

City Administrator Report to Mayor & City Council

November 6, 2014, Edition No. 150

WEEKLY UPDATE:

1. Dates to Remember: The City Administrator's annual review is scheduled for **November 13th**. Forms were due November 6th. I have received **4** to date. Please email them to me ASAP so that I can provide a summary version for November 6th meeting. Can everyone make 5pm or would 5:30pm work better?
2. Budget: Attached is a copy of the budget schedule for FY 2015/16.
3. Bi-State RLF: Per Denise Bulat - I am sending this email to encourage you to aggressively seek the use of our Muscatine Mercer County RLF (MMRLF) funds. We really need to draw down additional dollars before the end of this calendar year to demonstrate progress to EDA on the use of the fund. You as bankers and/or economic development professionals may have loans or projects that are very secure for which you have not considered the use of the program. However with the interest rate we can offer that project could benefit from a portion of the financing to be from MMRLF. Please consider using the MMRLF. Attached is the loan document for your reference. Also attached are the portfolio and loan standards for your reference.
4. TIF: Staff is working on the following items that you will be seeing over the next few weeks and months:
 - a. TIF agreement with Wal-View (Warehouse),
 - b. TIF district and agreement with the Hotel,
 - c. Creation of the Iowa Reinvestment District in the city code,
 - d. Wrapping up the program documents for the small business TIF program. I have spoke with two prospective candidates.
 - e. Creation of a new TIF District on the large parcel between University and Hwy 61.
5. Golf Course: The Muscatine Municipal Golf Course will be hosting its first ever FootGolf Tournament on Saturday, November 15, 2014. FootGolf is a combination of the popular sports of soccer and golf. The game is played with a regulation soccer ball at a golf course facility on shortened holes with 21-inch diameter cups. The rules largely correspond to the rules of golf. Tournament play at the Muscatine Municipal Golf Course will begin at 12:30 pm on November 15, and consist of 18-holes. Players of all ages are welcome to participate. Prizes will be awarded to the first place finishers in each age division. Cost to play is \$15 for adults and \$10 for children (17 and under). Entry fee includes food at the end of the tournament. For more information and to sign-up, please contact the golf shop at 563-263-4735. Come and be part of this first time event!
6. Hotel: The Hotel Iowa Reinvestment Act project has indicated that they intend to submit their final paperwork to IEDA by December 15th. The project has gone through several iterations and I expect to have the latest details of the project (layout and components) soon and will share with the

Council upon receipt.

7. Cedar Street: As noted previously, Public Works Director Hill has been working with the contractor on Cedar Street to see if it would be a reasonable option to include the Purington (brick) Pavers in lieu of stamped concrete in the islands as well as the two rings just inside the colored truck apron. The cost is \$5000 on the internal course and \$1000 for the medians. This is an option that would allow us to incorporate a historical street component in the project.
8. Sidewalks: Staff met on Thursday of this week to review the draft Sidewalk Policy with Bi-State. Our comments will be incorporated into the draft. We hope to have a product to bring to Council in December or January.
9. In-Depth: Here is the tentative In-Depth Meeting schedule for the upcoming months: November - Comp Plan Update, Airport CIP, Housing and Loan Program, Ethics Policy/Council Rules; December - CTRE Report, Trail Report, Library Update, CDBG and Parking Update. Please see the attached memo and ethics policy as well as a copy of Marion's policy.

**CITY OF MUSCATINE
2015/2016 ANNUAL BUDGET
PREPARATION CALENDAR**

October 6, 2014	City department heads' strategic planning session.
October 23, 2014	City Council Goals and Objectives session.
November 7, 2014	Budget manual with appropriate worksheets and expenditure reports distributed to Department Heads. Computer files emailed to departments.
November 14, 2014	Full-time personnel schedule (Form 3) and part-time and temporary personnel schedules (Form 4A and 4B) submitted to the Finance Department.
November 14, 2014	Schedule for overtime pay, holiday pay and other pay (Form 5) submitted to Finance Department.
November 21, 2014	Capital outlay requests pertaining to government building improvements which are part of Building and Grounds operations submitted to the Public Works Director.
December 10, 2014	Summary of personnel costs on Form 2 and detail personnel sheets distributed to operating departments.
December 12, 2014	Completed status quo budget requests and agency subsidy requests for General Fund submitted to the Finance Department and City Administrator's Office. Capital Outlay requests for current year and proposed FY2015/2016 for General Fund submitted to Finance Department <u>and</u> City Administrator's Office.
December 17, 2014	Departmental meetings regarding proposed budgets for FY2015/2016 begin with the City Administrator and Finance Director.
December 19, 2014	Completed status quo budget requests for Enterprise, Housing, and Internal Service Funds submitted to Finance Department and City Administrator's Office. Capital Outlay requests for current year and proposed FY2015/2016 for Enterprise, Housing, and Internal Service Funds submitted to Finance Department and City Administrator's Office.
January 29, 2015	City Council overview of proposed General Fund budget.

January 31, 2015- February 14, 2015	City Council in-depth review of operating department budget requests.
February 17, 2015	Set public hearing
March 5, 2015	Public hearing regarding proposed budget for FY2015/2016
March 5, 2015	Adoption of the budget by City Council.
March 15, 2015	Approved budget filed with the County Auditor for certification.

