

City Administrator Report to Mayor & City Council

March 26, 2015, Edition No. 166

WEEKLY UPDATE:

1. IEDA: We have a large contingent of participants and community members attending the IEDA Board meeting tomorrow in Des Moines. This will be the boards opportunity to review and act not the final application.
2. CVB: Please see the attached draft contract and the current version of the CVB bylaws. This will be coming forward for City Council action following review and action by the CVB.
3. Vision Iowa: The City has been invited to make a presentation to the Vision Iowa Board for the CAT grant on April 8th in Algona, Iowa.
4. Mississippi Drive: The MOA has been making its rounds and our comments regarding the project being "federalized" are attached. Congressman Loeb sack's Office (who assisted with the receipt of this grant originally) is preparing a letter of support. The RFQ for Mississippi Drive Design and Engineering services will be going out on Friday and can be found at this link on Friday: <http://muscatineiowa.gov/589/Mississippi-Drive-Corridor-Study>
5. Hotel/Motel: Attached is the updated hotel/motel tax spreadsheet including the payment for the quarter ended 12-31-14 which we just received. As shown on the spreadsheet, the \$87,980.45 payment is less than that same quarter in 2013, but higher than 2012.
6. Fire: Attached is the February 2015 NFPA Fire Experience Survey.
7. Library: Attached is a copy of the Musser Library Needs Assessment. Council member Spread, Randy Hill and I have been asked to participate on a committee which includes around 20 community members. Also attached are two articles the library asked that I forward to council.
8. Diversity: Mayor Hopkins and I have been working with a local and steadily growing group of community members from the Latino and Liberian communities as well as other members whose roles focus on diversity to discuss how we can ensure participation from these growing sectors as well as tackle cultural issues before issues arise. We will be working on a public forum to discuss community policing, language barriers and cultural issues.
9. Compost Site: The Muscatine Compost Site opened on Wednesday, March 18, 2015, for the season. The site will accept yard waste, garden waste, tree debris, and brush. We have a limited supply right now of wood mulch and the compost is not ready yet. Please call in a few weeks for compost and mulch. The hours of the Compost Site are Sunday through Friday: Noon - 6:00 pm and Saturday: 9:00 am - 6:00 pm.
10. Small Business Forgivable Loan: The committee met to review three new applications this week. We have around \$44,000 yet to disperse this fiscal year. We will forward the award results soon.
11. Bike Club: The Muscatine Bike Club would like to donate money for the purchase and installation of two enhancements to the Muscatine Bike trail system and the Park & Recreation Commission has supported their request.

Per the Bike Club - The two items include a Bike Repair Station and an Informational Kiosk.

- a. Bike Repair Station - Many cyclists find themselves in need of minor repairs to their bicycles as a consequence of normal use. Unfortunately, not many cyclists carry on their bicycles the necessary tools to complete the repairs. The installation of a Bike Repair Station should meet the needs of most cyclists in performing the necessary minor repairs. The equipment would include a bike air pump, a bike stand to hold the bike while repairs are being completed and an array of common tools. The tools would be accessible, but tethered with steel cables. We have seen these stations in common areas in the cities of Cedar Rapids and Davenport. We are assuming that the riverfront would be a location where the station would receive maximum usage.
 - b. Informational Kiosk - The Muscatine bike trail system (Running River Trail) is included in two major national bike trails. The kiosk would provide information mainly to newcomers to the trail system and cyclists traveling through town. Many such cyclists travel self supported, carrying all necessary items including extra clothing and camping gear, etc. sometimes for a several week trip. When coming into town, the cyclist are often in need of goods or services (food, bike repairs or parts, first aid supplies, etc.). The kiosk would provide a focal point where information would be provided to these cyclists. Typically such informational opportunities are provided at the trail heads of the trails (Cedar Valley Trail in Cedar Rapids), So the riverfront would be the location of choice for the kiosk. The vision is to place on the kiosk a map of the Muscatine trail system with the locations of possible interest to the cyclists (Harper's Bike shop, restaurants, drug stores, food stores, etc.). Handouts would be provided with this and other information. We are hoping to get sponsorship from local businesses to defray the cost of the handouts and for upgrades to the information provided as it becomes necessary.
12. China: The two gentlemen investing in the hotel project have chosen to begin construction of a "Muscatine Center" in Kai Hua, China, with a focus on bringing tourists to Muscatine. Our local committee members will be meeting to discuss how our community can support their project (i.e. Grossheim photos, Muscatine information, artifacts, and other historical or related pieces).
13. In-Depth: Upcoming In-Depth Sessions
- a. APRIL
 - i. CIP (Annual Update)
 - ii. Schedule and process for Zoning Ordinance
 - iii. Musser to Wiggins Road (Deep Lakes) Trail design, route and schedule changes
 - iv. Sidewalk Policy Draft (Tentative)
 - v. City Code Adoption (Tentative)

AGREEMENT

MUSCATINE CONVENTION AND VISITORS BUREAU

AGREEMENT, by and between the CITY OF MUSCATINE, IOWA (hereinafter referred to as the "City") and the MUSCATINE CONVENTION AND VISITORS BUREAU (hereinafter referred to as the "CVB").

WHEREAS, the Muscatine City Council provides for an annual allocation of funding from hotel/motel tax revenue to the CVB to establish and maintain the CVB; and

WHEREAS, the CVB Board of Directors is willing to provide direction, supervision, and administrative support for the Bureau; and

WHEREAS, the City and the CVB agree to the following contractual obligations;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. ESTABLISHMENT. The CVB will organize, manage and operate the CVB in compliance with all State and Federal laws that govern a non-profit corporation as defined in section 501(c)(36) of the Internal Revenue Code. The CVB is responsible for all Internal Revenue Service (IRS) and other required filings.
2. PURPOSE. The purpose of the CVB is to market and promote the City of Muscatine as a premier destination for residents and for both leisure and business travelers.
3. BOARD OF DIRECTORS. A CVB Board of Directors will be established to provide program development, financial management, and staff management.

A. APPOINTMENT. The Board of Directors ~~shall~~ initially consisted of 21 members. The Mayor ~~was~~ shall be responsible for appointing the initial Board members. Thereafter, the Board ~~shall~~ established the method, composition, and term of appointment of its members through its bylaws. A copy of the initial and current bylaws are attached for reference.

~~A. — The City shall be assured of a minimum of two Unless and until varied by its bylaws, the Board shall seek community leaders in accordance with the following terms and conditions:~~

~~1. — Five (5) board members shall be selected from and represent the major entertainment, historic, cultural, sports, attractions and event clubs/organizations/associations within the community.~~

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~~2. One (1) board member shall be selected from the **lodging industry** in the Community. The Board of Directors shall accept nominations from the hotel/motel industry and/or individual hotel or motel owners/operators prior to appointment of these directors. Each appointee must hold the position of Manager or higher.~~

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~~3. Two (2) board members shall be selected from among **residents** of the community who have demonstrated a general interest in the community and surrounding area. Volunteer participation in current or past organizations should be taken into consideration for nomination and selection by the Board.~~

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~~4. Two (2) board members shall be selected from among the **restaurant/bar/food service** industry. The Board of Directors shall accept nominations from the restaurant/bar/food service industry prior to appointment of these directors.~~

~~5. Two (2) board members shall be selected from among the **downtown retail** industry. The Board of Directors shall accept nominations from the downtown retail industry prior to appointment of these directors.~~

~~6. Two (2) board members shall be selected from among **other retail (1) and industry (1)**. The Board of Directors shall accept nominations from the other retail and industry prior to appointment of these directors.~~

~~7. Two (2) board members shall be appointed by the Mayor from among the members of the City Council and Staff – one (1) City Council Member appointed by the Mayor and one (1) representative from City the Parks & Recreation staff appointed by the City Administrator. The Board may invite additional City representatives to be present at board meetings as it may deem necessary or proper.~~

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~~Two (2) board members shall be selected from the **Greater Muscatine Chamber of Commerce and Industry Board of Directors** one (1) each from large and small business (non retail) organizations.~~

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~~8. Two (2) board members shall be the current **CEO – Greater Muscatine Chamber of Commerce or his/her designee** and **the Mayor of Muscatine or his/her designee**.~~

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- B. OFFICERS. The Board shall elect a Chairperson and other officers as outlined in its bylaws each year.
- C. MEETINGS. Regular meetings of the Board of Directors will be held monthly with a minimum of 10 meetings per year.
- D. BUDGET AND WORK PLAN. The Board shall submit to the City each year an annual budget based on anticipated revenues and expenses, copies of audited financial statements, and other statements as may from time to time be requested by the Council. The Board shall present its work plan detailing results and metrics from the previous year and its work plan for the coming year according to the Council's agenda.
- E. SUB-COMMITTEES. Based on Program of Work, sub-committees may be established by the Board. Non-board members will be encouraged to participate on these sub-committees.

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4. FUNDING. The City shall annually allocate twenty five percent (25%) of all hotel/motel tax revenue that are collected by the Iowa Department of Revenue and received by the City, which amount shall constitute complete compensation from the City for all of the services to be rendered, including personnel costs, travel, printing, mailing, publications, and all other expenses. ~~The annual funding allocation shall be computed based on 25% of the prior year actual hotel/motel tax receipts. This sum shall be paid to the CVB in four (4) equal quarterly installments. The sum shall be paid to the CVB in four (4) quarterly installments within twenty (20) days of the date the City receives the revenue from the Department of Revenue.~~
5. ANNUAL REPORT. The CVB will provide the City with a written annual report each year so that the City may determine whether all contractual obligations undertaken by the CVB, specifically the work plan, were met. The annual report shall set forth measurements or metrics including but not limited to, ~~but not limited to, the following areas such items as follows:~~ hHotel/mMotel (Tax receipts; visitor counts at welcome center locations; annual advertising expenditures; ratio of advertising dollars spent to documented leads; number of tour groups and associated statistics; and number of conventions, meetings, and associated statistics.
6. MANAGEMENT. The staffing and management of the CVB is the responsibility of the CVB Board of Directors, who shall be solely responsible for employment, discharge, and ~~day-to-day~~ management of the CVB. ~~Persons employed by the CVB are employees of the CVB and are not employees of the City.~~
7. ACCOUNTING. The CVB may utilize the City's Finance Department for financial accounting with City approval or the CVB may maintain separate accounts. If a separate account is maintained, all checks shall require two signatures of authorized CVB board members. Any separate CVB account shall be subject to an annual audit by a Certified Public Accounting firm.

