

RIVERFRONT IMPROVEMENT COMMISSION MEETING

CITY OF DAVENPORT, IOWA

TUESDAY, OCTOBER 25, 2022; 5:30 PM

CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Call to Order

II. Approval of Minutes

A. Approve the Meeting Minutes for September 27, 2022 - ACTION (2)

III. Finance

A. Approve the Disbursements - ACTION (2)

IV. Other Business

A.

V. Adjournment

VI. Next Meeting Date:

A. Tuesday, November 22, 2022 at 5:30 p.m. at the Police Department Community Room

City of Davenport
Riverfront Improvement Commission

Department: Community & Economic Development
Contact Info: Bruce Berger, Bruce.Berger@davenportiowa.com,
563-326-7769

Date
10/25/2022

Subject:
Approve the Meeting Minutes for September 27, 2022 - ACTION (2)

ATTACHMENTS:

Type	Description
▣ Cover Memo	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	10/21/2022 - 2:47 PM

Riverfront Improvement Commission
Minutes
September 27, 2022

Present (Physical): Bill Ashton, Dee Bruemmer, Bill Churchill, Randall Goblirsch, Kelli Grubbs, and Julie Tonn

Present (Virtual):

Others Present: Chris Meyer, Parks Liaison; and Steve Ahrens, Riverfront Improvement Commission

Chairman Grubbs called the meeting to order at 5:32 p.m. and welcomed all in attendance to the meeting. Ahrens announced that a quorum for the meeting had been met. Staff also announced that Commissioner Tom Guy had submitted his resignation earlier in the day, effective immediately. Ahrens has provided that information to the appropriate City officials in order to fill the vacancy.

Approval of Minutes

Grubbs asked for the approval of the minutes. Bruemmer moved to approve the minutes of the August 23, 2022 meeting. Ashton seconded the motion and carried unanimously.

Finance

Ahrens presented and provided updates regarding the month's disbursements, aged receivables report and the FY2023 Lease Report. Bruemmer moved to approve the disbursements. Churchill seconded the motion and it carried.

Staff Report

A number of communications were provided to the Commission, including:

- City's Destination Iowa Grant Application
- Multiple Cruiseline Passenger Ships at River Heritage Park
- Recent and Upcoming Events: Riverfront Movies, Concerts, Car Show and Activities
- USACE Letter of Interest for Credit Island Slough
- Canadian Pacific Holiday Train Event at Freight House on December 3
- Riverfront Railing Painting by the SAU Softball Team

Chris Meyer, Parks Liaison to the Commission, provided a report to the Commission, which included a recent discussion regarding the status of ARPA Funded Parks Projects and the creation of a City-wide Dog Park Task Force (for the two existing and future one to be built).

Commissioner Churchill provided an update regarding the project phase for Veterans Memorial Park, which will likely be completed in the spring.

Chairman Grubbs offered remarks and a recommendation regarding spending some time over the next few months as a Commission revisiting and updating the group's Strategic Plan. In addition, the Commission and City need to ensure we identify and pursue a meaningful and purposeful mission for the Commission so as to not waste anyone's time and talents. After some initial discussion, the Commission will hold a Strategic Planning Session during the next meeting.

Other Business

With no public with business to present to the Commission, and with no further business, the meeting was adjourned at 6:25 p.m.

Kelli Grubbs, Chair

City of Davenport
Riverfront Improvement Commission

Department:
Contact Info:

Date

Subject:
Approve the Disbursements - ACTION (2)

ATTACHMENTS:

Type	Description
▢ Cover Memo	Financial Reports - YTD
▢ Cover Memo	Financial Reports - Detail