ECONOMIC DEVELOPMENT LOAN APPLICATION

GENERAL INSTRUCTIONS

Applications should be typed or printed. Be concise but complete in your narrative descriptions. Additional pages may be used.

**ECONOMIC DEVELOPMENT LOAN APPLICATION
FOR REVOLVING LOAN FUND LOANS**

A. BUSINESS INFORMATION

1. Legal Name and Address of Applicant.

Name

Address City State Zip Code

Contact Person Title Phone Fax

2. Proposed Location of Project: _____
Address City State Zip Code

3. Type of Business.

4. SIC Code/Category. _____

5. Employer Identification No.: _____

6. Is the applicant wholly or partly owned by any other business? If “Yes” name the other companies and their percentage of ownership.

_____ No

_____ Yes – If “Yes”, describe other ownership.

7. Credit References.

A. Business References (Name, Address, Account Number)

B. Checking and Savings Account (Show Names of Institutions and Account Number)

8. List the names and other information regarding individuals primarily responsible for the management of the business.

<u>Name</u>	<u>Position</u>	<u>% Ownership</u>	<u>Date Started With Business</u>

9. Description and History of the Business.

History and background information should include: date established, dates of major changes in business, employee and sales growth, dates new products/service lines were established and other major influences on the products produced or services provided.

Also note: 1) if the business was impacted directly or indirectly by the 2008 floods/natural disasters or subsequent natural disasters; 2) if the business was impacted directly or indirectly by the loss of jobs at the Rock Island Arsenal, under the 2005 BRAC recommendation.

10. Experience of Applicant/Business.

Provide a brief description of educational, technical and business experience/background as it relates to your ability to successfully operate your proposed activity. If corporate members have related experience, please describe their credentials.

B. PROJECT INFORMATION

11. Project Description.

Describe all elements of the proposed project, including land and/or building acquisition, building acquisition, building construction and/or renovation, equipment purchases and installation, etc.

Give estimated project time schedule and project location. Include any changes in business activity, what operations will be initiated or expanded, how this relates to existing operations, evidence of the financial feasibility of the project, changes in products or services offered, etc.

12. Creation/Retention (Full-Time Equivalents)

_____ Current number of employees. (Entire Company)

_____ Number of permanent jobs retained as a result of the project.

_____ Number of permanent jobs to be created within 24 months of loan.

<u>Types of Jobs Created</u>	<u>Average Rate of Compensation</u>	<u>Average Rate of Fringe Benefits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Types of Jobs Retained</u>	<u>Average Rate of Compensation</u>	<u>Average Rate of Fringe Benefits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List fringe benefits _____

13. Has any Portion of the Project been Started?

_____ No

_____ Yes (If "Yes", please describe)

14. Fixed Business Obligations.

Provide information on all installment debts, contracts, notes and mortgages payable. (Present balance should agree with latest balance sheet submitted.)

To Whom Payable	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payments	Security

15. Description of Collateral.

List present market value of collateral and what will be offered to secure requested loan.

Present Market Value

A. Land and Building	_____
B. Inventory	_____
C. Accounts Receivable	_____
D. Machinery and Equipment	_____
E. Furniture and Fixtures	_____
F. Other	_____

16. In what form is the business contribution to this project?

C. SOURCE AND USE OF FUNDS

17. Summary of Project Costs.

Land Acquisition	\$ _____	_____ %
Building Acquisition	\$ _____	_____ %
Building Renovations	\$ _____	_____ %
New Construction	\$ _____	_____ %
New Machinery & Equipment	\$ _____	_____ %
Used Machinery & Equipment	\$ _____	_____ %
Architectural & Engineering	\$ _____	_____ %
Inventory	\$ _____	_____ %
Working Capital	\$ _____	_____ %
Other	\$ _____	_____ %
Total Project Costs	\$ _____	_____ %

18. Source of Funds.

	<u>Amount</u>	<u>Term</u>	<u>Rate</u>	<u>Status</u>
Private Financing	_____	_____	_____	_____
Bank	_____	_____	_____	_____
Company Cash	_____	_____	_____	_____
Injection/Equity	_____	_____	_____	_____
Other	_____	_____	_____	_____
Public Financing:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Source of Funds	\$ _____			

19. Justification for Public Financing.

Provide a justification for the need for public financing. Include a letter from the participating conventional lender stating the reasons why it will not provide additional funds for the project.

D. ASSURANCES

All information in this application and the attached narratives are true and complete to the best of my/our knowledge. I/We agree to pay or reimburse the County/City for the cost of any surveys, title or mortgage examinations, appraisals, etc.

I/We, the undersigned, authorize the County/City to obtain verification of any information contained in the application from any source named herein.

The Business must protect and hold the federal government harmless from and against all liabilities that the federal government may incur as a result of providing an RLF Grant to assist directly or indirectly in site preparation of construction, as well as the direct or indirect renovations or repair of any facility or site. These protections apply to the extent that the federal government may become potentially liable as a result of ground water, surface, soil, or other natural or man-made conditions on the property caused by operations of the RLF recipient of any of its borrowers, predecessors, or successors.