8. TERM. This Agreement shall be effective for ~~three~~ one years beginning July 1, 2015~~3~~, and may be terminated by either party by -a written ninety (90) day notice. -All monies, equipment, supplies, and other items held in the name of the CVB and funded from revenue received from the City shall become the property of the City upon the termination of this Agreement.

SIGNED this _____ day of _____, 2015~~3~~,

DeWayne Hopkins
Mayor

Chuck Van Hecke
Chairman
Muscatine Convention and Visitors Bureau
Board of Directors

ATTEST:

Gregg Mandsager
City Clerk

BYLAWS OF
MUSCATINE CONVENTION AND VISITORS BUREAU
(An Iowa Nonprofit Organization)

PURPOSES

The Muscatine Convention and Visitors Bureau (CVB) is organized , managed and operated as a 501(c)(3) nonprofit corporation in compliance with State and Federal laws which apply in the Internal Revenue Code. As such, the CVB functions as:

1. an economic driver generating new income, employment, and taxes contributing to a more diversified local economy;
2. a community marketer communicating the most appropriate destination image, attractions, and facilities to selected visitor markets;
3. a coordinator providing a clear focus and encouraging less fragmentation so businesses, clubs and organizations share in the growing benefits of tourism;
4. a builder of community pride by enhancing quality of life and acting as the chief 'flag carrier" for residents and visitors alike.

ARTICLE I – OFFICES

1. The principal office and place of business of the Muscatine CVB shall be at 215 Sycamore Street in the City of Muscatine, Iowa. The CVB may have such other offices or places of business within or outside the City of Muscatine as the Board of Directors (Board) may from time to time designate.
2. The CVB shall have and continuously maintain in the State of Iowa a registered office and a registered agent as required by the Iowa Nonprofit Corporation Act. The registered agent and the address of the registered office may be changed from time to time by the Board.

ARTICLE II – DIRECTORS

1. Tenure and Number. The number of the Board of Directors of the CVB shall be sixteen (16). Each Director shall serve one three-year term or until that Director's successor is duly appointed and qualified. The terms shall be staggered as directed by the Board. The term shall start July 1st of the first year and end June 30th of the last. Appointees will be limited to serving two (2) full terms with the exception that the Mayor, Greater Muscatine Chamber of Commerce (GMCCI) President and CEO and City Parks and Recreation staff positions will not be subject to term limits.

An exception to the three year term exists for the first formed CVB Board of Directors. Members of the first Board will serve an initial term of 2, 3 or 4 years to allow for needed rotation. The standard three (3) year term commences with the second term of these Directors.

2. Appointment and Qualification. Appointment of Directors shall be in accordance with these Bylaws. The members of the Board shall be appointed as follows:
 - A. Three (3) board members shall be selected from and represent the major entertainment, attractions and event organizations/associations within the community. Examples of such are the Muscatine Soccer Association, Historic and Cultural Organizations, Sports Clubs and Associations.

- B. Three (3) board members shall be selected from and represent the hospitality industry (lodging, restaurant/food service, bar) within the community. Each appointee must hold the position of Manager or higher.
- C. Two (2) board members shall be selected from among residents of the community who may or may not be directly associated with the tourism, hospitality or entertainment industries, and who have demonstrated an interest in the community and surrounding area. Volunteer participation in current or past organizations should be taken into consideration for nomination of these “at large” members and selection by the Board.
- D. Two (2) board members shall be selected from and represent the retail industry within the community.
- E. One (1) board member shall be selected from and represent industry within the community.
- F. Two (2) board members shall be selected from among the members of the City Council and Staff— one (1) City Council Member and one (1) representative from the Parks & Recreation staff.
- G. Two (2) board members shall be the current President and CEO - Greater Muscatine Chamber of Commerce and Industry (GMCCI) or his/her designee and the Mayor of Muscatine or his/her designee.
- H. One (1) board member shall be selected from and represent Muscatine County

3. Meetings.

- A. Annual Meeting. The annual meeting of the Board must be held at a place and time designated by the Chairperson. At least ten (10) days notice of the annual meeting will be given to each member of the Board by written notice mailed or e-mailed to each Director’s address as they appear in the CVB’s records.
- B. Special Meetings. Special meetings of the Board may be held at any time or place upon proper notice. Special meetings may be called by the Chairperson or by a majority of the Directors. Special meeting notices will include the name(s) of the Chairperson and/or the individual Directors who request the special meeting.
- C. Regular Meetings. The Board of Directors shall, by resolution, meet monthly with a minimum of 10 meetings per year. The chairperson may cancel any meeting but may not cancel two (2) consecutive regular meetings. Regular Meetings will be held on the second Monday of the month at 5:30 PM.
- D. Notice of Meetings. Notice of the time, place and matters to be considered and action taken for each meeting of the Board shall be posted as required by state law and written notice will be provided to individual board members.

4. Quorum and Action. A majority of the duly appointed members of the Board shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the Board present in person at a meeting at which a quorum is present shall be the act of the Board, unless a greater number is required by law, by the Articles of Incorporation, or by these Bylaws. In the event that a quorum is not present at any meeting, the Directors present may adjourn the meeting without further notice until a quorum can be properly assembled.
5. Voting. Each Director is entitled to one (1) vote. Directors may vote by written/electronic proxy upon prior approval of Chairperson.
6. Attendance. Pursuant to three (3) consecutive absences or four (4) absences within a twelve-month period, the Chairperson of the Board shall call an Executive Committee meeting to review the attendance records of the Director. If, upon review, the Executive Committee determines there is insufficient circumstance to justify the absences of the Director, it may recommend removal and replacement of the Director to the full Board. Upon majority vote of a quorum of the Board, such a recommendation will be given to the Chairperson for appropriate action. Telephonic attendance may be constituted as attendance upon prior approval of Chairperson.
7. Vacancies. Any vacancy on the Board, including vacancies created by an increase in the number of members of the Board shall be filled by appointment by the full board for the unexpired term. In the event that vacancies on the Board shall reduce the number of Directors to less than a quorum, the Chairman shall appoint additional members of the community to serve in such vacancies until appointment of Directors, pursuant to Article II, Section 2 of the Bylaws.
8. Removal. Any Director may be removed by a vote of the majority of the Board whenever, in the judgment of the Board, the best interests of the CVB will be served
9. Powers. The Board shall be responsible for establishing operating policies for the CVB and for evaluating the progress of the CVB in the attainment of its goals. The Board shall have full and complete power to transact all business and manage the affairs of the CVB, to elect officers, to select and set the compensation of or remove the **CVB Director**, to approve employee benefit plans and to authorize the sale, conveyance, transfer, assignment, trade, exchange, lease, mortgage, otherwise encumber or pledge any property, real or personal, of the CVB.
10. Conflicts of Interest. Members of the Board and Executive Committee shall not participate in a vote or decision on a contract involving a business entity or real property in which the Director or his or her immediate family, (spouse, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, child, son-in-law or daughter-in-law or other persons living in the same residential dwelling unit of the director) is a director, officer, employee or has a substantial interest if it is reasonably foreseeable that such action would confer an economic benefit on the business entity. Any such conflict of interest shall be disclosed by the member and recorded in the minutes of the meeting where that action is taken. As a condition to admitting a new member to the Board, the member must agree to abide by the Conflict of Interest Policy for the Board of Directors and Officers of the Muscatine Convention and Visitors Bureau, as it may be amended from time to time.

The Board may elect committees as provided in Article IV. The election of any committee shall not relieve the Board or any Director of any responsibility imposed on the Board or the Director by law.

ARTICLE III – OFFICERS

1. Number and Designation. The officers of the CVB shall be a Chairperson, Past Chair, two (2) Vice-Chairpersons, a Secretary and a Treasurer, and such other officers as the Board shall designate. No officer of the CVB or Board member shall receive any compensation for services rendered in such person's capacity.
2. Election of Officers. The Executive Committee shall make a Chairperson recommendation and submit it to the full Board for consideration annually with a term to commence July 1st and end the following June 30th subject to the approval of the full Board. The Chair nominee must be a sitting member of the Board. The Vice-Chairpersons, Secretary and Treasurer shall be nominated by the Chair and approved by the Board at its annual meeting. The officers shall take office at the time of election and shall serve a term of one (1) year or until their successors are duly elected for such period of time as may be determined by the Board. Any other officers which the Board may designate from time to time may serve upon such terms and for such periods as the Board shall determine.
3. Chairperson. The Chairperson shall preside at all meetings of the Directors. The Chairperson shall annually recommend to the Board a slate of committee chairpersons for appointments by the Board. The Chairperson shall perform such other duties as the Board shall from time to time designate. The Chairperson shall serve as an ex officio member of all committees.
4. Vice-Chairpersons. The Vice-Chairpersons support the Chairperson in leadership duties. In the absence of the Chairperson, or in the event of his or her death, inability or refusal to act, the duties of Chairperson shall be performed by a Vice-Chairperson. The Vice-Chairpersons shall also perform such other duties as may be assigned to them by the Board.
5. CVB Director. The CVB Director shall have, subject to the powers of the Board, general supervision and control over the entire business of the CVB, to employ, fix the compensation of and discharge all employees and to perform all of the duties and exercise all of the powers usually incident to the office or which may be assigned by the Chairperson of the Board. The CVB Director shall be hired based on demonstrated professional qualifications and have the authority to sign all contracts and other written instruments consistent with the annual budget approved by the Board and submitted to the City along with the marketing plan. The CVB Director shall be a salaried employee of the CVB whose compensation shall be fixed from time to time by the Board. The CVB Director may attend all meetings and serve as a nonvoting member of the Board, and when called upon to do so, shall report to the Board at their meetings the progress and affairs of the CVB.