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	10/21/2022 - 2:47 PM

YTD REPORT

FOR 2023 03				JOURNAL DETAIL 2023 4 TO 2023 4			
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4740 LEVEE IMPROVEMENT							
00000 UNDEFINED							
450404 LEVEE COMMISSION RENT	-250,000	0	-250,000	-117,022.67	.00	-132,977.33	46.8%
480690 MISCELLANEOUS	-75,000	0	-75,000	-532.97	.00	-74,467.03	.7%
489491 TRANSFER LOCAL OPTION SALES	-75,000	0	-75,000	.00	.00	-75,000.00	.0%
490865 FUND BALANCE APPROPRIATION	23,372	-30,000	-6,628	.00	.00	-6,628.00	.0%
TOTAL UNDEFINED	-376,628	-30,000	-406,628	-117,555.64	.00	-289,072.36	28.9%
10130 PROJECT MANAGEMENT							
510101 FULL TIME SALARIES	91,304	0	91,304	19,411.40	.00	71,892.60	21.3%
510120 RETIREMENT-FICA	6,985	0	6,985	1,539.00	.00	5,446.00	22.0%
510130 RETIREMENT-IPERS	8,619	0	8,619	1,832.43	.00	6,786.57	21.3%
510140 EMPLOYEE INSURANCE	12,381	0	12,381	3,136.95	.00	9,244.05	25.3%
510161 DEFERRED COMP	4,565	0	4,565	970.55	.00	3,594.45	21.3%
510162 RETIREMENT HEALTH SAVINGS	913	0	913	194.12	.00	718.88	21.3%
520201 OFFICE SUPPLIES	200	0	200	27.58	.00	172.42	13.8%
520205 UTILITY SERVICES	90,000	0	90,000	33,062.92	.00	56,937.08	36.7%
520215 TECHNICAL SERVICES	100	0	100	.00	.00	100.00	.0%
520225 MAINTENANCE-BLDGS & GRNDS	50,000	0	50,000	11,858.55	2,825.00	35,316.45	29.4%
520297 PROJECT EXPENSE	55,000	0	55,000	39,241.00	1,620.00	14,139.00	74.3%
520298 OTHER SUPPLIES & SERVICES	0	0	0	78.19	.00	-78.19	100.0%
560606 TELEPHONE EXPENSE	510	0	510	136.11	.00	373.89	26.7%
560620 LIABILITY INSURANCE	1,957	0	1,957	1,957.00	.00	.00	100.0%
560624 PROPERTY INSURANCE	739	0	739	739.00	.00	.00	100.0%
560633 WORKERS COMPENSATION INSURAN	855	0	855	855.00	.00	.00	100.0%
TOTAL PROJECT MANAGEMENT	324,128	0	324,128	115,039.80	4,445.00	204,643.20	36.9%
88000 TRANSFERS OUT							
550501 TRANSFERS OUT	52,500	30,000	82,500	.00	.00	82,500.00	.0%
TOTAL TRANSFERS OUT	52,500	30,000	82,500	.00	.00	82,500.00	.0%

YTD REPORT

FOR 2023 03				JOURNAL DETAIL 2023 4 TO 2023 4			
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL LEVEE IMPROVEMENT	0	0	0	-2,515.84	4,445.00	-1,929.16	100.0%
TOTAL REVENUES	-376,628	-30,000	-406,628	-117,555.64	.00	-289,072.36	
TOTAL EXPENSES	376,628	30,000	406,628	115,039.80	4,445.00	287,143.20	
GRAND TOTAL	0	0	0	-2,515.84	4,445.00	-1,929.16	100.0%
** END OF REPORT - Generated by Barbara Gerlach **							

MONTHLY DETAIL REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4740 LEVEE IMPROVEMENT								
10130 PROJECT MANAGEMENT								
510101 FULL TIME SALARIES								
54741013 510101 FTSALARY		91,304	91,304	22,880.28	3,468.88	.00	68,423.72	25.1%
2023/04/040155 10/07/2022 PRJ	3,468.88 REF PY1007					WARRANT=100722 RUN=1 BI-WEEKL		
TOTAL FULL TIME SALARIES		91,304	91,304	22,880.28	3,468.88	.00	68,423.72	25.1%
510120 RETIREMENT-FICA								
54741013 510120 FICA		6,985	6,985	1,813.55	274.55	.00	5,171.45	26.0%
2023/04/040155 10/07/2022 PRJ	274.55 REF PY1007					WARRANT=100722 RUN=1 BI-WEEKL		
TOTAL RETIREMENT-FICA		6,985	6,985	1,813.55	274.55	.00	5,171.45	26.0%
510130 RETIREMENT-IPERS								
54741013 510130 IPERS		8,619	8,619	2,159.89	327.46	.00	6,459.11	25.1%
2023/04/040155 10/07/2022 PRJ	327.46 REF PY1007					WARRANT=100722 RUN=1 BI-WEEKL		
TOTAL RETIREMENT-IPERS		8,619	8,619	2,159.89	327.46	.00	6,459.11	25.1%
510140 EMPLOYEE INSURANCE								
54741013 510140 EMPL INS		12,381	12,381	3,136.95	.00	.00	9,244.05	25.3%

