was highlighted that the current infrastructure is severely underfunded, and there is an urgent need to establish a dedicated funding source aside from the local gas tax to ensure its upkeep and future improvement.

The fee structure would be as follows:

Small Parcel (S)	Medium Parcel (M)	Large Parcel (L)	Extra Large Parcel (XL)
Gross area less than 6,000 square feet	Gross area greater than 6,000 but less than 18,000 square feet	Gross area greater than 18,000 but less than 43,560 square feet	Gross area greater than 43,560 square feet
\$7.00 per month	\$10.00 per month	\$20.00 per month	\$30.00 per month

The Street Improvement Utility is set to be implemented in 2024 with an approximate starting month of July. This fee is exclusively dedicated to the responsible maintenance of the City of Rock Island's public transportation infrastructure, including streets, alleys, curbs, gutters, bridges, sidewalks, paths, and installations related to these components, which are designated for use by motor vehicles, pedestrians, bicycles, and other similar vehicles.

This new street utility fee will ensure a consistent and long-lasting investment in maintaining the City of Rock Island's streets and transportation infrastructure. By implementing regular maintenance and timely repairs, the lifespan of these transportation assets will be extended, supporting the quality of life for residents and stimulating economic activity for decades to come.

Previous Council Action (if any):

Budget Impact:

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

It is recommended that the City Council adopt the attached ordinance establishing a Street Improvement Utility and Street Improvement Fund.

Submitted by: Michelle Martin, Manager

Approved by:

Sec. XX-XXX. Establishment of a Street Improvement Utility and a Street Improvement Fund:

(a) The City hereby establishes a Street Improvement Utility for the maintenance, repair, and improvement of the public transportation system, such as roads, sidewalks, parking lots, traffic signals, and street lighting, ensuring the sustained functionality and safety of the transportation system owned or operated by the City.

(b) The management and supervision of the Street Maintenance Utility shall be under the direction of the Director of Public Works.

(c) The City hereby establishes a Street Improvement Fund. All revenues of the Street Improvement Utility shall be deposited into the Street Improvement Fund and used for purposes of the Street Improvement Utility as deemed appropriate by the City Council.

Sec. XX-XXX. Definitions:

City: The City of Rock Island, a municipal corporation organized under the laws of the State of Illinois.

Gross Area: The entire area of a parcel.

Small Parcel (S): Gross area of a parcel that is equal to or less than six thousand (6,000) square feet.

Medium Parcel (M): Gross area of a parcel that is greater than six thousand (6,000) but less than or equal to eighteen thousand (18,000) square feet.

Large Parcel (L): Gross area of a parcel that is greater than eighteen thousand (18,000) but less than or equal to forty-three thousand five hundred and sixty (43,560) square feet.

Extra Large Parcel (XL): Gross area of a parcel greater than forty-three thousand five hundred and sixty (43,560) square feet.

Public Transportation System: All transportation-related components located on city-owned property, city right-of-way, and/or city easements within the city's incorporated limits that the city is contractually or legally obligated to operate and maintain, including, without limitation, streets, alleys, curbs and gutters, bridges, sidewalks, paths, and improvements and installations related to such components, which are designated for use by motor vehicles, pedestrians, bicycles, and/or other similar vehicles.

Sec. XX-XXX. Scope of Responsibility for the Street Improvement Utility:

All fees collected under this chapter will be deposited into the city's Street Improvement Fund. Street Improvement Fund revenues will be used to pay the contracted costs and expenses of operating the Public Transportation System, including, without limitation, costs and expenses associated with the operation, maintenance, repair, engineering, improvement, renewal, safety, replacement, and/or reconstruction of the Transportation System. It will not be necessary that the maintenance and repair expenditures from the street improvement fund relate to any particular property from which the fee(s) for said purposes were collected.

The Street Improvement Fee charges shall be determined by the City Council. The revenue generated by Street Improvement Fee, together with any other sources of revenue that may be made available to the Street Improvement Fund, will be sufficient to meet the obligations of the Street Improvement Fee.

Sec. XX-XXX. Determination of Fee Charges:

Customer	Rate Per Month
S	\$7.00
M	\$10.00
L	\$20.00
XL	\$30.00

(a) All parcels in the city shall be charged a Street Improvement Fee, except for street and highway rights-of-way owned by a township, Rock Island County, the city, or the State of Illinois.

Sec. xx-xxx. Billing and Collection Procedures: (a) Billings for the Street Improvement Utility shall be rendered by the Finance Department on a monthly, quarterly, or annual basis at the discretion of the Finance Department.

(b) When Street Improvement Utility service charges are not paid on or before the due date stated on the bill, a penalty of five percent (5%) shall be added. Failure to receive a bill does not entitle the owner or customer to a remission of the penalty.

(c) Written notice must be given by the parcel owner or authorized agent if it is desired that bills be forwarded to any other address than the parcel address.

(d) In the event that the City deems it necessary to refer past due Street Improvement Utility service charges to the City Attorney or a collection agency for collection, the City may additionally recover its actual expenses so incurred, including court costs, collection agency fees, and reasonable attorney fees.

(e) A Street Improvement Utility bill shall be considered delinquent if it remains unpaid for thirty (30) days after rendition of the bill.

Sec. xx-xxx. Service Charges Billed in Common: The Street Improvement Utility charge may be billed on a common statement and collected along with other charges. If the Street Improvement Utility charge is included on a common statement and the customer payment is insufficient to pay the total of all portions of the statement, the payment will be applied in the following priority.

Street Improvement charge

Refuse charge

Stormwater charge

Sewer charge

Water charge

Water service repair program charge

Sewer lateral repair program charge

Sec. xx-xxx. Appeals: Any customer who believes the provisions of this article have been applied in error may appeal in the following manner:

(1) An appeal must be filed in writing with the Public Works Director. In the case of service charge appeals, the appeal shall include a survey prepared by a registered land surveyor or professional engineer containing information on the gross area of the property.

(2) Using the information provided by the appellant, the Director of Public Works shall conduct a technical review of the gross area of the property and respond to the appeal in writing within sixty (60) days.

(3) In response to an appeal, the Director of Public Works may adjust the Street Improvement Utility service charge and any late payment penalties applicable to a property in conformance with the general purpose and intent of this article.

(4) A decision of the Director of Public Works that is adverse to an appellant may be appealed to the City Manager within thirty (30) days of receipt of notice of the adverse decision. The appeal must be filed in writing with the City Manager by the appellant and include a detailed explanation of the grounds for the appeal. The City Manager shall issue a written decision on the appeal within sixty (60) days.

(5) Any appeal of the decision of the City Manager must be made pursuant to the Illinois Administrative Review Act. 735 ILCS 5/3-101 *et seq.*

Memorandum



To: Rock Island City Council

From: Melissa Holderfield, Administrative Assistant, Tanner Osing, Miles Brainard, Director

Subject: Report from the Community & Economic Development Department regarding the sale of City-owned property located at 1322 4th Avenue to NEST Café. (First Reading)

Motion: Motion whether or not to approve the sale as recommended; authorize the City Manager to execute the sales agreement, and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

NEST Café (Nourish Everyone Sustainably Together), a non-profit, pay-what-you-can restaurant of 1524 4th Avenue has applied to purchase 1322 4th Avenue (PIN 0735118006) from the City. The property was acquired by the City in 2014 via tax auction for \$642. The organization is requesting that the sale price be reduced to \$1. A letter from Laura Mahn, Executive Director, making the request is attached to this memorandum. NEST Café is planning on using the vacant lot for a vegetable garden to support their restaurant operations.

Based on its current condition, the annual property tax revenue that would be generated by the property if sold is estimated to be NUMBER. The subject property is approximately 2,700 square feet and zoned B3 (Community Business). A map of the parcel is attached.

The following things are true or will be achieved by this sale.

1. The property is not currently used by a City department and/or does not have a municipal function.
2. The property is vacant and/or has no foreseeable use by the City.
3. The property is a non-performing or under-performing asset and value can be generated by its sale.
4. Economic development opportunities can be generated by selling the property.
5. The City will be relieved of potential liabilities and/or costs associated with maintaining a non-income generating property or one that does not provide a public benefit.
6. The proposed use of the property complies with the Comprehensive Plan and other relevant City plans.
7. The sale of the property will result in returning the property to the tax rolls.

Previous Council Action (if any):

NA

Budget Impact:

The sale would return the property to the tax rolls and eliminate long-term maintenance costs.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

Goal #1; Objective #4; Action: Sell-off underperforming city assets.

Recommendation:

The Community and Economic Development Department recommends that the City Council approve the sale of 1322 4th Avenue to NEST Café for \$1.00 plus closing costs; authorize the City Manager to execute the sale agreement; and consider the ordinance.

Submitted by: Tanner Osing

Approved by:



1524 4th Ave
Rock Island, IL

Nestcafeqc.org

309-206-4012

EIN # 84-4424697

2/22/2024

To: Miles Brainard & Rock Island City Council

NEST Café (Nourish Everyone Sustainably Together) would like to purchase the city owned vacant lot located at 1322 4th Ave for \$1 for the purpose of creating garden space to support NEST Café's mission and benefit the community.

NEST Café is a nonprofit, pay-what-you-can restaurant located just 2 blocks east of the vacant lot. The mission of NEST Café is to nourish bodies and community by providing delicious, sustainably sourced food to all who enter, regardless of their means. We use as much locally grown, sustainably raised produce as possible so that customers (food insecure and others) are receiving the nutrient-dense food their bodies need. Having a small garden space of our own, close to the restaurant, where we can build raised beds will not only contribute to summer and fall produce that we serve on a pay-what-you-can basis but will allow NEST Café to provide even more volunteer and learning opportunities for community members.

We appreciate your consideration.

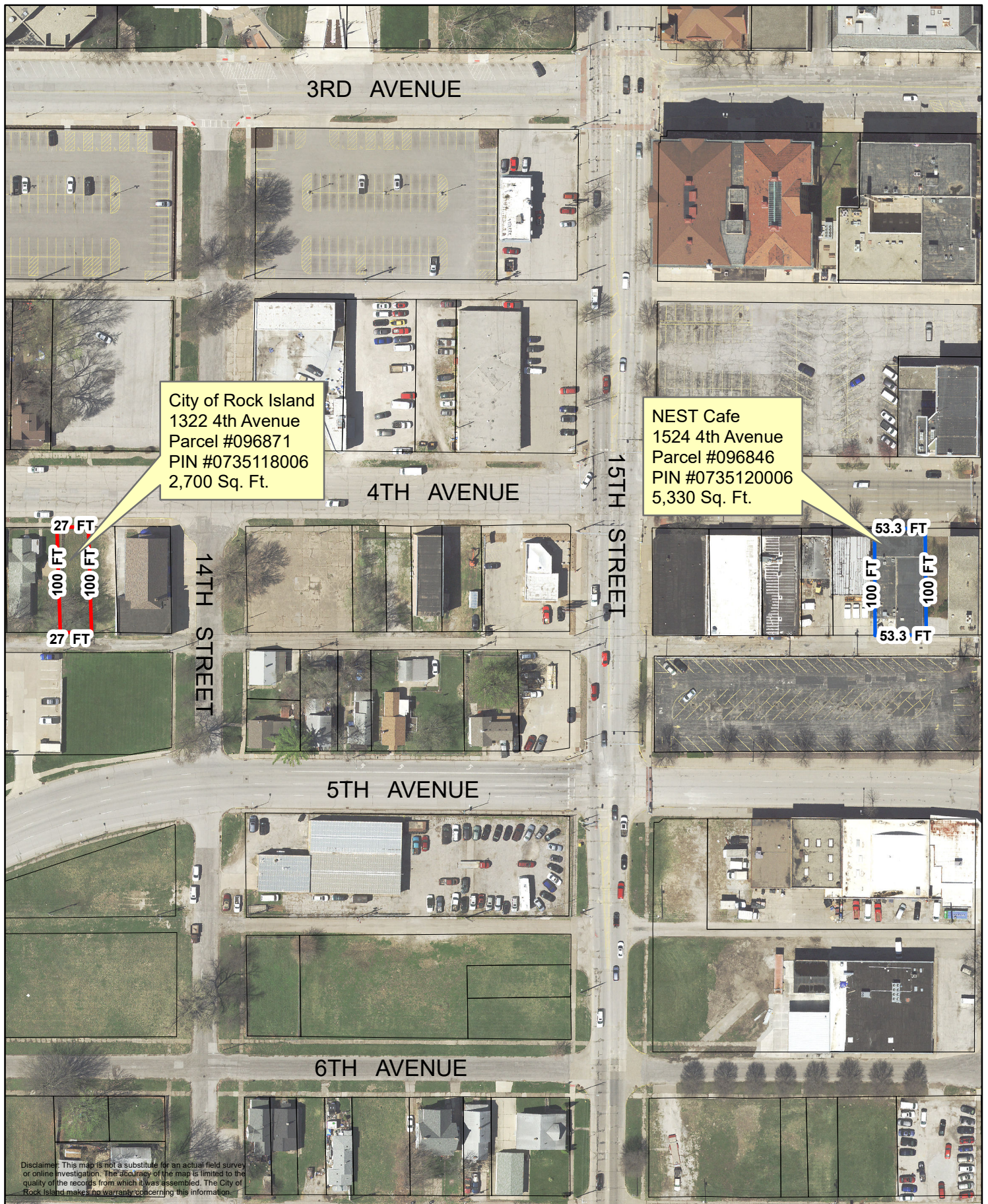
Sincerely,

A handwritten signature in black ink, appearing to read "Laura K. Mahn", written in a cursive style.

Laura Mahn

Founder/Executive Director

The mission of NEST (Nourish Everyone Sustainably Together) is to nourish bodies and community by providing delicious, sustainably sourced food to all who enter, regardless of their means.



Location Map

City Owned Lot, PIN #0735118006

- Potential Buyer
- City Owned Lot
- Parcels



City of Rock Island, Community and Economic Development Department
Drawn By: K. Douglass
Date Created: March 2024
0 5 10 20 30 40 Feet

AGREEMENT FOR THE SALE OF CITY-OWNED REAL ESTATE AT 1322 4TH AVENUE

A. Date of Agreement	
B. Seller(s) Address	City of Rock Island 1528 3 rd Avenue Rock Island, IL 61201
C. Purchaser(s) Address	1524 4 th Avenue Rock Island, IL 61201
D. Address of Property Legal Description	1322 4 th Avenue PIN NUMBER 0735118006 The West 26.5 feet of Lot 2 in Block 4 in that part of the City of Rock Island known as and called "THOMPSON AND WELLS ADDITION" to said City, subject to the driveway described in the Deed recorded in Book 194 of Deeds, on page 487 as document number 1896000 in the Office of the Recorder of Deeds of Rock Island County, Illinois, Township of Rock Island, County of Rock Island, State of Illinois.
E. Purchase Price Earnest Money	\$1.00 Purchaser also pays all closing costs.
F. Amount of % of Financing Type of Loan Days to Obtain Commitment	N/A
G. Closing Date	Within 90 days of City Council approval.
H. Possession After Closing Days After Closing Per Diem Liquidated Damages	At Closing
I. Personal Property to Stay	N/A
J. Condition of Premises	As-Is
K. Wood Infestation Report	N/A
L. Riders Attached	N/A
M. Acceptance On or Before Counter Offer	At Presentation

Purchase Agreement for Commercial Real Estate ("Agreement") is entered into on the above date, between NEST (Nourish Everyone Sustainably Together), ("Purchaser"), and THE CITY OF

AGREEMENT FOR THE SALE OF CITY-OWNED REAL ESTATE AT 1322 4TH AVENUE

ROCK ISLAND, ILLINOIS, ("Seller"). In consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Purchaser agree as detailed on the following pages.

TERMS: The Purchaser agrees to purchase from the Seller and the Seller agrees to sell to the Purchaser the real estate described on the attached Exhibit A for the total sum of one dollar and zero cents (\$1.00) to be paid as follows:

\$0	EARNEST MONEY held in escrow by Meridian Title Company as a part of the cash at closing, the receipt of which by said title company shall be evidenced to Seller with delivery of this Offer.
\$1.00	CASH PAYMENT at the time of closing.

POSSESSION: Possession shall be at the time of closing.

AS-IS: The Purchaser and Seller acknowledge that the Purchaser is taking the property as-is, and the Seller makes no warranties of any kind except for those provided herein.

CLOSING: The Parties acknowledge that time is of the essence to this agreement. Closing shall take place within ninety (90) days following the approval of this agreement by the Rock Island City Council. Parties agree to close at the offices of the City Attorney. The purchaser agrees to pay all closing fees associated with the transaction including all legal, title, and recording fees. Failure by the purchaser to close within ninety (90) days without a written extension issued by the City shall render this agreement null and void. Any closing costs incurred prior to the agreement being rendered null and void shall be paid by the Purchaser to the City.

CONVEYANCE OF TITLE AND DOCUMENTS OF SALE: The title to be conveyed shall be by Quit Claim Deed to Purchaser and free and clear of all liens and encumbrances not herein specifically waived or assumed by Purchaser. The parties agree to execute any transfer declarations or other documents required by the state, county or municipality in which the subject property is located. All parties agree to comply with the provisions of the Real Estate Settlement Procedures Act of 1974 (RESPA).

PRORATIONS AND ADJUSTMENTS: The following items shall be prorated at closing as of the date of delivery of possession:

1. Real estate taxes, based on the most recent tax information available, which, in the absence of fraud, shall be final;
2. Rent, if any, (with transfer in full of any security/damage deposit);
3. Other income and operation expenses, if any;
4. Special assessments, if any.

EXPENSES OF TRANSFER:

P: 

S: _____

AGREEMENT FOR THE SALE OF CITY-OWNED REAL ESTATE AT 1322 4TH AVENUE

Purchaser shall pay:

1. Broker's commission, if any;
2. Revenue stamps and recording of any releases; and
3. Recording fee for deed;
4. Assumption fee if mortgage assumed;

Each party shall be responsible for their own attorney fees, if any.

DEFAULT: If Purchaser fails to make any payment or to perform any obligation imposed upon Purchaser by this Agreement, Seller may serve written notice of default upon Purchaser and if such specified default is not corrected within ten (10) days thereafter, Seller may accept the earnest money and any additional down payment as damages or may pursue any available legal remedy including specific performance. In the event Seller fails to perform any obligation imposed upon Seller by this Agreement, Purchaser may serve written notice of default upon Seller and if such default is not corrected within ten (10) days thereafter, earnest money and any additional down payment deposit shall be refunded to Purchaser without prejudicing the Purchaser's right to any available legal remedy including specific performance. In the event of default, the defaulting party shall be liable to the other party for reasonable attorney fees and expenses incurred by reason of the default.

CASUALTY CLAUSE: Seller shall cause to be kept in force the existing insurance, including fire and other extended coverage, on improvements, if any, on the subject property until title has passed to Purchaser or possession is delivered to Purchaser, whichever first occurs. Purchaser shall be responsible for insurance coverage upon taking title or possession of the subject property, whichever first occurs.

CLOSING: This Agreement will be closed through the City of Rock Island. The City shall provide the Purchaser with a settlement statement evidencing the amount required for closing.

ASSESSMENTS: Seller shall pay all special assessments which are a lien on the subject property as of the date of closing. Seller acknowledges that prior to the execution of this Agreement, Seller has no knowledge of or no notice has been received from any municipal authority concerning improvements which could result in a special assessment on the subject property. Tap on fees, if any, which exist for municipal services to the property shall be paid by Purchaser.

GENERAL CONDITIONS: This Agreement shall be binding upon the parties and their successors and assigns. Time is of the essence of this Agreement. This Agreement shall be governed by the enforced in accordance with the laws of the state in which the subject property is located. This Agreement contains the entire Agreement of the parties and no representations, warranties, or Agreements have been made by either party as set forth herein. No modification, waiver, or amendment of the Agreement shall be effective unless made in writing and signed by the parties. All representations, warranties and covenants made by the parties shall survive closing.

AGREEMENT FOR THE SALE OF CITY-OWNED REAL ESTATE AT 1322 4TH AVENUE

Paragraph headings are for the convenience of reference and shall not limit or affect the meaning of the Agreement.

NOTICES: All notices required hereunder shall be in writing and shall be served upon the parties at the addresses designated herein by personal service, certified mail (return receipt requested), or Federal Express or other overnight mail.

Seller

City of Rock Island
City Manager
1528 3rd Avenue
Rock Island, IL 61201

Copy To

Leslie Day, City Attorney
1528 3rd Avenue
Rock Island, IL 61201

Purchaser

NEST (Nourish Everyone Sustainably
Together)
1524 4th Avenue
Rock Island, IL 61201

Copy To

LEGAL ASSISTANCE: The Seller and Purchaser are aware that when fully signed, this is a legally binding Agreement for the sale and purchase of real estate and that in order to protect their respective interests, Seller and Purchaser are advised to consult legal counsel before this Agreement is signed.

APPROVAL: This Offer to Purchase shall be subject to and not binding upon Purchaser pending submission and approval by the City Council of The City of Rock Island, Illinois.

ACCEPTANCE BY SELLER: Until accepted by Seller this document constitutes an offer by Purchaser on the terms stated above. This Agreement must be accepted by Seller within two (2) business days from date shown next to Purchaser's signatures below. If not so accepted, the offer shall be void and the earnest money returned to Purchaser. This Agreement has been read and executed on the dates beside our signatures.

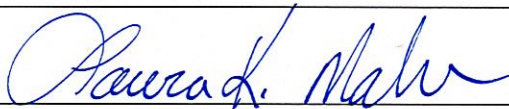
Executed by Purchaser:

Executed by Seller:

Name NEST (Nourish Everyone Sustainably
Together)

City of Rock Island

Signature



Date

3/14/2024

**A SPECIAL ORDINANCE PROVIDING FOR THE SALE OF CERTAIN REAL ESTATE
OWNED BY
THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND,
ILLINOIS:

Section One: NEST Café of 1524 4th Avenue, Rock Island, Illinois has applied to purchased 1322 4th Avenue (PIN 0735118006) from the City. The applicant plans to have a vegetable garden on the vacant lot to support their restaurant operations.

Section Two: It is hereby determined that the retention of the title to the following real estate owned by the City of Rock Island, Illinois is no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the City of Rock Island, Illinois:

Commonly known as 1322 4th Avenue
PIN 0735118006

Legal Description: The West 26.5 feet of Lot 2 in Block 4 in that part of the City of Rock Island known as and called "THOMPSON AND WELLS ADDITION" to said City, subject to the driveway described in the Deed recorded in Book 194 of Deeds, on page 487 as document number 1896000 in the Office of the Recorder of Deeds of Rock Island County, Illinois, Township of Rock Island, County of Rock Island, State of Illinois.

Section Three: The City of Rock Island, Illinois has received an offer to purchase the aforementioned described real estate and it is hereby determined that the purchase price is fair and equitable between the parties and it is in the best interest that said real estate be sold for that purchase price.

Section Four: The Mayor and City Clerk are hereby authorized and directed to execute on behalf of the City of Rock Island, Illinois a Quit Claim Deed conveying the above-described real estate to NEST Café (Nourish Everyone Sustainably Together for the sum of \$1.00, plus closing costs.

Section Five: All ordinances and part of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Six: This ordinance shall be in full force and effect after its passage and approval, as required by law.

Mayor of the City of Rock Island

Passed: _____

Approved:

Attest:

City Clerk

Memorandum



ROCK ISLAND
ILLINOIS

To: Rock Island City Council

From: Eunice Amissah-Mensah, Planning Coordinator, Tanner Osing, Miles Brainard, Director

Subject: Report from the Community & Economic Development Department regarding amendments to the Sign Ordinance. (First Reading)

Motion: Motion whether or not to approve the amendments and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

As some Council Members may recall, the City undertook a comprehensive update to the Sign Ordinance in 2019. The update included expanding the introductory section with a clearer justification for the code, providing a stronger distinction between permanent and temporary signs, and adding language regarding window visibility requested by the Police Department. Enforcement of this ordinance was fairly limited after its enactment due to the COVID-19 pandemic and understaffing. Over the past year, enforcement efforts have ramped up largely due to adequate staffing levels.

Through the enforcement process, staff has learned that some ordinance language, primarily regarding window and temporary signs, needs to be fine-tuned. The proposed amendments are aimed at providing clearer requirements that can be easily explained while placing reasonable limits on commercial signage. The following list includes a summary of the amendments. A redlined ordinance is attached as well for reference with amendments appearing on pages 9, 12, 18-20, and 23-27.

- Require that window signs cover no more than twenty-five percent (25%) of window panes and remove the language that creates a two-foot-wide “visibility strip” along first story windows and language that requires window decals and adhesive films to be sufficiently transparent. Staff believe the current 25% coverage requirement accomplishes the intent to provide visibility into businesses for first responders and is a straightforward requirement to explain. Businesses with a Liquor License also already have additional requirements for window visibility covered under that ordinance.
- Add a maximum time for temporary signs to be up during a year, establish a size limit, and include a list for different types of temporary signs. The current language only allows temporary signs to be up for thirty (30) consecutive days, but provides no downtime requirement. This makes it challenging to explain to business owners who wish to know how long a temporary sign needs to be taken down for. This update resolves that issue while placing a best practice limit of temporary sign size of thirty-two (32) square feet for attached and freestanding signs.

- Increase the total attached sign area to two (2) square feet rather per (1) foot of building frontage than one (1). Attached sign area includes both window signs and wall signs. This was the requirement prior to 2004 and is more consistent with neighboring communities.
- Provide language regarding LED storefront lights and string lights that define the lighting type and prohibits its use. The Sign Ordinance currently contains language that prohibits string lights. However, that language is broad-based and could be interpreted in different ways. This update clarifies the original intent of that provision.

Overall, staff believe that these updates better capture the spirit of the current regulations and make the ordinance easier to explain and enforce. Code cleanups like this one are often necessary every few years as conditions change and new challenges emerge.

At their March 4th meeting, the Planning & Zoning Commission unanimously recommended approval of the proposed amendments on a vote of 7-to-0.

Previous Council Action (if any):

- November 2019: The City Council approved a comprehensive update to the Sign Ordinance.

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community & Economic Development Department and Planning & Zoning Commission recommend that the City Council approve the amendments and consider the ordinance.

Submitted by: Tanner Osing

Approved by:

ARTICLE III. SIGNS ¹

Notes

- ¹ Prior ordinance history: 1963 Code, Ch. XIII, Art. I, § 17; Ord., § 1, 5-6-1968; Ord. 83-63, §§ 1-13, 2-20-1984; Ord. 87-62, §§ 1 - 12, 7-13-1987; Ord. 92-28, §§ 1-7, 2-17-1992; Ord. 92-88, §§ 1-3, 5-18-1992; Ord. 94-05, §§ 1,2, 1-10-1994; Ord. 06-2000, §§ 1-5, 1-24-2000.

Sec. 4-46. Purpose:

The purpose of this article is to set out regulations for the construction, installation, and maintenance of signs while preserving the right of free speech and expression. (Ord. 063-2019, 11-11-2019)

Sec. 4-47. Scope:

This article's regulations shall provide a balanced and fair legal framework for design, construction, and placement of signs that:

(1) Promotes the safety of persons and property by ensuring that signs do not create a hazard by:

- a. Collapsing, catching fire, or otherwise decaying;
- b. Confusing or distracting motorists; or
- c. Impairing drivers' ability to see pedestrians, obstacles or other vehicles, or to read traffic signs; and

(2) Promotes the efficient communication of messages, and ensures that persons exposed to signs:

- a. Are not overwhelmed by the number of messages presented; and
- b. Are able to exercise freedom of choice to observe or ignore said messages according to the observer's purpose; and

(3) Protects the public welfare and enhances the appearance and economic value of the landscape by protecting scenic views and avoiding sign clutter that can compromise the character, quality, and viability of commercial corridors;

- (4) Ensures that signs are compatible with their surroundings, and prevents the construction of signs that are a nuisance to occupants of adjacent and contiguous property due to brightness, reflectivity, bulk, or height;
- (5) Promotes the use of signs that are aesthetically pleasing, of appropriate scale, and integrated with the built environment, in order to meet the objectives related to the quality and character of development set forth in the city's Comprehensive Plan;
- (6) Enhances property values and business opportunities;
- (7) Assists in wayfinding; and
- (8) Provides fair and consistent permitting and enforcement. (Ord. 063-2019, 11-11-2019)

Sec. 4-48. Authority:

The City Council finds that:

- (1) The city has the authority to regulate signs under the United States Constitution, the Constitution of the State of Illinois, and Division 13 of the Illinois Municipal Code, 65 ILCS 5/11-13-1 et seq., or its successor statute;
- (2) This article advances important and substantial governmental interests;
- (3) The regulations set out in this article are unrelated to the suppression of constitutionally-protected free expression and do not involve the content of protected messages which may be displayed on signs, nor do they involve the viewpoint of individual speakers;
- (4) The incidental restriction on the freedom of speech is no greater than is essential to the furtherance of the interests protected by this article; and
- (5) Certain types of speech are not protected by the First Amendment due to the harm that they cause to individuals or the community, and speech that is harmful to minors may be prohibited in places that are accessible to minors. (Ord. 063-2019, 11-11-2019)

Sec. 4-49. General Findings of Fact:

The City Council finds that:

- (1) The ability to display signs of reasonable size and dimensions is vital to the health and sustainability of many businesses, and the display of signs with noncommercial messages is a traditional component of the freedom of speech, but the constitutional guarantee of free speech may be limited by appropriate and constrained regulation that is unrelated to the expression itself;

(2) The city has an important and substantial interest in preventing sign clutter (which is the proliferation of signs of increasing size and dimensions as a result of competition among property owners for the attention of passing motorists), because sign clutter degrades the character of the community, makes the community a less attractive place for commerce and private investment, and dilutes or obscures messages displayed along the city's streets by creating visual confusion and aesthetic blight;

(3) Sign clutter can be prevented by regulations that balance the legitimate needs of individual property owners to convey their commercial and noncommercial messages against the comparable needs of adjacent and nearby property owners and the interest of the community as a whole in providing for a high-quality community character;

(4) Temporary signs that are not constructed of weather-resistant materials are often damaged or destroyed by wind, rain, and sun, and after such damage or destruction, degrade the aesthetics of the city's streets if they are not removed;

(5) The city has an important and substantial interest in keeping its rights-of-way clear of obstructions and litter;

(6) The city has an important and substantial interest in protecting the health of its tree canopy, which contributes to the character and value of the community; and

(7) The uncontrolled use of off-premises outdoor advertising signs and their location, density, size, shape, motion, illumination and demand for attention can be injurious to the purposes of this article, and destructive to community character and property values, and that, as such, restrictions on the display of off-premises commercial messages are necessary and desirable. (Ord. 063-2019, 11-11-2019)

Sec. 4-50. Application of this Article:

(a) Generally: All construction, relocation, enlargement, alteration, and modification of signs within the city shall conform to the requirements of this article, all state and federal regulations concerning signs and advertising, and applicable building codes.

(b) Signs Requiring a Permit: A sign permit shall be required for all signs exceeding six (6) square feet in area and any sign which contains mechanical or electrical components unless otherwise exempted in this article. In addition, a sign permit shall be required at any time the sign area is increased, if the increase is allowable within the zoning district in which the sign is located. This subsection shall not be interpreted so as to grant permission for prohibited signs with sign areas less than six (6) square feet.

(c) Exempt Signs: The following signs never require a sign permit, but may require a building permit or other related permit (if subject to building or electrical codes). Temporary signs that do not require permits shall still comply with the standards of the applicable standards of this article.

(1) Official and Legal Notice: Official and legal notice signs that are issued by any court, public body, person, or officer in performance of a public duty, or in giving any legal notice;

(2) Flags: Flags that are not larger than thirty (30) square feet in area that are affixed to permanent flagpoles or flagpoles that are mounted to buildings (either temporary or permanent);

(3) Decorative Signs: Clearly incidental, customary, and commonly associated with a holiday, provided that such signs shall be displayed for a period of not more than sixty (60) consecutive days nor more than sixty (60) total days in any one (1) year;

(4) Carried Signs: Signs that are being carried by people (however, such signs are not exempt if they are set down or propped on objects);

(5) Bumper Stickers: Bumper stickers on vehicles;

(6) Interior Signs: Signs that are not visible from residential lots, abutting property or public rights of way except where otherwise noted in this article;

(7) Traffic Control Signs: Traffic control signs and other signs related to public safety that the city or another jurisdiction installs or requires a developer to install; and

(8) Holiday Decorations: Holiday decorations that are displayed for not more than two (2) months per year.

(9) Traffic or other municipal signs such as legal notices, railroad crossings, danger and other emergency signs as may be approved by the City Council.

(10) Community special event signs approved by the City Council.

(11) Signs used exclusively for traffic direction, on private streets or in parking areas, not exceeding ten (10) square feet in area and not illuminated. Such signs shall be placed so as not to cause traffic or pedestrian hazards. (Ord. 063-2019, 11-11-2019)

Sec. 4-51. Exemption for Addressing:

The City Council finds that the posting of the addresses of buildings in locations that are visible from the street is necessary for the effective delivery of public safety services. The efficient and timely delivery of emergency services is a compelling governmental interest. Accordingly, the city requires that street addresses shall be posted as follows:

(1) Nonresidential and Mixed-Use Districts: In nonresidential districts, street addresses shall be posted at all primary building entrances and on detached signage if the address on the building is not visible from the street.

(2) Residential Districts: In residential districts, street addresses shall be posted:

- a. On the facade of the building that faces the street from which the address is taken; and
- b. On the mailbox or mailbox support, if the mailbox is detached from the building.
- c. Exclusion from Sign Area Calculation: Because address signs are required, numbers and letters used for addressing are not included in the calculation of sign area if they are not more than fourteen inches (14") in height. (Ord. 063-2019, 11-11- 2019)

Sec. 4-52. Effective Date:

This article shall be in full force and effect from and after its passage and approval, as required by law. (Ord. 063-2019, 11-11- 2019)

Sec. 4-53. Signs Permitted Before Effective Date:

If a permit for a sign has been issued in accordance with all city ordinances in effect prior to the effective date of this article, and provided that construction is begun within six (6) months of the effective date of this article and diligently pursued to completion, said sign may be completed in accordance with the approved plans on the basis of which the permit has been issued, subject thereafter, if applicable, to the provisions of this Code regarding nonconforming signs. (Ord. 063-2019, 11-11- 2019)

Sec. 4-54. Relationship to Other Regulations:

These regulations recognize other regulations pertaining to signage. Where any provision of this article covers the same subject matter as other regulations, the more restrictive regulation shall apply. (Ord. 063- 2019, 11-11-2019)

Sec. 4-55. Measurements:

(a) Generally: The regulations of this article shall be applied using the measurements set out in this section.