If Applicant is a Corporation:

President

Corporate Secretary

Applicant's Signature

Typed Name of Applicant

SUBMITTAL CHECKLIST

In order to assist you in submitting your application, please use the following checklist. The items listed below must be included in your application packet.

- _____ A completed signed application.
- _____ Business balance sheet for the last three years, dated within 90 days of application.
- _____ Business income statement for the last three years, dated within 90 days of application.
- _____ Income and expense projections for at least two years.
- _____ Aging of Accounts Receivable and Payable.
- _____ Personal balance sheet for each principal(s) owning more than 20 percent of company, dated within 90 days of application.
- _____ Cost estimates must be provided for machinery and equipment purchases and new construction and/or renovations. An appraisal must be provided for the purchase of a building and/or land.

D. **RLF Portfolio Standards**

1. ***Job/Cost Ratio*** – A total number of 65 jobs will be created and/or retained as a result of the initial round of loans. This will be assured by requiring a minimum of one (1) job to be created or retained per \$15,500 of RLF funding. Loans for less than \$15,500 will require a minimum of one (1) job to be created or retained.
2. ***Preferred Jobs*** – High skill, high paying jobs are the most preferred investment. Semi-skilled and low skill jobs may be funded, but generally will not be as favorably reviewed. Manufacturing, technology, and professional service sectors are the target industries, but this does not preclude funding of other industries such as retail.
3. ***Private Sector Leverage*** – The portfolio shall average a ratio of 2:1 private to public dollars. No funds shall be advanced from the loan fund if sufficient funds are available from other sources at terms which will permit the project to operate with satisfactory income and cash flow to sustain the business in a profitable manner. The loan will be the minimum necessary to assure project success. The applicant will be required to document, by correspondence from a lending institution, that they cannot otherwise finance the amount requested from the RLF. Private investment can be classified as leveraged if it is made within 12 months prior to approval of an RLF loan and as part of the same business development project, and may include capital invested by the borrower or others. Other investors may include financing from private entities, or the non-guaranteed portion and ninety percent (90%) of the guaranteed portion of SBA 7(A) loans and 504 debenture loans.
4. ***Allowable and Ineligible RLF Financing*** – The loan program shall be available to a wide variety of industry sectors, with priority given to those that create high skill and high paying jobs. Loans can be used for, but are not limited to, construction of buildings, reuse and modernization of facilities, purchase of machinery and equipment, and purchase of inventory.
5. ***Consideration of Other Economic Benefits*** – The Loan Administration Board shall have the discretion to approve projects for funding that address economic issues beyond recovery from: natural disaster, Rock Island Arsenal job loss, and the current national economic crisis, so long as those projects are otherwise eligible under this plan and all applicable laws.
6. ***Conflict-of-Interest*** – All Loan Administration Board members, RLF staff, and loan applicants must submit in writing to Bi-State Regional Commission that they will follow EDA's conflict-of-interest rules as shown in Attachment 1 of this plan. Attachment 2 represents the applicant and Loan Administration Board/RLF staff Conflict-of-Interest disclosure agreements.
7. ***Administrative Costs*** – Administration costs will be paid from interest earned on the invested recaptured loans and loan closing fees. All approved borrowers will pay a loan closing fee. The loan closing fee will be assessed at \$500 for approved loans of less than \$50,000. For approved loans of greater than \$50,000, the closing fee will be \$750. It is Bi-State Regional Commission's intention to use only fifty percent (50%) of the interest earned for administrative costs. However, the Commission reserves the right to use more of the interest earned, should conditions warrant. EDA requires any recipient using fifty percent (50%) or more (or more than \$100,000) of RLF income for administrative costs in a six month period must file a completed *Income and Expense Statement* with EDA for that six month period. The interest income not used for administrative costs is returned to the

revolving fund. Should RLF administrative costs exceed the amount collected from interest and loan closing fees, Bi-State Regional Commission will use its general fund to cover these overages.

E. RLF Loan Standards

1. ***Initial Round*** – In the initial round of funding, an estimated 20 loans will be made, with an average loan size of not less than \$50,000. A total number of 65 jobs will be created and/or retained as a result of the first year or initial round of loans. This will be assured by requiring a minimum of one (1) job to be created or retained per \$15,500 of RLF funding. Loans for less than \$15,500 will require a minimum of one (1) job.
2. ***Average Loan Size*** – The average loan of the RLF Program shall not be less than \$50,000, and the maximum loan shall be no more than 25% of all RLF assets. No loan shall exceed the outstanding balance of the RLF account. A borrower may not carry more than one revolving loan at a time, except in cases where there is clearly a public benefit (i.e. jobs created greatly exceeding minimum) and the borrower is in good standing, as determined by the Loan Administration Board.
3. ***Limitations on Working Capital Loans*** – Loans will primarily be for fixed asset financing, although working capital loans may be made. RLF's shall not subsidize or refinance existing business loans. Working capital loans will not exceed twenty-five percent (25%) of the portfolio value.
4. ***Repayment Terms*** – The term of a loan shall not exceed ten (10) years. The term will vary as a function of the amount, equity, security, and purpose of the loan. Loans made for fixed assets will generally have a longer term. Loans for working capital expenditures generally will not exceed three (3) years. Loans for machinery and equipment shall not exceed the established useful lifetime of the equipment. Payment shall be made on a monthly scheduled basis. Loans will be reviewed within a minimum of two (2) years, and may be callable at the time of review. In order to encourage early repayment of a loan, a borrower may repay a loan without incurring a prepayment penalty.
5. ***Interest Rate*** – The minimum interest rate that may be charged is four (4) percentage points below the lesser of the current money center prime interest rate quoted in the Wall Street Journal, or the maximum interest rate allowed under state law, whichever is lower. In no event shall the interest rate be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the Wall Street Journal. The interest rate shall be established at the time of Loan Administration Board approval. The Loan Administration Board may vary the interest rate, within said limitations, as a function of the amount, equity, security, and purpose of that loan. Additionally, the Loan Administration Board may vary the interest for applicants that exceed job creation goals; hire displaced workers, women, minorities, disabled, long-term unemployed and underemployed, and/or low and moderate income people.