MONTHLY DETAIL REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL EMPLOYEE INSURANCE	12,381	12,381	3,136.95	.00	.00	9,244.05	25.3%
510161 DEFERRED COMP							
54741013 510161 DEF COMP	4,565	4,565	1,143.99	173.44	.00	3,421.01	25.1%
2023/04/040155 10/07/2022 PRJ	173.44	REF PY1007			WARRANT=100722 RUN=1 BI-WEEKL		
TOTAL DEFERRED COMP	4,565	4,565	1,143.99	173.44	.00	3,421.01	25.1%
510162 RETIREMENT HEALTH SAVINGS							
54741013 510162 RHSP	913	913	228.81	34.69	.00	684.19	25.1%
2023/04/040155 10/07/2022 PRJ	34.69	REF PY1007			WARRANT=100722 RUN=1 BI-WEEKL		
TOTAL RETIREMENT HEALTH SAVINGS	913	913	228.81	34.69	.00	684.19	25.1%
520201 OFFICE SUPPLIES							
54741013 520201 OFFICE	200	200	27.58	.00	.00	172.42	13.8%
TOTAL OFFICE SUPPLIES	200	200	27.58	.00	.00	172.42	13.8%
520205 UTILITY SERVICES							
54741013 520205 UTILITIES	90,000	90,000	33,848.87	785.95	.00	56,151.13	37.6%
2023/04/040306 10/13/2022 API	107.61	VND 001322 PO			IOWA AMERICAN WAT		220463
2023/04/040306 10/13/2022 API	678.34	VND 001322 PO			IOWA AMERICAN WAT		220463

MONTHLY DETAIL REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL UTILITY SERVICES	90,000	90,000	33,848.87	785.95	.00	56,151.13	37.6%
520215 TECHNICAL SERVICES							
54741013 520215 TECH SVS	100	100	.00	.00	.00	100.00	.0%
TOTAL TECHNICAL SERVICES	100	100	.00	.00	.00	100.00	.0%
520225 MAINTENANCE-BLDGS & GRNDS							
54741013 520225 MAINT-B&G	50,000	50,000	14,953.89	3,095.34	1,578.00	33,468.11	33.1%
2023/04/040090 10/06/2022 API	925.00 VND	019716 PO 2303137	WULFS SEPTIC	INVOICE# 22258071322-GREASE TR	220400		
2023/04/040306 10/13/2022 API	270.34 VND	004423 PO 2303414	WHITE ROOFING	INVOICE# 40314-TASTE OF ETHIOP	220561		
2023/04/040306 10/13/2022 API	1,900.00 VND	017210 PO 2301497	TRANE	FY 2023 HVAC SYSTEM ANNUAL CON	220550		
TOTAL MAINTENANCE-BLDGS & GRNDS	50,000	50,000	14,953.89	3,095.34	1,578.00	33,468.11	33.1%
520297 PROJECT EXPENSE							
54741013 520297 PROJ EXP	55,000	55,000	41,041.00	1,800.00	2,270.00	11,689.00	78.7%
2023/04/040090 10/06/2022 API	300.00 VND	001398 PO 2303136	BOS ELECTRONICS	INVOICE# 44195-a SOUND SYSTEM	220308		
2023/04/040303 10/13/2022 API	120.00 VND	000377 PO 2303433	CY'S RENTAL CO	INVOICE # 96281 TABLE AND CHAI	220438		
2023/04/040303 10/13/2022 API	250.00 VND	001398 PO 2302903	BOS ELECTRONICS	INVOICE# 44190-a SOUND SYSTEM	220434		
2023/04/040303 10/13/2022 API	250.00 VND	001398 PO 2303434	BOS ELECTRONICS	INVOICE# 44215-a SOUND SYSTEM	220434		
2023/04/040303 10/13/2022 API	630.00 VND	010761 PO 2303436	ESTELL, JAMES	RIVERFRONT OPERATIONS ASSISTAN	220445		
2023/04/040303 10/13/2022 API	250.00 VND	022688 PO 2303417	BI-STATE BARRICADE	INVOICE # 6435-LECLAIRE PARK B	5013158		
TOTAL PROJECT EXPENSE	55,000	55,000	41,041.00	1,800.00	2,270.00	11,689.00	78.7%
520298 OTHER SUPPLIES & SERVICES							
54741013 520298 OTHER SUP	0	0	78.19	.00	.00	-78.19	100.0%