(b) Sign Clearance: Sign clearance is the distance between the bottom of a sign face or structural element that is not affixed to the ground and the nearest point on the surface under it. See Figure A, Measurement of Sign Clearance.

(c) Sign Height: For detached signs (temporary and permanent), sign height is:

(1) Where the natural grade of the ground where the sign is to be located is lower than the street centerline, the vertical distance to the top of the sign face or sign structure, whichever is higher, measured from the elevation of the centerline of the

adjacent street. See Figure B, Measurement of Sign Height, Sign Base Lower than Street Centerline.

Figure A
Measurement of Sign Clearance

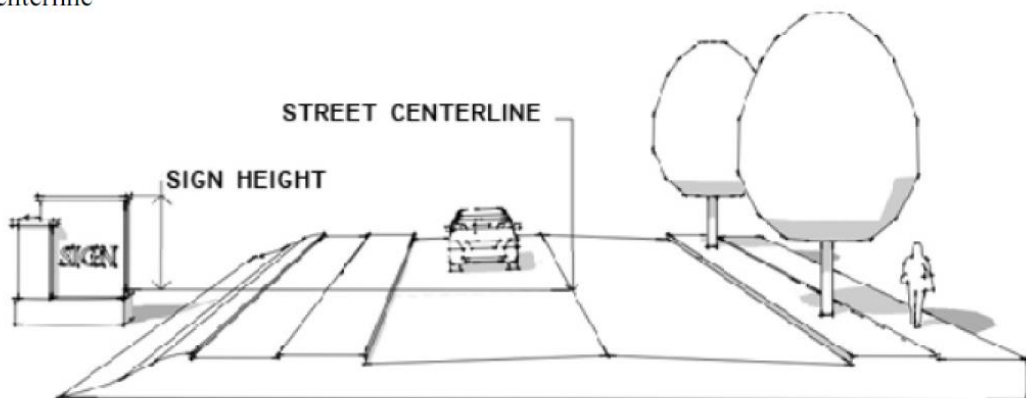
Figure A
Measurement of Sign Clearance



(2) Where the natural grade of the ground where the sign is to be located is higher than the street centerline, the vertical distance to the top of the sign face or sign structure, whichever is higher, measured from the elevation of the average grade around the base of the sign.

Figure B
Measurement of Sign Height, Sign Base Lower than Street Centerline

Figure B
Measurement of Sign Height, Sign Base
Lower than Street
Centerline



(3) Items of Information: An item of information is a word, logo, abbreviation, symbol, geometric shape, image, or number with ten (10) or fewer digits (punctuation of numbers does not increase the number of items of information). See Figure C, Items of Information.

Figure C
Items of Information



This sign has seven (7) items of information: four (4) words, a ten (10) digit phone number (with punctuation), and two (2) symbols.

(Ord. 063-2019, 11-11-2019)

Sec. 4-56. Calculations:

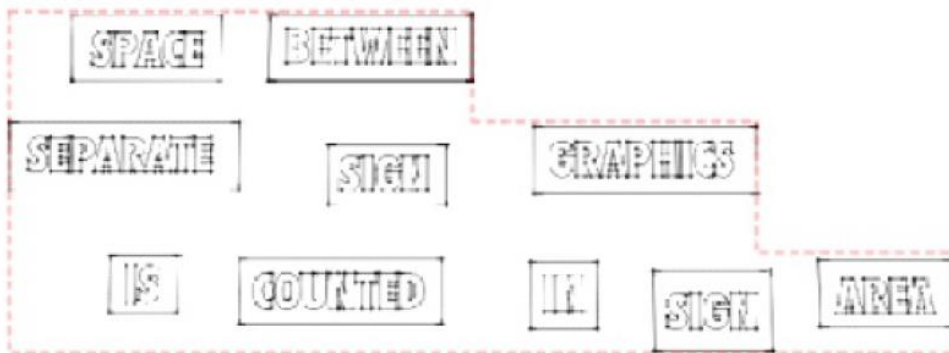
(a) Sign Area: Sign area is calculated as the area within a continuous perimeter with up to eight (8) straight sides that encloses the limits of text and graphics of a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign's message from the background against which it is placed. The area excludes the structure upon which the sign is placed (unless the structure is an integral part of the display or used to differentiate it), but includes any open space contained within the outer limits of the display face of a sign, or between any component, panel, strip, or figure of any kind composing the display face, whether this open space is enclosed by a frame or border or not. See Figure D, Sign Area, Generally.

Figure D
Sign Area, Generally



The sign area of the illustrative monument sign below is calculated as the area within the smallest eight-sided polygon that encloses all of the text and graphics and framing of the message and graphics of the sign.

The sign area of the illustrative collection of wall signs below is measured as the area within the smallest eight (8)-sided polygon that encloses all of the text and graphics and framing that differentiates them from the wall.

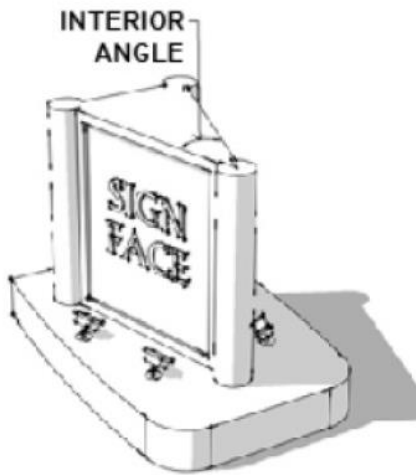


(b) Double-Faced Signs: For projecting, suspended, or other double-faced signs only one (1) display face is measured if the sign faces are parallel or form an interior angle of less than forty-five (45) degrees, provided that the signs are mounted on the same structure. If the faces are of unequal area, then sign area is equal to the area of the larger face. Both display faces are measured if the interior angle is greater than forty-five (45) degrees or the sign faces are mounted on different structures.

Figure E
Double-Faced Signs

Figure E

Double-Faced Signs



(c) Signable Area: Signable area is calculated as follows:

(1) Wall Signs: A two-dimensional area on the facade of a building that describes the largest square, rectangle, or parallelogram which is free of architectural details.

(2) Window Signs: The area of glass within a window frame. Window area is counted as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area.

(3) ~~Other-Freestanding~~ Signs: The area of the face of the sign which is designed to be used for text and graphics (the signable area does not include the sign's supporting frame or structure, if any, provided that such frame or structure is not designed to display text or graphics). (Ord. 063-2019, 11-11-2019)

Sec. 4-57. Definitions:

As used in this article unless the context otherwise indicates the following terms shall be defined as indicated:

Alter: To change the size, shape or outline, or type of sign or to change the electrical lighting, except for the replacement of lamps not brighter than the original or the replacement of a surface panel.

Attach: To stick, tack, nail or otherwise affix a sign to any object; to paint, stencil, write, or otherwise mark on an object.

Awning: An architectural projection that provides weather protection, identity and decoration, and is supported by the building to which it is attached. It is composed of a lightweight rigid or retractable skeleton structure over which a thin cover is attached which may be of fabric or canvas, and may be illuminated.

Banner: A sign composed of cloth, flexible plastic or vinyl, paper, cardboard, canvas or other light fabric.

Building: A structure which has a roof supported by columns, wall or air for the shelter, support, or enclosure of persons, animal or chattel.

Canopy: A roof-like structure which shelters a use such as, but not restricted to, a gasoline pump island, and is supported by either one (1) or more columns or by the building to which it is accessory to and is open on two (2) or more sides.

Chief Building Official: The Chief Building Official for the City or their designee.

Dilapidated Or Deteriorated Condition: Any sign:

(1) Where elements of the surface or background can be seen as viewed from the normal viewing distance (intended viewing distance), to have portions of the finished material or paint flaked, broken off, or missing, or otherwise not in harmony with the rest of the surface; or

(2) Where the structural support or frame or sign panels are visibly bent, broken, dented, or torn as to constitute an unsightly, hazardous or harmful condition; or

(3) Where the sign, or its elements, are twisted or leaning or at angles other than those at which it was originally erected (such as may result from being blown or the failure of a structural support); or

(4) Where the message or wording can no longer be clearly read by a person under normal viewing conditions; or

(5) Where the sign or its elements are not in compliance with the regulations of the National Electrical Code and/or the International Building Code currently adopted by the city.

Erect: To build, construct, attach, hang, place, suspend or affix signs.

Facing: The surface of the sign upon, against, or through which the message is displayed or illustrated on the sign.

Flag: A piece of cloth, canvas, or other light fabric, usually rectangular in shape, containing a distinctive design, logo or message which is used as a symbol or to signal or attract attention.

Incidental: Information on a sign that is incidental to the operation of the business such as but not limited to hours of operation, accepted credit cards and parking information.

Incombustible Material: Any material which will not ignite at or below a temperature of one thousand two hundred degrees Fahrenheit (1,200°F) and will not continue to burn or glow at that temperature.

Logo: Any design or insignia of a company or product which is commonly used in advertising to identify that company or product.

Pennant: Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in a series, designed to move in the wind.

Premises: A lot or unplatted tract, or a combination of contiguous lots and/or unplatted tracts of land where the lot, tract, or combination of lots and/or tracts is under single ownership and is reflected in the plat record of the city.

Public Right-Of-Way: A dedicated road or street including the easement for that road or street.

Roof: Any exterior surface of a structure that has a slope of less than seventy (70) degrees and shall also include the top most portion of any structure.

Searchlight: An apparatus capable of projecting a beam or beams of light in excess of one million (1,000,000) peak candlepower.

Setback: The minimum required distance the sign must be located from a right-of-way or a property line. The distance shall be measured from the right-of-way or property line to the closest point of the sign from the ground upward.

Sight Visibility Triangle: where one (1) street intersects with another, the triangular area formed by extending two (2) curb lines a distance of twenty-five (25) feet from their point of intersection, and connecting these points with an imaginary line, thereby making a triangle. If there are no curbs existing, the triangular area shall be formed by extending the property lines a distance of twenty-five (25) feet from their point of intersection and connecting these points with an imaginary line thereby making a triangle. Where a street intersects with an alley or driveway, the "sight visibility triangle" is the triangular area formed by measuring eight (8) feet to a point along the property lines and adjoining said points to form the hypotenuse of the triangle. This shall only apply to monument freestanding signs.

Person: Any human being, firm, legal entity, partnership, association, corporation, company or organization of any kind.

Sign: A name, identification, description, display or illumination that is affixed to, painted, or represented directly or indirectly, upon a building, structure, or piece of land which advertises or directs attention to an object, product, place, activity, person, institution, organization, or a business.

Attached Projecting Sign: Any sign that is attached to a building or other structure and extends beyond the surface of that portion of the building or structure to which it is attached.

Attached Wall Sign: All flat signs of solid face construction that are placed against a building or other structure and attached to the exterior front, rear, or side wall of any building, or other structure.

Electronic Message Sign: A type of animated sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by

remote or automatic means. Signs which employ light-emitting diode (LED) technology are included as a form of electronic message display sign, but do not include video signs, tri-vision signs, and animated signs, which are prohibited.

Elevated Pole Sign: A freestanding sign that is erected or affixed to one (1) or more poles or posts, raised more than twelve feet (12') from grade and that does not meet the requirements or location regulations of a monument sign.

Feather Sign: A freestanding temporary sign that is constructed of a single pole that curves toward its upper end and has a feather-shaped material stretched along the length of the pole displaying a design or message.

Freestanding Sign: As regulated by this article, any sign supported by uprights or braces placed into the ground and not attached to any building or structure other than said braces or uprights. This definition does not include any sign, whether permanent or temporary, that is attached to a fence.

~~—Grand Opening Sign: Attention-getting inflatable device:~~ A temporary sign ~~or attention-getting inflatable device~~ that is a cold air inflated object made of flexible fabric, resting on the ground or structure, restrained, attached or held in place, and equipped with a portable blower motor that provides a constant flow of air into the device. This definition includes balloon signs. that is allowed to be utilized for up to thirty (30) days to indicate that a new business is now open to the public.

Illuminated Sign: Any sign that has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as a part of the sign proper.

Indirectly Illuminated Sign: Any illuminated, non-flashing sign whose illumination is derived from an external, artificial lighting source.

LED Storefront lights: Any light hung or placed within or around a window or on the façade of a building typically consisting of strips or strings of light with no cutoff angle that directs light towards adjoining property and right-of-way. This definition does not include LED lights that are part of wall, roof, or freestanding luminaire with a cutoff angle meeting the requirements of the Zoning Ordinance.

Marquee Sign: Any sign attached to, or an integral part of, a hood or canopy of permanent construction projecting from the wall of a building over the entrance to that building. For the purposes of this article, marquee signs shall be considered as attached signs when determining the allowable square foot area and total square foot area of all permitted signs. No marquee sign shall extend more than two feet (2') above the marquee structure.

Monument Sign: A freestanding sign that in which the entire bottom of the sign body or the base of the sign structure is erected directly upon the existing or artificially created grade or that is raised no more than twelve feet (12') from the existing or artificially grade to the bottom of the sign and has a horizontal dimension equal to or greater than its vertical dimension.

Obsolete Sign: Any on premises sign or facing that no longer advertises a bona fide business conducted or product sold on the premises.

On Premises Sign: Any sign identifying the occupant of the property upon which it is located and/or advertising goods or services available thereon.

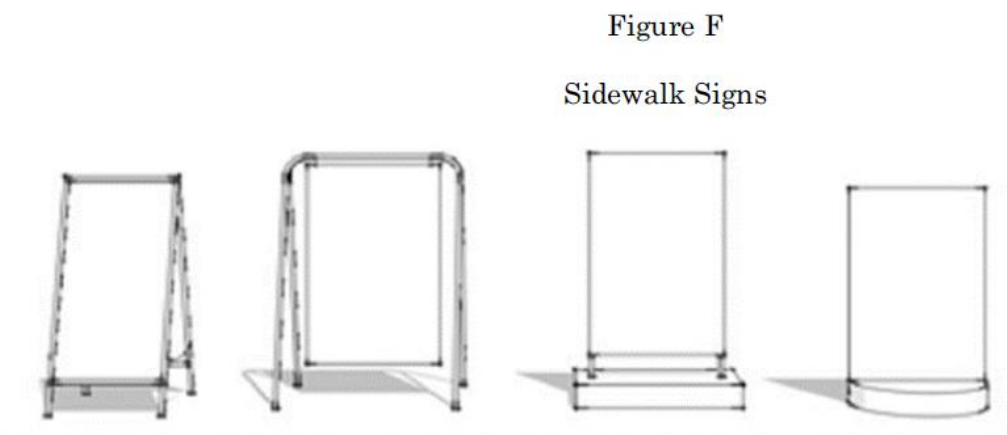
Outdoor Advertising Sign (Billboard Or Poster Panel): A primarily changeable copy sign that directs attention to a business, product, service, or activity not necessarily intended to be sold or offered upon the premises where such sign is located.

Portable Sign: Any sign designed and manufactured, or constructed to be self-supporting, self-contained, portable, and not permanently attached to the ground or other permanent structure, including signs designed to be transported, but not limited to, signs designed to be transported by means of wheels; signs converted to "A" or "T" frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to, or painted on, vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day to day operations of the business.

Roof Sign: As regulated by this article, any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal means of support on the roof structure.

Sidewalk Sign: A type of temporary portable sign that is meant to be set out on the sidewalk in front of a corresponding building space. These signs include A-frame (sandwich board) signs, signs that are suspended from the top member of an A-frame, signs with weighted bases, and comparable signs.

Figure F
Sidewalk Signs

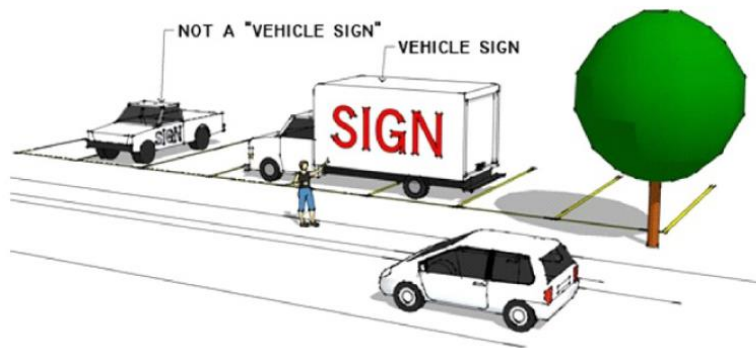


Temporary Sign: Any sign, irrespective of the type of sign or the materials used for its construction and designed or intended to be displayed for limited periods of time,

which is restricted by the terms of this article as to the number and length of time it may be erected, maintained, used or displayed.

Vehicle Sign: A sign attached to or painted on a vehicle parked and visible from the public right-of-way, unless said vehicle is used for transporting people or materials in the normal operations of the business and it is properly parking in a designated parking space. Signs attached to trailers or inoperable vehicles are presumed to be vehicle signs if they are parked in plain view from the right-of-way. Bumper stickers are not vehicle signs.

Vehicle Sign



In the illustration below, the sign on the pickup truck is not a "vehicle sign," because the pickup truck is inoperable and properly parked in a parking space. The sign on the delivery truck is a "vehicle sign" because the truck is parked across parking spaces adjacent to the right-of-way, and the intent to use the position of the truck to display the sign is presumed.

Window Sign: Any sign, whether temporary or permanent, inside or outside, attached to, affixed to, leaning against, or within one foot (1') of a window and visible from the outside of a building, or structure. Window signs include neon or LED signs. (Ord. 063-2019, 11-11-2019)

Sec. 4-58. License Required:

It shall be unlawful for any person to engage in the sign business within the City of Rock Island without first having obtained a license therefor, as herein required; provided, however, that no license issued hereunder shall be construed so as to permit the use of any thing or structure, natural or artificial, located in any public street, alley, sidewalk or other public place for advertising purposes. Application for said license shall be made in writing to the inspection division. All registration fees, bonding, insurance, licensing and other construction related requirements shall be consistent with the international building code. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-59. Permits Required:

It shall be unlawful for any person to erect, structurally alter, or relocate, within the City of Rock Island, any "sign" as defined in this article, except temporary signs, without first obtaining an erection permit from the inspection division and making payment of the fee as required by this section. All signs that have electrical provisions shall, in addition, be subject to the provisions of the electrical code and the permit fees required thereunder.

(1) Every applicant, before being granted an erection permit hereunder, shall pay a permit fee for each such sign and sign structure regulated by this article. Unless otherwise specified in this article, each sign shall be considered a separate structure requiring its own permit. Permit fees shall be based on the market value of the sign at the time when said permit is applied for. The permit fee shall be as specified in the international building code, as adopted by the City of Rock Island.

(2) The owner of any building to which a sign is to be attached, said sign to encroach or hang over public right-of-way, shall, before any permit be granted for construction or installation of said sign, furnish the City of Rock Island satisfactory evidence of liability insurance coverage in an amount of not less than one hundred thousand dollars (\$100,000.00) liability coverage on account of any one accident, from an insurance company authorized to do business in the state of Illinois, with an endorsement thereon holding the City of Rock Island harmless from any claims or causes of action arising out of the installation or maintenance of said sign. The owner of any building to which a sign has been attached prior to the passage date hereof, which said sign encroaches or hangs over public right-of-way, shall comply with the insurance requirements of this section within thirty (30) days after the enactment of this article.

(3) It shall be the duty of the inspection division and the planning and redevelopment division, upon filing of an application for an erection permit, to examine such plans, specifications, and other data relating to the proposed sign and sign structure. If it appears that the proposed sign and sign structure is in compliance with all the requirements of the international building code, this article and all other laws and ordinances of the City of Rock Island, he or she shall then issue an erection permit. If the work authorized under an erection permit has not been completed within the period specified in the building code, said permit shall become null and void, except that if good cause is shown, the inspection division may extend the permit.

(4) The application for an erection permit of a sign in which electrical wiring and connections are to be used shall be submitted to the inspection division. The inspection division shall examine the plans and specifications respecting all wiring and connections to determine if the same complies with the electrical code of the City of Rock Island and he or she shall issue an electrical permit if the said plans and specifications comply with said code. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-60. Application for Erection Permit:

Applications for erection permits shall be made upon forms provided by the inspection division and shall contain or have attached thereto the following information:

- (1) Name, address and telephone number of the person erecting the sign.
- (2) Location of building, structure or lot to which or upon which the sign is to be attached or erected.
- (3) Name, address and telephone number of the applicant.
- (4) Written consent of the owner or authorized representative of the building, structure or land to which or on which the sign is to be erected.
- (5) When requested by the inspection division, blueprints or drawings of the plans and/or specifications and method of construction, attachment to the building or in the ground, and the position of the sign in relation to nearby buildings, structures or other signs.
- (6) When requested by the inspection division, a copy of stress sheets and calculations showing that sign and sign structure are designed for dead load and wind pressure in any direction in the amount required by this and other laws and ordinances of the City of Rock Island.
- (7) Location and size of the proposed sign.
- (8) Proof of insurance policy or bond.
- (9) Such other information as the inspection division may require to show full compliance with this and all other ordinances of the city. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-61. Revocation of Permit:

The inspection division is hereby authorized and empowered to revoke any permit issued by him or her upon failure of the holder thereof to comply with any provisions of this article. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-62. Structural and Fabrication Regulations:

All signs shall be built, constructed and erected in accordance with the International Building Code and other ordinances of the City of Rock Island.

- (1) Design Of Signs: Every freestanding sign including the frames and poles or supports and footings, and every attached projecting sign, including frames, braces and supports thereof shall be designed by a structural or manufacturer's engineer in conformance with wind pressure and dead load requirements established in this article

and in accordance with the international building code and other ordinances of the City of Rock Island.

(2) **Erection Of Signs:** Every freestanding sign shall be erected under the supervision of an experienced construction superintendent or manufacturer's representative capable of interpreting the construction and erection drawings required in order to assure conformance with all provisions of this article.

(3) **Treating Required:** The owner of any sign (existing or proposed) shall be required to have it properly painted, galvanized or otherwise treated to prevent rust and deterioration of all parts and supports of the said sign. All permanent signs must be constructed of rigid, weather-proof materials and attached to a building so that wall penetrations are watertight and the structure does not exceed allowable stressed of supporting materials.

(4) **Wind Pressure and Dead Load Requirements:** All signs shall be designed and constructed to withstand wind pressure and to receive dead loads as required in the international building code or any other ordinance of the City of Rock Island.

(5) **No Glass Permitted:** No glass shall be permitted except in the lighting mechanism. Safety glass may be permissible in certain circumstances.

(6) **Lights:** Lights shall be permitted on signs providing they are made of corrosion resistant materials. The lights shall be provided with proper lenses concentrating the illumination upon the area of the sign and preventing glare upon the street or adjacent property.

(7) **Electrical Connections:** All electrical connections shall be weather tight and maintained in compliance with the current electrical code requirements.

(8) **Movable Parts to Be Secure:** Any movable part of any sign such as the cover of a service opening shall be securely fastened.

(9) **Face Of Sign Shall Be Smooth:** All signs or other advertising structures which are constructed at the property line, or within five feet (5') thereof, and are less than ten feet (10') above the ground over which they are located shall not have a surface with nails, tacks or wires that protrude there from, except electrical reflectors and devices which may extend over the top and in front of the advertising structures.

(10) **Letters to Be Secure:** All letters, figures, characters or representatives in cutout or irregular form maintained in conjunction with, attached to, or superimposed upon any sign shall be safely and securely built or attached to the sign structure and shall comply with International Building Code requirements.

(11) **Materials Required:** The support structures of all freestanding elevated and roof signs for which a permit is required under this article, shall be constructed of incombustible material, excluding trim. The facings of freestanding and roof signs and facings and supports of freestanding, attached projecting, attached wall and outdoor advertising signs are allowed to be constructed of combustible materials if it is determined that they do not increase the fire hazard of the structure.

(12) Supplementary Signs: No supplementary sign or other appendage may be hung from or supported by an approved sign or its support if it will adversely affect the structure of the approved sign or make the approved sign nonconforming. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-63. Signs Not To Constitute A Traffic Hazard:

No sign as regulated by this article shall be erected at the intersection of any street, alley or driveway in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device; or which makes use of the words "STOP", "LOOK", "DANGER", or any other word, phrase or symbol, or character in such manner as to interfere with, mislead or confuse traffic. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-64. Attached Signs:

(a) Location and Size:

(1) Every attached wall sign with electrical connections or requiring attachments specified herein shall be placed at least ten feet (10') above the ground over which it is erected. These limits include the space necessary to allow for installation hardware. Requirements in the International Building Code will be used to determine the distance of allowable projection into the public right-of-way.

(2) Attached on premises signs (includes window, wall, and projecting signs) may have an aggregate area of one-two square foot-feet for each linear foot of building frontage facing a street and not to exceed total sign area per lot as identified by zoning district in this article. Permitted signs may be placed on any facade of the building.

(3) Outdoor advertising signs shall meet the following qualifications:

a. Allowed by right in B-4, I-1 and I-2 zoning districts (maximum area of three hundred (300) square feet).

b. Outdoor advertising signs up to seventy two (72) square feet to be considered a use authorized by the Board of Appeals in B-1, B-2 and B-3 zoning districts.

c. Maximum length of twenty five feet (25').

d. Maximum height of twenty five feet (25') (to include support post(s) and be measured from grade level to top of sign).

e. Minimum one thousand foot (1,000') separation between outdoor advertising signs includes both sides of street.

f. Minimum twenty five foot (25') front yard setback.

- g. Minimum ten foot (10') side yard setback.
 - h. Minimum fifty foot (50') setback from residentially zoned parcel.
 - i. New sign locations, or locations where signs are rebuilt shall landscape along and around the base support poles with low level shrubs and perennials and/or annual plantings.
- (4) No attached wall sign shall extend more than four feet (4') above the facade of the building to which it is attached. A sign that is attached parallel to any building or structure shall not project beyond the ends of the wall to which it is attached.
- (5) In the case of a lot or building facade with frontage on more than one (1) street, attached signs may be permitted on each street in accordance with the regulations of this article. In no case shall allowable sign area be transferred from one street-facing facade to another street-facing facade.
- (6) Attached signs identifying commercial uses in residential and conservation zoning districts approved by the board of zoning appeals shall not exceed fifteen (15) square feet in area, and shall be limited to one (1) sign (attached or freestanding) on the premises of said use.
- (7) Attached signs identifying churches, fraternities or other similar uses in residential zoning districts shall not exceed thirty (30) square feet in area, and shall be limited to one sign (attached or freestanding) on the premises of said use.
- (8) Attached signs for special use permits granted by the City Council shall be allowed only when authorized by said Council, and shall conform to the requirements of this article.
- (9) If the projecting attached sign is illuminated, the reflectors shall be provided with the proper glass lenses concentrating the illumination upon the area of the sign and preventing glare upon the street or adjacent property.
- (10) The distance measured between the principal faces of any attached projecting sign shall not exceed eighteen inches (18").
- (11) No attached projecting sign shall be secured with wire, strips of wood or nails, nor shall any projecting sign be hung or secured to any other sign.
- (12) All attached wall signs shall be safely and securely attached to the building wall by means of metal anchors, bolts or expansion screws of not less than three-eighths inch (3/8") in diameter, embedded in said wall at least five inches (5"); provided, however, that such signs may rest in, or be bolted to strong, heavy metal brackets or saddles set not over six feet (6') apart, each of which shall be securely fixed to the wall as hereinbefore provided. In no case shall any attached wall sign be secured with wire, strips of wood, or nails.
- (13) Window signs shall cover no more than twenty-five (25%) of the interior and exterior surface of window panes on the ground floor façade. The interior and exterior surface of any window pane between five (5) and seven (7) feet measured from grade

~~shall be completely uncovered and unobstructed in order that the interior of the structure is visible from the exterior. Attached signs and hanging illuminated signs shall cover no more than twenty five percent (25%) of the remaining interior and exterior surface of said window panes. Signage that is exclusively used to state hours of operation, whether or not the business is open or closed, that indicate the name of the business, or are otherwise incidental to the business may be allowed between five (5) and seven (7) feet measured from grade so long as it covers no more than twenty five percent (25%) of the total pane. This subsection shall apply only to the first story of buildings. This subsection shall be in full force ninety (90) days after the effective date of the article.~~

~~—(14) Perforated window films and decals may be permitted to cover any and all parts of the window pane, including the entirety of the pane, but must be no less than fifty percent (50%) perforated and must allow the interior of the building to be visible from the exterior. This subsection shall apply only to the first story of buildings. This subsection shall be in full force ninety (90) days after the effective date of the ordinance. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11- 11-2019)~~

Sec. 4-65. Freestanding Signs:

(a) Location and Size:

(1) Outdoor advertising signs shall be no nearer the street than the building line established by law.

(2) No freestanding signs shall be nearer than two feet (2') to any other sign, building or structure; providing, however that a sign of continuous panels shall be considered as one (1) sign for this provision.

(3) Freestanding on premises signs may have an aggregate area not exceeding one (1) square foot for each linear foot of lot frontage and not to exceed total sign area per lot as identified by zoning district in this article.

(4) Outdoor advertising signs shall meet the following qualifications:

a. Allowed by right in B-4, I-1 and I-2 zoning districts (maximum area of three hundred (300) square feet).

b. Outdoor advertising signs up to seventy two (72) square feet to be considered a use authorized by the Board of Appeals in B-1, B-2 and B-3 zoning districts.

c. Maximum length of twenty five feet (25').

d. Maximum height of twenty five feet (25') (to include support post(s) and be measured from grade level to top of sign).

e. Minimum one thousand foot (1,000') separation between outdoor advertising signs includes both sides of street.

- f. Minimum twenty five foot (25') front yard setback.
- g. Minimum ten foot (10') side yard setback.
- h. Minimum fifty foot (50') setback from residentially zoned parcel.

i. New sign locations, or locations where signs are rebuilt shall landscape along and around the base support poles with low level shrubs and perennials and/or annual plantings.

(5) In the case of a lot with frontage on more than one (1) street, freestanding signs in accordance with subsections (a)(1), (a)(2), and (a)(3) of this section may be permitted on each street. In no case shall allowable sign area be transferred from one (1) street frontage to another street frontage.

(6) Freestanding signs identifying churches, fraternities or other similar uses in residential zoning districts shall not exceed thirty (30) square feet in area nor six feet (6') in height from the top of the sign to the ground, shall be limited to one (1) sign (attached or freestanding) on the premises of said use, and shall be set back at least ten feet (10') from all lot lines.

(7) Freestanding sign identifying commercial uses in residential and conservation zoning districts approved by the board of zoning appeals shall not exceed thirty (30) square feet in area nor six feet (6') in height from the top of the sign to the ground, shall be limited to one (1) sign (attached or freestanding) on the premises of said use, and shall be set back at least ten feet (10') from all lot lines.

(8) Freestanding signs for special use permits granted by the city council shall be allowed only when authorized by said council, and shall conform to the requirements of this article.

(9) No part of a freestanding sign shall be located over the public right-of-way. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-66. Roof Signs:

(a) Location And Size:

(1) For the purposes of this article, roof signs shall be considered as attached signs when determining the allowable square foot area and total square foot area of all permitted signs. Temporary signs are prohibited from being affixed to roofs.

(b) Erection: Requirements for erection of a roof sign are as follows:

(1) No roof sign shall be erected or maintained with the face thereof nearer than five feet (5') to the outside wall toward which the sign faces; however, if the sign is under twenty (20) square feet, it shall not be erected with the face thereof nearer than one foot (1') to the outside wall toward which the sign faces.

(2) All roof signs shall have a space at least five feet (5') in height between the base of the sign and roof level, and have at least five feet (5') of clearance between the vertical supports thereof.

(3) Every roof sign shall be thoroughly secured to the building by iron, or other metal anchors, bolts, supports, rods, or braces. When erected upon buildings that are not constructed of entirely fireproof material, the bearing plates of said sign shall bear directly upon masonry walls and intermediate steel columns in the building. No roof sign shall be supported or anchored to the wooden framework of a building.

(c) Inspection of Roof: No sign shall be placed upon a roof unless said roof has been determined by an architectural or structural engineer to have sufficient strength to safely carry the proposed sign together with the signature and seal of the architectural or structural engineer making said inspection shall be placed upon or attached to all plans for proposed roof signs before a permit will be issued. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-67. Electronic Message Sign:

(a) The sign shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on ambient light conditions.

(b) The electronic message sign shall contain a default mechanism to turn the sign off in case of malfunction or shall be manually turned off within twenty-four (24) hours of a reported malfunction.

(c) All electronic message signs shall be illuminated at a level no greater than 0.3 footcandles using a footcandle (Lux) meter over ambient light levels at a preset distance depending on sign area, measured as follows:

Sign size (square feet)	Distance from sign light source
0 to 100	100 feet
101 to 350	150 feet
351 to 650	200 feet
Over 651	250 feet

(d) Electronic message signs that are adjacent to a residential zoning district shall not have the sign's luminance exceed one footcandle when measured at any boundary line with adjoining residential zoned property and shall also be turned off between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. The Planning and Redevelopment Administrator may restrict or expand these hours as part of the sign permit based on these times the use is open to the public.

(e) Electronic message signs are only permitted on freestanding signs and projecting attached signs, and are subject to the requirements for that sign type within the district.

(f) Electronic message signs must be integrated into the design of the larger sign structure. The electronic message sign is limited to a maximum of fifty percent (50%) of the total area of the sign. No sign structure that includes a manual changeable copy sign may also include an electronic message sign.

(g) Only one (1) electronic message sign per lot is permitted. For the purpose of this regulation, a multi-tenant development where the development as a whole is comprised of separate lots of record, the entire development including outlot parcels and inline development, is considered one lot.

(h) Each message or image displayed on an electronic message sign must be static for a minimum of two (2) seconds plus one (1) second for transition of messages; such transiting may include scrolling, fading in, dropping in, or similar moving copy changes. Multi-color messages and static messages are permitted. Video display screens are prohibited.

(i) Electronic message signs cannot operate as a commercial outdoor advertising sign. This does not include public service messages. (Ord. 063-2019, 11-11- 2019)

Sec. 4-68. Temporary Signs:

(a) Temporary signs which advertise real estate for sale, rent or lease, or advertise a subdivision being developed, shall be restricted to six (6) square feet in area when located on residentially zoned property of less than two (2) acres, and shall be removed upon completion of the sale, rent or lease of the property or sale of all lots in the subdivision. Such signs shall be located on the property, and shall be located not less than ten feet (10') from any street right-of-way.