6. ***Eligible Borrowers*** – The loan program shall be available to the private business only to include industrial, commercial/retail and service sectors. Private businesses in all stages of development shall be eligible for funding, so long as they meet the criteria specified herein.
7. ***Prohibited Uses of RLF Capital*** – The following will not be funded by the Mercer-Muscatine RLF:
 - Speculative activities, such as land banking and the construction of speculative buildings, since they do not normally result in near-term job creation or retention.
 - Loan activities and economic benefits resulting from these activities that are not located within the eligible area. RLF assistance must be withdrawn if for any reason the activity financed is moved from the eligible area.
 - Loans which assist the movement of jobs within the Davenport-Moline-Rock Island Metropolitan Statistical Area (MSA), without the consent of the departing and receiving communities.
 - Loans that violate EDA rules regarding relocation of jobs.
 - Loans for the purpose of investing in high interest accounts, certificates of deposit, or other investment.
 - RLF loans used as a substitute for private capital. The RLF staff will prepare a written analysis within the loan summary and recommendation which is submitted to the Loan Administration Board for approval. The analysis will be placed in the loan file. The written analysis will include evidence, such as bank rejection letters or a list of banks contacted, the amount of funds requested and the banks' responses to show that the RLF is not substituting for private capital. The documentation will also show that credit is not available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project activities to be financed.
 - Loans which would create a potential conflict-of-interest for any officer or employee of the grantee, or any current or former member of the Loan Administration Board, elected or appointed official, or staff who reviews, approves, or otherwise participates in decisions on RLF's. Loan activities which directly benefit these individuals or people related to them by blood, marriage, or law are prohibited in accordance with the terms of the plan.
 - Loans will only be made to eligible borrowers when credit/financing is not otherwise available from any source on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project activities to be financed. If a public or private loan source is available, no funds can be made available from the RLF unless it is found in writing by Bi-State Regional Commission that those other sources have insufficient funds, or the loan project cannot meet the requirements of that source. If a proposed loan meets the program requirements of another public loan fund, but the other public loan fund does not have sufficient funds to make the requested loan in its full amount, Bi-State

Regional Commission should make a finding why the other public fund cannot make a partial loan with the RLF being used to fund the difference.

- Loans which will be used to acquire equity position in a private business.
 - Loans which will be used to construct public buildings or infrastructure.
 - Loans which will subsidize interest payments on an existing loan(s).
 - Loans which will provide the equity contribution required of borrowers under other federal loan programs.
 - Loans which will enable a borrower to acquire an interest in a business either through the purchase of stock or through the acquisition of assets, unless the need for RLF assistance is sufficiently justified.
 - Loans which will refinance existing debt, unless in compliance with applicable program regulations.
8. **Special Financing Techniques** – The Loan Administration Board shall have the authority to approve industry recognized special financing techniques such as moratoria on principal, balloon payments, loan subordination, deferral of principal, amortization at a longer term, repayment based on profitability, and blends with other federal, state, local, and private capital.
9. **Equity Requirements** – The borrower will be required to provide a minimum of ten percent (10%) equity into the total cost of the funded activity. Equity may be provided in the form of cash only.
10. **Standard Fees** – All approved borrowers will pay a loan closing fee. The loan closing fee will be assessed at \$500 for approved loans of less than \$50,000. For approved loans of greater than \$50,000 the closing fee will be \$750.
11. **Standard Collateral Requirements** – All loans shall be secured by collateral in an amount equal to the face value of the loan. Specific collateral requirements will vary as a function of the loan amount, equity, and purpose. A first position lien on fixed assets and property is preferred security, but a secured subordinate position to another lender may be permitted. Assets other than cash that are used for collateral must be documented by appraisals or other appropriate valuation techniques. In projects involving direct working capital loans, the RLF will obtain collateral such as liens on inventories, receivables, fixed assets, and/or other available assets of borrowers. Such liens shall be subordinate only to existing liens of record and other loans involved in the project. When appropriate, the borrower will be required to provide life insurance, fire hazard, or normal business insurance on all assets for the term and in the amount of the loan. Where required, the borrower shall also obtain flood insurance on property assigned as collateral. In the event that the Loan Administration Board determines it necessary or desirable to take action to protect or further the interests of the RLF, the Board may take legal action to sue, collect, liquidate, or otherwise recover on loans extended by the RLF. Modification of the terms under RLF financing may be approved by the Loan Administration Board to enhance the program goals and objectives, and respond to changing economic needs.