MONTHLY DETAIL REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OTHER SUPPLIES & SERVICES	0	0	78.19	.00	.00	-78.19	100.0%
560606 TELEPHONE EXPENSE							
54741013 560606 TELEPHONE	510	510	136.11	.00	.00	373.89	26.7%
TOTAL TELEPHONE EXPENSE	510	510	136.11	.00	.00	373.89	26.7%
560620 LIABILITY INSURANCE							
54741013 560620 INS-LIAB	1,957	1,957	1,957.00	.00	.00	.00	100.0%
TOTAL LIABILITY INSURANCE	1,957	1,957	1,957.00	.00	.00	.00	100.0%
560624 PROPERTY INSURANCE							
54741013 560624 INS-PROP	739	739	739.00	.00	.00	.00	100.0%
TOTAL PROPERTY INSURANCE	739	739	739.00	.00	.00	.00	100.0%
560633 WORKERS COMPENSATION INSURANCE							
54741013 560633 INS-WC	855	855	855.00	.00	.00	.00	100.0%
TOTAL WORKERS COMPENSATION INSURA	855	855	855.00	.00	.00	.00	100.0%
TOTAL PROJECT MANAGEMENT	324,128	324,128	125,000.11	9,960.31	3,848.00	195,279.89	39.8%
88000 TRANSFERS OUT							

MONTHLY DETAIL REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
550501 TRANSFERS OUT							
54749010 550501 XFER OUT	52,500	52,500	.00	.00	.00	52,500.00	.0%
54749675 550501 XFER675	0	30,000	.00	.00	.00	30,000.00	.0%
TOTAL TRANSFERS OUT	52,500	82,500	.00	.00	.00	82,500.00	.0%
TOTAL TRANSFERS OUT	52,500	82,500	.00	.00	.00	82,500.00	.0%
TOTAL LEVEE IMPROVEMENT	376,628	406,628	125,000.11	9,960.31	3,848.00	277,779.89	31.7%
TOTAL EXPENSES	376,628	406,628	125,000.11	9,960.31	3,848.00	277,779.89	
GRAND TOTAL	376,628	406,628	125,000.11	9,960.31	3,848.00	277,779.89	31.7%

** END OF REPORT - Generated by Barbara Gerlach **

City of Davenport
Riverfront Improvement Commission

Department:
Contact Info:

Date

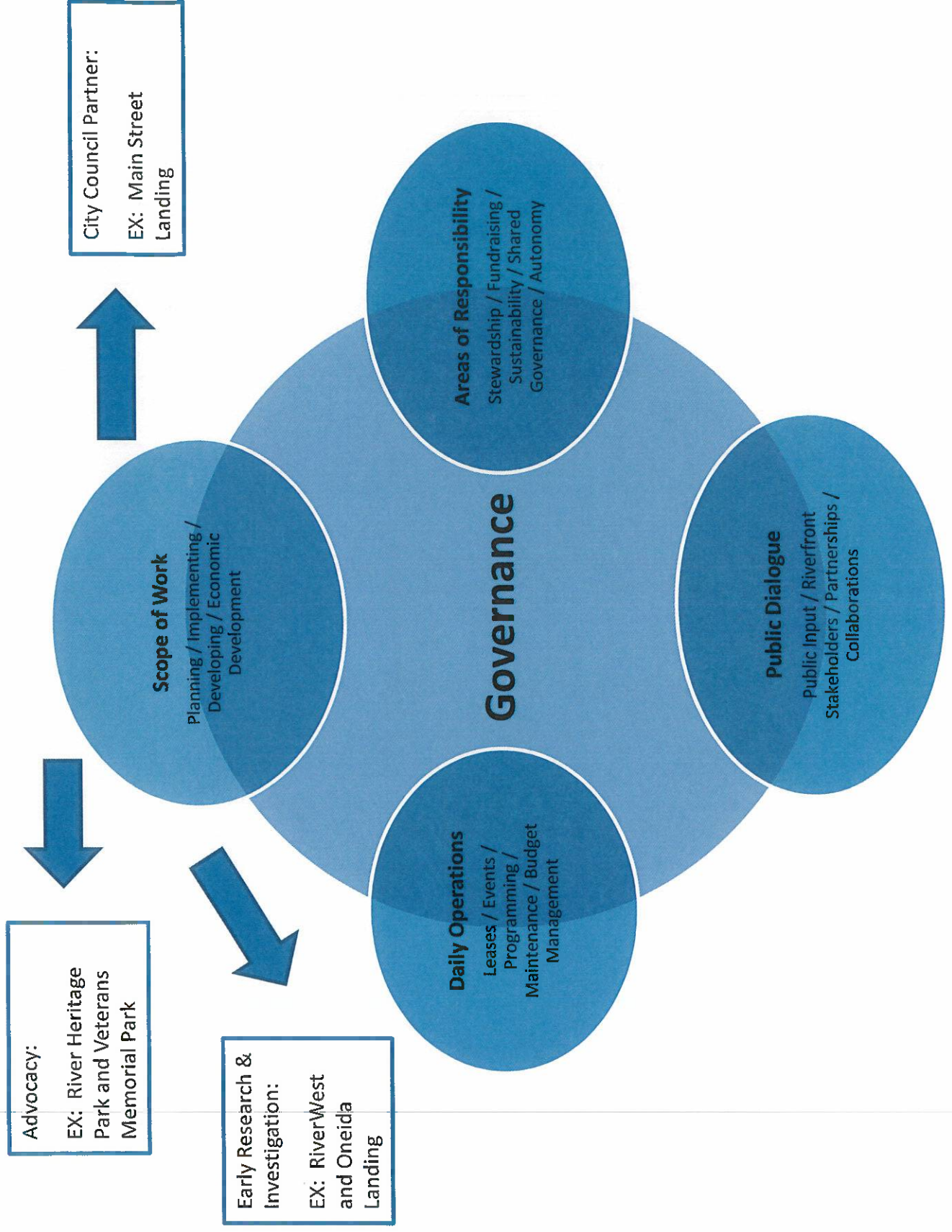
Subject:

ATTACHMENTS:

Type	Description
▣ Cover Memo	Governance model
▣ Cover Memo	2018 Strategic Plan

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	10/21/2022 - 2:46 PM



Davenport Riverfront Improvement Commission

Strategic Plan

Collaborating to Maximize Opportunities

Adopted September 25, 2018

Vision Statement: Our Vision is to create a Mississippi River destination that serves as a source of strength and vitality for the region.

Core Values Statement:

The Davenport
Riverfront Improvement Commission
is committed to these values and to its
responsibilities as entrusted to us by the community.

STEWARDSHIP

We safeguard the natural environment of the Riverfront.

COLLABORATION

We work together with partners to maximize opportunities.

SPLENDOR

We preserve the aesthetic nature of the River as a magnificent asset.

ACCESSIBILITY

We offer ways for the community to enjoy the River.

PROGRESS

We promote the River as a cornerstone for regional economic development.