(b) Temporary signs, which advertise real estate for sale, rent or lease, or advertise a subdivision being developed shall be restricted to ninety six (96) square feet in area, when located on property of two (2) or more acres. Said signs shall be located on the property not less than ten feet (10') from any street right-of-way lines, and shall be removed upon completion of the sale, rent, or lease of the property or sale of all lots in the subdivision.

(c) Temporary signs which advertise contractors, engineers, developers, architects, etc., for a site being developed shall be restricted to a total area of ninety six (96) square feet in area and located not less than ten feet (10') from any street right-of-way line or in conformance with the setback regulations of the zoning district in which it is located, whichever is least restrictive. Such signs shall be removed upon completion of the development and issuance of an occupancy permit by the building official.

~~—(d) Nonelectric, temporary signs placed in windows of buildings with commercial or industrial uses which advertise sales, specials, or closeouts shall be restricted to~~

~~illumination by normal lighting of the building. Such signs shall be removed upon termination of the sale, special or closeout.~~

(e) Every temporary sign shall be attached to a wall or pole with steel cables, bolts or other suitable fastenings or firmly affixed into the ground so as to prevent movement.

(f) Attached temporary signs shall not exceed thirty-two (32) square feet and shall be restricted to illumination by the normal lighting of the building. This allotment shall not count towards the total sign area of the property.

(g) -Freestanding temporary signs shall not exceed two (2) per frontage at any one time and shall not exceed thirty-two (32) square feet. This allotment shall not count towards the total sign area of the property.-

(~~hg~~) Temporary signs ~~that are on~~shall not be displayed for more than thirty (30) continuous days or for more than thirty (30) total days within a calendar year. The following non-exhaustive lists includes signs that are considered temporary.

1. Attention-getting inflatable devices

2. Banners (freestanding and attached)

3. Feather signs

4. Pennants

(i) Unless otherwise permitted herein, temporary signs shall follow all other applicable requirements for attached and freestanding signs. are prohibited. (Ord. 115-2004, § 1, 12- 6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-69. Signs Allowed By Zoning District:

(a) Small Office District (O-1): Attached signs allowed up to thirty two (32) square feet in area, or twenty percent (20%) of building frontage, whichever is less. Freestanding sign (only one (1) freestanding sign per street frontage) allowed up to thirty two (32) square feet in area. Ten foot (10') setback from all lot lines and six foot (6') maximum height from grade to top of sign. Total sign area allowed per property is sixty four (64) square feet.

(b) Large Office District (O-2)~~Office Research And Technology District (ORT)~~: Attached signs allowed up to thirty two (32) square feet in area, or twenty percent (20%) of building frontage, whichever is less. Freestanding sign (only one (1) freestanding sign per street frontage) allowed up to thirty two (32) square feet in area. Ten foot (10') setback from all lot lines and six foot (6') maximum height from grade to top of sign. Total sign area allowed per property is sixty four (64) square feet.

(c) Neighborhood Business District (B-1): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign (only one (1) freestanding sign per street frontage) setback ten feet (10') from all property lines and a fifteen foot (15')

maximum height from grade to top of sign. Total sign area allowed based on one square foot for each linear foot of lot frontage. Total sign area allowed per property is two hundred fifty (250) square feet, with a maximum freestanding sign area of one hundred twenty (120) square feet.

(d) ~~Central-Downtown~~ Business District (B-2): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot setback from property lines. Fifteen foot (15') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred twenty (120) square feet.

(e) Community Business District (B-3): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty foot (20') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred sixty (160) square feet.

(f) Highway Business District (B-4): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet with a maximum freestanding sign area of one hundred sixty (160) square feet.

(g) Light Industrial District (I-1): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred sixty (160) square feet.

(h) ~~General-Heavy~~ Industrial District (I-2): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed

per property is five hundred (500) square feet with a maximum freestanding sign area of one hundred sixty (160) square feet.

(i) University/~~College District~~ (U-1): Attached signs identifying uses affiliated with a college, university or seminary, and shall not exceed thirty (30) square feet in area. Freestanding signs shall not exceed thirty (30) square feet in area, nor six feet (6') in height from the top of sign to the ground and shall be set back at least ten feet (10') from all lot lines. The property's use must meet the thirty foot (30') separation requirement from any residentially zoned or one- and two-family used lot, as specified in the U-1 district. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-70. Permitted Signs for Nonconforming Uses:

(a) Signs Permitted Upon Approval: A sign or signs pertaining to a nonconforming use on the premises may be permitted upon approval by the Board of Zoning Appeals only after all of the following conditions are satisfied, and only if a sign would be allowed on the premises if said use were properly zoned.

(b) It is the intent of this section to allow nonconforming uses to have one (1) sign for the purpose of identification but because of the nature of nonconforming uses, they shall be more restricted than those allowed for permitted uses. All signs under this section shall comply with all other applicable sections of this article.

(c) Signs on nonconforming uses may be replaced only with signs of the same size or smaller, at the same location on the building or premises (or in a less conspicuous location) and of the same lighting (or less), but shall not be in violation of any other section of this article.

(d) Only one (1) sign shall be permitted on the premises of a nonconforming use except signs regulatory for parking areas.

(e) If no sign existed on the premises during the six (6) months immediately preceding application for a sign permit under this section, the following regulations shall apply:

(1) A freestanding or attached sign shall not exceed fifteen (15) square feet in area.

(2) A freestanding sign shall not exceed six feet (6') in height from the top of the sign to the ground, and shall be set back at least ten feet (10') from all lot lines.

(3) No flashing lights or rotating signs shall be allowed.

(4) No roof signs shall be allowed. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-71. Prohibited Signs:

(a) The following signs shall not be permitted, erected, or maintained in any zoning district.

(1) Except for traffic warning devices and signs giving public service information, such as, but not limited to, time, date, temperature, weather, or similar information, signs which incorporate in any manner moving, scintillating, or revolving lights, or signs with flashing lights that have a change frequency of less than five (5) seconds.

(2) Any revolving sign with a rotation frequency more than eight (8) revolutions per minute.

(3) LED storefront lights, sString lights, or rope lights placed within or around windows or on a building façade -other than holiday decorations.

(4) Any sign which obstructs free passage from one (1) part of a roof to any other part and free ingress or egress from a required door, window, fire escape, roof opening or other required exitway.

(5) Portable signs with the exemption of sidewalk signs that are six feet (6') in area, measuring both sides collectively, or smaller.

(6) Freestanding ~~banners or~~ spinners, except as the city council may authorize temporarily for civic or nonprofit organizations.

(7) Temporary signs that are in place for more than thirty (30) continuous days.

(8) Vehicle signs.

(9) Video display screens.

(10) Strobe lights, moving or fixed spotlights, and floodlights/searchlights.

(11) Flashing lights.

(12) Temporary signs or banners wrapped around or attached to a permanent sign structure, light post, fence, or similar fixture along with any sign attached or affixed with zip-ties, adhesives, or similar non-permanent means.

(b) All signs prohibited by this section shall be removed within seven (7) days of owner receiving notice from the city. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-72. Nonconforming or Nuisance Signs:

(a) Nonconforming Signs: A nonconforming sign may be continued and shall be maintained in good condition, but it shall not be:

(1) Changed to another nonconforming sign.

(2) Structurally altered, except for normal maintenance and copy changes as long as maintenance does not exceed fifty percent (50%) of the replacement value of the

sign at any one time and not to exceed fifty percent (50%) of the outdoor advertising signs.

(3) Reestablished after damage or destruction if the estimated expense of reconstruction exceeds fifty percent (50%) of the appraised replacement cost as determined by the building official.

(4) Moved to another location unless brought into conformance.

(b) Unsafe And Unlawful Signs: If community and economic development department staff find that any sign regulated herein is structurally unsafe; constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment, defined as having no active copy on an outdoor advertising sign within the past ninety (90) days or the advertisement of a business, concern or use which has been closed for greater than ninety (90) days; is not kept in good repair; is capable of causing electrical shocks to persons likely to come in contact with it; constitutes a safety risk to emergency first responders by limiting their field of vision; or is unlawfully installed, erected or maintained; he or she shall give written notice to the permittee and/or owner thereof. If the permittee and/or owner fails to remove or alter the structure so as to comply with the standards herein set forth within ten (10) days after such notice, said sign shall be removed or altered to comply by the community and economic development department at the expense of the permittee or owner of the property upon which it is located.

(c) Removal Of Signs (Obsolete Signs): The property owner shall remove all obsolete signs within ninety (90) days after termination of business. Removal of obsolete signs shall include the supporting structure, exclusive of any building.

(d) Maintenance Provision: The owner of any sign requiring a permit shall be required to maintain an exterior which is properly painted, galvanized or otherwise treated to prevent rust and deterioration of all parts, including lighting and supports. All signs, and landscaping around the sign base, shall be required to be adequately maintained and shall not become tattered, torn, frayed, ragged, shredded, unkempt or the like. The sign shall be repaired within sixty (60) days following notice from the city of a violation. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-73. Administration and Appeal:

(a) Administration: This article shall be administered by the inspection division and the planning and redevelopment division, each according to its obvious responsibilities according to the meaning of the language contained herein. Upon presentation of proper credentials, these persons or their duly authorized representatives may enter at reasonable times any building, structure or premises in the City of Rock Island to perform any duty imposed upon them by this article.

(b) Right Of Appeal: Any person aggrieved by any ruling of any person charged with the administration of this article may take an appeal to the appropriate appeal board: Building Code Board of Appeals, Electrical Code Board or the Board of Zoning Appeals.

(c) Jurisdiction:

(1) Appeals taken from requests relating to construction shall be filed with the building official or the electrical inspector, as the case may be, shall be subject to the procedures established by those respective commissions, and are not subject to the provisions of this section.

(2) In addition to the jurisdiction authorized in section 5.9 of the Rock Island zoning ordinance, the Board of Zoning Appeals, hereinafter referred to as "the Board", is hereby vested with the following jurisdiction and authority:

a. To hear and decide appeals from and review any order, requirement, decision or determination made by any person charged with the administration of this article, except appeals relating to the construction as identified under subsection (c)(1) of this section. The Board may reverse or affirm, wholly or in part, or may modify or amend the order, requirement, decision or determination appealed from to the extent and in the manner that the Board may decide to be fitting and proper on the premises, and to that end, the Board shall also have all the power of the officer from whom the appeals are taken.

b. To hear and decide all matters referred to it or upon which it is required to pass under this article.

c. To hear and pass upon applications for variances from a strict application of the terms of this article, in the manner and subject to the standards set out in subsection (f) of this section.

(3) Provision Of Regulation: The creation, membership and meeting rules, application process and fee, and stay of proceedings provisions for the Board, as established under article V of the Rock Island zoning ordinance shall apply to all appeals and variances from this article.

(4) Hearing Of Appeals:

a. An appeal of a decision shall be taken within thirty five (35) days after such decision is made.

b. All final administrative decisions of the Board under this section shall be subject to judicial review pursuant to the provisions of the "Administrative Review Act" of the State of Illinois, approved May 8, 1945, and all amendments and modifications thereto. The term "administrative decision" is defined as in the "Administrative Review Act".

(5) Variances:

a. The Board may vary the application of this article in harmony with its general purpose and intent, in accordance with the procedure set forth herein, where there are practical hardships in the way of carrying out the strict letter of any provisions of this article. Any such variance shall be granted only after a public hearing before the Board. The Board shall make final decisions on all variances except for variances for business

zoned properties on parcels twenty thousand (20,000) square feet or larger in total area. In those circumstances, the Board will conduct the public hearing and then make a recommendation to the City Council for final action.

b. A variance may be granted only when special circumstances involving size, shape, topography, location or surroundings affect the property referred to in the application, when denial of said application would cause unreasonable or unnecessary hardship, and when said sign will not cause substantial injury to the value of other property in the vicinity nor be detrimental to the public safety or welfare and the neighborhood in which it is located.

(6) Decisions Of The Board: All decisions and findings of the Board, on appeal or upon application for a variance, after a hearing, shall in all instances be final administrative determinations and shall be subject to review by court as may be provided by law. (Ord. 115-2004, 12-6-2004; Ord. 015-2018, 4-23-2018; Ord. 063-2019, 11-11- 2019)

Sec. 4-74. Penalties:

The city may file an ordinance complaint with the Municipal Code Enforcement Service (MUNICES) in order to enforce regulations within this article. Any person violating any of the provisions of this article shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than seven hundred and fifty dollars (\$750). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder. (Ord. 115-2004, 12-6-2004; Ord. 063-2019, 11-11- 2019)

Secs. 4-75 – 4-110. Reserved:

AN ORDINANCE AMENDING CHAPTER 4, ARTICLE III
OF THE CODE OF ORDINANCES OF
THE CITY OF ROCK ISLAND, ILLINOIS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND,
ILLINOIS:

Section One: Chapter 4, Article III of the Code of Ordinances of the City of Rock Island is hereby wholly remove and replaced with the following article

ARTICLE III. SIGNS

Sec. 4-46. Purpose:

The purpose of this article is to set out regulations for the construction, installation, and maintenance of signs while preserving the right of free speech and expression.
(Ord. 063-2019, 11-11-2019)

Sec. 4-47. Scope:

This article's regulations shall provide a balanced and fair legal framework for design, construction, and placement of signs that:

(1) Promotes the safety of persons and property by ensuring that signs do not create a hazard by:

- a. Collapsing, catching fire, or otherwise decaying;
- b. Confusing or distracting motorists; or
- c. Impairing drivers' ability to see pedestrians, obstacles or other vehicles, or to read traffic signs; and

(2) Promotes the efficient communication of messages, and ensures that persons exposed to signs:

- a. Are not overwhelmed by the number of messages presented; and
- b. Are able to exercise freedom of choice to observe or ignore said messages according to the observer's purpose; and

(3) Protects the public welfare and enhances the appearance and economic value of the landscape by protecting scenic views and avoiding sign clutter that can compromise the character, quality, and viability of commercial corridors;

(4) Ensures that signs are compatible with their surroundings, and prevents the construction of signs that are a nuisance to occupants of adjacent and contiguous property due to brightness, reflectivity, bulk, or height;

- (5) Promotes the use of signs that are aesthetically pleasing, of appropriate scale, and integrated with the built environment, in order to meet the objectives related to the quality and character of development set forth in the city's Comprehensive Plan;
- (6) Enhances property values and business opportunities;
- (7) Assists in wayfinding; and
- (8) Provides fair and consistent permitting and enforcement. (Ord. 063-2019, 11-11-2019)

Sec. 4-48. Authority:

The City Council finds that:

- (1) The city has the authority to regulate signs under the United States Constitution, the Constitution of the State of Illinois, and Division 13 of the Illinois Municipal Code, 65 ILCS 5/11-13-1 et seq., or its successor statute;
- (2) This article advances important and substantial governmental interests;
- (3) The regulations set out in this article are unrelated to the suppression of constitutionally-protected free expression and do not involve the content of protected messages which may be displayed on signs, nor do they involve the viewpoint of individual speakers;
- (4) The incidental restriction on the freedom of speech is no greater than is essential to the furtherance of the interests protected by this article; and
- (5) Certain types of speech are not protected by the First Amendment due to the harm that they cause to individuals or the community, and speech that is harmful to minors may be prohibited in places that are accessible to minors. (Ord. 063-2019, 11-11-2019)

Sec. 4-49. General Findings of Fact:

The City Council finds that:

- (1) The ability to display signs of reasonable size and dimensions is vital to the health and sustainability of many businesses, and the display of signs with noncommercial messages is a traditional component of the freedom of speech, but the constitutional guarantee of free speech may be limited by appropriate and constrained regulation that is unrelated to the expression itself;
- (2) The city has an important and substantial interest in preventing sign clutter (which is the proliferation of signs of increasing size and dimensions as a result of competition among property owners for the attention of passing motorists), because sign clutter degrades the character of the community, makes the community a less attractive place

for commerce and private investment, and dilutes or obscures messages displayed along the city's streets by creating visual confusion and aesthetic blight;

(3) Sign clutter can be prevented by regulations that balance the legitimate needs of individual property owners to convey their commercial and noncommercial messages against the comparable needs of adjacent and nearby property owners and the interest of the community as a whole in providing for a high-quality community character;

(4) Temporary signs that are not constructed of weather-resistant materials are often damaged or destroyed by wind, rain, and sun, and after such damage or destruction, degrade the aesthetics of the city's streets if they are not removed;

(5) The city has an important and substantial interest in keeping its rights-of-way clear of obstructions and litter;

(6) The city has an important and substantial interest in protecting the health of its tree canopy, which contributes to the character and value of the community; and

(7) The uncontrolled use of off-premises outdoor advertising signs and their location, density, size, shape, motion, illumination and demand for attention can be injurious to the purposes of this article, and destructive to community character and property values, and that, as such, restrictions on the display of off-premises commercial messages are necessary and desirable. (Ord. 063-2019, 11-11-2019)

Sec. 4-50. Application of this Article:

(a) Generally: All construction, relocation, enlargement, alteration, and modification of signs within the city shall conform to the requirements of this article, all state and federal regulations concerning signs and advertising, and applicable building codes.

(b) Signs Requiring a Permit: A sign permit shall be required for all signs exceeding six (6) square feet in area and any sign which contains mechanical or electrical components unless otherwise exempted in this article. In addition, a sign permit shall be required at any time the sign area is increased, if the increase is allowable within the zoning district in which the sign is located. This subsection shall not be interpreted so as to grant permission for prohibited signs with sign areas less than six (6) square feet.

(c) Exempt Signs: The following signs never require a sign permit, but may require a building permit or other related permit (if subject to building or electrical codes). Temporary signs that do not require permits shall still comply with the standards of the applicable standards of this article.

(1) Official and Legal Notice: Official and legal notice signs that are issued by any court, public body, person, or officer in performance of a public duty, or in giving any legal notice;

(2) Flags: Flags that are not larger than thirty (30) square feet in area that are affixed to permanent flagpoles or flagpoles that are mounted to buildings (either temporary or permanent);

(3) Decorative Signs: Clearly incidental, customary, and commonly associated with a holiday, provided that such signs shall be displayed for a period of not more than sixty (60) consecutive days nor more than sixty (60) total days in any one (1) year;

(4) Carried Signs: Signs that are being carried by people (however, such signs are not exempt if they are set down or propped on objects);

(5) Bumper Stickers: Bumper stickers on vehicles;

(6) Interior Signs: Signs that are not visible from residential lots, abutting property or public rights of way except where otherwise noted in this article;

(7) Traffic Control Signs: Traffic control signs and other signs related to public safety that the city or another jurisdiction installs or requires a developer to install; and

(8) Holiday Decorations: Holiday decorations that are displayed for not more than two (2) months per year.

(9) Traffic or other municipal signs such as legal notices, railroad crossings, danger and other emergency signs as may be approved by the City Council.

(10) Community special event signs approved by the City Council.

(11) Signs used exclusively for traffic direction, on private streets or in parking areas, not exceeding ten (10) square feet in area and not illuminated. Such signs shall be placed so as not to cause traffic or pedestrian hazards. (Ord. 063-2019, 11-11-2019)

Sec. 4-51. Exemption for Addressing:

The City Council finds that the posting of the addresses of buildings in locations that are visible from the street is necessary for the effective delivery of public safety services. The efficient and timely delivery of emergency services is a compelling governmental interest. Accordingly, the city requires that street addresses shall be posted as follows:

(1) Nonresidential and Mixed-Use Districts: In nonresidential districts, street addresses shall be posted at all primary building entrances and on detached signage if the address on the building is not visible from the street.

(2) Residential Districts: In residential districts, street addresses shall be posted:

a. On the facade of the building that faces the street from which the address is taken; and

b. On the mailbox or mailbox support, if the mailbox is detached from the building.

c. Exclusion from Sign Area Calculation: Because address signs are required, numbers and letters used for addressing are not included in the calculation of sign area if they are not more than fourteen inches (14") in height. (Ord. 063-2019, 11-11-2019)

Sec. 4-52. Effective Date:

This article shall be in full force and effect from and after its passage and approval, as required by law. (Ord. 063-2019, 11-11- 2019)

Sec. 4-53. Signs Permitted Before Effective Date:

If a permit for a sign has been issued in accordance with all city ordinances in effect prior to the effective date of this article, and provided that construction is begun within six (6) months of the effective date of this article and diligently pursued to completion, said sign may be completed in accordance with the approved plans on the basis of which the permit has been issued, subject thereafter, if applicable, to the provisions of this Code regarding nonconforming signs. (Ord. 063-2019, 11-11- 2019)

Sec. 4-54. Relationship to Other Regulations:

These regulations recognize other regulations pertaining to signage. Where any provision of this article covers the same subject matter as other regulations, the more restrictive regulation shall apply. (Ord. 063- 2019, 11-11-2019)

Sec. 4-55. Measurements:

(a) Generally: The regulations of this article shall be applied using the measurements set out in this section.

(b) Sign Clearance: Sign clearance is the distance between the bottom of a sign face or structural element that is not affixed to the ground and the nearest point on the surface under it. See Figure A, Measurement of Sign Clearance.

(c) Sign Height: For detached signs (temporary and permanent), sign height is:

(1) Where the natural grade of the ground where the sign is to be located is lower than the street centerline, the vertical distance to the top of the sign face or sign structure, whichever is higher, measured from the elevation of the centerline of the adjacent street. See Figure B, Measurement of Sign Height, Sign Base Lower than Street Centerline.

Figure A
Measurement of Sign Clearance

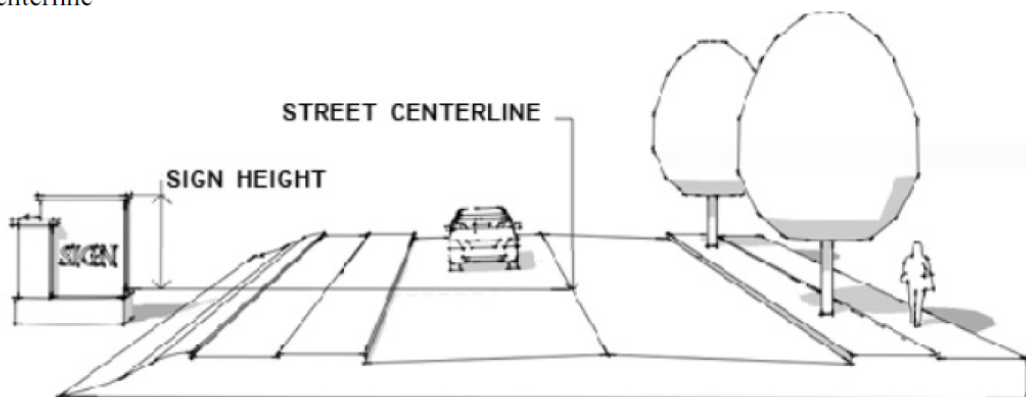
Figure A
Measurement of Sign Clearance



(2) Where the natural grade of the ground where the sign is to be located is higher than the street centerline, the vertical distance to the top of the sign face or sign structure, whichever is higher, measured from the elevation of the average grade around the base of the sign.

Figure B
Measurement of Sign Height, Sign Base Lower than Street Centerline

Figure B
Measurement of Sign Height, Sign Base
Lower than Street
Centerline



(3) Items of Information: An item of information is a word, logo, abbreviation, symbol, geometric shape, image, or number with ten (10) or fewer digits (punctuation of numbers does not increase the number of items of information). See Figure C, Items of Information.

Figure C
Items of Information



This sign has seven (7) items of information: four (4) words, a ten (10) digit phone number (with punctuation), and two (2) symbols.

(Ord. 063-2019, 11-11-2019)

Sec. 4-56. Calculations:

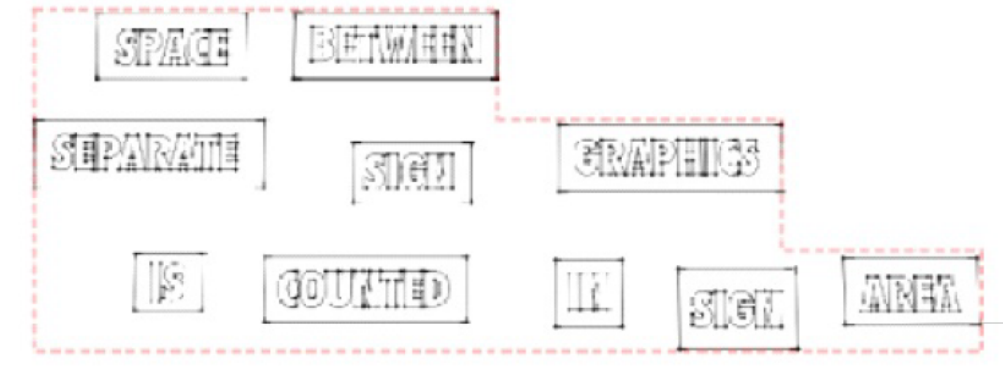
(a) Sign Area: Sign area is calculated as the area within a continuous perimeter with up to eight (8) straight sides that encloses the limits of text and graphics of a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign's message from the background against which it is placed. The area excludes the structure upon which the sign is placed (unless the structure is an integral part of the display or used to differentiate it), but includes any open space contained within the outer limits of the display face of a sign, or between any component, panel, strip, or figure of any kind composing the display face, whether this open space is enclosed by a frame or border or not. See Figure D, Sign Area, Generally.

Figure D
Sign Area, Generally



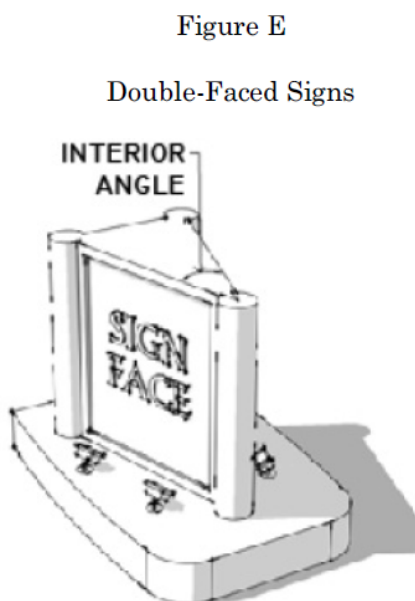
The sign area of the illustrative monument sign below is calculated as the area within the smallest eight-sided polygon that encloses all of the text and graphics and framing of the message and graphics of the sign.

The sign area of the illustrative collection of wall signs below is measured as the area within the smallest eight (8)-sided polygon that encloses all of the text and graphics and framing that differentiates them from the wall.



(b) Double-Faced Signs: For projecting, suspended, or other double-faced signs only one (1) display face is measured if the sign faces are parallel or form an interior angle of less than forty-five (45) degrees, provided that the signs are mounted on the same structure. If the faces are of unequal area, then sign area is equal to the area of the larger face. Both display faces are measured if the interior angle is greater than forty-five (45) degrees or the sign faces are mounted on different structures.

Figure E
Double-Faced Signs



(c) Signable Area: Signable area is calculated as follows:

(1) Wall Signs: A two-dimensional area on the facade of a building that describes the largest square, rectangle, or parallelogram which is free of architectural details.

(2) Window Signs: The area of glass within a window frame. Window area is counted as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area.

(3) Freestanding Signs: The area of the face of the sign which is designed to be used for text and graphics (the signable area does not include the sign's supporting frame or structure, if any, provided that such frame or structure is not designed to display text or graphics). (Ord. 063-2019, 11-11-2019)

Sec. 4-57. Definitions:

As used in this article unless the context otherwise indicates the following terms shall be defined as indicated:

Alter: To change the size, shape or outline, or type of sign or to change the electrical lighting, except for the replacement of lamps not brighter than the original or the replacement of a surface panel.

Attach: To stick, tack, nail or otherwise affix a sign to any object; to paint, stencil, write, or otherwise mark on an object.

Awning: An architectural projection that provides weather protection, identity and decoration, and is supported by the building to which it is attached. It is composed of a lightweight rigid or retractable skeleton structure over which a thin cover is attached which may be of fabric or canvas, and may be illuminated.

Banner: A sign composed of cloth, flexible plastic or vinyl, paper, cardboard, canvas or other light fabric.

Building: A structure which has a roof supported by columns, wall or air for the shelter, support, or enclosure of persons, animal or chattel.

Canopy: A roof-like structure which shelters a use such as, but not restricted to, a gasoline pump island, and is supported by either one (1) or more columns or by the building to which it is accessory to and is open on two (2) or more sides.

Chief Building Official: The Chief Building Official for the City or their designee.

Dilapidated Or Deteriorated Condition: Any sign:

(1) Where elements of the surface or background can be seen as viewed from the normal viewing distance (intended viewing distance), to have portions of the finished material or paint flaked, broken off, or missing, or otherwise not in harmony with the rest of the surface; or

(2) Where the structural support or frame or sign panels are visibly bent, broken, dented, or torn as to constitute an unsightly, hazardous or harmful condition; or

(3) Where the sign, or its elements, are twisted or leaning or at angles other than those at which it was originally erected (such as may result from being blown or the failure of a structural support); or

(4) Where the message or wording can no longer be clearly read by a person under normal viewing conditions; or

(5) Where the sign or its elements are not in compliance with the regulations of the National Electrical Code and/or the International Building Code currently adopted by the city.

Erect: To build, construct, attach, hang, place, suspend or affix signs.

Facing: The surface of the sign upon, against, or through which the message is displayed or illustrated on the sign.

Flag: A piece of cloth, canvas, or other light fabric, usually rectangular in shape, containing a distinctive design, logo or message which is used as a symbol or to signal or attract attention.

Incidental: Information on a sign that is incidental to the operation of the business such as but not limited to hours of operation, accepted credit cards and parking information.

Incombustible Material: Any material which will not ignite at or below a temperature of one thousand two hundred degrees Fahrenheit (1,200°F) and will not continue to burn or glow at that temperature.

Logo: Any design or insignia of a company or product which is commonly used in advertising to identify that company or product.

Pennant: Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in a series, designed to move in the wind.

Premises: A lot or unplatted tract, or a combination of contiguous lots and/or unplatted tracts of land where the lot, tract, or combination of lots and/or tracts is under single ownership and is reflected in the plat record of the city.

Public Right-Of-Way: A dedicated road or street including the easement for that road or street.

Roof: Any exterior surface of a structure that has a slope of less than seventy (70) degrees and shall also include the top most portion of any structure.

Searchlight: An apparatus capable of projecting a beam or beams of light in excess of one million (1,000,000) peak candlepower.

Setback: The minimum required distance the sign must be located from a right-of-way or a property line. The distance shall be measured from the right-of-way or property line to the closest point of the sign from the ground upward.

Sight Visibility Triangle: where one (1) street intersects with another, the triangular area formed by extending two (2) curb lines a distance of twenty-five (25) feet from their point of intersection, and connecting these points with an imaginary line, thereby making a triangle. If there are no curbs existing, the triangular area shall be formed by extending the property lines a distance of twenty-five (25) feet from their point of intersection and connecting these points with an imaginary line thereby making a triangle. Where a street intersects with an alley or driveway, the "sight visibility triangle" is the triangular area formed by measuring eight (8) feet to a point along the property lines and adjoining said points to form the hypotenuse of the triangle. This shall only apply to monument freestanding signs.

Person: Any human being, firm, legal entity, partnership, association, corporation, company or organization of any kind.

Sign: A name, identification, description, display or illumination that is affixed to, painted, or represented directly or indirectly, upon a building, structure, or piece of land which advertises or directs attention to an object, product, place, activity, person, institution, organization, or a business.

Attached Projecting Sign: Any sign that is attached to a building or other structure and extends beyond the surface of that portion of the building or structure to which it is attached.

Attached Wall Sign: All flat signs of solid face construction that are placed against a building or other structure and attached to the exterior front, rear, or side wall of any building, or other structure.

Electronic Message Sign: A type of animated sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means. Signs which employ light-emitting diode (LED) technology are included as a form of electronic message display sign, but do not include video signs, tri-vision signs, and animated signs, which are prohibited.

Elevated Pole Sign: A freestanding sign that is erected or affixed to one (1) or more poles or posts, raised more than twelve feet (12') from grade and that does not meet the requirements or location regulations of a monument sign.

Feather Sign: A freestanding temporary sign that is constructed of a single pole that curves toward its upper end and has a feather-shaped material stretched along the length of the pole displaying a design or message.

Freestanding Sign: As regulated by this article, any sign supported by uprights or braces placed into the ground and not attached to any building or structure other than said braces or uprights. This definition does not include any sign, whether permanent or temporary, that is attached to a fence.

Attention-getting inflatable device: A temporary sign that is a cold air inflated object made of flexible fabric, resting on the ground or structure, restrained, attached or held in place, and equipped with a portable blower motor that provides a constant flow of air into the device. This definition includes balloon signs.

Illuminated Sign: Any sign that has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as a part of the sign proper.

Indirectly Illuminated Sign: Any illuminated, non-flashing sign whose illumination is derived from an external, artificial lighting source.

LED Storefront lights: Any light hung or placed within or around a window or on the façade of a building typically consisting of strips or strings of light with no cutoff angle that directs light towards adjoining property and right-of-way. This definition does not include LED lights that are part of wall, roof, or freestanding luminaire with a cutoff angle meeting the requirements of the Zoning Ordinance.

Marquee Sign: Any sign attached to, or an integral part of, a hood or canopy of permanent construction projecting from the wall of a building over the entrance to that building. For the purposes of this article, marquee signs shall be considered as attached signs when determining the allowable square foot area and total square foot area of all permitted signs. No marquee sign shall extend more than two feet (2') above the marquee structure.

Monument Sign: A freestanding sign that in which the entire bottom of the sign body or the base of the sign structure is erected directly upon the existing or artificially created grade or that is raised no more than twelve feet (12') from the existing or artificially grade to the bottom of the sign and has a horizontal dimension equal to or greater than its vertical dimension.

Obsolete Sign: Any on premises sign or facing that no longer advertises a bona fide business conducted or product sold on the premises.

On Premises Sign: Any sign identifying the occupant of the property upon which it is located and/or advertising goods or services available thereon.