The CVB Director shall work with the Finance Committee to prepare the annual budget and shall submit the annual budget ninety (90) days prior to the start of the new fiscal year to the Board for approval. After Board approval of the budget, the CVB Director shall submit the budget to the City Council for review and consideration for approval. The CVB Director shall also submit to the Board timely financial statements, including but not limited to a comparative analysis of actual versus budgeted income and expenses.

The CVB Director shall work with other established committees as necessary.

6. Secretary. The Secretary shall review and submit the minutes of all meetings of the Board, shall issue all necessary notices of such meetings, shall have access to the records of the CVB, shall perform all of the duties commonly incident to the office and shall perform such other duties and have such other powers as the Board shall from time to time prescribe.

7. Treasurer. The Treasurer shall have custody of the funds of the CVB and shall deposit the funds to the credit of the CVB in such bank as may be designated by the Board. The Treasurer or staff financial appointee shall have custody of all financial records, stocks, bonds, notes, valuable papers or any other related records of the CVB, and shall keep accurate books or accounts which shall adequately show the financial status of the CVB and shall be subject at all times to the inspection of the Board or any member thereof. The Treasurer shall serve on the Finance Committee. In addition, the Treasurer shall exercise all of the powers and perform all of the duties usually incident to the office or which may be assigned to the Treasurer by the Board.
8. Delegation of Powers. Whenever these Bylaws specify a duty to be performed by an officer, Director, board or committee, the duty may be performed by a designee of that person, board or committee, except where specifically prohibited by law, or these Bylaws.
9. Removal. The Directors may, at any regular meeting or at any special meeting called for that purpose, remove any officer except for the Chairperson with or without cause.
10. Vacancies. Should any office become vacant, except for the Chairperson, by reason of death, resignation, removal, disqualification or otherwise, the Directors may, at any meeting, appoint a successor from the current board, with a written ballot majority vote.
11. Bonds of Officers. The Board may secure the fidelity of any or all officers by bond or otherwise, in such term and with such surety or sureties of conditions as shall be required by the Board.
12. Records. All financial records and minutes of meetings of the Board, along with other valuable papers of the CVB, shall become permanent records of the CVB and shall be kept securely in the offices of the CVB at all times. Copies of these records may be made for any member of the Board at anytime.

ARTICLE IV – COMMITTEES

1. Executive Committee. Annually, the Board shall designate an Executive Committee. Each member of the Executive Committee shall be a member of the Board. The Executive Committee shall include the Chairperson and the two Vice Chairs, Secretary and Treasurer as determined by the Board.

The Executive Committee may only act in the absence of a quorum of the Board at a duly called and noticed Board meeting and then only on items contained on the published agenda. Any action taken by the Executive Committee shall be placed on the next regular agenda for ratification by the full Board or a quorum thereof.

The Executive Committee shall have and exercise all of the authority of the Board in carrying out and handling the business and affairs of the CVB except where action of the entire Board is otherwise specified by these Bylaws or applicable law. The Executive Committee shall be subject to the control and direction of the Board.

The Executive Committee shall annually review the operations and activities of all standing committees established by the Board and shall report to the Board the findings of such annual reviews. The Executive Committee shall review the Strategic Plan Initiatives and oversee the CVB Director Performance Review and Compensation.

13. Finance Committee. Annually, the Chairperson shall recommend and the Board shall elect the members of the Finance Committee. Each member of the Finance Committee shall be a member of the Board. At least one (1) City representative from the board will serve on the Finance Committee. The Treasurer shall be a standing member of the Finance Committee. The Finance Committee shall have a minimum of three (3) and a maximum of five (5) members, as determined by the Board. The Finance Committee shall oversee the annual audit of the CVB's financial statements prepared by an independent certified public accountant or accounting firm and prepared in accordance with generally accepted standards. Also, the Finance Committee shall oversee the preparation of the annual budget and shall review the CVB's financial position and make recommendations and reports regarding these matters to the Board. The final approval of the annual budget shall remain with the Board and the City Council as stated in Article III, Section 5.
14. Marketing and Communications Committee. Annually, the Chairperson shall recommend and the Board shall elect the Chair of this committee who shall be a member of the Board. This committee shall consist of two (2) or more Directors. This committee shall not have or exercise the authority of the Board in the management and operation of the bureau.
15. Nominating Committee. Annually and no later than the April General Meeting, the Chairperson shall recommend and the Board shall elect a minimum of three (3) Directors to serve as members of this committee. The committee will submit their list of nominees to the Board at the May General Meeting and the Board will vote to accept the nominations. Only after this vote may the invitation to serve on the Board of Directors be extended to the candidates. Incoming Board Directors will be announced at the Annual Meeting and at the discretion of the Chairperson, may be invited to attend the June General Meeting.
16. Other Committees. The Board may designate, by a resolution adopted by a majority of the Directors in office, one (1) or more other committees to advise and make recommendations to the Board on matters designated by the Board. Each such committee shall consist of two (2) or more Directors and such other persons selected by the Board. Committees designated pursuant to this section shall not have or exercise the authority of the Board in the management and operation of the bureau.

ARTICLE V – FISCAL YEAR

The fiscal year of the CVB shall be the same as that of the City of Muscatine (July 1st – June 30th).

ARTICLE VI – AMENDMENT OF BYLAWS

These Bylaws may be altered, amended or repealed by a majority vote of the quorum of the Board of the CVB at any annual, regular or special meeting of the Directors. In the event the Board proposes to alter, amend or repeal these Bylaws, the Board may then adopt and effect the alteration, amendment or repeal of these Bylaws with a majority vote of the full Board. At least ten (10) days notice of the meeting at which the proposed changes are to be considered shall be given to each Director by written notice mailed or e-mailed to the Director's addresses as they appear in the CVB's records, and the proposed change(s) to the Bylaws shall be mailed to each Director with the notice.

ARTICLE VII – DISSOLUTION

1. Procedure. The Board shall adopt a resolution recommending that the CVB be dissolved. Upon adoption of the resolution by the Board and approval thereof by the City Council, notice of dissolution shall be mailed to each known creditor and/or claimant against the CVB. At least ten (10) days' notice of the meeting at which the resolution recommending dissolution is to be considered shall be given to each Director by written notice mailed or e-mailed to the Director's addresses as they appear in the CVB's records. The notice shall state that the purpose, or one of the purposes, of the meeting is to consider dissolution of the corporation and contain or be accompanied by a summary of the plan of dissolution.

2. Distribution of Assets. The assets of the CVB shall be applied as follows: (1) all liabilities and obligations of the CVB shall be paid, satisfied and discharged; (2) assets held by the CVB upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements. The remaining assets, if any, shall be distributed to the City to be used for purposes consistent with the purposes of the CVB, and all financial records and other documents and information held by the CVB shall be transferred to the City.

ARTICLE VIII – INDEMNIFICATION

The CVB shall indemnify each and every member of the Board against any and all liability or expense, including attorney's fees, incurred by any Board member by reason of any actions or omissions within the course and scope of the official duties that may arise out of the functions and activities of the CVB to the fullest extent permitted by law with the exception of advancement of funds.

**City of Muscatine
Hotel/Motel Tax Receipts
1981 Through the Quarter Ended December 31, 2014
Calendar Year Basis**

(Reflects Sales Tax for the Quarter Indicated Received by the City in the Following Quarter)

	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
Quarter Ended:										
March 31	N/A	\$ 19,232.96	\$ 18,681.98	\$ 20,297.13	\$ 18,009.11	\$ 16,709.02	\$ 17,009.89	\$ 17,569.02	\$ 23,469.48	\$ 26,448.19
June 30	22,524.49	21,870.19	21,848.36	21,360.82	20,456.33	16,722.85	17,434.77	20,999.14	24,891.65	30,498.07
September 30	22,943.58	22,440.75	22,663.46	22,541.57	21,131.85	20,424.40	17,824.69	26,701.15	29,046.75	32,003.03
December 31	20,019.16	17,739.93	20,000.55	18,367.11	15,842.84	14,163.27	21,787.58	21,108.93	23,155.62	22,971.37
Totals	\$ 65,487.23	\$ 81,283.83	\$ 83,194.35	\$ 82,566.63	\$ 75,440.13	\$ 68,019.54	\$ 74,056.93	\$ 86,378.24	\$ 100,563.50	\$ 111,920.66

	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Quarter Ended:										
March 31	\$ 24,305.78	\$ 27,711.87	\$ 60,894.40	\$ 24,483.42	\$ 44,578.12	\$ 51,405.94	\$ 54,742.68	\$ 61,102.75	\$ 67,404.48	\$ 59,417.74
June 30	31,847.41	54,074.28	56,858.82	82,397.18	76,758.21	68,952.70	74,099.44	82,774.25	73,742.69	74,119.67
September 30	34,881.63	62,854.35	67,253.12	79,392.19	70,042.93	78,281.78	76,141.18	86,567.88	96,915.22	76,958.27
December 31	25,472.90	33,368.49	55,666.56	42,913.95	66,771.86	60,657.31	66,553.96	71,106.50	63,865.01	78,280.53
Totals	\$ 116,507.72	\$ 178,008.99	\$ 240,672.90	\$ 229,186.74	\$ 258,151.12	\$ 259,297.73	\$ 271,537.26	\$ 301,551.38	\$ 301,927.40	\$ 288,776.21