- 12. *Evidence of Private Sector Financing Gap*** – To be approved, borrowers must provide a signed bank turn-down letter demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed.
- 13. *Compliance with Federal Regulations*** – All borrowers must comply with federal and state laws relating to civil rights, environmental protection, equal opportunity employment, flood protection, Davis-Bacon prevailing wage rates, accessibility, and others.



Commission in Review

October 2014

Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer, and Rock Island Counties, Illinois.

NEXT COMMISSION MEETING:

Wed., Nov. 19, 2014
3:30 p.m.

Scott Co. Admin Bldg.
6th Floor Conf. Room
600 West 4th Street
Davenport, Iowa

APA TRAINING SERIES

"Health Equity and
Planning Ethics"

Wed., Nov. 05, 2014
3-4:30 p.m.

Third Floor Conf Room
1504 Third Ave., R.I.
Call (309) 793-6302,
Ext. 138 or e-mail
pearson@bistateonline.org
to register.

CIR VIA E- MAIL

Would you like to get
this report via e-mail?
Let us know at
info@bistateonline.org

Mission Statement:

*To serve as a forum
for intergovernmental
cooperation and
delivery of regional
programs and to
assist member local
governments in
planning and project
development.*

Quad City International Airport News

The Quad City International Airport completed major expansion projects in 2014, reported Cathy Rochau, Marketing Director for the Quad City International Airport. One of the airport's most recent projects is completion of Phase II Runway rehabilitation project and the addition of guard lights, ALCMS, and markings.

The airport has created a general aviation customs facility that houses federal inspection services. In the future, the airport plans to handle international charter flights and accommodate larger planes with more passengers. Currently, airplanes coming from other countries have to make stops at other airports to go through customs before coming to the Quad Cities. Customs agents would need to be brought in with the expansion of services.

Another completed project includes a new rental car service facility that cleans and refuels all rental cars. Multiple rental car companies will be serviced through the new state-of-the-art facility.



Frontier Hospitality completed construction of a Holiday Inn Express next to the airport that, in addition to rooms, has capability to accommodate meetings and social functions.

Enplanements are similar to the prior year with 383,027. Besides the loss of Air Tran, another reason for the drop in enplanements is due to the fact that airlines are capping passenger numbers. The Quad City International Airport is expanding service to Washington, D.C. as it continues to serve 11 non-stop, direct destinations. The airport is ranked 118th out of 403 airports in the U.S.

Additionally, the Quad City International Airport's website is mobile friendly, and there is free cell lot parking. Customer Care services are very well received and helpful to passengers.

Ebola: Is the Quad Cities Area Prepared?

According to Ed Rivers of the Scott County Health Department (SCHD), there are no reported or suspected cases of Ebola in the Quad Cities. In fact, there is a very low likelihood of an incident in the area.

SCHD has been working with community partners to refine response protocols should there be a suspected Ebola case. Drills have been performed with Genesis Health System, and arrangements have been made to secure personal protective equipment and facilitate proper transportation of patients and treatment of waste materials. Should there be a suspected or actual case or risk of Ebola, SCHD would work with the Iowa Department of Health and the Centers for Disease Control and Prevention (CDC) for further guidance on quarantine, risk tracing, and treatment.

See Ebola, Page 2

Ebola, from Page 1

Rock Island County Health Department and Unity Point have been conducting similar activities in preparation for suspected cases. If the disease is confirmed in an individual, they will be transported to treatment facilities in Iowa City, Chicago, or Omaha.

Ebola is a virus that was first found in fruit bats. The virus spread to humans through direct contact with the bats or by eating an animal that had been infected. The incubation time is 2-21 days and manifests as fever, joint pain, headache, and a sore throat. It is not airborne nor spread by water or food, but only by direct contact with blood or bodily fluids. In the seven cases of Ebola in the U.S., there was only one fatality. In comparison, more than 40,000 people die of influenza per year on average.

Urban and Mercer-Muscatine Revolving Loan Fund Programs Thriving

Ms. Donna Moritz, Revolving Loan Fund Program Administrator, stated since the inception of the Bi-State Revolving Loan Fund program in 1986, nearly \$9.4 million has been loaned to 102 businesses in Rock Island and Scott Counties. These loans have helped generate approximately \$134 million in total investments, accessing city and state public financing programs, financial institutions, and company equity. In addition, over 3,400 jobs have been created/retained in the two-county area. Ms. Moritz reviewed a new loan made for a manufacturing business expanding and in need of a fixed asset gap loan. Currently, there is approximately \$341,000 available to loan with the repayment loan pool growing by \$10,000 each month.

Bi-State Revolving Loan Fund	RLF Guidelines	RLF Actual
Job/Cost Ratio	1 : \$7,500	2.7 : \$7,500
Private: Public Dollar Ratio	\$2 : \$1	\$5 : \$1
Job Creation Retention	1,247	3,405

Since 2009 when the Mercer-Muscatine Revolving Loan Fund was created, there have been \$190,000 loaned to businesses. These loans have helped generate nearly \$1.3 in total investments. Ms. Moritz reviewed a new loan made for a service business expanding and in need of a fixed asset gap loan. Currently, there is \$350,000 available to loan for Mercer and Muscatine County businesses.