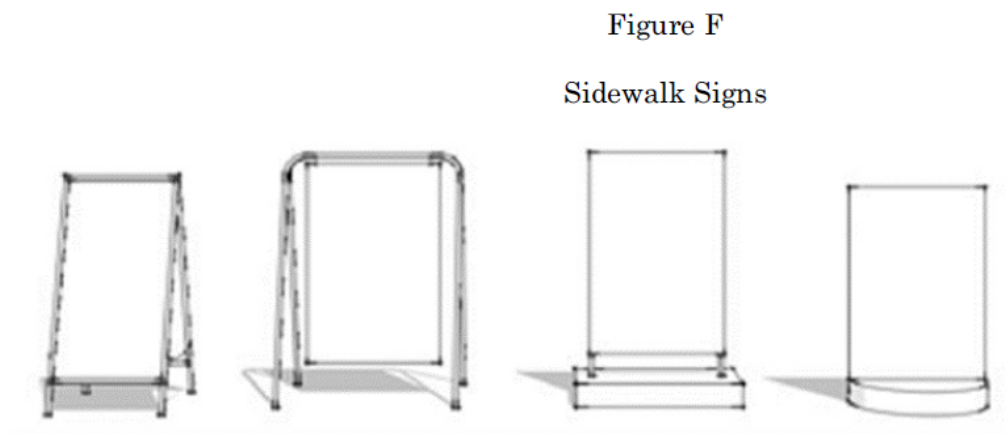
Outdoor Advertising Sign (Billboard Or Poster Panel): A primarily changeable copy sign that directs attention to a business, product, service, or activity not necessarily intended to be sold or offered upon the premises where such sign is located.

Portable Sign: Any sign designed and manufactured, or constructed to be self-supporting, self-contained, portable, and not permanently attached to the ground or other permanent structure, including signs designed to be transported, but not limited to, signs designed to be transported by means of wheels; signs converted to "A" or "T" frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to, or painted on, vehicles parked and visible from the public right-of- way, unless said vehicle is used in the normal day to day operations of the business.

Roof Sign: As regulated by this article, any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal means of support on the roof structure.

Sidewalk Sign: A type of temporary portable sign that is meant to be set out on the sidewalk in front of a corresponding building space. These signs include A-frame (sandwich board) signs, signs that are suspended from the top member of an A-frame, signs with weighted bases, and comparable signs.

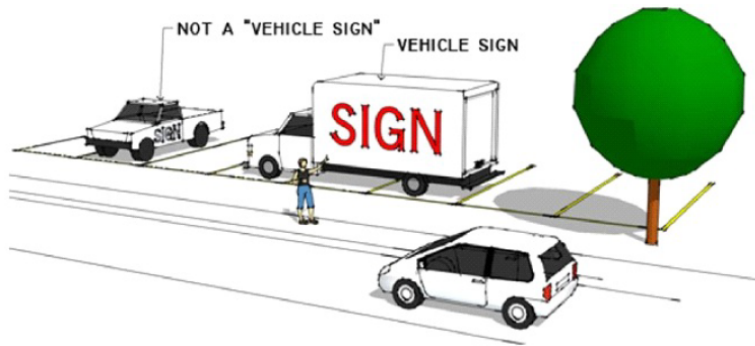
Figure F
Sidewalk Signs



Temporary Sign: Any sign, irrespective of the type of sign or the materials used for its construction and designed or intended to be displayed for limited periods of time, which is restricted by the terms of this article as to the number and length of time it may be erected, maintained, used or displayed.

Vehicle Sign: A sign attached to or painted on a vehicle parked and visible from the public right-of-way, unless said vehicle is used for transporting people or materials in the normal operations of the business and it is properly parking in a designated parking space. Signs attached to trailers or inoperable vehicles are presumed to be vehicle signs if they are parked in plain view from the right-of-way. Bumper stickers are not vehicle signs.

Vehicle Sign



In the illustration below, the sign on the pickup truck is not a "vehicle sign," because the pickup truck is inoperable and properly parked in a parking space. The sign on the delivery truck is a "vehicle sign" because the truck is parked across parking spaces adjacent to the right-of-way, and the intent to use the position of the truck to display the sign is presumed.

Window Sign: Any sign, whether temporary or permanent, inside or outside, attached to, affixed to, leaning against, or within one foot (1') of a window and visible from the outside of a building, or structure. Window signs include neon or LED signs. (Ord. 063-2019, 11-11-2019)

Sec. 4-58. License Required:

It shall be unlawful for any person to engage in the sign business within the City of Rock Island without first having obtained a license therefor, as herein required; provided, however, that no license issued hereunder shall be construed so as to permit the use of any thing or structure, natural or artificial, located in any public street, alley, sidewalk or other public place for advertising purposes. Application for said license shall be made in writing to the inspection division. All registration fees, bonding, insurance, licensing and other construction related requirements shall be consistent with the international building code. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-59. Permits Required:

It shall be unlawful for any person to erect, structurally alter, or relocate, within the City of Rock Island, any "sign" as defined in this article, except temporary signs, without first obtaining an erection permit from the inspection division and making payment of the fee as required by this section. All signs that have electrical provisions shall, in addition, be subject to the provisions of the electrical code and the permit fees required thereunder.

(1) Every applicant, before being granted an erection permit hereunder, shall pay a permit fee for each such sign and sign structure regulated by this article. Unless otherwise specified in this article, each sign shall be considered a separate structure requiring its own permit. Permit fees shall be based on the market value of the sign at the time when said permit is applied for. The permit fee shall be as specified in the international building code, as adopted by the City of Rock Island.

(2) The owner of any building to which a sign is to be attached, said sign to encroach or hang over public right-of-way, shall, before any permit be granted for construction or installation of said sign, furnish the City of Rock Island satisfactory evidence of liability insurance coverage in an amount of not less than one hundred thousand dollars (\$100,000.00) liability coverage on account of any one accident, from an insurance company authorized to do business in the state of Illinois, with an endorsement thereon holding the City of Rock Island harmless from any claims or causes of action arising out of the installation or maintenance of said sign. The owner of any building to which a sign has been attached prior to the passage date hereof, which said sign encroaches or hangs over public right-of-way, shall comply with the insurance requirements of this section within thirty (30) days after the enactment of this article.

(3) It shall be the duty of the inspection division and the planning and redevelopment division, upon filing of an application for an erection permit, to examine such plans, specifications, and other data relating to the proposed sign and sign structure. If it appears that the proposed sign and sign structure is in compliance with all the requirements of the international building code, this article and all other laws and ordinances of the City of Rock Island, he or she shall then issue an erection permit. If the work authorized under an erection permit has not been completed within the period specified in the building code, said permit shall become null and void, except that if good cause is shown, the inspection division may extend the permit.

(4) The application for an erection permit of a sign in which electrical wiring and connections are to be used shall be submitted to the inspection division. The inspection division shall examine the plans and specifications respecting all wiring and connections to determine if the same complies with the electrical code of the City of Rock Island and he or she shall issue an electrical permit if the said plans and specifications comply with said code. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-60. Application for Erection Permit:

Applications for erection permits shall be made upon forms provided by the inspection division and shall contain or have attached thereto the following information:

- (1) Name, address and telephone number of the person erecting the sign.
- (2) Location of building, structure or lot to which or upon which the sign is to be attached or erected.
- (3) Name, address and telephone number of the applicant.

(4) Written consent of the owner or authorized representative of the building, structure or land to which or on which the sign is to be erected.

(5) When requested by the inspection division, blueprints or drawings of the plans and/or specifications and method of construction, attachment to the

building or in the ground, and the position of the sign in relation to nearby buildings, structures or other signs.

(6) When requested by the inspection division, a copy of stress sheets and calculations showing that sign and sign structure are designed for dead load and wind pressure in any direction in the amount required by this and other laws and ordinances of the City of Rock Island.

(7) Location and size of the proposed sign.

(8) Proof of insurance policy or bond.

(9) Such other information as the inspection division may require to show full compliance with this and all other ordinances of the city. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-61. Revocation of Permit:

The inspection division is hereby authorized and empowered to revoke any permit issued by him or her upon failure of the holder thereof to comply with any provisions of this article. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-62. Structural and Fabrication Regulations:

All signs shall be built, constructed and erected in accordance with the International Building Code and other ordinances of the City of Rock Island.

(1) Design Of Signs: Every freestanding sign including the frames and poles or supports and footings, and every attached projecting sign, including frames, braces and supports thereof shall be designed by a structural or manufacturer's engineer in conformance with wind pressure and dead load requirements established in this article and in accordance with the international building code and other ordinances of the City of Rock Island.

(2) Erection Of Signs: Every freestanding sign shall be erected under the supervision of an experienced construction superintendent or manufacturer's representative capable of interpreting the construction and erection drawings required in order to assure conformance with all provisions of this article.

(3) Treating Required: The owner of any sign (existing or proposed) shall be required to have it properly painted, galvanized or otherwise treated to prevent rust and deterioration of all parts and supports of the said sign. All permanent signs must be

constructed of rigid, weather-proof materials and attached to a building so that wall penetrations are watertight and the structure does not exceed allowable stressed of supporting materials.

(4) Wind Pressure and Dead Load Requirements: All signs shall be designed and constructed to withstand wind pressure and to receive dead loads as required in the international building code or any other ordinance of the City of Rock Island.

(5) No Glass Permitted: No glass shall be permitted except in the lighting mechanism. Safety glass may be permissible in certain circumstances.

(6) Lights: Lights shall be permitted on signs providing they are made of corrosion resistant materials. The lights shall be provided with proper lenses concentrating the illumination upon the area of the sign and preventing glare upon the street or adjacent property.

(7) Electrical Connections: All electrical connections shall be weather tight and maintained in compliance with the current electrical code requirements.

(8) Movable Parts to Be Secure: Any movable part of any sign such as the cover of a service opening shall be securely fastened.

(9) Face Of Sign Shall Be Smooth: All signs or other advertising structures which are constructed at the property line, or within five feet (5') thereof, and are less than ten feet (10') above the ground over which they are located shall not have a surface with nails, tacks or wires that protrude there from, except electrical reflectors and devices which may extend over the top and in front of the advertising structures.

(10) Letters to Be Secure: All letters, figures, characters or representatives in cutout or irregular form maintained in conjunction with, attached to, or superimposed upon any sign shall be safely and securely built or attached to the sign structure and shall comply with International Building Code requirements.

(11) Materials Required: The support structures of all freestanding elevated and roof signs for which a permit is required under this article, shall be constructed of incombustible material, excluding trim. The facings of freestanding and roof signs and facings and supports of freestanding, attached projecting, attached wall and outdoor advertising signs are allowed to be constructed of combustible materials if it is determined that they do not increase the fire hazard of the structure.

(12) Supplementary Signs: No supplementary sign or other appendage may be hung from or supported by an approved sign or its support if it will adversely affect the structure of the approved sign or make the approved sign nonconforming. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-63. Signs Not To Constitute A Traffic Hazard:

No sign as regulated by this article shall be erected at the intersection of any street, alley or driveway in such a manner as to obstruct free and clear vision; or at any

location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device; or which makes use of the words "STOP", "LOOK", "DANGER", or any other word, phrase or symbol, or character in such manner as to interfere with, mislead or confuse traffic. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-64. Attached Signs:

(a) Location and Size:

(1) Every attached wall sign with electrical connections or requiring attachments specified herein shall be placed at least ten feet (10') above the ground over which it is erected. These limits include the space necessary to allow for installation hardware. Requirements in the International Building Code will be used to determine the distance of allowable projection into the public right-of-way.

(2) Attached on premises signs (includes window, wall, and projecting signs) may have an aggregate area of two square feet for each linear foot of building frontage facing a street and not to exceed total sign area per lot as identified by zoning district in this article. Permitted signs may be placed on any facade of the building.

(3) Outdoor advertising signs shall meet the following qualifications:

a. Allowed by right in B-4, I-1 and I-2 zoning districts (maximum area of three hundred (300) square feet).

b. Outdoor advertising signs up to seventy two (72) square feet to be considered a use authorized by the Board of Appeals in B-1, B-2 and B-3 zoning districts.

c. Maximum length of twenty five feet (25').

d. Maximum height of twenty five feet (25') (to include support post(s) and be measured from grade level to top of sign).

e. Minimum one thousand foot (1,000') separation between outdoor advertising signs includes both sides of street.

f. Minimum twenty five foot (25') front yard setback.

g. Minimum ten foot (10') side yard setback.

h. Minimum fifty foot (50') setback from residentially zoned parcel.

i. New sign locations, or locations where signs are rebuilt shall landscape along and around the base support poles with low level shrubs and perennials and/or annual plantings.

(4) No attached wall sign shall extend more than four feet (4') above the facade of the building to which it is attached. A sign that is attached parallel to any building or structure shall not project beyond the ends of the wall to which it is attached.

(5) In the case of a lot or building facade with frontage on more than one (1) street, attached signs may be permitted on each street in accordance with the regulations of this article. In no case shall allowable sign area be transferred from one street-facing facade to another street-facing facade.

(6) Attached signs identifying commercial uses in residential and conservation zoning districts approved by the board of zoning appeals shall not exceed fifteen (15) square feet in area, and shall be limited to one (1) sign (attached or freestanding) on the premises of said use.

(7) Attached signs identifying churches, fraternities or other similar uses in residential zoning districts shall not exceed thirty (30) square feet in area, and shall be limited to one sign (attached or freestanding) on the premises of said use.

(8) Attached signs for special use permits granted by the City Council shall be allowed only when authorized by said Council, and shall conform to the requirements of this article.

(9) If the projecting attached sign is illuminated, the reflectors shall be provided with the proper glass lenses concentrating the illumination upon the area of the sign and preventing glare upon the street or adjacent property.

(10) The distance measured between the principal faces of any attached projecting sign shall not exceed eighteen inches (18").

(11) No attached projecting sign shall be secured with wire, strips of wood or nails, nor shall any projecting sign be hung or secured to any other sign.

(12) All attached wall signs shall be safely and securely attached to the building wall by means of metal anchors, bolts or expansion screws of not less than three-eighths inch (3/8") in diameter, embedded in said wall at least five inches (5"); provided, however, that such signs may rest in, or be bolted to strong, heavy metal brackets or saddles set not over six feet (6') apart, each of which shall be securely fixed to the wall as hereinbefore provided. In no case shall any attached wall sign be secured with wire, strips of wood, or nails.

(13) Window signs shall cover no more than twenty-five (25%) of the interior and exterior surface of window panes on the ground floor façade.

(Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11- 11-2019)

Sec. 4-65. Freestanding Signs:

(a) Location and Size:

(1) Outdoor advertising signs shall be no nearer the street than the building line established by law.

(2) No freestanding signs shall be nearer than two feet (2') to any other sign, building or structure; providing, however that a sign of continuous panels shall be considered as one (1) sign for this provision.

(3) Freestanding on premises signs may have an aggregate area not exceeding one (1) square foot for each linear foot of lot frontage and not to exceed total sign area per lot as identified by zoning district in this article.

(4) Outdoor advertising signs shall meet the following qualifications:

a. Allowed by right in B-4, I-1 and I-2 zoning districts (maximum area of three hundred (300) square feet).

b. Outdoor advertising signs up to seventy two (72) square feet to be considered a use authorized by the Board of Appeals in B-1, B-2 and B-3 zoning districts.

c. Maximum length of twenty five feet (25').

d. Maximum height of twenty five feet (25') (to include support post(s) and be measured from grade level to top of sign).

e. Minimum one thousand foot (1,000') separation between outdoor advertising signs includes both sides of street.

f. Minimum twenty five foot (25') front yard setback.

g. Minimum ten foot (10') side yard setback.

h. Minimum fifty foot (50') setback from residentially zoned parcel.

i. New sign locations, or locations where signs are rebuilt shall landscape along and around the base support poles with low level shrubs and perennials and/or annual plantings.

(5) In the case of a lot with frontage on more than one (1) street, freestanding signs in accordance with subsections (a)(1), (a)(2), and (a)(3) of this section may be permitted on each street. In no case shall allowable sign area be transferred from one (1) street frontage to another street frontage.

(6) Freestanding signs identifying churches, fraternities or other similar uses in residential zoning districts shall not exceed thirty (30) square feet in area nor six feet (6') in height from the top of the sign to the ground, shall be limited to one (1) sign (attached or freestanding) on the premises of said use, and shall be set back at least ten feet (10') from all lot lines.

(7) Freestanding sign identifying commercial uses in residential and conservation zoning districts approved by the board of zoning appeals shall not exceed thirty (30) square feet in area nor six feet (6') in height from the top of the sign to the ground, shall be limited to one (1) sign (attached or freestanding) on the premises of said use, and shall be set back at least ten feet (10') from all lot lines.

(8) Freestanding signs for special use permits granted by the city council shall be allowed only when authorized by said council, and shall conform to the requirements of this article.

(9) No part of a freestanding sign shall be located over the public right-of-way. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-66. Roof Signs:

(a) Location And Size:

(1) For the purposes of this article, roof signs shall be considered as attached signs when determining the allowable square foot area and total square foot area of all permitted signs. Temporary signs are prohibited from being affixed to roofs.

(b) Erection: Requirements for erection of a roof sign are as follows:

(1) No roof sign shall be erected or maintained with the face thereof nearer than five feet (5') to the outside wall toward which the sign faces; however, if the sign is under twenty (20) square feet, it shall not be erected with the face thereof nearer than one foot (1') to the outside wall toward which the sign faces.

(2) All roof signs shall have a space at least five feet (5') in height between the base of the sign and roof level, and have at least five feet (5') of clearance between the vertical supports thereof.

(3) Every roof sign shall be thoroughly secured to the building by iron, or other metal anchors, bolts, supports, rods, or braces. When erected upon buildings that are not constructed of entirely fireproof material, the bearing plates of said sign shall bear directly upon masonry walls and intermediate steel columns in the building. No roof sign shall be supported or anchored to the wooden framework of a building.

(c) Inspection of Roof: No sign shall be placed upon a roof unless said roof has been determined by an architectural or structural engineer to have sufficient strength to safely carry the proposed sign together with the signature and seal of the architectural or structural engineer making said inspection shall be placed upon or attached to all plans for proposed roof signs before a permit will be issued. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-67. Electronic Message Sign:

(a) The sign shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on ambient light conditions.

(b) The electronic message sign shall contain a default mechanism to turn the sign off in case of malfunction or shall be manually turned off within twenty-four (24) hours of a reported malfunction.

(c) All electronic message signs shall be illuminated at a level no greater than 0.3 footcandles using a footcandle (Lux) meter over ambient light levels at a preset distance depending on sign area, measured as follows:

Sign size (square feet)	Distance from sign light source
0 to 100	100 feet
101 to 350	150 feet
351 to 650	200 feet
Over 651	250 feet

(d) Electronic message signs that are adjacent to a residential zoning district shall not have the sign's luminance exceed one footcandle when measured at any boundary line with adjoining residential zoned property and shall also be turned off between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. The Planning and Redevelopment Administrator may restrict or expand these hours as part of the sign permit based on these times the use is open to the public.

(e) Electronic message signs are only permitted on freestanding signs and projecting attached signs, and are subject to the requirements for that sign type within the district.

(f) Electronic message signs must be integrated into the design of the larger sign structure. The electronic message sign is limited to a maximum of fifty percent (50%) of the total area of the sign. No sign structure that includes a manual changeable copy sign may also include an electronic message sign.

(g) Only one (1) electronic message sign per lot is permitted. For the purpose of this regulation, a multi-tenant development where the development as a whole is comprised of separate lots of record, the entire development including outlot parcels and inline development, is considered one lot.

(h) Each message or image displayed on an electronic message sign must be static for a minimum of two (2) seconds plus one (1) second for transition of messages; such transiting may include scrolling, fading in, dropping in, or similar moving copy changes. Multi-color messages and static messages are permitted. Video display screens are prohibited.

(i) Electronic message signs cannot operate as a commercial outdoor advertising sign. This does not include public service messages. (Ord. 063-2019, 11-11- 2019)

Sec. 4-68. Temporary Signs:

(a) Temporary signs which advertise real estate for sale, rent or lease, or advertise a subdivision being developed, shall be restricted to six (6) square feet in area when

located on residentially zoned property of less than two (2) acres, and shall be removed upon completion of the sale, rent or lease of the property or sale of all lots in the subdivision. Such signs shall be located on the property, and shall be located not less than ten feet (10') from any street right-of-way.

(b) Temporary signs, which advertise real estate for sale, rent or lease, or advertise a subdivision being developed shall be restricted to ninety six (96) square feet in area, when located on property of two (2) or more acres. Said signs shall be located on the property not less than ten feet (10') from any street right-of-way lines, and shall be removed upon completion of the sale, rent, or lease of the property or sale of all lots in the subdivision.

(c) Temporary signs which advertise contractors, engineers, developers, architects, etc., for a site being developed shall be restricted to a total area of ninety six (96) square feet in area and located not less than ten feet (10') from any street right-of-way line or in conformance with the setback regulations of the zoning district in which it is located, whichever is least restrictive. Such signs shall be removed upon completion of the development and issuance of an occupancy permit by the building official.

(e) Every temporary sign shall be attached to a wall or pole with steel cables, bolts or other suitable fastenings or firmly affixed into the ground so as to prevent movement.

(f) Attached temporary signs shall not exceed thirty-two (32) square feet and shall be restricted to illumination by the normal lighting of the building. This allotment shall not count towards the total sign area of the property.

(g) Freestanding temporary signs shall not exceed two (2) per frontage at any one time and shall not exceed thirty-two (32) square feet. This allotment shall not count towards the total sign area of the property.

(h) Temporary signs shall not be displayed for more than thirty (30) continuous days or for more than thirty (30) total days within a calendar year. The following non-exhaustive lists includes signs that are considered temporary.

1. Attention-getting inflatable devices
2. Banners (freestanding and attached)
3. Feather signs
4. Pennants

(i) Unless otherwise permitted herein, temporary signs shall follow all other applicable requirements for attached and freestanding signs. . (Ord. 115-2004, § 1, 12- 6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-69. Signs Allowed By Zoning District:

(a) Small Office District (O-1): Attached signs allowed up to thirty two (32) square feet in area, or twenty percent (20%) of building frontage, whichever is less. Freestanding sign (only one (1) freestanding sign per street frontage) allowed up to thirty two (32) square feet in area. Ten foot (10') setback from all lot lines and six foot (6') maximum height from grade to top of sign. Total sign area allowed per property is sixty four (64) square feet.

(b) Large Office District (O-2): Attached signs allowed up to thirty two (32) square feet in area, or twenty percent (20%) of building frontage, whichever is less. Freestanding sign (only one (1) freestanding sign per street frontage) allowed up to thirty two (32) square feet in area. Ten foot (10') setback from all lot lines and six foot (6') maximum height from grade to top of sign. Total sign area allowed per property is sixty four (64) square feet.

(c) Neighborhood Business District (B-1): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign (only one (1) freestanding sign per street frontage) setback ten feet (10') from all property lines and a fifteen foot (15') maximum height from grade to top of sign. Total sign area allowed based on one square foot for each linear foot of lot frontage. Total sign area allowed per property is two hundred fifty (250) square feet, with a maximum freestanding sign area of one hundred twenty (120) square feet.

(d) Downtown Business District (B-2): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot setback from property lines. Fifteen foot (15') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred twenty (120) square feet.

(e) Community Business District (B-3): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty foot (20') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred sixty (160) square feet.

(f) Highway Business District (B-4): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet with a maximum freestanding sign area of one hundred sixty (160) square feet.

(g) Light Industrial District (I-1): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet, with a maximum freestanding sign area of one hundred sixty (160) square feet.

(h) Heavy Industrial District (I-2): Attached signs allowed up to eighty percent (80%) of building frontage. Freestanding sign setback one foot (1') for signs of one hundred (100) square feet or less. For each ten (10) square feet over one hundred (100) square feet in area there is an additional one foot (1') setback from property lines. Twenty five foot (25') maximum height from grade to top of sign. Total sign area allowed based on one (1) square foot for each linear foot of lot frontage. Total sign area allowed per property is five hundred (500) square feet with a maximum freestanding sign area of one hundred sixty (160) square feet.

(i) University U-1: Attached signs identifying uses affiliated with a college, university or seminary, and shall not exceed thirty (30) square feet in area. Freestanding signs shall not exceed thirty (30) square feet in area, nor six feet (6') in height from the top of sign to the ground and shall be set back at least ten feet (10') from all lot lines. The property's use must meet the thirty foot (30') separation requirement from any residentially zoned or one- and two-family used lot, as specified in the U-1 district. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063-2019, 11-11-2019)

Sec. 4-70. Permitted Signs for Nonconforming Uses:

(a) Signs Permitted Upon Approval: A sign or signs pertaining to a nonconforming use on the premises may be permitted upon approval by the Board of Zoning Appeals only after all of the following conditions are satisfied, and only if a sign would be allowed on the premises if said use were properly zoned.

(b) It is the intent of this section to allow nonconforming uses to have one (1) sign for the purpose of identification but because of the nature of nonconforming uses, they shall be more restricted than those allowed for permitted uses. All signs under this section shall comply with all other applicable sections of this article.

(c) Signs on nonconforming uses may be replaced only with signs of the same size or smaller, at the same location on the building or premises (or in a less conspicuous location) and of the same lighting (or less), but shall not be in violation of any other section of this article.

(d) Only one (1) sign shall be permitted on the premises of a nonconforming use except signs regulatory for parking areas.

(e) If no sign existed on the premises during the six (6) months immediately preceding application for a sign permit under this section, the following regulations shall apply:

(1) A freestanding or attached sign shall not exceed fifteen (15) square feet in area.

(2) A freestanding sign shall not exceed six feet (6') in height from the top of the sign to the ground, and shall be set back at least ten feet (10') from all lot lines.

(3) No flashing lights or rotating signs shall be allowed.

(4) No roof signs shall be allowed. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-71. Prohibited Signs:

(a) The following signs shall not be permitted, erected, or maintained in any zoning district.

(1) Except for traffic warning devices and signs giving public service information, such as, but not limited to, time, date, temperature, weather, or similar information, signs which incorporate in any manner moving, scintillating, or revolving lights, or signs with flashing lights that have a change frequency of less than five (5) seconds.

(2) Any revolving sign with a rotation frequency more than eight (8) revolutions per minute.

(3) LED storefront lights, string lights, or rope lights placed within or around windows or on a building façade other than holiday decorations.

(4) Any sign which obstructs free passage from one (1) part of a roof to any other part and free ingress or egress from a required door, window, fire escape, roof opening or other required exitway.

(5) Portable signs with the exemption of sidewalk signs that are six feet (6') in area, measuring both sides collectively, or smaller.

(6) Freestanding spinners, except as the city council may authorize temporarily for civic or nonprofit organizations.

(7) Temporary signs that are in place for more than thirty (30) continuous days.

(8) Vehicle signs.

(9) Video display screens.

(10) Strobe lights, moving or fixed spotlights, and floodlights/searchlights.

(11) Flashing lights.

(12) Temporary signs or banners wrapped around or attached to a permanent sign structure, light post, fence, or similar fixture along with any sign attached or affixed with zip-ties, adhesives, or similar non-permanent means.

(b) All signs prohibited by this section shall be removed within seven (7) days of owner receiving notice from the city. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-72. Nonconforming or Nuisance Signs:

(a) Nonconforming Signs: A nonconforming sign may be continued and shall be maintained in good condition, but it shall not be:

(1) Changed to another nonconforming sign.

(2) Structurally altered, except for normal maintenance and copy changes as long as maintenance does not exceed fifty percent (50%) of the replacement value of the sign at any one time and not to exceed fifty percent (50%) of the outdoor advertising signs.

(3) Reestablished after damage or destruction if the estimated expense of reconstruction exceeds fifty percent (50%) of the appraised replacement cost as determined by the building official.

(4) Moved to another location unless brought into conformance.

(b) Unsafe And Unlawful Signs: If community and economic development department staff find that any sign regulated herein is structurally unsafe; constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment, defined as having no active copy on an outdoor advertising sign within the past ninety (90) days or the advertisement of a business, concern or use which has been closed for greater than ninety (90) days; is not kept in good repair; is capable of causing electrical shocks to persons likely to come in contact with it; constitutes a safety risk to emergency first responders by limiting their field of vision; or is unlawfully installed, erected or maintained; he or she shall give written notice to the permittee and/or owner thereof. If the permittee and/or owner fails to remove or alter the structure so as to comply with the standards herein set forth within ten (10) days after such notice, said sign shall be removed or altered to comply by the community and economic development department at the expense of the permittee or owner of the property upon which it is located.

(c) Removal Of Signs (Obsolete Signs): The property owner shall remove all obsolete signs within ninety (90) days after termination of business. Removal of obsolete signs shall include the supporting structure, exclusive of any building.

(d) Maintenance Provision: The owner of any sign requiring a permit shall be required to maintain an exterior which is properly painted, galvanized or otherwise treated to prevent rust and deterioration of all parts, including lighting and supports. All

signs, and landscaping around the sign base, shall be required to be adequately maintained and shall not become tattered, torn, frayed, ragged, shredded, unkempt or the like. The sign shall be repaired within sixty (60) days following notice from the city of a violation. (Ord. 115-2004, § 1, 12-6-2004; Ord. 063- 2019, 11-11-2019)

Sec. 4-73. Administration and Appeal:

(a) Administration: This article shall be administered by the inspection division and the planning and redevelopment division, each according to its obvious responsibilities according to the meaning of the language contained herein. Upon presentation of proper credentials, these persons or their duly authorized representatives may enter at reasonable times any building, structure or premises in the City of Rock Island to perform any duty imposed upon them by this article.

(b) Right Of Appeal: Any person aggrieved by any ruling of any person charged with the administration of this article may take an appeal to the appropriate appeal board: Building Code Board of Appeals, Electrical Code Board or the Board of Zoning Appeals.

(c) Jurisdiction:

(1) Appeals taken from requests relating to construction shall be filed with the building official or the electrical inspector, as the case may be, shall be subject to the procedures established by those respective commissions, and are not subject to the provisions of this section.

(2) In addition to the jurisdiction authorized in section 5.9 of the Rock Island zoning ordinance, the Board of Zoning Appeals, hereinafter referred to as "the Board", is hereby vested with the following jurisdiction and authority:

a. To hear and decide appeals from and review any order, requirement, decision or determination made by any person charged with the administration of this article, except appeals relating to the construction as identified under subsection (c)(1) of this section. The Board may reverse or affirm, wholly or in part, or may modify or amend the order, requirement, decision or determination appealed from to the extent and in the manner that the Board may decide to be fitting and proper on the premises, and to that end, the Board shall also have all the power of the officer from whom the appeals are taken.

b. To hear and decide all matters referred to it or upon which it is required to pass under this article.

c. To hear and pass upon applications for variances from a strict application of the terms of this article, in the manner and subject to the standards set out in subsection (f) of this section.

(3) Provision Of Regulation: The creation, membership and meeting rules, application process and fee, and stay of proceedings provisions for the Board, as

established under article V of the Rock Island zoning ordinance shall apply to all appeals and variances from this article.

(4) Hearing Of Appeals:

a. An appeal of a decision shall be taken within thirty five (35) days after such decision is made.

b. All final administrative decisions of the Board under this section shall be subject to judicial review pursuant to the provisions of the "Administrative Review Act" of the State of Illinois, approved May 8, 1945, and all amendments and modifications thereto. The term "administrative decision" is defined as in the "Administrative Review Act".

(5) Variances:

a. The Board may vary the application of this article in harmony with its general purpose and intent, in accordance with the procedure set forth herein, where there are practical hardships in the way of carrying out the strict letter of any provisions of this article. Any such variance shall be granted only after a public hearing before the Board. The Board shall make final decisions on all variances except for variances for business zoned properties on parcels twenty thousand (20,000) square feet or larger in total area. In those circumstances, the Board will conduct the public hearing and then make a recommendation to the City Council for final action.

b. A variance may be granted only when special circumstances involving size, shape, topography, location or surroundings affect the property referred to in the application, when denial of said application would cause unreasonable or unnecessary hardship, and when said sign will not cause substantial injury to the value of other property in the vicinity nor be detrimental to the public safety or welfare and the neighborhood in which it is located.

(6) Decisions Of The Board: All decisions and findings of the Board, on appeal or upon application for a variance, after a hearing, shall in all instances be final administrative determinations and shall be subject to review by court as may be provided by law. (Ord. 115-2004, 12-6-2004; Ord. 015-2018, 4-23-2018; Ord. 063-2019, 11-11- 2019)

Sec. 4-74. Penalties:

The city may file an ordinance complaint with the Municipal Code Enforcement Service (MUNICES) in order to enforce regulations within this article. Any person violating any of the provisions of this article shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than seven hundred and fifty dollars (\$750). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder. (Ord. 115-2004, 12-6-2004; Ord. 063-2019, 11-11- 2019)

Secs. 4-75 – 4-110. Reserved:

Section Two: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Three: This ordinance shall be in full force and effect from and after its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED: _____

APPROVED: _____

ATTEST: _____
CITY CLERK

Memorandum



ROCK ISLAND
ILLINOIS

To: Rock Island City Council
From: Eunice Amissah-Mensah, Planning Coordinator, Tanner Osing, Miles Brainard, Director
Subject: Report from the Community & Economic Development Department regarding a Planned Unit Development application plan and rezoning request from Community Home Partners for 950 31st Avenue. (First Reading)

Motion: Motion whether or not to approve the application plan with recommended revisions; and consider, suspend the rules and pass the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

Requested Action:

Community Home Partners has filed a request to consider an application plan and rezoning from B-3 (community business) district to Planned Unit Development (PUD) district for the City-owned property at 950 31st Avenue (PIN 1611100071).

An application plan is the first step in the PUD process. It is intended to serve as more of a concept planning stage as opposed to a technical plan. The City Council's role is to assess whether or not the basic concept plan conforms to the Comprehensive Plan. Approval of the rezoning constitutes an expression of approval for the application plan as a guide to the preparation of a preliminary and final PUD plan. Those plans are more technical in nature and will be required and reviewed by the Commission prior to any development.

Zoning History:

- None

History & Nature of the Use:

The subject property is vacant land located on the north side of 31st Avenue between 9th Street and 11th Street and approximately four (4) acres in size. Historically, it was used as farm land as part of the Dingeldein Gardens. The property is now owned by the City and has been held for development since 2013. In 2023, Community Home Partners (CHP), an affiliate of the Rock Island Housing Authority, approached the City with a concept to develop housing on the site. A letter of intent to sell and an option to purchase was subsequently approved by the City Council.

CHP proposes to develop the site with permanent supportive housing for veterans. According to local housing experts, there is a need for this type of housing in the region and similar developments nearby have been successful. The proposed development as shown on the concept plan includes 25 small houses that include twenty (20) are one (1) bedroom units and five (5) are two (2) bedroom units. The houses are planned to be around 600 square feet in floor area. A community center is also included in the proposed development (labeled “services” on the site plan).