	<u>2001 (#3)</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Quarter Ended:										
March 31	\$ 69,292.78	\$ 58,990.57	\$ 57,351.91	\$ 69,710.27	\$ 79,835.21	\$ 72,552.48	\$ 71,768.06	\$ 67,766.16	\$ 66,267.81	\$ 61,255.18
June 30	106,317.92	77,900.53	80,745.70	91,181.51	93,847.60	90,337.59	100,316.37	91,518.91	78,997.38	92,787.24
September 30	76,274.37	72,877.04	81,699.38	84,352.24	75,707.03	92,400.28	108,581.41	122,708.53	89,635.77	92,418.76
December 31	63,041.37	63,679.21	68,206.60	69,540.31	67,478.39	74,333.00	98,387.80	76,380.57	58,594.48	73,512.88
Totals	\$ 314,926.44	\$ 273,447.35	\$ 288,003.59	\$ 314,784.33	\$ 316,868.23	\$ 329,623.35	\$ 379,053.64	\$ 358,374.17	\$ 293,495.44	\$ 319,974.06

	<u>2011 (#4)</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Quarter Ended:				
March 31	\$ 97,259.96	\$ 65,312.80	\$ 76,008.31	\$ 87,924.55
June 30	100,472.96	88,516.82	100,435.65	114,264.99
September 30	78,823.22 *	89,285.49	96,330.15	123,794.51
December 31	115,118.50 *	69,971.65	116,521.58	87,980.48
Totals	\$ 391,674.64	\$ 313,086.76	\$ 389,295.69	\$ 413,964.53

Hampton Inn
opened late in
2010

* One permit had not
finished processing for
the 9/30/11 quarter; funds were
included in the next quarter

Notes:

1. Hotel/motel tax implemented 4-1-81 at a rate of 4%.
2. Hotel/motel tax increased to 7% effective 4-1-92
3. Hotel/motel tax for quarter ended June 30, 2001 included \$21,705.23 for prior quarters per State (late payments plus interest).
4. Hotel/motel tax for quarter ended March 31, 2011 includes \$5,345.83 for the prior quarter.

**Prepared/Updated by: City Finance Dept. (NL)
Date: 3-17-15**

Muscatine Fire Department

NFPA Fire Experience Survey

02/01/2015 to 02/28/2015

Part II: MAJOR FIRES

Date	Name of Occup/Owner, Address and Property Use	Civilian Fire Deaths	Property Loss
02/20/2015	Torres, Cristina 410 McArthur St. 1 or 2 family dwelling	0	15,000
02/24/2015	Andrew Stott 57 Bosten PARK 1 or 2 family dwelling	0	7,500
02/13/2015	Troy Thomas 1315 Lucas St. Residential street, road or residential driveway	0	4,000

Muscatine Fire Department

NFPA Fire Experience Survey

02/01/2015 to 02/28/2015

Part IV: BREAKDOWN OF FALSE ALARM RESPONSES

Type of Response	Number of Incidents
1. Malicious, Mischievous False Call	2
2. System Malfunction	3
3. Unintentional	9
4. Other False Alarms	1

Part V: INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES

	Number of Fires	Civilian Deaths	Civilian Casualties Injuries	Property Damage
1. Structure Fires Intentionally Set	0	0	0	0
2. Vehicle Fires Intentionally Set	0	0	0	0

Part VI: FIRE SERVICE EXPOSURES AND INJURIES

Total Number of Infectious Disease Exposures.....:	0
Total Number of Hazardous Condition Exposures.....:	0
Total Number of Nonfatal Firefighter Injuries.....:	2

On-Duty Fire Fighter Injuries (Nonfatal) by Type of Duty, and Nature of Most Serious Injury

Nature of Most Serious Injury	Respond/Return	At Fire Ground	Non-Fire Emerg	Train.	Other On-Duty
1. Burns	0	0	0	0	0
2a. Smoke or Gas Inhalation	0	0	0	0	0
2b. Other Respiratory Distress	0	0	0	0	0
3. Burns and Smoke Inhalation	0	0	0	0	0
4. Wound/Cut/Bleeding/Bruise	0	0	0	0	0
5. Dislocation/Fracture	0	0	0	0	0
6. Heart Attack or Stroke	0	0	0	0	0
7. Strain/Sprain/Muscle Pain	0	0	0	0	0
8. Thermal Stress	0	0	0	0	0
9. All Other	0	1	1	0	0
10. TOTAL	0	1	1	0	0

Fire Ground Injuries (Nonfatal) By Cause

1. Exposure to Fire Products	0	2. Exposure to Chem./Radiation	0
3. Fell, Slipped, Jumped	0	4. Overexertion	0
5. Stepped on/Contact With	0	6. Struck By	0
7. Extreme Weather	0	8. All Other	1

Number of Injuries Resulting in Lost Time: 1
 How many shifts were lost as a result of these injuries: _____

Fire Department Vehicle Accidents

Accidents involving fire department emergency vehicles: _____ Resulting injuries: _____
 Accidents involving firefighter's personal vehicles....: _____ Resulting injuries: _____

Muscatine Fire Department

NFPA Fire Experience Survey

01/01/2015 to 02/28/2015

Part II: MAJOR FIRES

YEAR-TO-DATE

Date	Name of Occup/Owner, Address and Property Use	Civilian Fire Deaths	Property Loss
02/20/2015	Torres, Cristina 410 McArthur St. 1 or 2 family dwelling	0	15,000
02/24/2015	Andrew Stott 57 Bosten PARK 1 or 2 family dwelling	0	7,500
02/13/2015	Troy Thomas 1315 Lucas St. Residential street, road or residential driveway	0	4,000

Muscatine Fire Department

NFPA Fire Experience Survey

01/01/2015 to 02/28/2015

Part IV: BREAKDOWN OF FALSE ALARM RESPONSES

Type of Response	Number of Incidents
1. Malicious, Mischievous False Call	3
2. System Malfunction	8
3. Unintentional	17
4. Other False Alarms	5

Part V: INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES

	Number of Fires	Civilian Deaths	Casualties Injuries	Property Damage
1. Structure Fires Intentionally Set	0	0	0	0
2. Vehicle Fires Intentionally Set	0	0	0	0

Part VI: FIRE SERVICE EXPOSURES AND INJURIES

Total Number of Infectious Disease Exposures.....:	0
Total Number of Hazardous Condition Exposures.....:	0
Total Number of Nonfatal Firefighter Injuries.....:	3

On-Duty Fire Fighter Injuries (Nonfatal) by Type of Duty, and Nature of Most Serious Injury

Nature of Most Serious Injury	Respond/Return	At Fire Ground	Non-Fire Emerg	Train.	Other On-Duty
1. Burns	0	0	0	0	0
2a. Smoke or Gas Inhalation	0	0	0	0	0
2b. Other Respiratory Distress	0	0	0	0	0
3. Burns and Smoke Inhalation	0	0	0	0	0
4. Wound/Cut/Bleeding/Bruise	0	0	1	0	0
5. Dislocation/Fracture	0	0	0	0	0
6. Heart Attack or Stroke	0	0	0	0	0
7. Strain/Sprain/Muscle Pain	0	0	0	0	0
8. Thermal Stress	0	0	0	0	0
9. All Other	0	1	1	0	0
10. TOTAL	0	1	2	0	0

Fire Ground Injuries (Nonfatal) By Cause

1. Exposure to Fire Products	0	2. Exposure to Chem./Radiation	0
3. Fell, Slipped, Jumped	0	4. Overexertion	0
5. Stepped on/Contact With	0	6. Struck By	0
7. Extreme Weather	0	8. All Other	1

Number of Injuries Resulting in Lost Time: 1
 How many shifts were lost as a result of these injuries: _____

Fire Department Vehicle Accidents

Accidents involving fire department emergency vehicles: _____ Resulting injuries: _____
 Accidents involving firefighter's personal vehicles...: _____ Resulting injuries: _____

Needs Assessment

Musser Public Library

As Revised
March 20, 2015

Prepared with the Assistance of
George Lawson, Library Planner
and Gere Dismer Architects

DRAFT



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Executive Summary

Much has changed since the Musser Public Library was last modified more than 40 years ago. Developments in customer services and staff operational methods strain the existing building's layout and functionality. Some of the key trends library buildings must support include the ongoing migration to digital publishing, new developments in emergent literacy for the very young, mobile computing, library programs for life-long learning, collaborative spaces, and much more. The Musser Public Library also has a rich heritage of historical materials to properly archive and showcase. This study documents the issues that drive the planning for an improved library facility. Some of the critical factors:

- Space and layout changes are needed to support key programs such as children's services, young adult service, and local history/genealogy.
- Technology services have been added in an ad hoc manner and must be more completely integrated into the library's service program and infrastructure. The building is from an age that did not fully anticipate the need for a flexible, ubiquitous data and power infrastructure that is the hallmark of library service today.
- Program space is poorly structured and inadequate to meet both library and community needs.
- The building falls short in meeting some important accessibility issues.
- Support spaces for back-of-house operations must be realigned and updated to support staffing efficiencies.
- While hard-copy collections are not projected to grow beyond a one-time adjustment, a more retail oriented approach to inventory display and promotion is needed to promote a high level of utilization.

The Library Board and staff have provided strong stewardship in managing and maintaining the community's investment in the library. The library is currently in a space deficit with inadequate space for programs, public seating, technology applications, collections, and workroom space. A library of between 39,813 and 42,657 square feet can be justified in meeting these pressing needs. The ultimate size of the building will reflect the Library Board's and community's judgment during the programming and architectural planning processes.

The Library Planning Environment

There are a number of key developments and trends in library use, service, and operations that will influence and modify space planning in the library. These trends affect both short and long term planning components. Changes to existing collection formats and service models are certain. Our work together will surely reflect these developments.