Mission Statement:

The Davenport Riverfront Improvement Commission plans, manages and collaborates with partners to improve the riverfront.

Strategic Goal #1: To clarify the relationship between the City and the DRIC.

1.1 Strategy 1: Do our own homework to understand current role and responsibility and be clear on ordinance

1.1.1a Review existing ordinance, previous ordinance, and state law – Kelli – 3 Months

1.1.1b Understand Operating and CIP Budgets – Pat and Bill A. – 3 Months

1.1.2a Research similar Commissions – Dee – 3 Months

1.1.2b Discuss relationship with Parks – 6 Months

1.1.3 Develop discussion paper to use for meetings – 6 Months

1.2 Strategy 2: Set up formal meeting with City (council and administration) to determine how to align each of our roles and improve our relationship

1.2.1 Workgroup to expand discussion paper – 6 Months

1.2.2 Meet with Ald. Gripp and the Mayor – 3 Months

1.2.3 Bi-annual meeting discussion

Strategic Goal #2: To collaborate with partners to improve the riverfront.

2.1 Strategy 1: Identify and target potential partners – USACE, IDNR, Downtown Davenport Partnership, River Action, Corporate

2.1.1 Meet Government Grantors – Karl – 9 Months

2.1.2 Meet Business Partners – Gwendolyn – 6 Months

2.1.3 Meet River Action – Bill C. – 3 Months

2.2 Strategy 2: Identify and prioritize projects – RiverWest: Credit Island; Channel Cat, Dam Lighting, Main Street Landing; River Heritage Park, First Bridge; Veterans Memorial Park

2.2.1 Solicit public input – 9 Months

2.2.2 Select projects for focus – 12 Months

2.2.3 Access funding

Strategic Goal #3: To strengthen and diversify our funding.

3.1 Strategy 1: Develop and retain tenants

3.1.1 Identify potential additional tenant space – 9 Months

3.1.2 Prepare potential tenant list – 9 Months

3.1.3 Survey current tenants to identify needs to ensure long term retention and/or growth – Randall – 3 Months

3.2 Strategy 2: Increase corporate and not-for-profit participation

3.2.1 Participate in RDG Public Art Initiative – Frank – 3 Months

3.2.2 Research property improvements with corporate tenants – 12 Months

3.2.3 Set up meeting with Q2030 River Group – Breanna – 6 Months

3.3 Strategy 3: Access government funding (State and Federal, DNR, CIP, etc.)

3.3.1 TBD after first two strategies are implemented

3 Months

- 1.1.1a Review existing ordinance, previous ordinance, and state law – Kelli
- 1.1.1b Understand Operating and CIP Budgets – Pat and Bill A.
- 1.1.2a Research similar Commissions – Dee
- 1.2.2 Meet with Ald. Gripp and the Mayor
- 2.1.3 Meet River Action – Bill C.
- 3.1.3 Survey current tenants to identify needs to ensure long term retention and/or growth – Randall
- 3.2.1 Participate in RDG Public Art Initiative – Frank

6 Months

- 1.1.2b Discuss relationship with Parks
- 1.1.3 Develop discussion paper to use for meetings
- 1.2.1 City Administration to expand discussion paper
- 2.1.2 Meet Business Partners – Gwendolyn
- 3.2.3 Set up meeting with Q2030 River Group – Breanna

9 Months

- 2.1.1 Meet Government Grantors – Karl
- 2.2.1 Solicit public input
- 3.1.1 Identify potential additional tenant space
- 3.1.2 Prepare potential tenant list

12 Months

2.2.2 Select projects for focus

3.2.2 Research property improvements with corporate tenants

1.2.3 Bi-annual meeting discussion

2.2.3 Access funding

3.3.1 TBD after first two strategies are implemented

City of Davenport
Riverfront Improvement Commission

Department:
Contact Info:

Date

Subject:
Tuesday, November 22, 2022 at 5:30 p.m. at the Police Department Community Room

REVIEWERS:

Department	Reviewer	Action	Date
Community Development Committee	Berger, Bruce	Approved	10/21/2022 - 2:37 PM