Mercer-Muscatine Revolving Loan Fund	RLF Guidelines	RLF Actual
Job/Cost Ratio	1 : \$15,500	2.1 : \$15,500
Private: Public Dollar Ratio	\$2 : \$1	\$5.8 : \$1
Job Creation Retention	12.5	26

If you know of potential projects in the 5-county region that will create new jobs and needs public loan assistance to supplement conventional financing, please contact your local government's economic development staff or Donna Moritz at (309) 793-6302 ext. 128 or dmoritz@bistateonline.org.

**BI-STATE REGIONAL COMMISSION
FY 2014-15 Program Budget Status Report
Through Month of September – 25% of Year**

ADOPTED BUDGET:	\$2,137,763.00	EXPLANATION:
EXPENDED THROUGH SEPTEMBER:	\$514,986.68 (24.1%)	
STAFF LEVEL BUDGETED:	25.25 F.T.E.	
STAFF LEVEL MAINTAINED:	21.75 F.T.E.	

MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING SEPTEMBER

ALEDO – RLF Coord.; Transit Mobility/HSTP Planning; Website Support; Aerial Photo Coord. Asst.; Mercer Co. Events & Festivals Flyer Update Coord.

ALPHA – HCEDP Participation; Transit Mobility/HSTP Planning; Enterprise Zone.

ANDALUSIA – RICWMA Staffing; Riverfront Council; Website Support.

ANDOVER – HCEDP Participation; Transit Mobility/HSTP Planning; Enterprise Zone.

ATKINSON – HCEDP Participation; Transit Mobility/HSTP Planning; Website Support; Enterprise Zone.

BETTENDORF – Air Quality Asst.; Drug/Alcohol Testing Consort.; I-74 Bridge Coord.; IAQC Transit Planner Coord. & Transit Support; Joint Purchasing; QCICNet; Riverfront Council; RLF Loan Admin./Marketing; Scott Co. Housing Council; Solid Waste Coord.; Trail Coord. and Trail Counter Installation; Aerial Photo Coord. Asst.; RISE Application Follow-up; Joint Dav-Bett Safety Study Request; TAP Projects Rankings.

BLUE GRASS – Reg. 9 Transp. Coord. & STP-TAP Solicitations; Solid Waste Coord.; Website Support; Aerial Photo Coord. Asst.; RDA/SCRA Grants Asst.; Map update.

BUFFALO – Riverfront Council; Solid Waste Coord.; Trail Planning Asst.; Aerial Photo Coord. Asst.; Brochure Follow-up; TAP Project Rankings.

CAMBRIDGE – HCEDP Participation; Transit Mobility/HSTP Planning; Website Support; Enterprise Zone.

CARBON CLIFF – Joint Purchasing; RICWMA Staffing; Trail Planning; Aerial Photo Coord. Asst.; OSLAD Grant Asst.

COAL VALLEY – Joint Purchasing; MUNICES Coord.; RICWMA Staffing; Aerial Photo Coord. Asst.; Floodplain.

COLONA – Joint Purchasing; Floodplain; Enterprise Zone; Zoning Ordinance Amendment.

CORDOVA – RICWMA Staffing; Riverfront Council & Riverfront Planning; Website Support; Boat Access Grant Asst.

DAVENPORT – Air Quality Asst.; IAQC Transit Planner Coord.; Joint Purchasing; QCICNet; Riverfront Cncl; RiverVision; RLF Loan Admin.; Scott Co. Housing Cncl; Solid Waste Coord.; Transit Funding & NTD Asst.; Dav. Schools Haz. Mit. Plan; IMCP/EDA Grant w/ QC Chamber; Aerial Photo Coord. Asst.; Trail Counter Install.; TAP Project Rankings.

EAST MOLINE – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; MUNICES Coord.; QCICNet; RICWMA Staffing; Riverfront Council; RLF Admin.; RMS Coord.; Interoperability Project; Trail Planning; Consol. Dispatch Study Asst.; Floodplain; Aerial Photo Coord. Asst.; TAP Projects Rankings.

ELDRIDGE – Drug & Alcohol Consort.; Solid Waste Coord.; Website Support; Aerial Photo Coord. Asst.; TAP Projects Rankings; Strategic Trails Planning.

GALVA – Broadband Coord.; HCEDP Participation; Transit Mobility/HSTP Planning; Evacuation Plan Info.

GENESEO – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning.

HAMPTON – MUNICES Coord.; RICWMA Staffing; Riverfront Council; Website Support.

HENRY COUNTY – HCEDP Participation & graphics asst.; Joint Purchasing; Transit Mobility/HSTP Planning; Trail Coord.; Legislative Priorities Asst.; Comprehensive Plan; EDA/USDA Grant; Aerial Photo Coord. Asst.; Floodplain Coord. Efforts; Enterprise Zone; Econ. Dev. Impact Study Req.

HILLSDALE – Transit Mobility/HSTP Planning; Floodplain.

KEWANEE – Transit Mobility/HSTP Planning.

LECLAIRE – Joint Purchasing; Riverfront Council; Solid Waste Coord.; Trail Planning; Aerial Photo Coord. Asst.