The library has always been a place where people come together for information, learning, and enriching diversion. In the future that will still be the case but the form of the information, the way in which we learn, and the variety of enriching diversion that people seek will certainly have changed.

In the coming years the library will remain the community's vibrant forum for learning for both individuals and groups. People will still be curious and desire to come together with others to share common interests. Children will still welcome the joy of a well-told story. The library will still need to provide spaces for each of those essential endeavors. The library will still be the community's conduit for information whether it is hard copy and media on site or as a digital portal to world-wide resources.

The library we are planning will be an agile agent of the community for all these needs and its building will need to be able to respond to the changes in form and function as they come along. This means a structure and infrastructure that can be reimagined without undue cost or disruption. The library and its planning team will help create a library environment that can be re-tasked and re-invented to respond to whatever the future will bring.



Developments and Trends in the Library Planning Environment

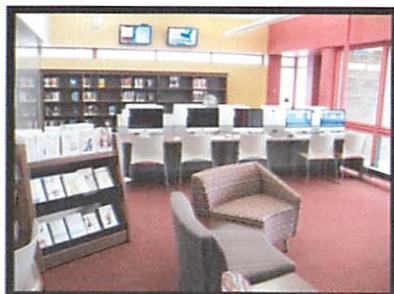
Emergent Literacy

Early childhood learning environments for our youngest patrons with rich learning opportunities that encourage children to learn through play and discovery.



Young Adults

A special place for teens with programs, technologies, and materials that teens help create is a critical step in enhancing service to this dynamic user group.



Outreach / Partnering



Libraries bring their services to where patrons live, learn, and work via home delivery, continuing education centers, on-site programming for preschools, and other outreach programs.

Partnering with educational,

business, and service agencies the library leverages the strengths of all parties, stretch resources, and market the library's brand.

The Library as Community Center, Forum, and ...

Library meeting spaces provide for a wide variety of library and community sponsored events that bring patrons learning, and enriching diversion.

Most include digital projection, audio systems, smart boards, video-conferencing, and controlled lighting.



... Informal Gathering Place



Other less formal, relaxed spaces for conversation and discussion also support this role.

Program attendance has grown significantly in recent years.

Digital Publishing

Much of intellectual content, whether prose, sound, or image will likely be primarily “published” or distributed in digital form within our planning horizon. While a hard copy collection will continue to be part of the library, its size will be affected by the digital publishing trend throughout our planning horizon.



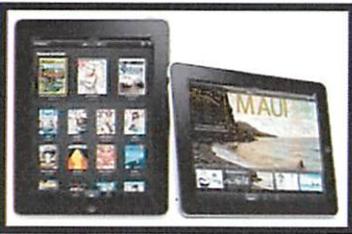
Community Based Learning Spaces

These active work zones let patrons engage in active creation.



... and Media Labs

Media creation and editing, 3D printing, art opportunities, and even music studios are a few of the possibilities.



Mobile Computing

The provision of mobile devices for loan, easily accessible power outlets, and Wi-Fi connections throughout the building to support users' mobile devices is essential. This trend reduces the need for stationary public computers.

The Library Gateway

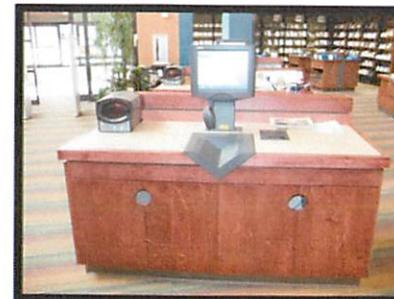
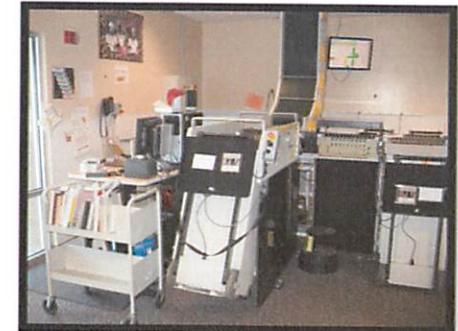
Library customers will be able to obtain an ever widening body of information or entire works via the library's digital gateway.

The library has provided this opportunity for years and demand for this resource will only continue to grow in importance.



RFID and Automated Materials Handling

Technology options for efficiency are maturing.



Selfcheck

Selfcheck provides convenience for library customers while aiding staff efficiency.

Collaborative Space



Collaborative spaces support a wide range of activities such as committees for community service organizations, tutoring, a sole proprietor who works from home meeting with a client, or students working on a team assignment.

Changing Service Models

In some libraries staffed service stations have evolved into freestanding kiosks or touchdown locations for a more agile staff.

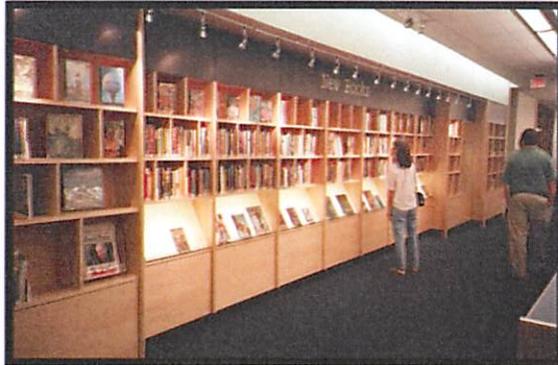
This style creates an emphasis on a service dynamic less “us and them” and more “we”. Mobile staff stations can be relocated or reconfigured to reflect changing use patterns.



Marketing and Display

Libraries have taken a page from the retail sector in creating eye-catching displays and “point-of-sale” positioning of high-demand items.

Marketing is all about helping the patron find that right book or recording - making the most of the community's investment in the inventory.



Nourishment for Body and Spirit

Cafés offer a casual environment where customers may engage in quiet conversation and reading or seek a break from on-going study or research.

Cafés are commonly operated by a private sector vendor. Some libraries are finding a lounge area with up-scale vending units are easier to manage than a staffed café.



Library Profile

Formation of the Muscatine Library Association in 1897 ultimately led to the opening of the P. M. Musser Public Library at the site of the current library. Additions to and reconstruction of the library in 1965 and 1972 resulted in 25,000 square foot the library we know today. Library governance is provided by a nine member Board of Trustees:

John Wojtecki, President
Jim Compton, Trustee
Jane Daufeldt, Trustee

Jon Moravec, Trustee
Nancy Dew, Trustee
Peggy Gordon, Trustee

Bret Olson, Trustee
Krista Regennitter, Trustee
Travis Sheets, Trustee

The library is open for service daily for a total of 62 hours each week. Library staff is currently comprised of 14.23 full time equivalents or FTE's. The library's Director is Pam Collins. The Friends of the Library support a wide range of library programs.

At the end of 2013/14 the Library's collections included 99,148 books, 13,047 media items and 195 periodical titles. Loans of these materials and the library's digital materials totaled 290,780 items. The library currently has 18 public Internet computers. Digital services include on-line catalog access, Internet access, general application software such as word processing, and 36 on-line databases/resources. Customers may choose from over 5,763 e-books to download through the library's web site. Over 500 downloadable audiobooks files are also available for direct patron download through the library's web gateway. The library belongs to the RiverShare cooperative system. RiverShare allows Musser Public Library patrons access to more than 2 million shared items at three university libraries, three community college libraries, and 14 public libraries in the Illinois and Iowa Quad Cities area.

The Musser Public Library provides a number of services directed to special populations and interests. Children's services include story and learning programs with 21,972 participants in 527 programs during FY 2013/14. Teens are offered a unique collection of reading targeted to their interests. Total program attendance for programs of all ages was 24,850 at 617 programs in FY 2013/14. A large print collection is supported for those with vision concerns. The library's Home Delivery program brings library materials and services to residents unable to come the library.

LIBRARY VISION:

Empowering our community to engage in a creative, intellectual life.

LIBRARY MISSION:

Our Mission is to instill a passion for reading, lifelong learning and discovery by providing materials, technology, and creative innovative programming

Musser Public Library Service Data: FY2009 – FY2014

Year	Municipal Population	Registered Borrowers	Total operating expenditures	Staff as FTE's	Hours Open Annually	Visits	Reference Transactions
2009	22,697	16,389	\$903,728	15.24	3,328	168,839	1,552
2010	22,697	17,671	\$878,849	15.95	3,038	170,334	1,534
2011	22,886	17,525	\$1,029,600	16.05	3,224	191,629	2,892
2012	22,886	18,639	\$1,050,500	15.69	3,224	189,825	3,289
2013	22,886	19,877	\$1,044,113	14.93	3,224	187,762	6,509
2014	22,886	20,204	\$1,066,960	14.23	3,224	175,679	3,828

Year	Book Volumes	Video Items	Audio Items	Periodical Subscriptions (Hard Copy)	Electronic Books	Downloadable Audio Titles	Downloadable Video Titles
2009	103,888	5,154	6,175	195	4,090	0	0
2010	96,438	5,134	7,524	194	0	2,445	0
2011	98,302	5,795	5,323	177	7,205	5,241	0
2012	93,947	5,052	4,194	185	7,956	5,977	0
2013	100,813	6,934	4,769	137	10,868	6,633	0
2014	99,148	7,875	5,172	110	5,763	500	0

Year	Total Circulation	Municipal Circulation	Turnover Rate	Public Meeting Room Uses	Public Internet Computers	On-line Databases	Public Computer Users
2009	273,786	161,661	1.84	4,520	18	36	39,728
2010	263,637	171,890	2.2	2,199	18	37	37,720
2011	275,134	190,700	2.57	2,772	18	36	44,185
2012	276,128	162,732	2.51	2,934	18	35	40,496
2013	297,216	193,745	2.87	2,743	18	25	34,632
2014	290,780	199,277	Not Yet Available	2,241	18	29	31,951

Year	Total		Children's		Young Adult		Adult	
	Programs	Program Attendance	Programs	Program Attendance	Programs	Program Attendance	Programs	Program Attendance
2009	637	23,001	535	21,109	46	627	56	1,265
2010	558	21,385	381	19,331	59	719	118	1,335
2011	546	23,477	399	20,137	54	1,836	93	1,504
2012	504	24,006	366	20,306	72	2,379	66	1,321
2013	520	23,140	396	20,115	64	2,160	60	865
2014	617	24,850	527	21,972	52	1,950	38	928

Peer Benchmark Data: FY 2012/2013

The following information is provided as benchmarking data for other Iowa libraries serving communities with between 20,000 and 30,000 residents. Data is for FY 2013, the most recent year in which data is published. Per capita rates are based on each library's municipal population.