Building Layout:

The twenty-five (25) houses radiate from the access road and cul-de-sac in a cluster type development. The two (2) bedroom housing type is spread intermittently among the one (1) bedroom housing type. The primary building façades face inward typically towards a sidewalk connected with the parking area. The community center is located near the center of the site and is connected to the parking area and houses. The houses are separated between 11 feet and 17 feet from each other. This setback is consistent with the City’s Zoning Ordinance. The nearest house to a property line is proposed to be 13 feet.

Parking & Access:

The Zoning Code generally requires two (2) parking spaces for a single-family residence. This would mean that fifty (50) spaces would normally be required for the twenty-five (25) units. The site plan shows a total of thirty-four (34) parking stalls including four (4) accessible spaces. Staff is comfortable with this amount of parking given the nature of development and the expected household size with single people or small families. The development is also well-served by public transit, which may reduce the need for residents to use a private vehicle.

Additionally, a twenty-seven (27) foot wide private access road is proposed to connect with 31st Avenue. The road terminates at a ninety-six (96) foot wide cul-de-sac which meets the Fire Code standard for emergency access. A sidewalk is also proposed connecting 31st Avenue to the development. Cul-de-sac-like sidewalks are shown on the site plan connecting the houses to the parking area, as well as a pedestrian path around the perimeter of the site. Staff recommend that a more direct sidewalk connection be provided between the homes and 31st Avenue to promote a logical pedestrian flow.

Signage:

A proposed sign for the development is shown facing east to west along 31st Avenue. More detail on the proposed sign will be submitted in the preliminary PUD, but should meet the requirements of the Sign Ordinance and be generally compatible with adjacent properties.

Lighting:

The applicant shows light poles lining the access road and cul-de-sac. More detail on the proposed lighting will be provided in the preliminary PUD, but should follow the requirements of the Illumination chapter in the Zoning Ordinance. Staff note that additional lighting may be appropriate along the walking path shown on the perimeter of the site and sidewalks leading to the homes.

Landscaping:

A full landscaping plan has not been submitted nor is required at this stage in the PUD process. Two (2) stormwater detention ponds are shown on the west side of the site. Staff recommend consideration for a mix of canopy and understory trees as well as evergreens and conifers throughout the site. The developer should also aim to preserve any existing trees on site if feasible. Staff also recommend a vegetated and fencing buffer along the perimeter of site adjacent to commercial properties.

Staff Analysis:

The Comprehensive Plan identifies “Planned Mixed Use” for the property. This category calls for a mix of residential and business uses that are designed to facilitate pedestrian activity. Staff believe that the proposed residential development fits this description, and that the concept plan is generally consistent with the intent of the category and will be strengthened in the later planning stages.

The property is surrounded by residential properties to the north, west, and south, as well as commercial properties to the east along 11th Street. As part of the option to purchase, the City will retain a parcel approximately one (1) acre in size just west of the existing McDonald’s for future commercial development. Staff believe CHP’s proposed development is compatible with the surrounding mix of residential and commercial properties.

Lastly, staff believe the site is capable of handling the proposed use. The development has an attractive layout for small houses and retains adequate areas for site access, open space, and stormwater detention. As the preliminary PUD plan develops, more technical details will be provided regarding utilities, grading, and easements. Staff has no concern at present about these details.

Planning & Zoning Commission Recommendation:

At their March 4th meeting, the Planning & Zoning Commission (PZC) unanimously recommended (7-to-0) that the application plan with recommended revisions be used as a guide in the PUD process and that the rezoning be approved. The PZC concurred with the staff analysis and noted that an outdoor gathering area next to the community center would be a good addition to the plan.

Previous Council Action (if any):

- November 2023: The City Council approve a letter of intent to sell the property at 950 31st Avenue to CHP.
- December 2023: The City Council approved an option to purchase with CHP for 950 31st Avenue.

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

Goal #3; Objective #5: Expand programs and activities that improve existing housing and promote development of new housing

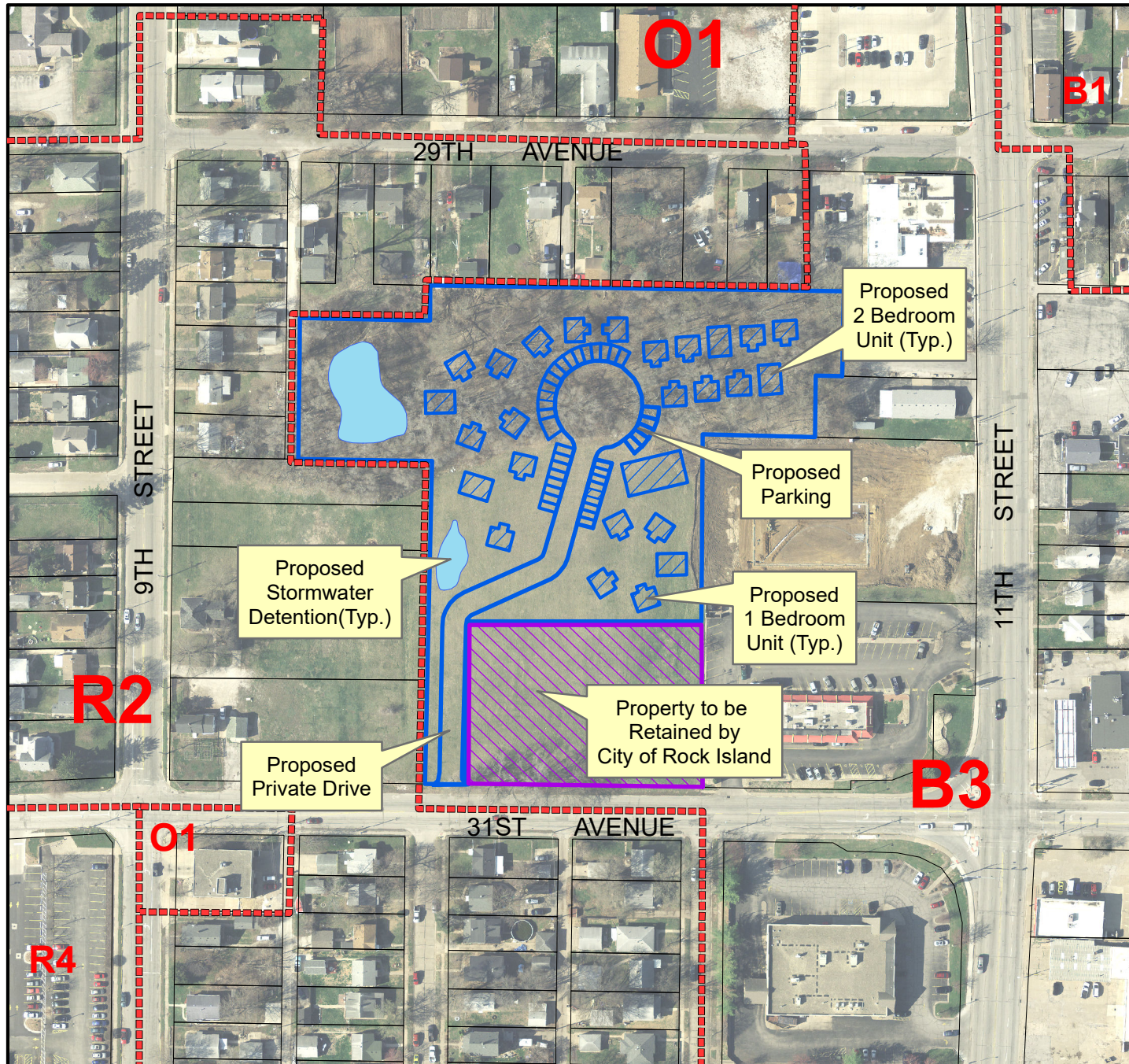
Recommendation:

The Community & Economic Development Department and Planning & Zoning Commission recommend that the City Council approve the rezoning request and that the applicant plan with recommended revisions be used as a guide in the PUD process.

Submitted by: Tanner Osing

Approved by:

PLANNING & ZONING COMMISSION



PLANNING & ZONING COMMISSION

2024-01

-  Subject Property
-  Parcels
-  City Retained Property
-  Building Outline
-  Zoning District Line



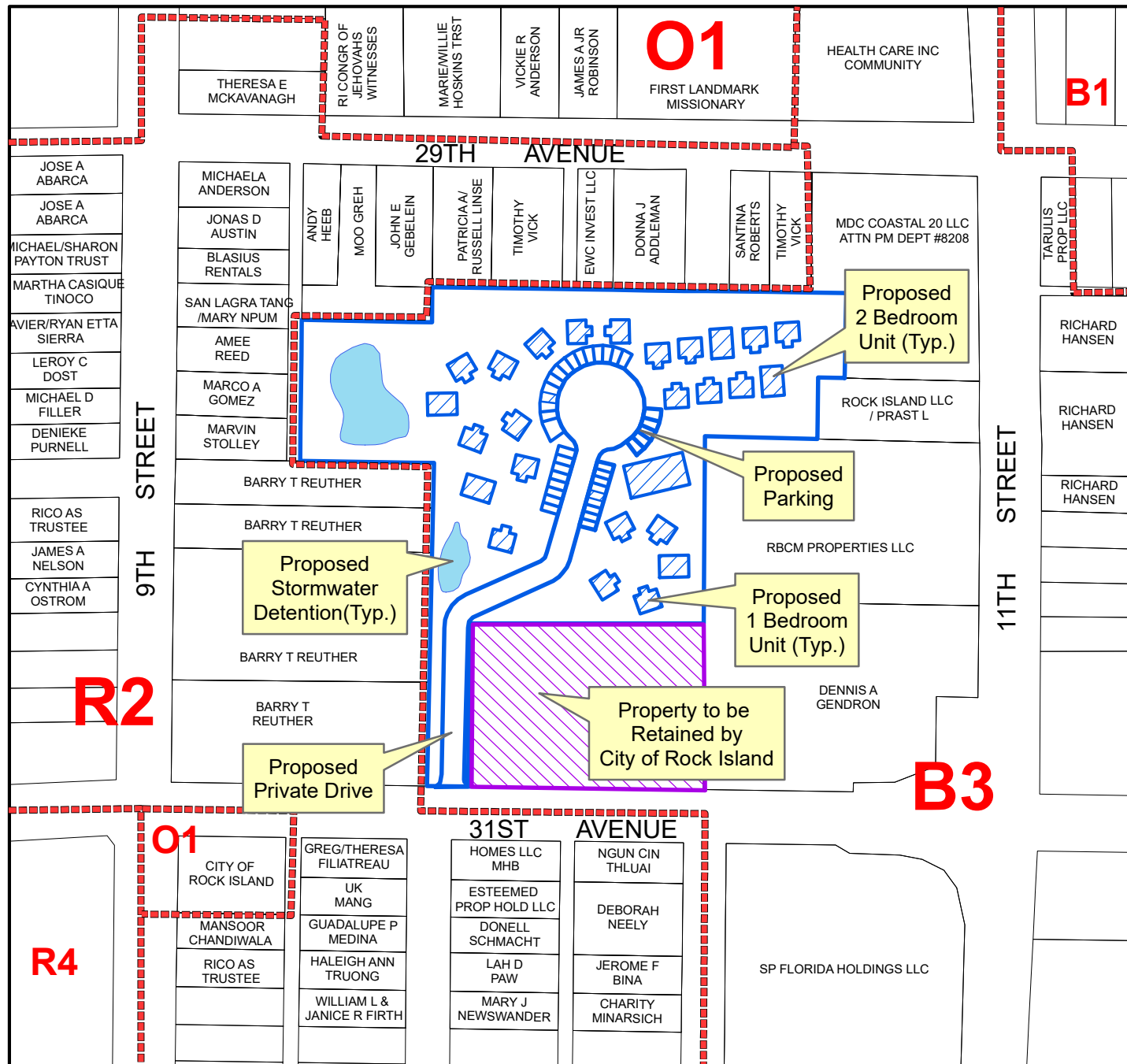
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City of Rock Island

COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT



PLANNING & ZONING COMMISSION



PLANNING & ZONING COMMISSION

2024-01

- Subject Property
- Parcels
- City Retained Property
- Building Outline
- Zoning District Line

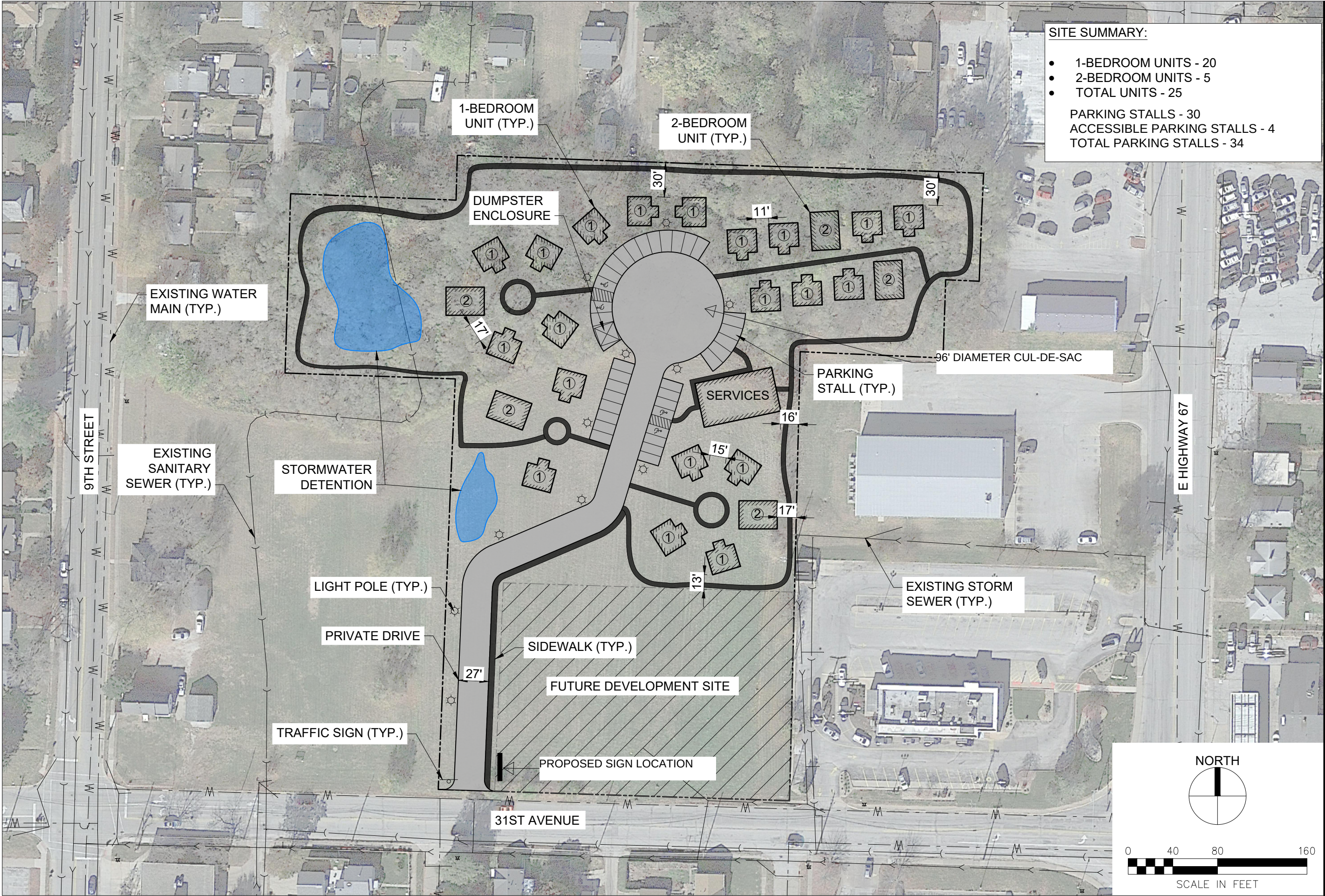


0 50 100 200 300 Feet

City of Rock Island

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT





SITE SUMMARY:

- 1-BEDROOM UNITS - 20
- 2-BEDROOM UNITS - 5
- TOTAL UNITS - 25

PARKING STALLS - 30
ACCESSIBLE PARKING STALLS - 4
TOTAL PARKING STALLS - 34

PRELIMINARY
NOT FOR CONSTRUCTION

SHIVE-HATTERY
ARCHITECTURE+ENGINEERING

2144 56TH AVENUE WEST
BETTENDORF, IOWA 52722
563.635.7300 | SHIVE-HATTERY.COM

31ST STREET HOUSING

COMMUNITY HOME PARTNERS
ROCK ISLAND, IL

2132304000

OVERALL SITE PLAN
100' WIDE CUL-DE-SAC

EX01





AN ORDINANCE AMENDING ZONING DISTRICTS
AND ZONING MAP OF
THE CITY OF ROCK ISLAND, ILLINOIS

WHEREAS, the City of Rock Island, Illinois is the legal owner of record of the property hereinafter described and consents to said property being rezoned upon the request of Community Home Partners for a residentially-oriented Planned Unit Development; and,

WHEREAS, the rezoning partially fulfills the City's commitment to sell said property in a Letter of Intent to Sell approved by the City Council on November 13th 2023, attached hereto and incorporated herein as Exhibit A; and,

WHEREAS, the City Council approves that the submitted application plan, attached hereto and incorporated herein as Exhibit B, subject to recommended revisions be used as a guide to the preparation of a preliminary and final Planned Unit Development,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND,
ILLINOIS:

Section One: Under authority granted by Appendix A, Article IV, Section 4.1 of the Code of Ordinances of the City of Rock Island, Illinois, entitled "Zoning Map," the following described parcel of real estate located in the City of Rock Island, Illinois, is hereby changed from B-3 (community business) district to PUD (planned unit development) district as designated in the Zoning Ordinance:

Tract 1, as shown on the Location Map attached hereto and incorporated herein as Exhibit C, that is approximately five acres of a six-acre, unsubdivided parcel with an address of 950 31st Avenue and PIN 1611100071

Section Two: All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Three: This ordinance shall be in full force and effect from and after its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED: _____

APPROVED: _____

ATTEST: _____
CITY CLERK



Community & Economic Development Department

John Chow
Community Home Partners
227 21st Street
Rock Island, IL 61201

Subject: Letter of Intent to Sell 31st Avenue Site to Community Home Partners

Dear Mr. Chow,

The City of Rock Island owns a parcel of vacant real estate with frontage on 31st Avenue between 9th Street and 11th Street totaling approximately five acres in size. Community Home Partners (CHP) has proposed the development of permanent supportive housing for veterans on the subject property consisting of small houses with a community building. The City wishes to retain an approximately one-acre size site with frontage on 31st Avenue for future commercial development, but is in favor of selling the remaining approximately four acres to CHP for their proposed development. This document serves as a letter of intent to sell said property and outlines the City's commitments to CHP as they pursue their development.

1. **Seller.** The City of Rock Island is a municipal corporation in the State of Illinois and has its offices located at 1528 3rd Avenue, Rock Island, Illinois.
2. **Buyer.** Community Home Partners is an affiliate of the Rock Island Housing Authority and has its offices at 227 21st Street, Rock Island, Illinois.
3. **Property.** The property to be sold is approximately four acres of a five-acre total parcel with an address of 950 31st Avenue and PIN 1611100071, which said property is legally described in Exhibit A attached hereto (the "Subject Property").
4. **Sales Price.** The buyer and seller agree that a fair market price shall be determined for the subject property using a professional real estate appraiser in conjunction with a professional land surveyor. Once that fair market price is determined, the seller may choose to donate the subject property to the buyer in lieu of other financial incentives to support the proposed development.
5. **Zoning and Land Use.** The buyer intends to develop the site in a manner necessitating the rezoning of the property from a business zoning district to a residentially-oriented Planned Unit Development (PUD). The seller, desiring that such a development takes place, hereby agrees to proceed with the rezoning process in good faith once final site plans are ready for review.

6. **Purchase Agreement.** A purchase agreement shall be mutually prepared and executed by the buyer and the seller no later than July 31, 2024. Following execution of said agreement, the purchaser shall make a deposit on the property and begin an investigation period as described below. Closing shall not take place until said investigation period is completed.
7. **Initial Deposit.** Upon execution of the purchase agreement, the buyer shall deposit into an escrow account an amount equal to five thousand dollars (\$5,000.00) as a refundable deposit toward and applicable to the purchase price ("the initial deposit"). The escrow agent shall be Meridian Title Company which has its offices at 423 17th Street, Rock Island, Illinois.
8. **Investigation Period.** Buyer shall have no later than November 30, 2024 to perform all feasibility and due diligence investigations regarding the Property. Seller shall reasonably cooperate with Buyer's due diligence and feasibility investigations.
9. **Conditions Precedent to Closing.** Among other conditions to be specified in the Purchase Agreement, Buyer's obligation to close the transaction shall be subject to the satisfaction of the following conditions: (A) Buyer's receipt of a title insurance policy in the full amount of the Purchase Price showing good and marketable title vested in Buyer, solely subject to such exceptions as Buyer approves, (B) Buyer's receipt of title to the Property free and clear of liens, (C) Buyer's satisfaction that all applicable private and governmental laws, rules, standards, covenants, conditions, restrictions, requirements and agreements, including, without limitation, all zoning, subdivision, building and use restrictions and all easements and matters of record, are consistent with Buyer's intended development of the Property; (D) Buyer obtaining, or Buyer verifying to Buyer's satisfaction that Buyer will be able to obtain, all private and governmental permits, certificates and other approvals and all variances, exemptions, waivers and zoning changes required for Buyer's intended development of the Property; (E) Buyer obtaining satisfactory written environmental assessments and/or evaluations of the Property (including "Phase I" assessments and, if Buyer deems necessary in Buyer's sole discretion, "Phase II" assessments, including laboratory testing of soil, water and other substances) from qualified environmental consultants of Buyer's choice; (F) Buyer receiving a funding award from the Illinois Housing and Development Authority ("IHDA") under the Permanent Supportive Housing Program in connection with Buyer's proposed development of the Property in an amount acceptable by Buyer; (G) Buyer obtaining commitments from a lender or lenders acceptable to Buyer for construction and permanent financing for the Property on terms and conditions acceptable to Buyer; and (H) Buyer obtaining grants in connection with its proposed development of the Property on terms and conditions acceptable to Buyer.

10. **Non-Solicitation.** During the period of time between the execution of this letter of intent and the purchase agreement, the seller shall not solicit other offers. If the seller receives a competing offer during this period, the seller shall notify the buyer of all material terms of such offer within seven (7) days, but shall take no action related to said offer.

11. **Closing Date.** The closing date shall be on or before December 31, 2024 or such date as the buyer and the seller mutually agree to in writing.

12. **Effect of the Letter of Intent.** Notwithstanding that this Letter of Intent contains many of the essential points regarding the transactions described herein, and this is intended to be a legally enforceable agreement, no cause of action shall arise in respect of the signing hereof.

13. **Offer Expiration.** If not executed by both parties, this letter of intent shall be automatically terminated on December 31, 2023. Both the buyer and the seller acknowledge and agree that this letter of intent shall be superseded by the purchase agreement. Until such time as the purchase agreement is executed, both parties agree to proceed in accordance with the terms, conditions, and provisions outlined in this letter of intent. If the purchase agreement is not fully executed by July 31, 2024, this letter of intent shall expire, be of no further force and effect, and neither the buyer nor the seller shall have any further rights or duties hereunder. In the event this letter of intent is terminated and the purchase agreement is not executed, both parties agree to return promptly to the other all documentation provided pursuant to this letter of intent.

14. **IHDA Site Control Compliance Form.** This Letter of Intent is subject to the terms set forth in Exhibit B attached hereto.

SELLER:

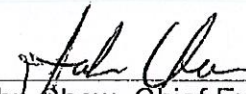


Todd Thompson, City Manager
City of Rock Island

11-14-23

Date

BUYER:



John Chow, Chief Executive Officer
Community Home Partners

11-1-23

Date

EXHIBIT A

Legal Description

EXHIBIT B

IHDA Site Control Compliance Form



Disclaimer: This map is not a substitute for an actual field survey or blight investigation. The accuracy of the map is limited to the quality of the records from which it was assembled. The City of Rock Island makes no warranty concerning this information.

31st Avenue Site
Sale of City Owned Lot
Parcel 10222, PIN #1611100071

Subject Property
 Parcels

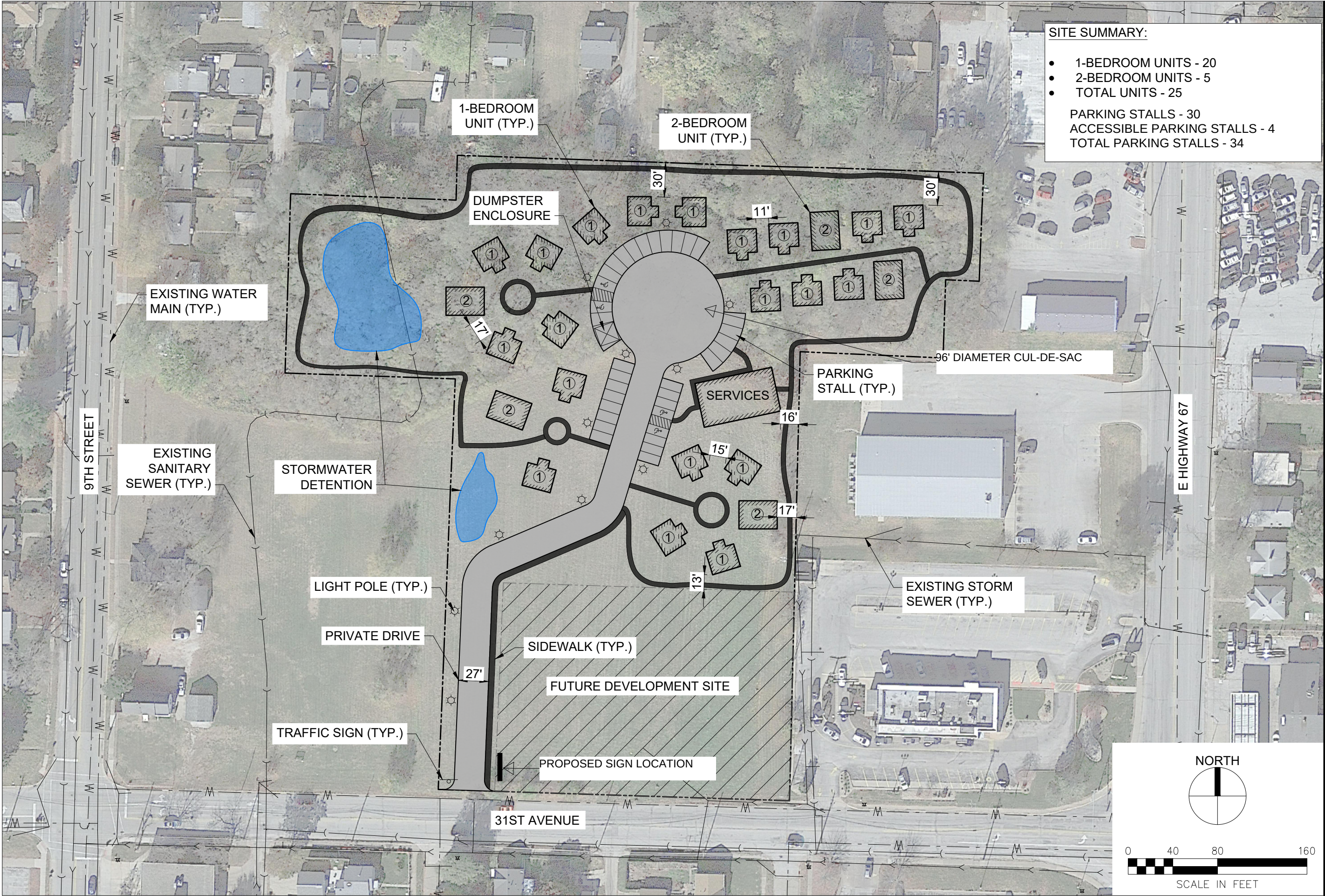


City of Rock Island,
 Community and Economic Development Department
 Drawn By: K. Douglass
 Date Created: November 2023
 0 25 50 100 150 200 Feet

EXHIBIT B: APPLICATION PLAN

2/6/2024 10:16:55 AM

P:\Projects\MO2132304000\Deliverables\Drawings\1_Civil\Exhibits\EX01 SITE PLAN.dwg



SITE SUMMARY:

- 1-BEDROOM UNITS - 20
 - 2-BEDROOM UNITS - 5
 - TOTAL UNITS - 25
- PARKING STALLS - 30
ACCESSIBLE PARKING STALLS - 4
TOTAL PARKING STALLS - 34

SHIVE-HATTERY
ARCHITECTURE+ENGINEERING

2144 56TH AVENUE WEST
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PRELIMINARY
NOT FOR CONSTRUCTION

31ST STREET HOUSING

COMMUNITY HOME PARTNERS
ROCK ISLAND, IL

2132304000

OVERALL SITE PLAN
100' WIDE CUL-DE-SAC

EX01



Disclaimer: This map is not a substitute for an actual field survey or online investigation. The accuracy of the map is limited to the quality of the records from which it was assembled. The City of Rock Island makes no warranty concerning this information.

EXHIBIT C **LOCATION MAP** **950 31st Avenue**

▮ Tract 1 Parcels
▮ Tract 2



City of Rock Island,
Community and Economic Development Department

Drawn By: K. Douglass

Date Created: March 2024

0 25 50 100 150 200 Feet

Memorandum



To: Rock Island City Council
From: Jessica Sager, Finance Manager
Subject: Report from the Finance Department regarding a budget carryover from CY 2023 to the TIF #6 The Locks Fund (208) in the amount of \$199,892.00.

Motion: Motion whether or not to approve the budget carryover item as recommended.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Community and Economic Development Department is requesting a budget carryover from CY 2023 to the TIF #6 The Locks Fund (208) in the amount of \$199,892.00. The department budgeted \$199,892.00 in 2023 for the demolition of the Klass properties and did not expend any funds from this account. The department is requesting a budget adjustment for the balance. City Council approved a similar request at the March 11, 2024 meeting, but this account was not included in the original memo.

Account Number	Description	Type	Amount
208-312801-53801-6537000	Building & Grounds S/C-Klass Properties	Expense	\$199,892.00

Previous Council Action (if any):

Budget Impact:

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

City Council approve the budget adjustment increasing the TIF #6 The Locks Fund (208) expense budget by \$199,892.00 for CY 2024.

Submitted by: Jessica Sager, Finance Manager

Approved by:

Memorandum**Community and Economic Development Department**

To: Jessica Sager, Finance Manager; Interim Finance Director

Subject: Budget Adjustment

Date: March 14, 2024



In CY23 staff budgeted funds to facilitate the demolition of the Klass properties located within the Locks TIF. Staff budgeted \$199,892.00 for the demolition in 2023, but none of the budget was expended. The demolition was not completed by the end of 2023 and the funds need to be moved to CY24 to pay the remaining balance due to the contractor.

Staff requests to bring the remaining balance of account 208-312801-53801-6537000 be moved from CY23 to CY24.

Account:

Fund:	208	TIF #7 The Locks
Department:	312	Economic Development
Cost Center:	801	General Development
Object Code:	53801	Building & Grounds S/C
Project Code:	6537000	Klass Properties

Submitted by: Melissa Holderfield, Administrative Secretary
Tarrah Sipes, Economic Development Manager
Miles Brainard, Community & Economic Development Director

010 CITY OF ROCK ISLAND
Expenditure Statement
For the Period January 1, 2023 Through December 31, 2023

FUND 208: TIF #6 The Locks

Account Number	Account Name	Original	CYTD Revised Budget	CPTD Expenditures	CYTD Expenditures	Encum	CYTD Available Budget	CYTD Percent of Budget Remaining
PROJECT								
208-312801-52301-6537000	Bldg Materials/Supplies - Klass Propert	0	30,000.00	13093	13,093.00	0	16,907.00	56.36
208-312801-53101-6537000	Legal Services	0	10,000.00	0	0	0	10,000.00	100
208-312801-53801-6537000	Building & Grounds S/C - Klass Propertie	0	199,892.00	0	0	0	199,892.00	100
Project Total		0	239,892.00	13,093.00	13,093.00	0	226,799.00	94.54

Memorandum

To: Rock Island City Council
From: Jessica Sager, Finance Manager
Subject: Report from the Finance Department regarding a budget adjustment to the MLK Activity Fund (901) in the amount of \$60,000.00



Motion: Motion whether or not to approve a budget adjustment as recommended.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Martin Luther King Center is requesting a budget adjustment to the MLK Activity Fund (901) revenue and expense budgets in the amount of \$60,000.00. The grant funds from the Quad City Community Foundation and the John Deere Foundation will be used to support the Group Violence Intervention Program. The requested budget adjustment is for the revenue and expense accounts listed below.

Account Number	Description	Type	Amount
901-000000-43301-6545041	Other Grants-Grp VInc Inter-JD Foundation	Revenue	\$30,000.00
901-000000-43301-6545064	Other Grants-Grp VInc Inter-QC Comm Fnd	Revenue	\$30,000.00
901-356901-53112-6545041	Consultant Services	Expense	\$30,000.00
901-356901-53112-6545064	Consultant Services	Expense	\$30,000.00

Previous Council Action (if any):

Budget Impact:

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

City Council approve the budget adjustment increasing the MLK Activity Fund (901) revenue and expense budgets by \$60,000.00 for CY 2024.

Submitted by: Jessica Sager, Finance Manager

Approved by:



Memorandum Martin Luther King Center

To: Jessica Sager, Interim Finance Director
Subject: Adjustment to the CY 2024 Budget
Date: March 8, 2024

An adjustment to the CY 2024 budget is requested by the Martin Luther King Center to address revenues and expenditures in the amount \$60,000 within Fund 901 to accommodate funding from the Quad City Community Foundation and the John Deere Foundation to support the Group Violence Intervention Program.

These services will be implemented by the Rock Island Police Department. Attached is a description of the services.