LONG GROVE – Reg. 9 Trans. Coord. and STP-TAP Solicitations; Solid Waste Coord.; Website Support; Aerial Photo Coord. Asst.

MCCAUSLAND – Reg. 9 Trans. Coord. and STP-TAP Solicitations; Solid Waste Coord.

MILAN – E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; MUNICES Coord.; QCICNet; RICWMA Staffing; RLF Admin.; RMS Coord.; Interoperability Project; Cons. Dispatch Study Asst.; Aerial Photo Coord. Asst.

MOLINE – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; IL QC Intergov. Comm.; MUNICES Coord.; QCICNet; RICWMA Staffing; Riverfront Cncl; RLF Adm.; RMS Coord.; Trails Coord.; Interop. Proj.; Rail Coord.; Park/Rec Plan; Cons. Disp. Study Asst.; Aerial Photo Coord. Asst.; TAP Projects Rankings.

MUSCATINE CITY – Air Quality Asst.; Joint Purchasing; Reg. 9 Transportation Coord. and STP-TAP Solicitations; RLF Coord.; Solid Waste Coord.; Trail Planning and Trail Counting; Aerial Photo Coord. Asst.; Fact Sheet Update; Sidewalk Policy; MuscaBus Graphics Asst.

MUSCATINE COUNTY – Air Quality Asst.; Joint Purchasing; Reg. 9 Coord and STP-TAP Solicitations; Solid Waste Coord.; Trails Planning; Transit Mobility Coord.; Website Support; Hazard Mitigation Plan; EDA RLF Coord.; Comprehensive Plan; Aerial Photo Coord. Asst.

NEW BOSTON – Transit Mobility Coord./HSTP Planning; Website Support; OSLAD Grant App Follow-up; Mercer Co. Events & Festivals Flyer Update Coord.

OAK GROVE – E9-1-1 Coord.

ORION – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning; Enterprise Zone.

PORT BYRON – RICWMA Staffing; Riverfront Council; Zoning Ordinance Update; TAP Projects Rankings.

PRINCETON – Riverfront Council; Solid Waste Coord.; Trail Planning; Aerial Photo Coord. Asst.

RAPIDS CITY – RICWMA Staffing; Riverfront Council.

RIVERDALE – Riverfront Council; Solid Waste Coord.; Trail Coord. and TAP Funds; Website Support.

ROCK ISLAND CITY – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purch.; MUNICES Coord.; QCICNet; Riverfront Cncl.; RiverVision; RICWMA Stffg.; RLF Loan Admin.; RMS Coord.; Interop. Proj.; Consol. Dispatch Study App.; Aerial Photo Coord. Asst.; Trail Counting; Enterprise Zone; EDP Grant Asst.; TAP Projects Rankings.

ROCK ISLAND COUNTY – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; LEPC Committee; MUNICES Coord.; QCICNet; RICWMA Stffg. & Website Support; RMS Coord.; Trail Coord. & Trail Counter Installation; Transit Mobility/HSTP Planning; Passenger Rail; Floodplain Coord. Efforts; Evacuation Plan; Hazard Mitigation Png. Coord.; QC Health Initiative; Highway Safety Png.; TAP Projects Rankings; Stationery for State's Attorney and Sheriff.

SCOTT COUNTY – Financial Management – Scott Co. KIDS & Data assist. and Scott Co. Hsg. Cncl.; Air Quality Coord.; I-74 Bridge Coord.; Joint Purchasing; QCICNet; Reg. 9 Transportation; RLF Admin.; Solid Waste Coord.; Trail Planning; Transit Mobility/HSTP Planning; Interop. Project; Aerial Photo Coord. Asst.; QC Health Initiative; REAP Mtg. Asst.; FEMA Safe Room Grant Asst.; TAP Projects Rankings.

SHERRARD – Joint Purchasing; Transit Mobility/HSTP Planning; Website Support; Mercer Co. Events & Festivals Flyer Update Coord.

SILVIS – E9-1-1 Coord.; IL Intergov. Comm. Coord.; Joint Purch.; MUNICES Coord.; QCICNet; RICWMA Stffg.; RMS Coord.; Trail Planning; Aerial Photo Coord. Asst.; TAP Projects Rankings; Mapping Asst.

VIOLA – Transit Mobility/HSTP Planning; CDAP Grant Asst.; Mercer Co. Events & Festivals Flyer Update Coord.; Cemetery Map Asst.

WALCOTT – Reg. 9 Transportation and STP-TAP Solicitations; RLF Admin; Solid Waste Coord.; Trail Coord.; Aerial Photo Coord. Asst.

WEST LIBERTY – Air Qual. Coord.; Reg. 9 Transp. and STP-TAP Solicitations; Solid Waste Coord.; Musc. Co. Haz Mit Plan; Fact Sheet Development; MMRLF business loan documents; Annex. Info.; Sidewalks Info.; CDBG Inquiry and Assistance.

WILTON – Air Quality Coord.; Reg. 9 Transp. & STP-TAP Solicitations; Solid Waste Coord.; Muscatine Co. Haz Mit Plan; Fact Sheet Develop; MMRLF Marketing Asst.