	Municipal Population	Operating Expenditures Per Capita	Annual Operating Hours	Square Feet Per Capita	Square Feet	Total FTE's Per 1,000 Residents	Registered Borrowers
Burlington	25,663	63.21	3,200	2.14	55,000	0.68	27,978
Clinton	26,885	31.62	*5,512	0.80	21,600	0.75	18,521
Fort Dodge	25,206	29.90	3,042	1.29	32,600	0.46	19,666
Marshalltown	27,552	29.53	3,033	1.30	35,700	0.41	29,456
Mason City	28,079	38.16	3,120	1.58	44,419	0.62	23,788
Ottumwa	25,023	31.97	2,733	0.48	12,000	0.43	24,020
Average	26,401	37.40	3,440	1.27	33,553	0.56	23,905
Musser	22,886	45.62	3,224	1.09	25,000	0.65	19,877

* Clinton has a branch

	Book Volumes Per Capita	Audio Volumes Per Capita	Video Volumes Per Capita	Periodical Titles Per 1,000 Residents	E Books Per Capita	Circulation Per Capita	Audio Digital Items Per Capita	Turnover Rate
Burlington	4.91	0.36	0.70	12.82	0.46	19.85	0.32	3.39
Clinton	3.02	0.34	0.13	8.22	0.19	3.81	0.11	0.98
Fort Dodge	3.22	0.17	0.26	6.82	0.23	6.95	0.31	2.02
Marshalltown	3.83	0.21	0.31	8.71	0.33	10.63	0.22	2.55
Mason City	2.02	0.10	0.14	3.21	0.21	9.24	0.12	4.21
Ottumwa	2.38	0.07	0.15	5.24	0.40	5.29	0.26	2.04
Average	3.23	0.21	0.28	7.50	0.30	9.30	0.22	2.53
Musser	4.41	0.21	0.30	5.99	0.47	12.99	0.29	2.87

Peer Benchmark Data

The following information is provided as benchmarking data for other Iowa libraries serving communities with between 20,000 and 30,000 residents. Data is for FY 2013, the most recent year in which data is published. Per capita rates are based on each library's municipal population.

	Reference Transactions Per 1,000 Residents	Library Visits Per Capita	Public Internet Computers Per 1,000 Residents	Users of Digital Resources Per Capita	Databases Available	Total Program Attendance Per 1,000 Residents	Meeting Room Use Per 1,000 Residents
Burlington	1.97	9.75	1.36	2.26	33	920	182.75
Clinton	0.22	9.30	0.86	0.70	23	222	8.37
Fort Dodge	0.63	4.91	0.83	0.92	26	537	13.01
Marshalltown	0.34	9.57	1.09	2.30	22	629	278.71
Mason City	1.06	5.56	0.64	0.91	28	315	696.86
Ottumwa	0.15	3.93	0.56	1.06	25	157	12.79
Average	0.73	7.17	0.89	1.36	26	463	198.75
Musser	0.28	8.20	0.79	1.51	25	1,011	119.85

* Clinton has a branch

Facility Effectiveness Evaluation

Introduction

The purpose of the facility effectiveness evaluation is to identify needed improvements for customer service and operation by staff. The notes are organized by major building and service issues. It is understood that the comments may appear to emphasize problems and focus on criticism because of the investigative nature of this portion of the needs assessment. These descriptions and observations of existing conditions are based on notes prepared by the consultant and comments gathered from library staff.

Parking, Physical Access, the Americans with Disabilities Act (ADA), and Restrooms

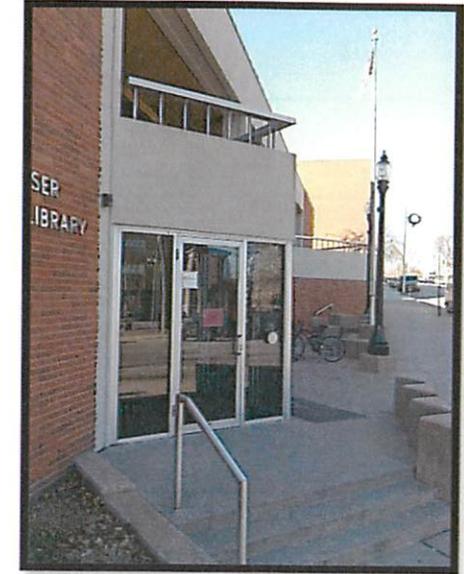
Existing Conditions with Staff and Consultant Observations:

- **Parking**
 - There is on-street parking on Iowa Avenue and all other adjacent streets. All on-street parking immediately in front of the library is metered. Unmetered parking is at least a block distant.
 - There is no on-site parking.
 - The lack of on-site parking is a real trial for parents with young children, strollers, and an arm load of books.
 - The lack of parking is frequently cited as the reason residents don't use the library.
 - There is no provision for passenger drop off & deliveries at the library entry.
 - Parking is insufficient when the library is busy and when popular programs are offered.



- **Access**

- The public entry is at-grade, without threshold, with an accessible approach and power-assisted, on-demand door openers. The access is actually awkward for those in a wheelchair because of the sloped approach to the entry, the location of the power door button, and the small dimension of the vestibule. Everything technically meets ADA requirements but it is not welcoming.
- Most primary and secondary public pathways and aisles meet requirements. There are a few exceptions, typically when shelving and seating are too close together.
- Staff work areas do not offer ADA compliant accessible paths.
- The building's one elevator does not meet ADA requirements.



- **Restrooms**

- A men's, a women's, and single occupant public restrooms are located on the main floor. All of these restrooms are located at the back of the Children's area, a location that invites security concerns. Only the single occupant restroom has a changing table.
- Neither the men's nor women's restroom is ADA compliant in any regard. These restrooms have torturously cramped access even for the fully able and are singularly unappealing.
- The single occupant restroom was added in recent years and is compliant with ADA requirements.
- One single occupant public restroom (non ADA compliant) is located on the second floor within the main meeting room so it is accessible only to program participants.
- One single occupant staff restroom (non ADA compliant) is located on the second floor within the staff workroom area.

Program Space

Existing Conditions

The library maintains two general purpose program rooms. The rooms are both on the second floor and are not configured to allow independent, after-hours access.

- The Main Meeting Room seats about 100.
- The Conference Room seats 12. The room also houses 13 sections of local history materials.

Staff and Consultant Observations:

- Demand for program and meeting space regularly exceeds the number and size of the existing venues. Public requests must be turned away almost daily due to high demand for the space.
- More program space would be useful. The program space configuration might include a children's program room, a larger general purpose program room that could be divided, and/or a conference room sized venue.
- Program spaces need an at-grade entry level and be able to operate outside of regular library hours.
- The pathway to the general purpose program room and related spaces should be able to accommodate pallet sized deliveries to support traveling exhibit shipments.
- All program rooms should provide state-of-the-art media presentation and conferencing capabilities. Enhanced power and data distribution is needed as are lighting controls.
- A program room within the children's department for regular children's activities is needed to cement the bond between programs, resources, and materials. It is also needed to relieve existing scheduling pressures on the large general purpose program room.
- The existing program spaces have no storage for tables, chairs, programming materials, media equipment, and the like. Ample, convenient storage is critical to a quality programming experience. Screens now serve to partition off parts of the main meeting room to awkwardly provide contrived storage space.
- Neither of the existing program venues have a service counter with sink, refrigerator, coffee urn, or other such common amenities so often needed for programs.



General Public Seating

Existing Conditions - Total Library Seating: 103 seats

Adult Seating

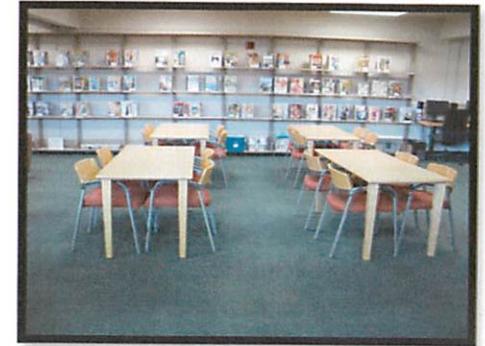
- 54 table seats
- 15 casual seats
- 69 seats total

Children's Seating

- 12 table seats
- 6 adult casual seats
- 6 youth casual seats
- 24 seats total

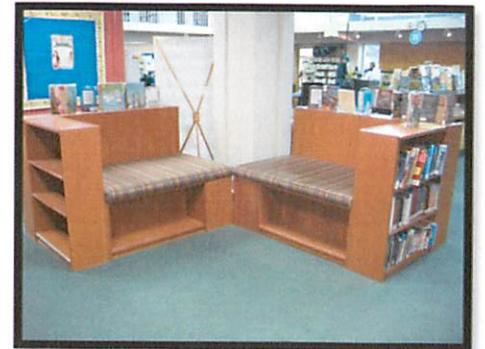
Young Adult Seating

- 4 table seats
- 6 casual seats
- 10 seats total



Staff and Consultant Observations:

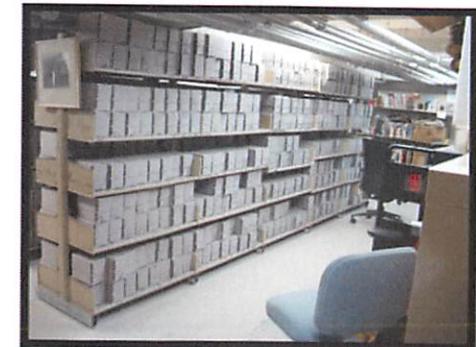
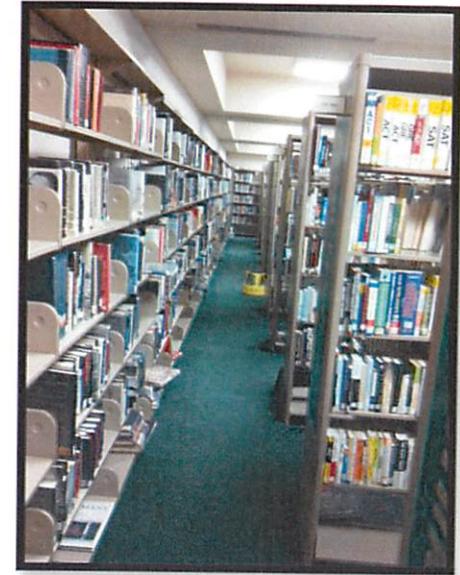
- There are no collaborative study rooms. The library has made efforts to provide such space using office system panels to modest effect. Study rooms are heavily used when offered to those needing a proctored test, committees, students working on group projects, the self-employed, and non-traditional students.
- There is no seating targeted to the "Tween" crowd of upper elementary students that are a large component of library users.
- Adult casual seating is very limited. Many patrons enjoy a cozy, book store seating environment.
- There is an over-reliance on four-place study tables. Most patrons prefer a table to themselves. Two-place tables provide for that need without a single patron tying-up a four-place venue.
- Customers desire seating with power near at hand or integral to the piece to support their mobile devices.
- Adult seating must be strategically located to acknowledge the challenges of supervision in an urban library setting. That said, many patrons appreciate individualized venues with a sense of privacy.
- Customers appreciate seating by natural light sources.
- Customers like the variety of seating options the library provides. Many enjoy the high-top tables by the windows.



Collection Organization, Storage Capacity, and Display

Existing Conditions with Staff and Consultant Observations:

- De-accessioning (weeding) has helped to relieve overcrowding in the stacks.
- Shelving dominates the library children's floor plan. The shelving sequence / layout is awkward and reflects restricted space.
- A more browse-able, face-out type media shelving is desired.
- There is a strong need to create an archival environment for the extensive local history print and photographic collections. An appropriate secure viewing room for these important materials should also be implemented.
- Several collections need additional shelving capacity – Young Adult, Easy Readers, DVDs, Graphic novels.
- Creation of nonfiction collection neighborhoods with accompanying seating would be helpful to customers and break-up the monolithic effect of continuous stacks.
- The teen collection has out-stripped its shelving.
- The adult shelving is too tall (90 inches) in the opinion of many.
- Staff would like to implement natural language signage for the nonfiction collection.
- The new books need to be located in more visible location.
- A better location for the Shanghai collection is needed.



Technology

Existing Conditions

Adult Public Technology

- 18 internet / reference computers
- 3 microform reader/printers
- 1 enlarging viewer
- 3 catalog stations

Children's Public Technology

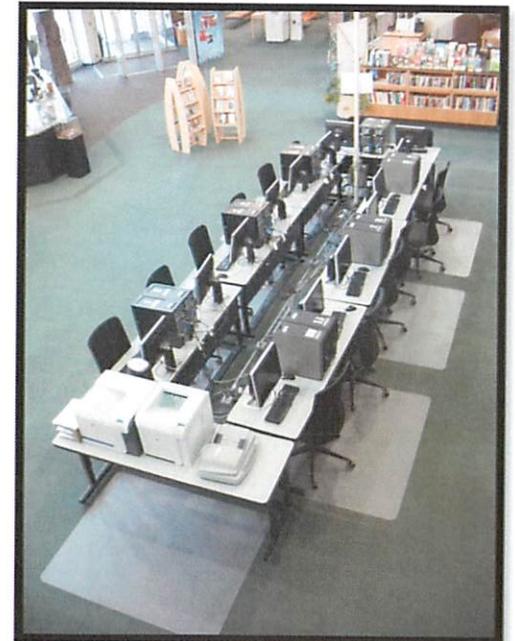
- 4 AWE computers
- 1 PBS computer
- 2 catalog stations

Other Technology

- There are 7 laptop computers used exclusively for computer instruction.

Staff and Consultant Observations:

- The library needs a dedicated server/IT closet with a rack(s) and a controlled environment.
- The library should move to a more dispersed computing model with in-house tablets and laptops and a few traditional desktops.
- The individual public computer stations are too small. Patrons appreciate more room and additional privacy.
- Self-check stations would be useful near the entrance and in children's.
- The three catalog stations are not enough to provide easy access for library users.
- Ad hoc electrical wiring additions have odd effects at times – by example the children's librarian's computer can only work if the building's main lighting is turned on. In the main meeting room the electrical circuits can overload when simple devices like a glue gun are used.



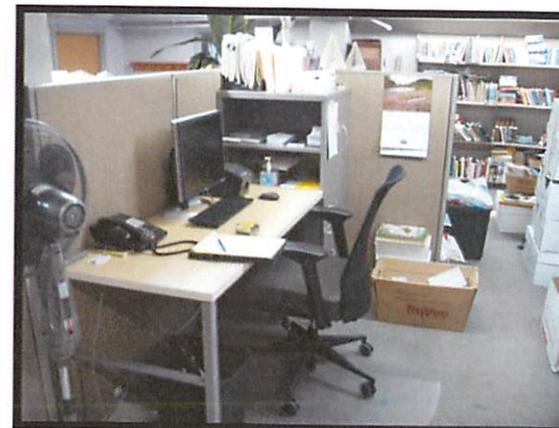
Public Service Desks, Staff Work Space, Storage

Existing Conditions

Service Desks	Existing Stations	Workrooms	Existing Stations
Circulation / Reference Desk	5	Circulation	2
Youth Services Desk	1	Asst. Director /Reference	2
History Room	0	Community Engagement	1
		Information Technology	0
		Business Office/Administration	2
		Children's	2
		Local History	2
		Technical Services	3
		Home Delivery	1
		Holds Desk	1
		Volunteer	1
		Receiving	1
		Mail	1
		Copy/Print Centers	2
Total	6	Total	21

Staff and Consultant Observations

- Individual staff workroom workstations are undersized. The configuration of the workroom's layout is strained due the limited space available.
- The Children's and Circulation / Reference departments should have workrooms located immediately adjacent to their public service desks. The circulation workroom would support check-ins, holds, RiverShare deliveries, book drop sorting.
- The Children's public service desk needs a second station.
- A storeroom is needed to jointly support the Children's workroom and the children's program room.



- The basement staff area is an amalgam of workstations in a poorly designed storage area. Safety concerns in this area include oddly configured steps, extremely low ceilings, and ceiling-hung utility pipes and conduits. These conditions regularly result in falls and collisions with the hanging infrastructure.
- Line of sight is very important as staffing levels will always be tight.
- The assistant director, children's librarian, and circulation manager should each have an office.
- Storage space is limited throughout the building. Improved storage would open up more room in all staff work areas.
- The staff's break room needs additional amenities such as a larger sink and counter, stove, and a dishwasher in addition to the existing microwave and refrigerator. The casual seating needs updating.
- Improved space is needed for custodial equipment and supplies.



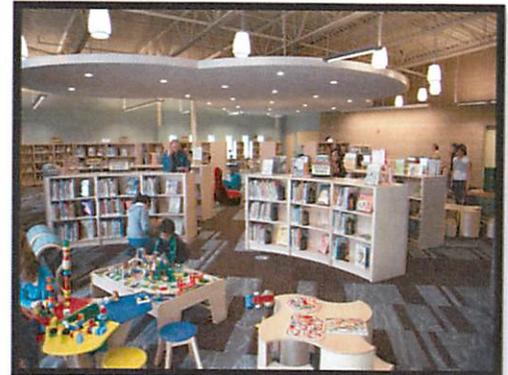
Interior Aesthetics, Finishes, and Wayfinding

Staff and Consultant Observations

- After years of service finishes throughout the building much of the floor coverings, walls, furnishings, and trim need updating or replacement.
- A comprehensive, coordinated signage plan is needed.
- Tall shelving creates a less than inviting ambiance in the adult collections.
- Continue to work to eliminate clutter.
- The need for a general storeroom is illustrated by the distracting use of staff workrooms for this purpose.
- The majority of the library's carpet is 15 years old and reflects its age and heavy use in numerous locations.

Additional or Expanded Services / Features - Staff and Consultant Observations

- Study rooms are needed for those engaged in tutoring, taking exams, group study, interviewing, business meetings, etc.
- Self-check stations.
- Implementation of RFID technology.
- Additional collaborative study rooms.
- Marketing approach to collection displays and shelving.
- An enhanced children's emergent literacy / active learning area.
- A program space within the children's department with media, storage, and other support features.
- A vibrant teen-friendly space large enough to include the collection, seating, computing, media features, and an interior treatment that will engage teens. The space should allow for active teens without disturbing others as well as visual supervision.
- A main program room to seat 150 and a larger conference room with media capabilities and accessible outside of library hours.
- A technology lab with a Mac, sound editing equipment, camera, and a digitization station.
- An identifiable local history area with all materials and supporting equipment pulled together into a contiguous whole.
- A CCTV system for security.
- A single-story library would resolve many issues if an appropriate site could be secured.
- An enhanced on-going book sale center.
- Consider a drive-up pick-up window and a greeter station.