Submitted by: Jerry Jones, MLK Center Director

Account Number	Account Name	Original Budget	Revised Budget
REVENUES			
901-000000-43301-6545041	Other Grants-Grp Vlnr Inter-JD Foundatio	0	30,000
901-000000-43301-6545064	Other Grants-Grp Vlnr Inter-QC Comm Fnd	0	30,000
Total Revenues		0	60,000
EXPENDITURES			
901-356901-XXXXX-6545064		0	30,000
901-356921-XXXXX-6545041		0	30,000
Total Expenditures		0	60,000

REDUCING SERIOUS VIOLENCE IN THE CITY OF ROCK ISLAND PROPOSAL

National Network for Safe Communities
John Jay College of Criminal Justice
524 W. 59th St., Ste. 031W
New York, NY 10019



**National Network
For Safe Communities
at JOHN JAY COLLEGE**

I. INTRODUCTION

The National Network for Safe Communities (NNSC) is a center based at John Jay College of Criminal Justice that develops, takes to scale, and supports cities in implementing evidence-based approaches to violence prevention that enhance the effectiveness and legitimacy of public safety systems. Beginning with a focus on neighborhood-based gun violence more than twenty years ago, NNSC has applied an action-research process to effectively address a range of seemingly intractable public safety problems in dozens of cities in the U.S. and in international contexts.

NNSC is committed to building a community of practice that operates along a set of guiding principles:

- **First do no harm**
- **Strengthen communities' capacity to prevent violence**
- **Enhance legitimacy**
- **Offer help to those who want it**
- **Get deterrence right**
- **Use enforcement strategically**

NNSC'S action-research approach includes working with cities to identify serious violent crime problems; assembling partnerships of law enforcement, community leaders, and social service providers; conducting crime analyses to identify the conditions driving the majority of serious offending; devising a response that uses enforcement strategically to reduce collateral consequences while increasing police legitimacy and public safety; focusing services and community resources on those at the highest risk for violence victimization or offending; and, where applicable, delivering prior notice of the consequences for further offending.

In addition to providing strategic advising to jurisdictions implementing these interventions, NNSC facilitates peer support and collaborative learning opportunities to help cities learn from one another; address common issues; provide a supportive community of practitioners for new jurisdictions; and make these interventions standard practice across the United States.

II. NNSC'S APPROACH TO VIOLENCE REDUCTION

A substantial body of empirical research has shown that violence and community disorder in troubled neighborhoods is caused predominantly by a remarkably small number of highly active people locked in the dynamics of gangs, street groups, and drug crews. NNSC'S Group Violence Intervention (GVI) has repeatedly shown that cities can dramatically reduce violence by assembling a partnership of law enforcement, social service providers, and committed community actors (e.g., parents, leadership from faith-based organizations, street-outreach workers, neighborhood associations, individuals who were formerly involved in violence dynamics, etc.) to engage in ongoing direct communication with these groups.

Direct communication is central to GVI and is conducted via a "call-in," a face-to-face meeting between an assembly of group members and the partnership, or "custom notifications," a face-to-face meeting between an individual group member and representatives from the partnership, repeated at intervals as necessary. In both scenarios, partners deliver 1) a credible moral message against violence, 2) a credible law enforcement message about the consequences of further violence, and 3) a genuine offer of help for those who want it.

A central operational shift is that law enforcement puts the groups/gangs on prior notice that further violence will be met with a specific and swift response directed at the group as a whole rather than at individuals. Individual violent offenders receive the same enforcement attention as they had previously experienced. However, other group members get new attention from police and prosecutors for any crimes committed, outstanding warrants, probation and parole violations, and open cases. The intervention combines this enforcement message with a powerful moral message against violence from community members whom the group members respect, and a reorganized, streamlined social service structure tailored to the particular needs of group members who want to change. The explicit aim is to create collective accountability to reduce informal peer dynamics that promote violence, crystallize community standards against violence, and offer meaningful help for those who will take it.

GVI requires that people from disparate backgrounds, often with competing priorities, work together in unusual ways and focus on a single goal: reducing serious violence in their community. A real working partnership among these stakeholders is both the strategy's most important element and its greatest challenge. NNSC's deep experience with this approach has shown that successful implementation requires consistent support

from expert strategic advisors. The most effective implementation efforts combine that support with collaborative learning opportunities and an intense focus on particular areas of operational significance driven by advice from national and international experts who are connected to similar efforts in other jurisdictions.

NNSC is particularly well positioned to provide that support. Decades of implementing proven violence reduction strategies and delivering unparalleled strategic advising have helped us build a community of practice with deep expertise in each of the components of the strategy as well as with other emerging innovations. NNSC regularly deploys this community through peer site visits, distance learning, and collaborative workshops to ensure effective implementation, advancement, and sustainability of the strategy within the jurisdictions we advise. We convene experts from active jurisdictions to share knowledge of core operational issues such as strategic law enforcement, police legitimacy, support and outreach to active offenders, governance and institutionalization, and other essential areas. Members of the network assist one another with the concrete work in the jurisdictions, develop and share innovations, and work together on a shared agenda.

GVI—a focused deterrence-based strategy—has robust scientific backing. A recent Campbell Collaboration systematic review of formal evaluations found all 12 of the evaluated focused deterrence interventions produced positive results and that the approach overall produced “noteworthy” reductions.¹ Systematic reviews by the United States Agency for International Development, Weisburd et al., and the National Academies of Sciences support that the strategy is the most effective known to reduce community violence, with the National Academies finding that, “focused deterrence programs show consistent crime control impacts on gang violence, street crime driven by disorderly drug markets, and repeat individual offending.”²

¹ Braga, Anthony A., David Weisburd, and Brandon Turchan. “Focused deterrence strategies and crime control: An updated systematic review and meta-analysis of the empirical evidence.” *Criminology & Public Policy* 17, no. 1 (2018): 205-250.

² Abt, Thomas, and Christopher Winship. “What works in reducing community violence: a meta-review and field study for the northern triangle.” (2016).

<https://www.usaid.gov/sites/default/files/USAID-2016-What-Works-in-Reducing-Community-Violence-Final-Report.pdf>; Weisburd, David, David P. Farrington, and Charlotte Gill. “What works in crime prevention and rehabilitation: An assessment of systematic reviews.” *Criminology & Public Policy* 16, no. 2 (2017): 415-449; National Academies of Sciences, Engineering, and Medicine. 2017. *Proactive policing: Effects on crime and communities*. National Academies Press, 2018.

Additionally, GVI has been endorsed by the National Institute of Justice,³ American law enforcement groups⁴, and national advocacy groups⁵. When properly implemented, cities routinely see rapid reductions in serious violence – on the order of two-thirds for group-related homicide. Moreover, this result is typically accompanied by low levels of actual enforcement and the enthusiastic support of affected communities.

IV. PROJECT DESCRIPTION

NNSC proposes to work with local leadership to implement GVI, including an analysis of the violence dynamics in the county, an in-depth, closed-door working session on GVI for key stakeholders, regular strategic advising from NNSC, and access to management and development tools, peer support networks, and collaborative learning opportunities.

If the strategy is implemented with fidelity to GVI's core principles, Rock Island can expect to see the following at the end of the proposal period: 1) reduction in the targeted crime areas, 2) improvement in interagency law enforcement partnerships, 3) strengthened relationships between law enforcement and community, and 4) increased knowledge and expertise in this work that would allow the city's partnership to consider addressing other serious crime areas using the approach.

V. PROJECT ACTIVITIES

Design work for all NNSC interventions begins by assessing the facts on the ground (i.e., who and what are driving serious violence). To that end, NNSC staff will:

- 1) **Conduct a one-day working session on the Group Violence Intervention, tailored to Rock Island.** Led by NNSC staff, this workshop—what NNSC calls “GVI University”—is a seminar-style discussion with key executive stakeholders (e.g. multiagency law enforcement leadership, community leadership, and committed

³ See, for example: <https://crimesolutions.ojp.gov/ratedprograms/700>; <https://crimesolutions.ojp.gov/ratedprograms/207>

⁴ See, for example:

https://www.theiacp.org/sites/default/files/Research%20Center/Violence%20Reduction%20Literature%20Review_FINAL.pdf

⁵ “Intervention Strategies.” Giffords. <https://giffords.org/lawcenter/gun-laws/policy-areas/other-laws-policies/intervention-strategies>.

social service providers). GVI University will provide a comprehensive overview of the GVI framework and an opportunity to discuss with local leadership the additional innovations and investments that can be made to bolster and support the intervention (e.g. police legitimacy training, use of “group shooting scorecards,” communications strategy and media outreach, etc.).

- 2) **Strategic advising:** NNSC will provide strategic advising to guide key Rock Island partners and stakeholders—including the city administration, law enforcement partners (e.g., police, probation and parole, and prosecutors), social service providers, and community leaders—in shifting the way they share information, work toward the common goal of public safety, deliver antiviolence messaging, follow through with services as promised, and execute formal or informal sanctions as needed to reduce violence. This strategic advising will be structured with the specific intention of developing accountability processes and mechanisms that empower the project manager and other local operational partners to ultimately own fidelity of the implementation. NNSC proposes the following elements of strategic advising:
 - a. **Develop local operational support:** NNSC will train and support the local project manager to coordinate implementation of GVI. NNSC will work closely with the project manager to provide a comprehensive understanding of the GVI theory and the most critical components of an effective implementation, as well as guide the project manager’s effective operation within law enforcement, social service, and community contexts.
 - b. **Ongoing strategic advising:** A team of NNSC’s advising staff will conduct dedicated monthly with the project manager and key project partners to guide the implementation of GVI, plan and support additional investments in the comprehensive strategy, and provide expert guidance on any challenges that arise.
2. **Topic-specific training workshops:** NNSC advisors will conduct two on-site workshops for Rock Island partners to support the implementation of GVI. The topics of these workshops will be Shooting Reviews and Custom Notifications, and will draw on lessons learned from Davenport and work already underway in Rock Island. Following these workshops, local partners will have the tools to share real time information about the most serious violence across various agencies as well as take immediate steps to intervene with those closest to the violence.

- 3) **Access to management and development tools:** NNSC's decades of experience have shown that jurisdictions implementing GVI invariably benefit from ongoing development opportunities for key stakeholders. Moreover, it is equally important that jurisdictions, and project managers in particular, are equipped with a core set of tools designed to support rigorous implementation and management of their own ongoing training needs with regard to the core strategy. To this end, the NNSC will offer support in the following areas:
- a. **Accountability and project management tools:** Strong, ongoing project management is central to the long-term success of GVI. NNSC has thus developed a series of tools designed to support project managers and other operational leaders to bolster the durability of the intervention. These tools include a Project Management Guide (specific to the implementation of GVI) and tracking documents specific to planning call-ins, tracking messaging, and providing speaker feedback, as well as the aforementioned implementation review rubric.
 - b. **Access to Group Violence Intervention University training modules:** NNSC recognizes that there is a need among local leaders for support in providing ongoing training, refreshers, overviews, etc. to local stakeholders on a regular basis. NNSC has therefore developed a suite of Group Violence Intervention University online modules, each of which is designed to cover specific theoretical and operational topics key to the implementation of the GVI. Topics range from the Nature of Street Groups to Strategic Law Enforcement to Planning a Call-In and are meant to equip local trainers and stakeholders with both the guidance and content necessary to deliver their own trainings. NNSC will make these modules available to Rock Island partners and will work with local leaders to adapt them where necessary to the specific conditions in Rock Island.
 - c. **Topic-specific workshops and webinars:** NNSC will provide the opportunity to participate in specialized workshops and webinars as needed on specific elements of the GVI framework, and emerging innovations, such as custom notifications, shooting reviews, community-police responses to victims of violence, etc. The intent of these workshop/webinar opportunities are to expose key stakeholders to the featured practice or concept for the purpose of strategic planning for local application or rollout and to engage NNSC's partner sites collaboratively in the development of new and promising practices. NNSC's intention is to conduct such workshops and/or webinars

regionally where possible in order to facilitate participation from a variety of sites and foster peer dialogue.

VI. BUDGET SUMMARY

An experienced team of NNSC staff will work directly with local stakeholders to carry out the project activities over the course of two years. The budget for this one-year project is \$60,000.

Memorandum



To: Rock Island City Council

From: Kathryn Douglass, GIS Specialist, Tanner Osing, Miles Brainard, Director

Subject: Report from the Community & Economic Development Department regarding updates to the City's Community Garden Program Policy.

Motion: Motion whether or not to approve the program policy.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The City has leased vacant land to gardeners dating back to the early 2000s. In 2019, the City Council approved a Community Garden Program Policy that set basic guidelines to operate the program and provided maintenance requirements for participants. This program continues to be a highly successful and popular amenity offered by the City thanks in part to this policy. However, staff believe that some housekeeping updates to the current policy are now necessary to provide stronger language on garden upkeep and also reduce some administrative work. The proposed changes to the program policy are summarized in the following list.

- Change the name of the program from "Community" to "Urban" Garden Program to avoid confusion regarding the purpose of the program
- Add language directing staff to send letters to property owners next to the garden sites notifying them that the site is being leased, what the general expectations are, and how to contact staff if any issues arise
- Provide a consistent leasing fee of \$100 for all garden lots rather than a fee based on the size of the lot. Most gardens are of similar size, so the current price difference is unnecessary.
- Remove the \$20 deposit fee that was established to promote end-of-season garden clean-up and instead make gardeners ineligible for the program the following year if their garden sites are not cleared.
- Include activities that are already occurring, such as the City providing a full water tank at the beginning of the year and charging program participants \$50 per refill.
- Eliminate language regarding multi-bed garden parcels. That leasing option has not been used, and it's unlikely to happen in the foreseeable future given the demand and available parcels.

Overall, staff believe that the proposed updates will ultimately lead to a stronger, more efficient program. The primary goal is to ensure gardens are well-maintained and an asset to the

neighborhoods where they are located. Staff remain diligent in communicating maintenance expectations with gardeners and addressing any issues that may arise.

Lastly, staff is also working on an urban agriculture ordinance that will address maintenance of private gardens among other agricultural activities in the City. This ordinance is expected to come before the City Council in 2024.

Previous Council Action (if any):

- The City Council approved a Community Garden Program Policy in 2019.

Budget Impact:

n/a

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

n/a

Council Goal (if applicable):

Goal #4: Placemaking; Objective #2: Provide support that improves quality of life in disadvantaged neighborhoods.

Recommendation:

The Community & Economic Development Department recommends that the City Council approve the updated Urban Garden Program Policy.

Submitted by: Samantha Gange, City Clerk

Approved by:

Rock Island ~~Urban Community~~ Garden Program Policy

~~As Approved by City Council on March 11, 2019~~

1. **Purpose.** The purpose of the Rock Island ~~Community-Urban~~ Garden Program is to manage City-owned parcels designated as ~~community-urban~~ gardens so as to ensure their productive use and provide a benefit to the community.
2. **Designation as Gardens.**
 - a. Staff shall periodically review City-owned parcels and make a recommendation to the City Council as to which should be garden sites. Designation of said parcels as gardens sites shall be made by the City Council.
 - ~~b.~~ Before the gardening season commences, staff shall notify adjoining property owners that the City-owned parcel will be leased as a garden. Said notification shall include general information about the program noting that the property is actively for sale, instructions on where to find additional information on the City's website, and staff contact information to report issues.
- ~~3. Types of Garden Parcels. There are two types of garden parcels: whole and multi-bed.~~
3. **Whole.** Whole garden parcels are leased by a single program participant at a cost ~~determined by area. A deposit fee is also collected.~~ No amenities are provided by the City to program participants leasing these parcels with the exception of one (1) water tank.
 - i. **Water.** ~~When provided by the City, water~~ Water shall be used responsibility and in such a manner as to remain on site and avoid soil erosion. The City shall provide one (1) full water tank for use on the garden parcel. The program participant may contact the City to refill the tank. Refills shall cost \$50.
 - ii. **Mowing.** Any portion of the parcel which is not under cultivation shall be covered in mowed grass as ~~pre~~scribed for residential property in the City of Rock Island Municipal Code. This shall include grass in the abutting right-of-way.
 - iii. **Compost Piles.** Compost piles on the parcel shall be well maintained and shall not contain non-compostable materials. No compost pile shall be within five feet of the garden parcel boundary.
 - iv. **Burning.** Fires for disposal of plant material, cooking, or any other use are prohibited on the garden parcel.
 - v. **Personal Property.** The City is not responsible for any lost or stolen personal property.
 - vi. **Sheds.** Tool storage sheds are prohibited.
 - vii. **Season-Extending Structures.** Greenhouses, hoop houses, cold frames, and other similar structures are prohibited.
 - viii. **Animals.** No animals may be kept on the garden parcel including chickens.

- ix. **Set Back.** No vegetation exceeding ~~three~~ four feet in height may be planted within five feet of the parcel boundary or nearer to the front property line than any principal structure on an adjoining property in the same block face, whichever is greater. Vegetation within ~~five feet of the parcel boundary~~ the required setback must not obstruct sidewalks in any way.
 - x. **Hours of Operation.** Program participants may only work on their garden parcels between dawn and dusk.
- ~~b. **Multi-Bed.** Multi-bed garden parcels are subdivided into smaller raised beds or sections serving a larger number of participants. Each section or raised bed, also called a plot, is leased by a qualified applicant at a cost determined by area. A deposit fee is also collected. Limited amenities may be provided by the City to program participants leasing plots on these parcels.~~
- ~~i. **Water.** When provided by the City, water shall be used responsibly and in such a manner as to remain on site and avoid soil erosion.~~
 - ~~ii. **Compost Piles.** When provided by the City, compost piles shall be turned over by a program participant whenever they contribute to the pile and shall not contain non-compostable materials. The compost contained in the pile is for use in all plots on the parcel.~~
 - ~~iii. **Burning.** Fires for disposal of plant material, cooking, or any other use are prohibited on the garden parcel. Limited use of a barbecue grill may be allowed for special events but requires written Staff approval.~~
 - ~~iv. **Personal Property.** The City is not responsible for any lost or stolen personal property.~~
 - ~~v. **Sheds.** Tool storage sheds, when provided by the City, shall have a padlock and the program participants on the parcel shall be given the padlock code so that they may use the shed. They are prohibited from sharing the code.~~
 - ~~vi. **Season-Extending Structures.** Greenhouses, hoop houses, cold frames and other similar structures are prohibited.~~
 - ~~vii. **Animals.** No animals may be kept on the garden parcel including chickens.~~
 - ~~viii. **Hours of Operation.** Program participants may only work on their garden plot between dawn and dusk.~~
- ~~4. **Amenities.** Plots on multi-bed garden parcels may be afforded amenities by the City which include but are not limited to water, tool storage, and on-site composting. Funding for such amenities may not always be available.~~
- 5.4. **Eligibility.** Participation in the program is limited to citizens of the City of Rock Island. Residency will be confirmed by an Illinois identification card and/or a current City utility bill. Qualified applicants shall be those who are in good standing with the City. This shall mean that they have not violated any City ordinances, have not been the cause of nuisances, and are current on all utility payments.

~~6.5. **Pricing.** Whole parcels that are ten thousand (10,000) square feet or more shall have a leasing fee of seventy dollars (\$70). Whole parcels that are fewer than ten thousand (10,000) square feet shall have a leasing fee of fifty dollars (\$50). On multi-bed garden parcels, the following leasing fees shall apply: plots that are four hundred (400) square feet shall have a leasing fee of twenty-five dollars (\$25), plots that are two hundred (200) square feet shall have a leasing fee of twenty dollars (\$20), and plots that are one hundred (100) square feet shall have a leasing fee of fifteen dollars (\$15). All whole parcels and all plots on multi-bed parcels shall also require a deposit of twenty dollars (\$20). All garden parcels shall have a leasing fee of one hundred dollars (\$100).~~

~~7.6. **Community Benefit Refund.** A program participant may apply for a full refund of their leasing fee if they are able to demonstrate that they donated at least half of their harvest to a non-profit organization, food pantry, or similar entity that benefits the community by reducing hunger and food insecurity among low to moderate income citizens. The application for the refund shall be made available by Staff starting on November 1 and must be returned no later than November 30. Should the application be accepted, the refund will be made in December.~~

~~8.7. **Lease Term.** No community garden lease agreement term shall exceed one (1) year. All leases shall have a termination date of November 30.~~

~~9.8. **Application Process.** The City shall begin advertizing the program no later than February 15.~~ The period for accepting applications opens on March 1 and ends on April ~~30~~15. Applications will be available at City Hall and on the City website.

a. **Order of Preference.** Staff shall review applications and assign parcels or plots to applicants using the following order of preference: (1) returning gardeners who want the same parcel or plot as the previous year, (2) returning gardeners who want a different parcel or plot than the previous year, (3) new gardeners applying for the first time, (4) returning gardeners who have received a written warning in the previous year without forfeiture. Applicants who forfeited their parcels or plots in the previous year will not be eligible to participate in the program in the following year.

b. **Orientation Meeting.** Final approval of applications is contingent upon applicants attending an orientation meeting scheduled to take place between ~~May 1 and May 15~~April 15 and April 30. The orientation meeting will detail the program's policies and procedures. Those applicants who do not attend the orientation meeting will need to meet with ~~s~~Staff before they can have final approval of their application.

c. **Payment.** After attending an orientation meeting, applicants will need to pay ~~both the required deposit and the~~ leasing fee in full to the City. After their payment is processed, they may begin cultivating their parcel or plot.

~~d. **Deposit.** Deposits shall be returned to program participants, assuming they have not been retained for lack of compliance, in December.~~

~~10.9. **Substantial Planting Deadline.** Program participants must have at least half of their parcel or plot under noticeable cultivation no later than May 31. Staff may, at their discretion, extend this deadline if inclement weather negatively~~

affects planting conditions. Staff shall notify program participants if the deadline is adjusted.

11.10. Prohibited Plantings. Any plant species designated as noxious or invasive in the Illinois Administrative Code, by the Illinois Department of Natural Resources, or in the City of Rock Island Municipal Code is prohibited on garden parcels. Shrubs, trees, perennial vines, and other woody perennials are also prohibited.

12.11. Poor Maintenance. During the growing season, poor maintenance of parcels and plots shall include, but not be limited to, the following: less than one half of the parcel or plot is under noticeable cultivation; plants which are noxious, invasive, or prohibited are numerous; nuisance weeds and/or grass are present; activities are adversely affecting neighboring parcels or plots in the form of erosion, water run-off, encroaching vegetation, or some other form of inappropriate modification; prohibited practices, including the use of unapproved chemicals, take place; produce is not being regularly collected and is left to rot in place.

13.12. Poor Maintenance Resolution Process. If ~~s~~Staff determines that there is an instance of poor maintenance, the following steps shall be taken.

- a. Staff shall send a written notice to the relevant participant stating that there is inadequate maintenance of the parcel ~~or plot~~. The letter shall direct the participant to remedy the situation within fourteen (14) days ~~or they will not be reimbursed their deposit.~~
- b. Should the participant fail to remedy the situation within fourteen (14) days, they shall be sent a second written notice stating that ~~they will not be receiving their deposit back and that~~ they have seven (7) days to remedy the situation before they forfeit their parcel ~~or plot~~ and become ineligible to participate in the program the following year.
- c. At the end of the third week, should the situation remain unimproved, a written notice shall be sent to the participant explaining that they have forfeited their parcel or ~~plot and~~ plot and have seven (7) days from the date of said letter to remove their plantings and any other property from the site. After the seven (7) days have passed, the plantings and other property left on the site will become the property of the City. ~~The participant will not be eligible to participate in the program the following year.~~

14.13. Forfeiture. In the event a parcel ~~or plot~~ is forfeited by a program participant either through poor maintenance or voluntarily, ~~s~~Staff shall take the following actions.

- a. Should forfeiture occur prior to July 15, the parcel ~~or plot~~ shall be made available to any applicant at its regular price.
- b. Should forfeiture occur on or after July 15, the parcel ~~or plot~~ shall be made available to any applicant at half of its regular price.
- c. Should forfeiture occur on or after October 1, the parcel or plot shall not be made available for leasing during the remainder of the season.
- d. Program participants who forfeit their parcels or plots must remove their plantings and any accessory items, including but not limited to trellises

and cages, by a deadline established by sStaff. If they do not, they relinquish ownership of said plantings and items to the City. Staff may allow a program participant who leases a previously forfeited parcel ~~or plot~~ to take ownership of said plantings and accessory items.

~~15-14.~~ **Prohibited Substances.** No synthetic chemicals including herbicides, pesticides, or fertilizers may be applied to parcels or plots. No organic substance producing a prolonged noxious odor may be applied.

~~16-15.~~ **Substantial Clearance Deadline.** Program participants must have their parcel or plot cleared of plantings and other items no later than November 30. The parcel must be returned to a level state by the program participant that will allow the City to seed the parcel with grass if necessary or desired. If a program participant does not meet the substantial clearance deadline, the participant will be ineligible to participate in the program the following year. Staff may, at their discretion, extend this deadline if inclement weather negatively affects the ability of program participants to clear their parcel or plot. Staff shall notify program participants if the deadline is adjusted.

~~17-16.~~ **Data Collection.** Program participants shall report the estimated amount of food they grew in their gardens no later than the Substantial Clearance Deadline. Reporting shall be completed in a manner developed by sStaff and shall include both plant varieties and quantities. ~~If data is not reported for a parcel or plot, the associated participant shall not be refunded their deposit.~~ The data collected shall be made available to the public and used to improve the program.

~~18-17.~~ **Fences and Signs.** Materials including, but not limited to, signs and fences used to demarcate or identify parcels and plots must be kept in place by program participants. Removal or damage to such materials may be considered poor maintenance.

~~19-18.~~ **Subletting.** No parcel or plot may be sublet. Violation of this provision will result in immediate forfeiture.

~~20-19.~~ **Partnering with Community Organizations.** Staff may enter into a partnership with one or more community organizations to provide additional services and resources to program participants. Such organizations must be in good standing with the City. This shall mean that they have not violated any City ordinances, have not been the cause of nuisances, and are current on all required payments to the City. The nature of any partnership shall be detailed in a memorandum of understanding that clearly identifies the roles and responsibilities of each party as they relate to the Rock Island ~~Community~~ Urban Garden Program.

Rock Island Urban Garden Program Policy

1. **Purpose.** The purpose of the Rock Island Urban Garden Program is to manage City-owned parcels designated as urban gardens so as to ensure their productive use and provide a benefit to the community.
2. **Designation as Gardens.**
 - a. Staff shall periodically review City-owned parcels and make a recommendation to the City Council as to which should be garden sites. Designation of said parcels as gardens sites shall be made by the City Council.
 - b. Before the gardening season commences, staff shall notify adjoining property owners that the City-owned parcel will be leased as a garden. Said notification shall include general information about the program noting that the property is actively for sale, instructions on where to find additional information on the City's website, and staff contact information to report issues.
3. **Garden Parcels.** Whole garden parcels are leased by a single program participant at a cost. No amenities are provided by the City to program participants leasing these parcels with the exception of one (1) water tank.
 - i. **Water.** Water shall be used responsibly and in such a manner as to remain on site and avoid soil erosion. The City shall provide one (1) full water tank for use on the garden parcel. The program participant may contact the City to refill the tank. Refills shall cost \$50.
 - ii. **Mowing.** Any portion of the parcel which is not under cultivation shall be covered in mowed grass as prescribed for residential property in the City of Rock Island Municipal Code. This shall include grass in the abutting right-of-way.
 - iii. **Compost Piles.** Compost piles on the parcel shall be well maintained and shall not contain non-compostable materials. No compost pile shall be within five feet of the garden parcel boundary.
 - iv. **Burning.** Fires for disposal of plant material, cooking, or any other use are prohibited on the garden parcel.
 - v. **Personal Property.** The City is not responsible for any lost or stolen personal property.
 - vi. **Sheds.** Tool storage sheds are prohibited.
 - vii. **Season-Extending Structures.** Greenhouses, hoop houses, cold frames, and other similar structures are prohibited.
 - viii. **Animals.** No animals may be kept on the garden parcel including chickens.
 - ix. **Set Back.** No vegetation exceeding four feet in height may be planted within five feet of the parcel boundary or nearer to the front property line than any principal structure on an adjoining property in the same block face, whichever is greater. Vegetation

within the required setback must not obstruct sidewalks in any way.

- x. **Hours of Operation.** Program participants may only work on their garden parcels between dawn and dusk.
- 4. **Eligibility.** Participation in the program is limited to citizens of the City of Rock Island. Residency will be confirmed by an Illinois identification card and/or a current City utility bill. Qualified applicants shall be those who are in good standing with the City. This shall mean that they have not violated any City ordinances, have not been the cause of nuisances, and are current on all utility payments.
- 5. **Pricing.** All garden parcels shall have a leasing fee of one hundred dollars (\$100).
- 6. **Community Benefit Refund.** A program participant may apply for a full refund of their leasing fee if they are able to demonstrate that they donated at least half of their harvest to a non-profit organization, food pantry, or similar entity that benefits the community by reducing hunger and food insecurity among low to moderate income citizens. The application for the refund shall be made available by Staff starting on November 1 and must be returned no later than November 30. Should the application be accepted, the refund will be made in December.
- 7. **Lease Term.** No garden lease agreement term shall exceed one (1) year. All leases shall have a termination date of November 30.
- 8. **Application Process.** The period for accepting applications opens on March 1 and ends on April 15. Applications will be available at City Hall and on the City website.
 - a. **Order of Preference.** Staff shall review applications and assign parcels or plots to applicants using the following order of preference: (1) returning gardeners who want the same parcel or plot as the previous year, (2) returning gardeners who want a different parcel or plot than the previous year, (3) new gardeners applying for the first time, (4) returning gardeners who have received a written warning in the previous year without forfeiture. Applicants who forfeited their parcels or plots in the previous year will not be eligible to participate in the program in the following year.
 - b. **Orientation Meeting.** Final approval of applications is contingent upon applicants attending an orientation meeting scheduled to take place between April 15 and April 30. The orientation meeting will detail the program's policies and procedures. Those applicants who do not attend the orientation meeting will need to meet with staff before they can have final approval of their application.
 - c. **Payment.** After attending an orientation meeting, applicants will need to pay the leasing fee in full to the City. After their payment is processed, they may begin cultivating their parcel or plot.
- 9. **Substantial Planting Deadline.** Program participants must have at least half of their parcel or plot under noticeable cultivation no later than May 31. Staff may, at their discretion, extend this deadline if inclement weather negatively affects planting conditions. Staff shall notify program participants if the deadline is adjusted.

10. **Prohibited Plantings.** Any plant species designated as noxious or invasive in the Illinois Administrative Code, by the Illinois Department of Natural Resources, or in the City of Rock Island Municipal Code is prohibited on garden parcels. Shrubs, trees, perennial vines, and other woody perennials are also prohibited.
11. **Poor Maintenance.** During the growing season, poor maintenance of parcels and plots shall include, but not be limited to, the following: less than one half of the parcel or plot is under noticeable cultivation; plants which are noxious, invasive, or prohibited are numerous; nuisance weeds and/or grass are present; activities are adversely affecting neighboring parcels or plots in the form of erosion, water run-off, encroaching vegetation, or some other form of inappropriate modification; prohibited practices, including the use of unapproved chemicals, take place; produce is not being regularly collected and is left to rot in place.
12. **Poor Maintenance Resolution Process.** If staff determine that there is an instance of poor maintenance, the following steps shall be taken.
 - a. Staff shall send a written notice to the relevant participant stating that there is inadequate maintenance of the parcel. The letter shall direct the participant to remedy the situation within fourteen (14) days.
 - b. Should the participant fail to remedy the situation within fourteen (14) days, they shall be sent a second written notice stating that they have seven (7) days to remedy the situation before they forfeit their parcel and become ineligible to participate in the program the following year.
 - c. At the end of the third week, should the situation remain unimproved, a written notice shall be sent to the participant explaining that they have forfeited their parcel or plot and have seven (7) days from the date of said letter to remove their plantings and any other property from the site. After the seven (7) days have passed, the plantings and other property left on the site will become the property of the City.
13. **Forfeiture.** In the event a parcel is forfeited by a program participant either through poor maintenance or voluntarily, staff shall take the following actions.
 - a. Should forfeiture occur prior to July 15, the parcel shall be made available to any applicant at its regular price.
 - b. Should forfeiture occur on or after July 15, the parcel shall be made available to any applicant at half of its regular price.
 - c. Should forfeiture occur on or after October 1, the parcel or plot shall not be made available for leasing during the remainder of the season.
 - d. Program participants who forfeit their parcels or plots must remove their plantings and any accessory items, including but not limited to trellises and cages, by a deadline established by staff. If they do not, they relinquish ownership of said plantings and items to the City. Staff may allow a program participant who leases a previously forfeited parcel to take ownership of said plantings and accessory items.
14. **Prohibited Substances.** No synthetic chemicals including herbicides, pesticides, or fertilizers may be applied to parcels or plots. No organic substance producing a prolonged noxious odor may be applied.

15. **Substantial Clearance Deadline.** Program participants must have their parcel or plot cleared of plantings and other items no later than November 30. The parcel must be returned to a level state by the program participant that will allow the City to seed the parcel with grass if necessary or desired. If a program participant does not meet the substantial clearance deadline, the participant will be ineligible to participate in the program the following year. Staff may, at their discretion, extend this deadline if inclement weather negatively affects the ability of program participants to clear their parcel or plot. Staff shall notify program participants if the deadline is adjusted.
16. **Data Collection.** Program participants shall report the estimated amount of food they grew in their gardens no later than the Substantial Clearance Deadline. Reporting shall be completed in a manner developed by staff and shall include both plant varieties and quantities. The data collected shall be made available to the public and used to improve the program.
17. **Fences and Signs.** Materials including, but not limited to, signs and fences used to demarcate or identify parcels and plots must be kept in place by program participants. Removal or damage to such materials may be considered poor maintenance.
18. **Subletting.** No parcel or plot may be sublet. Violation of this provision will result in immediate forfeiture.
19. **Partnering with Community Organizations.** Staff may enter into a partnership with one or more community organizations to provide additional services and resources to program participants. Such organizations must be in good standing with the City. This shall mean that they have not violated any City ordinances, have not been the cause of nuisances, and are current on all required payments to the City. The nature of any partnership shall be detailed in a memorandum of understanding that clearly identifies the roles and responsibilities of each party as they relate to the Rock Island Urban Garden Program.

Memorandum

To: Rock Island City Council
From:
Subject: Report from the Community & Economic Development Department regarding changes to the locations of the Urban Garden Sites for the 2024 season.



Motion: Motion whether or not to approve the changes to the locations of the Urban Garden Sites.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Urban Garden Program continues to be a highly successful amenity offered by the City to residents. In the 2023 season, there were twenty-five (25) sites under cultivation over about four and a half acres of otherwise vacant City-owned land. This program not only provides participants with the opportunity to grow fresh food but also helps the City to reduce costs in the management of its vacant land.