WINDSOR – Transit Mobility/HSTP Planning; CDAP Grant Asst. ; Mercer Co. Events & Festivals Flyer Update Coord.

WOODHULL – HCEDP Asst.; Transit Mobility/HSTP Planning; Enterprise Zone.

Bi-State Report – September

COMMUNITY/ECONOMIC DEVELOPMENT: Attended Henry County Economic Development Partnership (HCEDP) meetings. Continued administration of Economic Development Administration/United States Department of Agriculture Rural Jobs and Innovation Challenge Grant Program on behalf of multiple member governments in Henry, Mercer, and Rock Island Counties. Attended IA RELAT meetings. Attended Community Development Block Grant (CDBG) Training. Attended Iowa Regional Council, and Illinois Regional Council meetings. Assisted members with legislative priorities. Participated in steering committee and task force meetings for the Regional Investing in Manufacturing Communities Partnership Program in partnership with the Quad Cities Chamber of Commerce. Finalized the *Bi-State Region Comprehensive Economic Development Strategy (CEDS) 2014 Progress Report*. Met with Mercer and Muscatine Counties' economic development officials to discuss development efforts and strategies. Held first 2014-15 APA audio-conference series on planning issues for planning and zoning officials.

DATA/GRAPHICS/MAPPING/ON-LINE SERVICES:

Data Center: Staff responded to approximately 15 data and map requests in September 2014 including 6 from local governments, 4 from academic institutions, 2 from non-profits, 2 from private citizens, and 1 from the media. The data section of the Bi-State website had 57 page views. The data warehouse site (www.greaterqcregion.org) had 305 visits and 453 page views. Staff continued work on the *2045 Quad Cities Long Range Transportation Plan* and the *2040 Region 9 Long Range Transportation Plan*.

Graphics/GIS/Mapping: 2014 Aerial Photo Flyover Coordination; *2040 Region 9 Long Range Transportation Plan* and *2045 Quad Cities Long Range Transportation Plan* coordination, data and mapping; *Bi-State Region Comprehensive Economic Development Strategy (CEDS) 2014 Progress Report*; Update of QC Street Map (Folded & Wall Versions); Urban Travel Model Data and GIS Assistance; Update/Maintain GIS Data for Street Centerlines, Traffic Counts, MPA Boundary, Federal Functional Class Routes, Urban Areas, Corporate Limits, Landmarks, Rail, Trails, and other layers.

www.bistateonline.org. Total pages viewed for September 2014 was 2,167 and top pages viewed included: Home Page (696); Search Feature (118); Our Staff (82); Joint Purchasing Council and Bid Tabulations (77); Careers (59); Documents (56); I-74 Iowa-Illinois Bridge Corridor (51); Who We Are (48); Contact Us (44).

ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES: Responded to inquiries & assisted with trail/recreation project funding assistance/grants. Served Rock Island County Waste Management Agency (RICWMA) with coordination of meetings, oversight, and management of waste disposal and recycling programs, reporting, and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Implementing "Make Air Quality Visible" strategic plan update with development of promotional materials. Continued multi-jurisdictional hazard mitigation planning. Attended River Action meetings. Organized bi-monthly meeting of Quad City Riverfront Council.

INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES: Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: Ice Melt, Fall Printer Supplies; Calendars; and Fall Copier/Plotter Paper. Staffed Quad Cities Area intergovernmental forums and meetings of area recreation directors, managers and administrators, and chief elected officials. Continued coordination and planning for the awarded Department of Justice interoperability grant. Assisted with Rock Island Arsenal issues.

REVOLVING LOAN FUND (RLF): Administered Bi-State RLF Program: Prepared meeting cancellation notice and financial summary report. Provided information to potential applicants. Continued receiving job creation information from active companies. Provided information to EDA during their site visit. Administered Mercer/Muscatine RLF Program (MMRLF): Prepared West Liberty applicant draft loan documents. Provided information to potential applicants. Worked with Aledo, Muscatine City and County, West Liberty, and Wilton to identify potential projects for gap financing.

TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT: Attended related meetings, presented information, and continued staff coordination of river crossing issues. Provided information on Mississippi/Rock Rivers bridge restrictions. Continued travel model enhancements project with consultant team with workshop. Worked on *2045 Quad Cities Long Range Transportation Plan* travel model development, employment projections, and TAZ level projections. Served traffic analysis and trail counting requests. Held joint interdisciplinary traffic safety meeting. Completed MPO TAP Funds ranking process. Prepared monthly reports of federal transportation programs and coordinated related funding/reporting. Monitored air quality emission issues and exceedances. Held air quality task force meeting. Continued "Make Air Quality Visible" strategic plan implementation. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and Mississippi River Trail, and attended related meetings, as well as other trail planning and grant assistance. Coordinated Bi-State Drug and Alcohol Testing Consortium and continued random testing program. Monitored MPO and Iowa Region 9 FY15 Transportation Planning Work Programs. Monitored FFY15-18 TIPs including facilitating TIP revisions, and maintenance of data entry in Iowa TPMS as part of transportation improvement programming. Administered IAQC and Illinois Region 2 transit coordinator positions. Monitored status of implementation of passenger rail service to Chicago. Participated in transportation webinars, workshops, or conferences on various topics.