Each year, staff review the status of City-owned properties enrolled in the program. Two (2) properties currently enrolled are in the process of being sold. Additionally, one new property added last year is proposed to be changed due to some site suitability challenges. Staff also recommend reducing the number of properties from twenty-five (25) to sixteen (16) to ensure gardens are well-maintained and remain an asset to the neighborhoods where they are located. A map showing the proposed garden lot locations is attached.

Per the program policies, this change requires the approval of the City Council. Staff believe the change will maintain the appropriate number of sites for the program and continue to reduce land maintenance costs for the City.

Previous Council Action (if any):

- The City Council approved changes in garden lot locations in 2022 and 2023.

Budget Impact:

The reduction in garden lot locations will increase maintenance costs by approximately \$2,600. The City will also forego \$900 in leasing fees.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

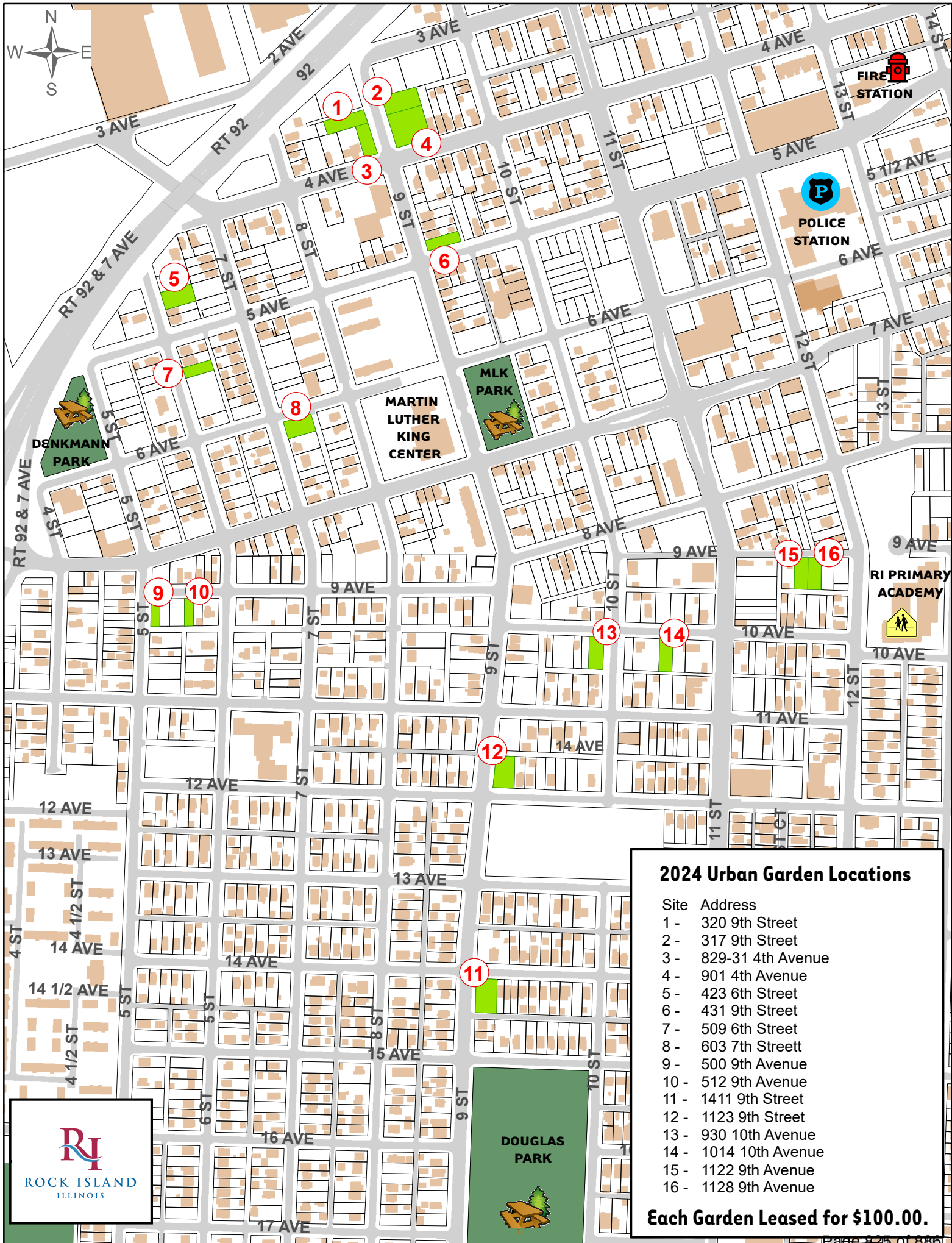
Goal #4: Placemaking; Objective #2: Provide support that improves the quality of life in disadvantaged neighborhoods.

Recommendation:

The Community & Economic Development Department recommends that the City Council approve the changes to the locations of Urban Garden sites for the 2024 season.

Submitted by: Samantha Gange, City Clerk

Approved by:



2024 Urban Garden Locations

Site	Address
1 -	320 9th Street
2 -	317 9th Street
3 -	829-31 4th Avenue
4 -	901 4th Avenue
5 -	423 6th Street
6 -	431 9th Street
7 -	509 6th Street
8 -	603 7th Streett
9 -	500 9th Avenue
10 -	512 9th Avenue
11 -	1411 9th Street
12 -	1123 9th Street
13 -	930 10th Avenue
14 -	1014 10th Avenue
15 -	1122 9th Avenue
16 -	1128 9th Avenue

Each Garden Leased for \$100.00.

Memorandum



To: Rock Island City Council
From: Nichole Mata
Subject: Report from the Community & Economic Development Department regarding the 2023 CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

Motion: Motion whether or not to approve the report and direct staff to submit it to HUD.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Consolidated Annual Performance and Evaluation Report (CAPER) is a document that summarizes how well Community Development Block Grant (CDBG) funded programs performed in the preceding program year. It is essentially an end of year report and the time has come to do one for the program year 2023. Staff have drafted the document and by the time the City Council is meeting, the required fifteen (15) day comment period will have concluded. On February 19, 2024, the Community Development Commission recommended approving and submitting the 2023 CAPER with the suggestion of adding a summary page at the beginning of the report. Staff included the summary before it was submitted for public comment on March 1, 2024. The Community Development Commission will also hold a public hearing on Monday March 18 during its normally scheduled meeting. Any comments received between the preparation of this memo and the Council meeting will have been communicated by staff to both Commission and Council members.

Approval of the CAPER by the City Council is not technically required for the document to be submitted to HUD, but it is a relatively common best practice. Following Council approval, the CAPER will be submitted to HUD by March 31, 2024, which may request additional changes or additions to the document. Staff will communicate any such changes or additions to both the Commission and the Council. Finally, as always, staff note that the document template that staff are required to use is provided by HUD. Some of the quixotic formatting cannot be adjusted by staff.

Previous Council Action (if any):

NA

Budget Impact:

NA

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

NA

Council Goal (if applicable):

NA

Recommendation:

The Community & Economic Development Department recommends that the City Council approve the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and

direct staff to submit it to HUD.

Submitted by: Nichole Mata

Approved by:



City of Rock Island

Community Development Block Grant

Program Year 2023

Consolidated Annual Performance Evaluation Report (CAPER)

Prepared by
Nichole Mata
Community Development Manager



Formatting Notice:

The City of Rock Island is required to submit this CAPER in the template provided by HUD, which contains specified questions, tables and other information and cannot be edited.

The HUD provided template contains formatting irregularities such as: columns that are too narrow, paragraphs split over more than one page, blank space, compressed text, and other discrepancies.

City Staff has compensated for these irregularities where possible, but many remain that cannot be changed.

Executive Summary

The City of Rock Island, as a Community Development Block Grant (CDBG) entitlement community, is required to prepare an end-of-year report about its CDBG-funded activities. This is known as the Consolidated Annual Performance and Evaluation Report (CAPER) and measures program performance against the general priorities identified in the City's five-year Consolidated Plan as well as the specific goals in the City's one-year Annual Action Plan (AAP). In short, this report is meant to inform the public about how CDBG funds were used and if program goals were met. This CAPER is for program year 2023. Given the reporting format required by the US Department of Housing & Urban Development (HUD) which makes the CAPER somewhat less transparent than one would like, staff have included this executive summary. Program year 2023 was the fifth year in the five-year timeframe of the current Consolidated Plan. The City has made good progress in meeting the priorities it lays out. With respect to the specific goals in the 2023 AAP, most targets were met or exceeded. There are some aspects of the program that did not perform as well or projects that did not go as planned. Overall, however, staff are pleased with program performance and consider it a successful year. The following describes major accomplishments for the program year as well as areas where staff will focus on making improvements.

Major Accomplishments

- Housing Rehabilitation program completed 40 single family home rehabilitation projects in 2023.
- City staff has completed a second full house rehabilitation under the pilot Urban Homestead program to address the need for and to meet the HUD requirement for the creation of owner-occupied affordable housing in Rock Island.
- Public Service activities for other low/moderate income housing benefit were met at 91% through our Public Service funding.
- City staff disbursed the remaining COVID-19 CDBG-CV (Corona Virus) funds in 2023.

Areas of Improvements

- In 2019 the City was awarded A 3.5-year Lead-Based Paint Hazard Reduction grant through a coalition with three other cities, Moline, East Moline and Silvis. Although, as a City and in the Lead base paint coalition we did not meet the targeted goal, Rock Island completed 28 of the 50-job completion targets that was set. The grant struggled to hit targets due to challenges, which include the ongoing effects from the COVID pandemic which has impacted the number of applicants, the costs of building materials, and the availability of contractors.
- The City did not meet the economic development goals to create and or retain 4 jobs in PY 2023. City Staff continues to review options and work with The Department of Housing and Urban Development (HUD) to update the policy and procedures for the Commercial/Industrial Revolving Loan Fund program (CIRLF) and make it more accessible for businesses to utilize. The CIRLF committee recently approved lowering the interest rate to make CIRLF program more competitive with other financing options.

Other things of note

- The City did not have any new public facilities projects on the Annual Action plan for 2023. There were several projects that were finishing up at the end of 2022 and beginning of 2023.
- The City currently does not offer a program that rehabilitates rental units. This program performance measure was initially put in the 5-year consolidated plan when it started in 2019 and City staff continue to work with HUD to find ways to create a program that is the right fit for the City's needs.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

The City of Rock Island received a Community Development Block Grant entitlement allocation of \$1,113,401.00 for Program Year 2023 starting January 1, 2023 and ending December 31, 2023. The city allocated funds to the following programs: Neighborhood Housing Rehabilitation, Code Enforcement activities, Public Service Programs, and Public Facility improvements, as well as Program Administration and Neighborhood Housing service delivery costs.

In addition to the regular CDBG award the city was also awarded a total of \$879,699 in Community Development Block Grant-Corona Virus funding. These funds are to prevent, prepare for or respond to the COVID-19 pandemic. The funds have been distributed to provide economic development and public service grants in 2023.

City staff has completed a second full house rehabilitation under the Urban Homestead Program to address the need for and to meet the HUD requirement for the creation of owner-occupied affordable housing in Rock Island.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Healthy Homes Lead Paint	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	2	20.00%	10	0	0.00%

Healthy Homes Lead Paint	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	40	26	65.00%	10	8	80.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	75	0	0.00%	0	0	0.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	2	2	100.00%	1	1	100.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	125	100.00%	35	40	114.29%
Job Creation	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	60	0	0.00%	4	0	0.00%
Job Creation	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	15	0	0.00%	4	0	0.00%
Program Administration	Program Administration	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
Property Maintenance	Affordable Housing	CDBG: \$	Buildings Demolished	Buildings	10	7	70.00%	5	7	140.00%
Property Maintenance	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	300	0	0.00%	0	0	0.00%

Public Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	1000	100.00%	0	0	100.00%
Public Service	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	875	875	100.00%	200	181	91.00%
Public Service	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0	0	0	0

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified

The current consolidated plan process identified the following goals as activity priorities:

- 1) Improve housing conditions for income qualified residents
- 2) Create suitable living environments
- 3) Provide Public Services
- 4) Reduce the impacts of lead paint

Staff provided funding to 40 single-family owner-occupied housing units through the Neighborhood Housing Rehabilitation Programs. The

Neighborhood Housing Rehabilitation Targeted Area Repair and Rehabilitation Program (TARRP) provided funding to 6 single-family owner-occupied houses. 2022 was the last year code enforcement activities were paid through CDBG activities. In 2023 The TARRP program rehabilitation funding ended and was removed from the City's policies and procedures.

The City continues to evaluate CDBG programs in Rock Island to ensure that the grant funds are being spent efficiently and provides that greatest benefit to residents. In Program Years 2020 and 2021, code enforcement activities paid through CDBG were conducted in targeted areas within the City, which included Census Tract 236. That Tract was identified in the 2019 Analysis of Impediments to Fair and Affordable Housing as a Racially or Ethnically Concentrated Area of Poverty (RECAP). Two smaller target areas were also included for CDBG funded code enforcement activities. Code enforcement activities were meant to be coupled with housing rehabilitation assistance to improve the housing stock and neighborhoods in the identified target areas. Following a review of this effort, however, it was determined that most residents in the targeted areas were seeking assistance on their own without a code enforcement officer's assistance. As such, it has been determined that there is insufficient justification for use of CDBG funding for code enforcement activities. Program policies and procedures have been updated to reflect this change.

The City, as part of a consortia, has received a HUD Healthy Homes grant to remediate lead in homes with children under the age of 6. The City uses HUD CDBG staff time and pays for the lead testing laboratory fees as match for the grant. During PY 2023, 8 housing units were addressed in Rock Island.

The City did not meet the economic development goals in PY 2023 for the following reasons: The Region 5 CPD representative monitored the PY 2017 Commercial/Industrial Revolving Loan Program in April/May of 2018. The results of the monitoring showed several deficiencies that could not be easily addressed to keep the program moving forward. City staff suspended the program indefinitely to retool the program. City staff completed the update to the Commercial/Industrial Revolving Loan Fund (CIRLF) Program policies and procedures and instituted the required changes in the program; the document was submitted to HUD in 2021 for review and approval. On October 29, 2021 HUD approved the CIRLF Policies and Procedures and removed the final finding. The CIRLF Program was relaunched in Spring 2022 and promoted by the City's economic development team. However, since that time there have not been any eligible applicants. Staff suspect that continuing fallout from the Covid-19 pandemic as well as inflation have discouraged local businesses from making investments or undertaking expansion projects that would be suitable for the CIRLF Program. City Staff continues to review options to update the policy and procedures for the CIRLF program to make it more accessible for businesses to utilize. CIRLF committee recently reset the interest rate to make CIRLF more competitive with other financing

options.

City staff continued to provide COVID-19 assistance in 2023 and the city has disbursed the remaining COVID-19 CDBF-CV funds in 2023.

CR-10 - Racial and Ethnic composition of families assisted**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

	CDBG
White	244
Black or African American	146
Asian	1
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	391
Hispanic	7
Not Hispanic	384

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative: Overall, the activities initiated and funded with CDBG funds benefitted 391 persons. The activities included neighborhood housing, public service activities, and public facilities. The activities provided new or improved services in Low Mod Areas and for Low Mod Clientele.

CR-15 - Resources and Investments 91.520(a)**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	2,089,724.00	1,445,561.23

Table 3 - Resources Made Available**Narrative**

The Neighborhood Housing Program is available City wide to applicants that meet the HUD income requirements under the Low/Mod Housing Benefit. The City was able to address 40 houses for a total investment of \$690,191.06 for single-family owner-occupied housing. A majority of the applicants awarded in 2023 were elderly. Funding made available to this segment of the population was instrumental in helping Rock Island's senior residents to continue living independently.

During Program Year 2023 the City staff completed a second full house rehabilitation in the Urban Homestead rehabilitation. The property was purchased at tax auction in 2019. The house was sold as part of our affordable housing mission.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Rock Island	75	75	Census tracts 226, 228, 229, 233, 235, 236, 237, 244, 243, 241.02 and City Wide based on LMI
Targeted Reinvestment Area	25	25	Census Tracts 236, 235, 245

Table 4 – Identify the geographic distribution and location of investments**Narrative**

All of the housing rehabilitation programs administered through the Community Development Division are awarded based on HUD income guidelines. The Targeted Areas are identified areas of need using census data and local city data to determine the boundaries. In Target Area No.1 (census tracts 236 & 235) there is additional need due to the racially/ethnically concentrated area of poverty (RECAP) which is the total of census tract 236. In addition, census tracts 236 and 235 are also designated Opportunity Zones. Due to the nature of needs in this area, resources are focused on neighborhood revitalization.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City was awarded \$175,000.00 for the Illinois Housing Development Authority Strong Communities grant. The city applied for the grant to specifically rehabilitate vacant and abandoned houses throughout the city. The City also applied for the Illinois Housing Development Authority Home Repair and Accessibility (HRAP) grant and was awarded \$300,000. The Strong Communities grant is part of the funding used to leverage CDBG funds for the Urban Homestead Program. The Urban Homestead Program remains a proposed program that has not been fully approved. City staff has completed two pilot projects and is in the process of developing policies and procedures to move forward with the program. The properties in the Urban Homestead Program are City owned, rehabilitated and then sold to income qualified buyers. The program helps the city meet our affordable housing matrix.

In addition to the proposed Homestead Program, the City actively seeks private sector partners to create units of affordable housing. One ongoing partnership is with Gorman & Company out of Wisconsin. The developer is proposing to build a mixed-use development incorporating townhouses, apartments, and a commercial space. The City has completed site assembly and owns the entire site of the proposed development. Next steps include environmental site assessment, environmental remediation, site grading to bring the site up out of a ponding area, and additional associated site readiness activities. These activities will be funded predominately using CDBG funds. The developer, in turn, is working to secure low-income housing tax credits from the Illinois Housing Development Authority.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	36	41
Number of Special-Needs households to be provided affordable housing units	0	0
Total	36	41

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	1	1
Number of households supported through Rehab of Existing Units	36	40
Number of households supported through Acquisition of Existing Units	0	0
Total	37	41

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City has met and exceeded the PY 2023 housing rehabilitation goal. The outcomes are measurable and visible within the neighborhoods where work was completed. In many cases the surrounding homeowners began to address the conditions of their homes on their own and some of the neighbors completed program applications to have additional work completed on their homes.

The city also completed our second Urban Homestead Program homes in 2023.

Discuss how these outcomes will impact future annual action plans.

It is City staffs' goal to increase the amount of funding available for the housing rehabilitation programs for PY 2024 to continue the rehabilitation improvement momentum.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	0
Low-income	15	0
Moderate-income	12	0
Total	31	0

Table 7 – Number of Households Served

Narrative Information

The availability of decent, safe, and sanitary affordable housing is one of the pressing needs in Rock Island. The high number of older housing stock in the community creates a need for home repairs/rehabilitation to maintain affordable housing and to revitalize neighborhoods.

The City's Neighborhood Housing Rehabilitation Program provides income qualified residents who owner-occupy their home to have rehabilitation projects that improve the safety and livability of their home and property.

As Rock Island's housing stock continues to age, greater emphasis must be given to the rehabilitation and preservation of affordable housing for moderate, low and very low-income persons and families. Approximately 89% of Rock Island's housing stock dates from the 1830 through 1990. Due to the efforts of several not for profit organizations working in Rock Island, new affordable housing and rental unit construction have been added to the City's housing stock. Substandard housing continues to be a concern for low to moderate income neighborhoods in Rock Island. The City of Rock Island addresses and promotes affordable housing through the Neighborhood Housing Rehabilitation Program to meet the low to moderate housing (LMH) needs. The City oversees the housing resources including those used to rehabilitate and preserve affordable housing units.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The City remains committed to providing resource information and referrals to help residents who are at risk of becoming homeless or who are presently homeless, access services that ensure they have housing. Like many cities, it is the first responders who deal most frequently with persons who are in crisis. Police and fire are active in giving needed information on homelessness support to people who are in crisis. The City has also made our Public Service funds more accessible to more subrecipients offering homelessness services in the community. The City is committed to working with the local non-profits to reduce the homelessness in Rock Island. Rock Island has a variety of resource available for teens, families, veterans, and domestic abuse victims who are without housing. Additionally, the Community and Economic Development team make referrals and provides resource information during phone calls from residents, code enforcement activities, Neighborhood Housing Program intake, and other interactions with the public.

Addressing the emergency shelter and transitional housing needs of homeless persons.

Project Now, Continuum of Care provider for Rock Island, reports that 327 individuals have entered their system requesting immediate shelter from January 1 through December 31, 2023. The need within the community continues to be great, and the City, working with community leaders is working to address the issues that cause residents to experience homelessness.

Goals to End Homelessness:

- Expand access to housing for persons earning 0-30% of the MFI
- Pilot a housing first program in shelters to rapidly re-house families
- Increase the supply of permanent supportive housing
- Prevent homelessness among at-risk households and persons exiting from institutional care
- Provide access to supportive services under a single plan of care

The City plans to achieve these goals by working to support the efforts of the Continuum of Care Providers, distributing financial support to homelessness service providers through City gaming grants, and by continuing to improve the living environments of low- and moderate-income residents.

While no CDBG funds were allocated in the 2019-2023 Consolidated Plan to address services for homeless persons, the City of Rock Island continues to respond to this need by serving as an active partner in the Homeless Connections of Northwestern Illinois Continuum of Care (CoC). In this capacity, staff shares program level information and assists in CoC decision making. Additionally, the City provides

direct funding to homelessness prevention providers through the City's gaming grant program when funding is available.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Rock Island residents benefit from many homeless prevention activities ranging from homeowner repairs to direct rental assistance. The housing repair programs funded by CDBG are offered by the City of Rock Island to ensure that low and moderate-income individuals and families, including those with special needs, are not displaced due to unsafe or threatening housing conditions. Activities offered under these programs include roof repair and replacement, furnace replacement, and other actions needed to address emergency housing conditions. Rebuilding Together Quad Cities also provides limited repairs to help keep low-income families and elderly persons in their homes.

The Salvation Army's Family Assistance Program serves Rock Island residents by offering emergency food, clothing, housewares, rental assistance, and utility assistance. Area veterans can also find help through the Rock Island County's Veterans Assistance Commission; services include rental assistance, food, medical equipment, and referrals. Rock Island Township and South Rock Island Township offices help income-qualifying residents with food, utility assistance, and other personal essentials. Alternatives for the Older Adult offers homelessness prevention activities by assisting older adults with health problems to secure services that help them stay within their home or community.

Other local social service entities prevent homelessness by offering assistance that allows low-income households to devote a greater portion of their earnings toward housing expenses. Activities include childcare subsidies, weatherization, and food assistance. Agencies including Project NOW, Christian Family Care Center, Churches United, the Salvation Army, and SAL Family and Community Services all help individuals and families stay housed by offering these types of services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Permanent supportive housing is offered in the City of Rock Island to homeless persons with long term needs, as well as persons who have been diagnosed with a serious mental illness, developmental disability, or other health impairment. The City's CDBG Public Service Funding will be used to support

activities such as mental health, legal counseling, literacy education, childcare and homelessness shelter in the Rock Island area in 2024 pending council approval of the Annual Action Plan. State and local resources are available to help address permanent supportive housing needs for these individuals.

Efforts to address the supportive housing needs of homeless persons living with HIV or AIDS are done through an organization called Steven's Place. Steven's Place is a supportive housing project taken on jointly by Project Now and DeLaCerde House who the city continues to work with supporting these services.

Permanent supportive housing will continue to be provided by agencies that assist people who have mental or physical disabilities. The Robert Young Center located in Rock Island offers a Community Support Program, which provides psychiatric services, case management, recreation, and residential services to persons with a serious mental illness. The ARC of Rock Island County also provides residential services to persons who have a developmental disability and John Lewis Community Services provides permanent supportive housing to veterans.

The city will continue to provide professional support and physical development to all the partners providing all the different types of work required to address homelessness in Rock Island.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Rock Island Housing Authority, through its non-profit affiliate Community Home Partners (CHP), is the primary developer and manager of public housing in the City. In order to assist them in the development of new public housing, the City provides a range of site assembly and site readiness services using CDBG funds. This typically includes environmental remediation and associated activities. In program year 2023, there were two developments that Community Home Partners sought assistance from the City for.

On a site off 25th Street, CHP is seeking to develop senior housing. The development would include an apartment building, duplexes, and a community center. Given that parts of the site are previously undisturbed, the City anticipates that it will need to assist with archeological investigations in addition to other environmental investigation. Tax credits from the Illinois Housing Development Authority will be required for the project to proceed, but once awarded the City will move forward in providing the assistance as described.

On a site off 31st Avenue, CHP plans to develop permanent supportive housing for veterans. The development would include a collection of very small houses clustered together with a community center where services can be provided. The concept is similar to a “tiny house village” and is intended to provide veterans with a community environment. As with the senior housing development described above, the City will provide site readiness assistance once tax credits are secured.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership.

As part of the changing face of public housing, RIHA is assisting public housing residents in their efforts to become financially self-sufficient, and less dependent upon government assistance through the RIHA Self-Sufficiency (FSS) program. The FSS program partners with agencies and educational institutions throughout Rock Island County and the Quad Cities to help families develop the strengths, skills and experience necessary to achieve economic independence. Some key elements of the program include:

- **Homebuyer Incentive program:** Through this program Public Housing families participate in the program as new residents living at the 3rd & 11th Townhomes. RIHA also identified additional individuals who have expressed an interest in homeownership in the Homebuyer Incentive program. As part of the program, participants learn how to care for and maintain a home including interior and exterior care and maintenance. They also receive counseling and training in all aspects of household financial management. Pre-purchase workshops assist with new homeownership.
- **Escrow Account program:** This program currently includes 24 participants with an annual goal of 30 total participants. An escrow credit is based on the earned income increases of the family and is credited to the Escrow Account by RIHA during the term of the FSS contract. The more

money an individual earns, the more money deposited into the escrow account. The escrow is not counted as an individual asset until the FSS contract is completed and only when the money is paid directly to the individual. A portion of this escrow account can be made available to the family during the term of the contract to enable the family to complete an interim goal such as education or other employment related needs.

- **Family Self-Sufficiency (FSS) program:** This program assists public housing residents in their efforts to become financially self-sufficient, economically independent and less dependent upon government assistance. There are currently 80 RIHA families participating in the program. RIHA intends to increase that number to 85 participants in 2016.

Youth Build program provides, at-risk youth 16 to 24 years of age the opportunity to earn their GED or high school diploma while learning soft job skills and receiving on the job training in carpentry and other trade skills, while also providing community service

Actions taken to aid troubled PHAs

The Rock Island Housing Authority is not considered "troubled."

In 2003 RIHA developed a plan backed by definitive goals and measurable outcomes to completely redefine and reinvent public housing within the city of Rock Island. The RIHA Asset Management Plan clearly defined how the Agency intended to shift the organization's vision, mission, purpose, policies, processes and philosophy toward the development of affordable mixed-income housing.

The goal is to include households with varying incomes while also providing quality housing options for the City's most vulnerable residents. The strategy is to demolish existing obsolete public housing developments and replace them with mixed-income affordable for-sale and rental housing that is indistinguishable from other housing within the City.

With the full implementation of the original 2003 Asset Management Plan and the 2008 Implementation Plan, RIHA plans to demolish and redevelop Lincoln Homes, redevelop the former Valley Homes site, and redevelop Spencer Towers into mixed income properties. The Plan also requires the development of affordable in-fill for-sale and rental housing in multiple neighborhoods throughout the City based on defined need. RIHA recently completed a Comprehensive Housing Market Study of the City of Rock Island and the surrounding Quad City area to identify housing gaps within the City. With the results of the Market Study in hand, the RIHA Board of Commissioners will be evaluating the 2003 Asset Management Plan and 2008 Implementation Plan and updating it to reflect current housing needs and gaps.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

A comprehensive zoning code update was completed in 2020. It aimed, in large part, to remove policy barriers that limited the range of housing options available in the community. Minimum lot sizes were replaced with a modest minimum lot width allowing many smaller lots to be developed. Minimum principal dwelling size was reduced so smaller houses can be built. Tiny houses will be allowed in rear yards as accessory dwelling units. In all business zoning districts, mixed use developments will be easier to achieve as upper story residential units are permitted without additional review. In addition to the code, the accompanying zoning map was also updated. It expands areas of the community where higher density residential development is allowed, especially along public transit corridors. All of these changes will allow for residential development in a greater variety of shapes and sizes, thereby addressing a broader range of needs.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacle to meeting underserved needs is the lack of identified and available resources. To overcome this obstacle, the city continues to actively pursue creative partnerships, both financially and in structuring of projects to leverage the available funds. In addition, it is the goal of the City to continually improve communications and participation with residents, business owners, partners, and other key stakeholders.

One obstacle to providing needed services in the City is cultural and linguistic differences among immigrant and refugee populations. The City is home to the most diverse population in the region with many different nations of origin and languages represented. To address this, the City has been developing a cultural liaison program like those used in larger urban areas with diverse populations. Trusted members of the various community groups serve not only as interpreters of language but also of culture. In this way, the City is better able to communicate what resources are available and how to access them successfully. One liaison has been working with groups from the Great Lakes region of Africa. Other liaisons will be hired in the future to work with populations from Southeast Asia and other regions including Afghanistan. These liaisons are paid using CDBG funds and the City works with partner organizations to ensure the liaisons are providing support whenever needed. The City's concerted effort to address challenges and housing deficiencies in the RECAP area will address a population whose needs are often unmet and underserved. In addition of targeted code enforcement activities in the Targeted Reinvestment Area, income qualified residents will also be able to participate in the Neighborhood Housing Program (NSP). The NSP is a forgivable loan program that allows for much needed home rehabilitation projects. Additionally, the city will work to improve the infrastructure of the neighborhood.

In addition, the city will be preparing a Neighborhood Revitalization Strategy Area application for submission to HUD for the RECAP and surrounding area. The creation of the NRSA will be a critical component in the continued development of the West End project.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Moline worked with the Rock Island County Health Department, the City of Rock Island, the City of East Moline, and the City of Silvis to administer \$2,240,000 for 2019 Lead-Based Paint Hazard Reduction grant program funding and \$160,000 in Healthy Homes Supplemental funding. The grant was set up as a coalition that ended in December of 2023 and Moline was the lead entity of the grant. The projects addressed lead hazards in housing units providing safer homes for low and very low-income families with children. The City also performed healthy homes assessments. A total of 28 projects were completed with a goal of 50 homes to have lead paint remediation completed over the course of the 3.5-year grant period. The grant has come to end in December 2023.

In response to the program ending City staff has updated the Emergency program's policy and procedures list of potential emergency situations in 2023 to include lead-poisoned child under the age of six (6) confirmed through a blood test ordered by a qualified medical professional. This allows the City to continue addressing lead safe hazards and providing safer home for families.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City continues to work to reduce the number of poverty-levels families. The City's primary focus has been on encouraging economic growth, increased job creation, and fostering programs that bring living-wage jobs to the community.

Tax Increment Financing (TIF) districts

Through negotiated agreements, the City helps for new construction projects and renovation of existing buildings within Rock Island's five Tax Increment Financing (TIF) districts. The TIF districts are adjacent to the RECAP area identified in the 2019 Assessment of Impediments to Fair Affordable Housing. Improving these commercial areas has a direct economic impact of the low- and moderate-income residents in the RECAP area. The TIF district, since it is adjacent to the RECAP area, also abuts the Targeted Reinvestment Area identified in the Consolidated Plan and 2019 Action Plan.

The TIF districts may assist developers with assessment and cleanup of contaminated soil, building rehabilitation, construction of engineered barriers, demolition/site preparation and land assembly costs.

Enterprise Zone

Enterprise Zone is a specific area designated by the State of Illinois to receive tax incentives and other benefits to stimulate economic growth and neighborhood revitalization in economically depressed areas of the state. The Rock Island Enterprise Zone allows for property tax abatement and sales tax

exemption.

Business Incentive Programs

The City of Rock Island offers a variety of programs to assist both existing and new businesses wishing to undertake a sustainable improvement project. The Facade Improvement Program provides a dollar for dollar match of 75% of the total project costs (up to the maximum match of \$7,500) of Energy Star rated products, green roofs, and other energy-efficient or environmentally sound materials for exterior improvements to an existing commercial property is available. The Permit Fee Rebate program allows the city to rebate a portion of the building permit fee associated with the construction of a LEED-certified building. A few new programs launched in 2023 were the Commercial Property Incentives program (PEP) is designed to assist businesses and property owners in making improvements to properties that help extend the viability of commercial structures and facilitates business growth. Additionally, the program Growing Rock Island Together (GRIT) is designed to help businesses grow by matching eligible expenses through forgivable loans and low interest rate loans. Both programs are designed to be assessable to startup businesses and existing business to remove blight and address functional obsolescence, improving our built-in environment in Rock Island. These programs are also designed to work with our CDBG funded Commercial Industrial Revolving Loan Fund.

These programs continue to revitalize the downtown commercial area and improve the livability of the adjacent neighborhoods. Programs such as these are key to bringing in new employment opportunities, encouraging the growth of existing businesses, and create job opportunities.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City is committed to continuing their education and understanding of CDBG funding to the community and working closely with HUD. When reasonable, the City will send staff to train and participate in webinars. The City Staff will continue to update City Council on the status of projects and the progress of meeting program goals. Institutional transparency and communication with the community are a top priority for all city projects. City staff will continue evaluating and improving programs to ensure the needs of the community are being met with the available funding and resources.

In an effort to follow this directive staff evaluated the Code Enforcement Program to determine compliance with HUD regulations. After the assessment was reviewed, a determinization was made that the program was not functioning according to the regulations and the code enforcement program was no longer funded with CDBG dollars

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Rock Island participates in regional groups and coalitions that address homelessness, affordable and fair housing, and economic development. The City has created a new commission group called the Community Development Commission. The task of the commission is advising on the use of CDBG funds. The Commission started in March of 2023 and has an active role in making recommendations about the use of CDBG funds. It holds public hearings as part of the Annual Action Plan and five-year Consolidated Plan development process. It makes recommendations to the City Council about which programs and activities should be approved and/or funded. It helps City staff evaluate the performance of programs and activities to make sure they are helping low- and moderate-income residents as intended. The goal overall is a more collaborative, inclusive and transparent decision-making process and to enhance communication and coordination between social service agencies and housing. The City will continue to explore ways to coordinate CDBG activities with other regional CDBG entitlement communities.

Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a)

The City of Rock Island, in conjunction with its Metropolitan Statistical Area partners - Moline, Illinois and Davenport, Iowa - completed an updated Analysis of Impediments to Fair and Affordable Housing (AI) in January 2019. The 2019 study was completed by Mosaic Community Planning.

The following impediments were identified in the 2019 AI:

- Continued need for an increased supply of decent affordable housing
- Lack of geographic diversity in affordable housing options
- Accessible housing for people with disabilities in short supply
- Community development planning lacks an equity focus
- Protected classes face a barrier to fairly accessing housing
- Community perceptions influence housing choice.

Additionally, a RECAP was identified in Rock Island. HUD developed a methodology that combines demographic and economic indicators to identify areas it classifies as racially and ethnically concentrated areas of poverty (RECAP's). HUD defines a RECAP as a census tract that has an individual poverty rate of 40% or more (or an individual poverty rate that is at least 3 times that of the tract of the average MSA, whichever is lower) and a non-white population of 50% or more.

Tract 236 along Centennial Expressway on Rock Island's western edge is roughly bordered by 9th Avenue on the north, 11th Street on the east, 18th Avenue on the south, Mill Street on the west. It includes the Douglas Park neighborhood and Douglas and Rauch Family Parks.

An estimated 2,074 residents are living in the RECAP tract, of whom a majority are black (62.3%). Whites make up 13.6% of the tract, followed by Asians (11.0%), and Hispanics (8.5%). These shares vary considerably from the City of Rock Island as a whole, where Black residents constitute 18.0% of the population and Asians make up 1.8%. Only the share of Hispanic residents is comparable at 9.4%.

Foreign-born residents are also overrepresented in the RECAP tract. More than 20% of RECAP residents were born in other countries, compared to 6.2% of the population citywide. Specifically, residents born in Mexico, India, Burma, Nepal, other south-central Asian countries, and other countries in eastern Africa are overrepresented.

To address the issues outlined above, the City has developed the "Targeted Area Repair and Rehabilitation Program." The program assists in the amelioration of the deteriorated effects of neighborhood decline through single-family owner-occupied housing rehabilitation program. The City provided funding for the continued redevelopment of Douglas Park and sidewalks surrounding the park. In Program Years 2020 and 2021, code enforcement activities paid through CDBG were conducted in targeted areas within the City, which included Census Tract 236. That Tract was identified in the 2019 Analysis of Impediments to Fair and Affordable Housing as a Racially or Ethnically Concentrated Area of Poverty (RECAP). Two smaller target areas were also included for CDBG funded code enforcement activities. Code enforcement activities were meant to be coupled with housing rehabilitation assistance to improve the housing stock and neighborhoods in the identified target areas. Following a review of this effort in 2022, however, it was determined that most residents in the targeted areas were seeking assistance on their own without a code enforcement officer's assistance. As such, it has been determined that there is insufficient justification for use of CDBG funding for code enforcement activities. City Staff also discontinued in 2023 the Targeted Area Repair and Rehabilitation Program and all funding in the rehabilitation program.

City staff are reviewing ways to address are RECAP tract, which may include a Neighborhood Revitalization Strategy Area Plan (NRSA).

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City and CDBG subrecipients are held accountable to program goals through a range of monitoring and timeliness activities, as described below.

Monitoring Visits: The City conducts an annual visit of all CDBG subrecipients. The monitoring visit is conducted within three months after the end of the fiscal year and includes an on-site interview, inspection of financial and client records relating to the CDBG funding provided (ensuring compliance with FHEO civil rights program requirements as signed by the recipients in the contracts), evaluation of the subrecipients performance, analysis of the strengths and weaknesses of the program, assurance that activities are in compliance with the Action Plan, and a report by the subrecipients of any needs, such as technical assistance or areas for program enhancement.

Evaluating Performance: Performance is measured against the goals identified in the initial CDBG subrecipient agreement. During the annual monitoring visit, the subrecipient has an opportunity to explain how goals and objectives for the year were achieved, or why their goals were not reached. A follow-up letter to each subrecipient concludes the annual monitoring visit process. The letter summarizes the findings of the visit, and a copy is kept on file for reference.

Financial Management: Monitoring activities are also conducted each time a subrecipient makes a reimbursement request. City staff verifies that the subrecipient has started their program and is making progress toward their goals before approving a reimbursement request. Subrecipients also must submit the appropriate documentation to be reimbursed. All reimbursement requests are processed and paid within two weeks of their receipt. Requests are reviewed by the Community Development Manager and then are submitted to the Finance Department for payment. The Community Development Manager provides approval for the checks.

At least two drawdowns for funds are completed each quarter. The Community Development Manager prepares the IDIS draws through an expenditure report generated from the City's accounting software. The expenses for the period are verified and then totaled. The Finance Department's Budget Coordinator then creates vouchers for payment in the IDIS system. Finally, the Accounting Supervisor in the Finance Department approves the draws.

Data Management: The City updates program and financial information in the Integrated Disbursement and Information System (IDIS) every month to meet HUD's Timeliness requirements. The City obtains program information from the quarterly reports received from the CDBG subrecipients. The Community Development Manager reviews these quarterly reports and enters the appropriate data into IDIS.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

This section will be updated with any received public comments during the public comment period Starting March 1, 2024 through March 15, 2024.

Public Notice

Notice to the Citizens of the City of Rock Island regarding the 15-day public comment period and public hearing to review and comment on the City of Rock Island HUD-CDBG Consolidated Annual Performance and Evaluation Report for Program Year 2023.

On March 1, 2023 the City of Rock Island will make available a draft of the Program Year 2023 Consolidated Annual Performance and Evaluation Report (CAPER) for a fifteen (15) day public review period through March 15, 2024 at 5:30 pm. The CAPER demonstrates how the City of Rock Island expended HUD-CDBG and CDBG-CV funds from January 1, 2023 through December 31, 2023. It also describes how the funds were used to carry out the City's objectives as outlined in the Consolidated Plan 2019-2023 and the 2023 Annual Action Plan. The CAPER will be available for citizen review at the following locations.

- 1) The Reference Desk at the Rock Island Public Library, 401 19th Street, Rock Island;
- 2) The City's Community & Economic Development Department, 1528 3rd Avenue, Rock Island (2nd floor of City Hall);
- 3) The Martin Luther King Center, 630 9th Street, Rock Island;
- 4) The City's website at www.rigov.org

The City is interested in hearing public comment regarding the content of the 2023 CAPER and the activities accomplished. A public hearing is scheduled for March 18, 2023 in City Council Chambers meeting beginning at 5:30 pm. The meeting is open to the public. There will also be a public hearing held virtual on Tuesday, March 12, 2024 at 5:30pm.

Meeting ID meet.google.com/bgi-pgch-row

Phone Numbers (US) [+1 224-424-0970](tel:+12244240970)

PIN: 440 705 060#

The City will accept comments regarding the 2023 Consolidated Performance and Evaluation Report (CAPER) in writing and must be post marked no later than March 15, 2024. All written comments should be forwarded to Nichole Mata, Community Development Manager at the address below. All verbal comments should be presented at the public hearing to be recorded accurately and as part of the public record. All comments will be considered and included in the final draft of the CAPER. Copies of this notice may be obtained by persons with qualifying disabilities by contacting Nichole Mata, Community Development Manager, City of Rock Island, 1528 Third Avenue, Rock Island, IL 6120, mata.nichole@rigov.org, (309) 732-2907.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Department's Community Development Division has completed a comprehensive update to the City's Community Development Block Grant (CDBG) Program Manual. Doing so was required following a monitoring from the US Department of Housing & Urban Development (HUD). During the monitoring, it became clear that the existing Manual as well as associated documents were out of date and/or did not reflect existing Federal regulations. Specific issues included incomplete language pertaining to lead-based paint hazards and procurement. City staff also included appendices that detail the specifics of individual CDBG-funded programs.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City has well established programs that conform to HUD compliance regulations, the programs are modified over time to reflect changes in regulations or procedural processes. Currently the programs are in accordance with City objectives and there are no plans to change the programs policies or procedures.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year. N/A.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				

Assisted residents to apply for or attend community college or a four-year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				
Other.	0				

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

The majority of the city's HUD-CDBG activities are not subject to Section 3. The City is hoping to work with Community Home Partners to establish a process for Section 3 employment and contractor opportunities.

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Traffic Engineering Committee regarding a request from Paul Hedgecock, 2038 36th Street, to install a handicapped parking space in front of his home (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Traffic Engineering Committee received a request from Paul Hedgecock, 2038 36th Street, to install a handicapped parking space in front of his home.

Previous Council Action (if any):

Budget Impact:

The cost to the City is minimal.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Letters were sent to nearby neighbors to gather their input on the proposed handicapped parking space. Out of the seven responses received, six residents expressed their support for the installation of the handicapped parking space. One response did not support the request.

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

Council Goal (if applicable):

Recommendation:

The Traffic Engineering Committee recommends that the City Council approve the request and consider the ordinance.

Submitted by: Michelle Martin, Manager

Approved by:

**A SPECIAL ORDINANCE
ESTABLISHING A HANDICAPPED PARKING SPACE
IN THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND, ILLINOIS:

Section One. A handicapped parking space be and is hereby established at 2038 36th Street, in the City of Rock Island, Illinois.

Section Two. Any person other than a handicapped person or someone transporting a handicapped person parking in the above stated location shall be subject to a fine of Three Hundred Fifty Dollars (\$350.00).

Section Three. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Four. This ordinance shall be in full force and effect 10 days from its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED:

APPROVED:

ATTEST: _____
CITY CLERK

City of Rock Island Public Works Department



Subject: Handicapped Parking Space

Location: 2038 36th Street

Date: March 7, 2024

TEC Number: 24-03

The following is a tabulation of responses from letters mailed to nearby residents:

2013 36th Street

Recommendation: Supports the Request

Comments: None

2016 36th Street

Recommendation: Supports the Request

Comments: None

2025 36th Street

Recommendation: Supports the Request

Comments: None

2031 36th Street

Recommendation: Supports the Request

Comments: None

2035 36th Street

Recommendation: Supports the Request

Comments: None

2044 36th Street

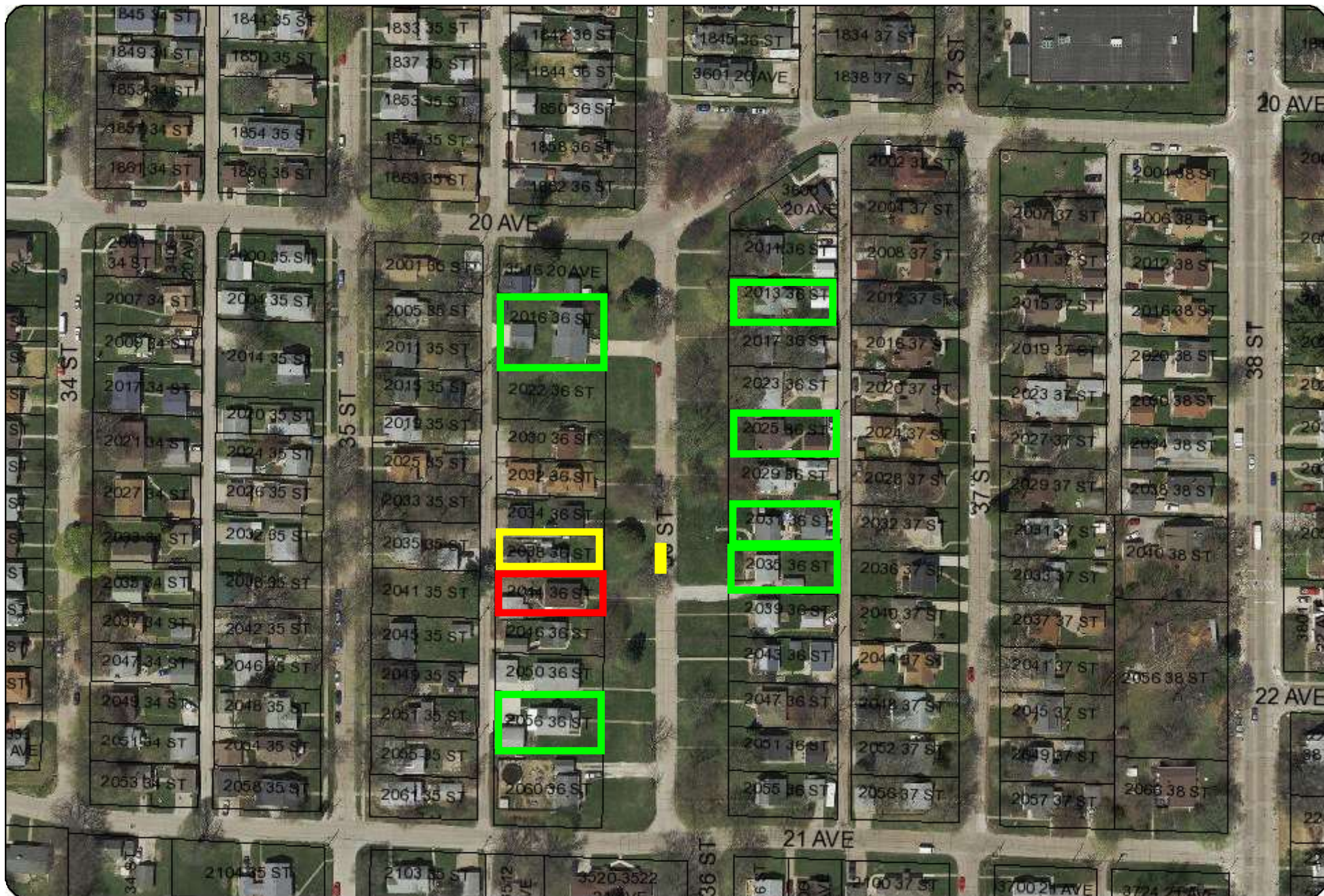
Recommendation: Does Not Support the Request

Comments: None

2056 36th Street

Recommendation: Supports the Request

Comments: None



0 2040 80 120
Feet

Date: 3/7/2024



TEC#24-03 Handicapped Parking Space at 2038 36 ST



Disclaimer: This map is not a substitute for an actual field survey or online investigation. The accuracy of the map is limited to the quality of the records from which it was assembled. The City of Rock Island makes no warranty concerning this information.

HANDICAPPED PARKING SPACE REQUEST

To install a handicapped parking space in the City of Rock Island you must first complete this Handicapped Parking Space Request form and return it to:

City of Rock Island
Public Works Department
ATTN: Traffic Engineering
1309 Mill Street
Rock Island, IL 61201

Upon receipt of this Handicapped Parking Space Request form, the Traffic Engineering Committee (TEC) will review the request and send a letter to neighbors requesting their input. The TEC will then make a recommendation to the City Council. A letter will be sent to the person requesting the handicapped parking space indicating the date of the City Council meeting along with a copy of the TEC recommendation.

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

If you have any questions regarding the procedures of installing a handicapped parking space, please feel free to call the City of Rock Island's Public Works Department at (309)732-2200.

Name of Handicapped Resident.... Paul Hedgecock

Property Address..... 2038 36th ST Rock Island, IL 61201

Telephone Numbers.....(Home) 563-320-8451

(Work) _____

Does the Handicapped Resident Own the Property? X Yes
_____ No

If No, please provide the name, address, and telephone number of the property owner:

(over)

Please describe the location to be designated as a handicapped parking space:

1 space for parking in front of
2038 - on 36th St. Rock Island

Does the handicapped resident have access to off-street parking such as a driveway or garage?

X Yes
_____ No

If Yes, please describe the off-street parking and explain why the handicapped resident does not use the off-street parking:

paul is handicapped from 2 brain
surgeries + has problems walking,
balance along with seizures. paul
has no car and has to be picked up
by his mother who also is handicapped.

In order to utilize a handicapped parking space, a motorist must have handicapped license plates or a handicapped placard. Please provide the handicapped license plate number or placard number of the person who will be using this handicapped parking space.

License Plate Number

INC 936 INOW

Placard Number

1210862

Please provide any additional information that may be of assistance to the Traffic Engineering Committee and the City Council members when they review your request:

THE WINTER MONTHS ARE THE WORST BECAUSE
I AM 87 YRS OLD AND CANNOT DRIVE THRU THE
ALLEYWAYS TO BACK OF HOUSE. PAUL'S NEIGHBOR
WORKS ON CARS AND THE STREET IS ALWAYS FULL
OF CARS OR TRUCKS HE IS WORKING ON. OFTEN THEY
ARE PARKED THERE FOR WEEKS. WE NEED TO HAVE
ACCESS FOR EMERGENCIES.

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Traffic Engineering Committee regarding a request from Dennis Jacks, 1505 21st Avenue, to install a handicapped parking space across the street from his home (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Traffic Engineering Committee received a request from Dennis Jacks, 1505 21st Avenue, to install a handicapped parking space across the street from his home on the south side of 21st Avenue since there is no parking on the north side.

Previous Council Action (if any):

Budget Impact:

The cost to the City is minimal.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Letters were sent to nearby neighbors to gather their input on the proposed handicapped parking space. Out of the six responses received, four residents expressed their support for the installation of the handicapped parking space. Two responses did not support the request.

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

Council Goal (if applicable):

Recommendation:

The Traffic Engineering Committee recommends that the City Council approve the request and consider the ordinance.

Submitted by: Michelle Martin, Manager

Approved by:

**A SPECIAL ORDINANCE
ESTABLISHING A HANDICAPPED PARKING SPACE
IN THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND, ILLINOIS:

Section One. A handicapped parking space be and is hereby established on the south side of 21st Avenue across the street from 1505 21st Avenue, in the City of Rock Island, Illinois.

Section Two. Any person other than a handicapped person or someone transporting a handicapped person parking in the above stated location shall be subject to a fine of Three Hundred Fifty Dollars (\$350.00).

Section Three. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Four. This ordinance shall be in full force and effect 10 days from its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED:

APPROVED:

ATTEST: _____
CITY CLERK

**City of Rock Island
Public Works Department**



Subject: Handicapped Parking Space

Location: 1505 21st Avenue

Date: March 7, 2024

TEC Number: 24-04

The following is a tabulation of responses from letters mailed to nearby residents:

1503 21st Avenue

Recommendation: Supports the Request
Comments: None

1507 21st Avenue

Recommendation: Supports the Request
Comments: None

1509 21st Avenue

Recommendation: Supports the Request
Comments: None

1511 21st Avenue

Recommendation: Supports the Request
Comments: None

1516 21st Avenue

Recommendation: Does Not Support the Request
Comments: See Attached Letter

1522 21st Avenue

Recommendation: Does Not Support the Request
Comments: See Attached Email

ROCK ISLAND
ILLINOIS

February 23, 2024

Current Resident
1516 21st Avenue
Rock Island, IL 61201

RE: Handicapped Parking Space

TEC#24-04

To Whom It May Concern:

The City of Rock Island's Traffic Engineering Committee (TEC) recently received a request from Dennis Jacks, residing at 1505 21st Avenue, to install a handicapped parking space across the street from his home on 21st Avenue.

The installation of a handicapped parking space aims to enhance accessibility for individuals with handicapped license plates or placards. It is crucial to emphasize that the designated space would not be exclusive to the person requesting it but would be accessible to any individual possessing a valid handicapped license plate or placard.

Before proceeding with any actions, we would appreciate your input on this matter. Your perspective is essential in ensuring that the decision aligns with the needs and preferences of our community members.

Please take a moment to share your thoughts by completing the information below. You can return this letter in the enclosed envelope or submit your response via e-mail to pubworksmail@rigov.org with the subject line "TEC#24-04." Kindly ensure your response reaches us no later than March 6, 2024.

- ☐ I agree with the installation of the handicapped parking space.
- ☒ I disagree with the installation of the handicapped parking space.

Name SHARON SNYDER Date 2-26-2024
563-724-9058

Your cooperation and input are highly valued, and we thank you in advance for taking the time to contribute to this decision-making process.

Sincerely,



Michelle Martin
Assistant to the Public Works Director
Traffic Engineering Committee

I do NOT agree with a marked space as ~~there~~
there are not enough cars that park on the
street so warrant an assigned space and there
are plenty of open spaces to park.

The person at the address requesting
the spot has a 2 car garage with additional
parking behind his house and therefore
shouldn't need an additional space directly
in front of my house. His townhouse
is directly across the street from my
residence and at night he doesn't want
to have to park farther down the street
if I happen to be parked directly in front
of my house.

Furthermore I have been at this
address for 3 years and not once has
a car with a handicap sign parked where
he is requesting one to be and you
cannot park for more than 2 hours
Monday - Friday until 3pm so ~~as~~ it would
be a waste of city resources & money to
~~placate~~ placate his request

Handicap parking space

1 message

Alicia Esposito <aespomacy@gmail.com>

Mon, Mar 4, 2024 at 10:00 PM

To: "pubworksmail@rigov.org" <pubworksmail@rigov.org>

Michelle,

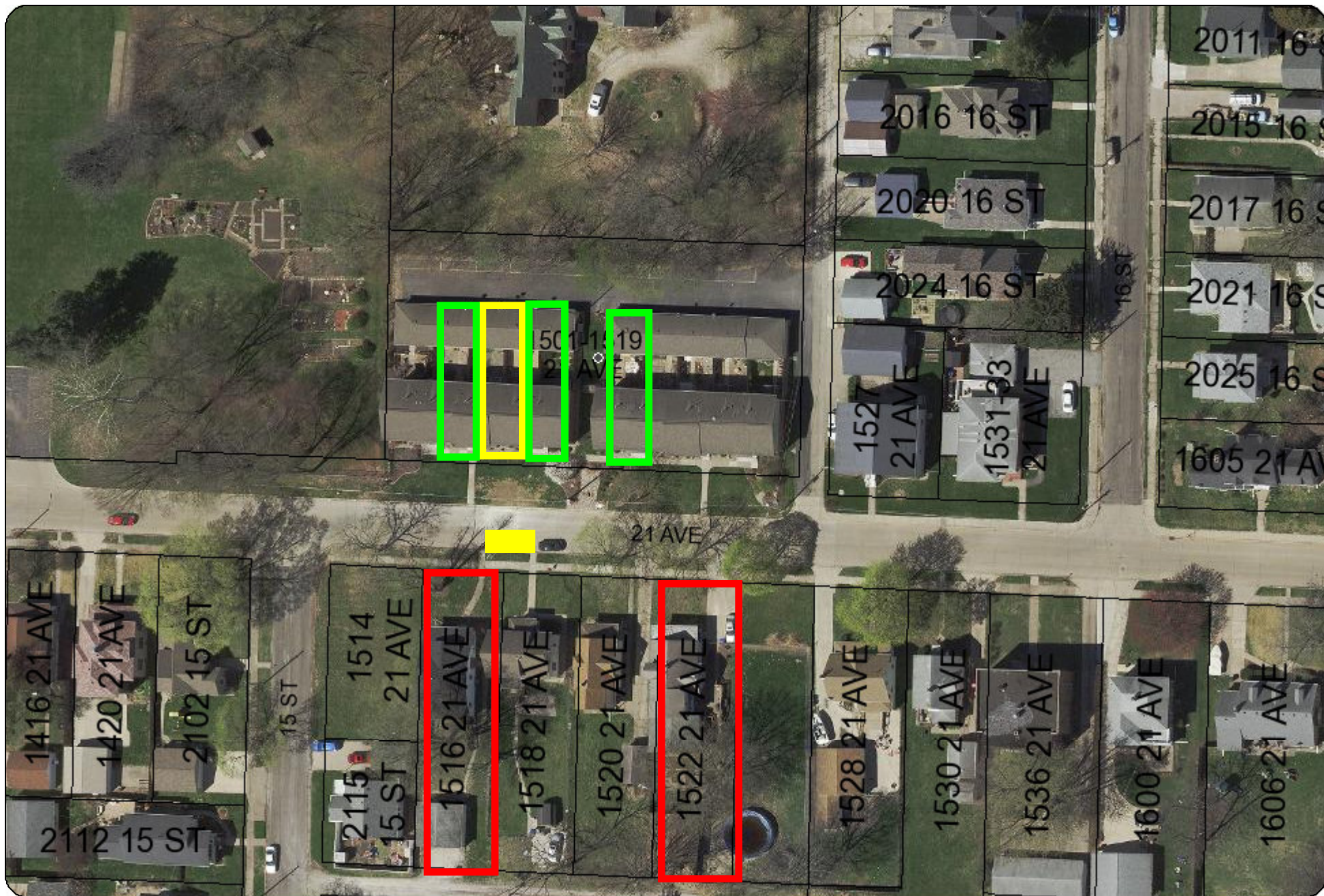
I received your letter regarding the request for a handicap parking space on 21st Avenue. I live at 1522 21st Avenue, and can tell you parking space is very limited for those of us living on the south side of the street.

The individual requesting this lives in the condos on the north side of the street. They are provided a double parking garage as well as a parking pad, very close to their condo. Closer than the opposite side of the street. Most of the homeowners on the south side do not have a driveway. They rely on those parking spaces.

I believe there is already a handicap parking spot in front of a house two doors down (west) of our residence. I disagree with the installation of the handicap parking space, and wanted to explain my reasoning.

Thank you for the letter asking for our input.

Sincerely,
Alicia Esposito



0 10 20 40 60
Feet

Date: 3/7/2024



TEC#24-04 Handicapped Parking Space



Disclaimer: This map is not a substitute for an actual field survey or online investigation. The accuracy of the map is limited to the quality of the records from which it was assembled. The City of Rock Island makes no warranty concerning this information.



Online Form Submittal: Handicapped Parking Space Request Form

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: pubworksmail@rigov.org

Wed, Feb 7, 2024 at 2:24 PM

Handicapped Parking Space Request Form

The installation of a handicapped parking space does not restrict the handicapped parking space to only the person requesting the space but is accessible to anyone with a handicapped license plate or placard.

First Name of Handicapped Resident	Dennis
Last Name of Handicapped Resident	Jacks
Property Address 1	1505 21st Avenue
Property Address 2	<i>Field not completed.</i>
City	Rock Island
State	IL
Zip	61201
Phone Number	3097883521
Email Address	dmjrabbit2@aol.com
Does the handicapped resident own the property?	Yes
If NO, please provide the name, address, and telephone number of the property owner:	<i>Field not completed.</i>
Please describe the location to be designated as a handicapped parking space:	East on 21st avenue, right off of 15th. Right across the street from residence.
Does the handicapped resident have access to off-street parking such as a driveway or garage?	Yes

If YES, please describe the off-street parking and explain why the handicapped resident does not use the off-street parking:	Access is a garage, but it is only one spot and it's used by wife.
--	--

In order to utilize a handicapped parking space, a motorist must have a handicapped license plate or placard.	License Plate
---	---------------

List the handicapped license plate or placard number.	307272
---	--------

Please provide any additional information that may be of assistance to the Traffic Engineering Committee and the City Council members when they review your request:	<i>Field not completed.</i>
--	-----------------------------

Email not displaying correctly? [View it in your browser.](#)

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Traffic Engineering Committee regarding a request from Jim Reynolds to ban parking on the west side of Knoll Court south of Valley Drive (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Traffic Engineering Committee received a request from Jim Reynolds, 20 Knoll Court, to ban parking on the west side of Knoll Court south of Valley Drive.

Previous Council Action (if any):

Budget Impact:

The cost to the city is minimal.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

A petition was included with the request.

Prohibiting parking on one side of the street along with enforcing a parking restriction for the entire cul-de-sac will ensure that there is ample room for the navigation of large vehicles, including emergency response units and service trucks.

Council Goal (if applicable):

Recommendation:

The Traffic Engineering Committee recommends that the City Council ban parking on the west side of Knoll Court south of Valley Drive including the entire cul-de-sac and consider the ordinance.

Submitted by: Michelle Martin, Manager

Approved by:

**A SPECIAL ORDINANCE
ESTABLISHING A NO PARKING ZONE
IN THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND, ILLINOIS:

Section One. There is hereby established a “no parking” zone on the west side of Knoll Court south of Valley Drive including the entire cul-de-sac.

Section Two. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Three. This ordinance shall be in full force and effect 10 days after its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED:

APPROVED:

ATTEST: _____
CITY CLERK

No Parking Request

Residents that would like to ban parking on their street must submit a neighborhood petition.

CONTACT INFORMATION

Name: Jim Reynolds
Address: 20 Knoll Ct
City: Rock Island State: IL Zip: 61201
Phone Number: 309-786-4432
E-Mail: Jcreynolds4@hotmail.com

Where would you like to ban parking? (example: XX Street from XX Avenue to XX Avenue)

South of Valley Dr on Knoll Ct

What side of the Street/Avenue would you like to ban parking?

(example: north, south, east, west, or both sides)

West

List the reason for the request to ban parking in this area: (please give specific details)

would like to eliminate parking on one side of the
street because we can't always take advantage of
city services due to parking on both sides make
it impossible for large trucks to make it down the
street. Example a snow plow can't come down the
street in winter cause they can't get a plow down the
street. my other concern is if there is a fire the fire
truck can't get down to the end of the street. Also
we had to call a ambulance a couple of times and
my always send a firetruck with the ambulance
but the firetruck always has to stay on Valley Drive

nothing else please make it a snow route
so the plow can make it down the street
I feel this is necessary and eveny my
neighbors do also cause I got 2/3 of
them to sign

NAME please print	ADDRESS please print
James Reynolds	20 Knoll Ct
Barbara DeGreve	20 Knoll Ct
Leann DePover	22 Knoll Ct
Bryan DePover	22 Knoll Ct
THE WEAVER	19 Knoll Ct
Lee H.	9 Knoll Ct
Edna May	11 Knoll Ct
Stephanie Taylor	16 Knoll Ct
Lee H. Elliott	24 Knoll Ct
Christine Owens	21 Knoll Ct.
Mayra Parsell	14 Knoll Ct
Carlos Jimenez	14 Knoll Ct

Memorandum



To: Rock Island City Council
From: Mike Bartels, Director
Subject: Report from the Traffic Engineering Committee regarding a request from Carrie Crampton, 2954 12th Street, to remove the handicapped parking space in front of her home (First Reading).

Motion: Motion whether or not to approve the request and consider the ordinance.

RC Roll Call vote is needed.

Date: March 25, 2024

Introduction and Background Information:

The Traffic Engineering Committee received a request from Carrie Crampton to remove the handicapped parking space at 2954 12th Street since it is no longer needed.

Previous Council Action (if any):

Budget Impact:

The cost to the City to remove the handicapped parking signs is minimal.

Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):

Council Goal (if applicable):

Recommendation:

The Traffic Engineering Committee recommends that the City Council approve the request and consider the ordinance.

Submitted by: Michelle Martin, Manager

Approved by:

**A SPECIAL ORDINANCE
REMOVING A HANDICAPPED PARKING SPACE
IN THE CITY OF ROCK ISLAND, ILLINOIS**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCK ISLAND, ILLINOIS:

Section One. That the handicapped parking space established at 2954 12th Street, in the City of Rock Island, Illinois, be and is hereby removed.

Section Two. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they do so conflict.

Section Three. This ordinance shall be in full force and effect 10 days from its passage and approval, as required by law.

MAYOR OF THE CITY OF ROCK ISLAND

PASSED:

APPROVED:

ATTEST: _____
CITY CLERK



Online Form Submittal: Handicapped Parking Space Removal

1 message

noreply@civicplus.com <noreply@civicplus.com>
To: pubworksmail@rigov.org

Wed, Mar 6, 2024 at 9:02 AM

Handicapped Parking Space Removal

This form is to be used for the removal of a handicapped parking space.

CONTACT INFORMATION (Person requesting that the handicapped parking space be removed.)

First Name	carrie
Last Name	crampton
Property Address 1	2954 12th street
Property Address 2	Field not completed.
City	Rock Island
State	IL
Zip	61201
Phone Number	3097379645
Email Address	carriepmirentals@yahoo.com
What is the address of the handicapped parking space to be removed?	2954 12th st
Do you own the property?	Yes
If NO, please provide the name, address, and telephone number of the property owner:	Field not completed.
List the reason for the request to remove the handicapped parking space:	My Significant Other who needed the handicapped parking space has deceased.
Please provide any additional information that may be of assistance to the Traffic Engineering Committee and	Field not completed.

the City Council members
when they review your
request:

Email not displaying correctly? [View it in your browser.](#)

CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

CONTACT NAME	ADDRESS	CITY	STATE	ZIP CODE
Moses Robinson	924 6th Street	Rock Island	IL	61201
TELEPHONE NO.				

ALTERNATE NAME	ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.				

Street area to be blocked off: (attach map if possible) 9th Street St/Ave
between 7th Ave St/Ave and 6th Ave St/Ave

Day(s)	Date(s)	Start Time	End Time
1	03/30/2024	2:00pm	4:00pm

TYPE OF EVENT – PURPOSE (Block party, etc.) Easter Egg Hunt

Will AMPLIFIED sound be used? YES _____ NO ✓

If YES – a Sound Amplification Permit is required. Applications are available from the City Clerk. Fee for Sound Amplification Permit is \$25.00 per day. Sound Amplification after 6:00 pm and on Sundays requires approval by the City Council.

Will FOOD be sold? YES _____ NO ✓

If YES – the City Health Inspector will be notified by the City Clerk and will contact you.

If event is open to the public, a Certificate of Insurance naming the City of Rock Island as additional insured is required.

SIGNATURES of persons affected by the street closing MUST be submitted on attached petition indicating their approval or disapproval of the street closing. (If using Sound Amplification, neighbors' approval must also be obtained and can be provided on same form.)

This request requires City Council approval and must be received by the City Clerk at least two weeks before the City Council Meeting prior to your event. The City Council meets each Monday of the month excluding the last Monday of each month and holidays. In July and August, the City Council meets on the second and fourth Mondays of the month.

If approved, barricades will be delivered the Friday prior to your weekend event. If event is during the week, barricades will be delivered one working day prior to the event date. You will be responsible for setting up and taking down the barricades, and returning them to the corners where they were delivered so they may be picked up on the Monday following the weekend event/day following week day event.

Moses Robinson

Signature of Applicant

03/21/2024

Date of Application

DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

APPROVALS

Public Works	Police	City Council	Insurance
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City Clerk Approval
Date

License Number

License Printed Date

License Delivery Date

Return completed application and additional documents to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010

STREET CLOSING NEIGHBORHOOD APPROVAL PETITION

We, the undersigned, approve of the requested street closing for 9th Street ST/AVE
between 6th Ave ST/AVE and 7th Ave ST/AVE
from 2:00pm to 4:00pm on 1 | 03/30/2024
Start Time End Time Day (s) / Date (s)

We understand that a Easter Egg Hunt is to be held on the aforementioned date. We
have also been notified of any Sound Amplification in conjunction with this event.

NAME	ADDRESS	APPROVE STREET CLOSING	APPROVE SOUND AMPLIFICATION