2035 Space Needs for Library Services and Operations

The space needs process identifies a community's library space requirements for a planning horizon, often 20 years out. In this study we will identify the library's space needs through the year 2035. Space requirements are developed using population projections, tested service standards, and nationally accepted space calculation formulas. The methodology is based on a space needs assessment process developed, revised, and published by the Wisconsin Division for Library Services. It is slightly modified as applied by the consultant. This methodology focuses on seven types of space utilization commonly found in public libraries:

- Collection Space
- User Seating
- Work Space
- Program Space
- Public Computing Space
- Special Use Space
- Structure/Support Space

The space requirements identified in the needs process will be re-evaluated and given more detail during the building program process. The building program is a comprehensive, detailed, written description of the proposed library facility; in effect the building's functional specifications. The building program document specifies the size, furnishings, electrical and mechanical needs, lighting, finishes, security, equipment, communications, and functional relationships required for every functional area of the new building. The building program document becomes the library's written instructions to the project architect.

Library Service Population

The jurisdictional and service populations the Musser Public Library can expect to support in 2035 are important elements in developing an accurate space needs assessment. The jurisdictional population includes the residents of Muscatine. The service population includes the projected municipal population, the residents of Fruitland who are served on a contractual basis, and the projected number of reciprocal borrowers who also use the Musser Public Library based on the State of Iowa’s Open Access program.

Jurisdictional Population

There is limited information regarding population projections for the City of Muscatine. The Census Bureau has estimates for 2014 and 2019 that suggest a limited growth curve.

Also provided are projected population levels for Muscatine. Woods and Poole Economics, a national market research firm, projects Muscatine County population to increase at rates similar to the City for 2014 and 2019. Because of this similarity this study will apply the Woods and Poole growth rate of 10.5% (2035 over 2010) for the County to the City. The result is a 2035 project municipal population of 25,186.

Historic Populations

Year		Muscatine	Muscatine County
1970	Census Bureau	22,405	37,181
1980	Census Bureau	23,467	40,436
1990	Census Bureau	22,881	39,907
2000	Census Bureau	22,697	41,722
2010	Census Bureau	22,886	42,745

Projected Populations

Year	Muscatine	% growth over 2010	Source for Municipal Projection	Muscatine County	% growth over 2010	Source for County Projection
2014	23,213	1.42	Census Bureau	43,343	1.39	Census Bureau
2019	23,425	2.35	Census Bureau	43,756	2.36	Census Bureau
2025	not available	not available	not available	45,595	6.66	Woods & Poole
2030	not available	not available	not available	46,390	8.52	Woods & Poole
2035	25,186	10.05	Consultant using Woods and Poole county rate	47,045	10.05	Woods & Poole

Total Service Population

The service population of the Musser Public Library is more inclusive than the library's jurisdictional population. The Library also serves the residents of Fruitland and offers reciprocal borrowing and service privileges to patrons from other qualifying libraries and communities.

An estimate for the number of nonresident borrowers to be served in 2035 can be based on the percentage of total circulation to those borrowers. In FY 2013/14 nonresident borrowers accounted for 31.47% (91,503 items) of the library's total loans (290,780 items). Given the 2035 projected jurisdictional population of 25,186, this level of nonresident loans suggests a total service population of 36,752, including 11,566 nonresident borrowers.

Percentage of Circulation

Circulation by Registration Group	FY 2013/14 Circulation	% of Circulation
Nonresident Circulation	91,503	31.47%
Municipal Circulation	199,277	68.53%
Total Circulation	290,780	100.0%

Total Service Population

Population Group	2035 Service Population	% of Service Population
Nonresident Population	11,566	31.47%
Municipal Population	25,186	68.53%
Total Service Population	36,752	100.0%

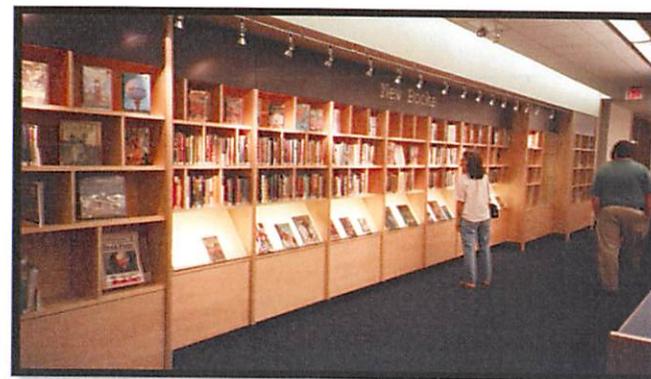
Collection Space

At the end of FY 2013/14 the Musser Public Library's hard copy collections of both print and nonprint materials totaled 112,195 print and nonprint items with 110 periodical subscriptions. In addition, the library's digital collections included 6,263 e-books and downloadable audio books. Planning for the space needed for the library's hard copy collections needs to reflect many customers' continued preference for hard copy as well as the growing preference of other patrons for digital formats.

It is also important to note that the library has aggressively worked to cull the collection of little used, worn, or outdated materials. Those efforts can be seen in the recent holding data provided below.

Physical Holdings

Year	Book Volumes	Video Items	Audio Items	Periodical Subscriptions
2009	103,888	5,154	6,175	195
2010	96,438	5,134	7,524	194
2011	98,302	5,795	5,323	177
2012	93,947	5,052	4,194	185
2013	100,813	6,934	4,769	137
2014	99,148	7,875	5,172	110



Projected Holdings Recommendation

Looking to 2035, the space needed for the library's physical collections must respond to several imperatives. One imperative is the changing relationship between hard copy and digital collections. The library's hard copy collections have tapered over the last five years reflecting staff collection management efforts. This appropriate and ongoing evaluation of the inventory promises to result in some further holdings reductions.

The other imperative is to provide a quality hard copy collection for the many in the community that prefer that format. In considering an optimum sized collection for Muscatine, discussions with the library's management suggest that a well-managed hard copy collection of 120,000 items would well serve the community's needs. Their recommendation is that an opening day collection project be undertaken as part of the building project so that the new or renovated building open with a collection of 120,000 items. This would allow the staff to replenish key areas of the collection identified in the weeding process of the recent past. It would also allow the growth to be funded through a capital outlay rather than on-going operational funds.

The recommended number of periodical subscriptions is somewhat subjective. This study will recommend a static 2035 projected collection of the library's current hard copy periodical subscriptions of 110 titles.

General User Seating

The Musser Public Library currently has 103 general use public seats.

Adult Seating

- 54 table seats
- 15 casual seats
- 69 seats total

Children's Seating

- 12 table seats
- 6 adult casual seats
- 6 youth casual seats
- 24 seats total

Young Adult Seating

- 4 table seats
- 6 casual seats
- 10 seats total

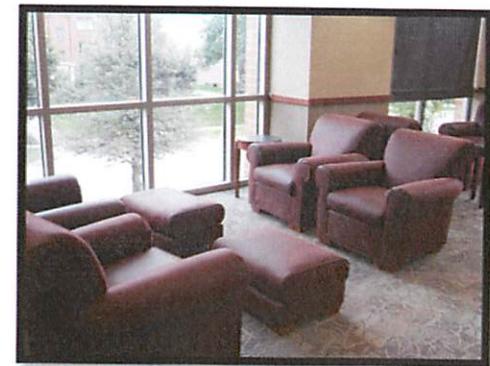
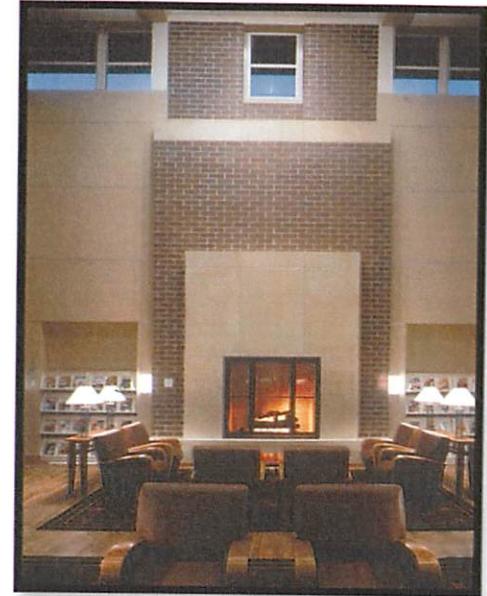
Projected General Seating Requirement

The State of Wisconsin has established a general seating standard that is frequently utilized in other states. General seating includes table and casual seating but **excludes seats at computers, other technology stations, study rooms, and meeting room seats**. It is also important to note that the Wisconsin standard is based on the **library's total service population not the municipal population**. Using the Wisconsin sliding scale and the Musser Public Library's projected 2035 service population of 36,752 suggests that about 3.8 seats be allocated for every 1,000 persons in the total service population or **140 seats**.

Seating Standards

2035 Projected Total Service Population 36,752

Population	Seats per 1,000 Population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25

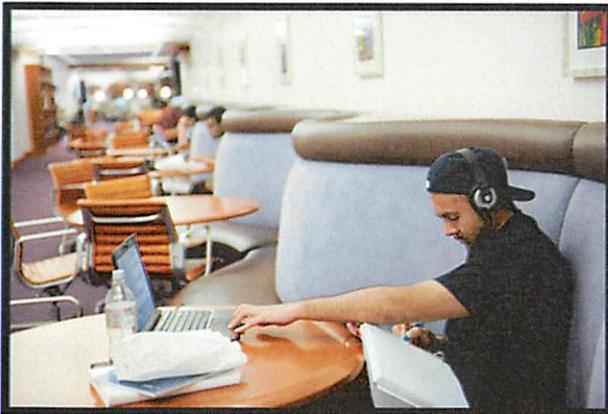
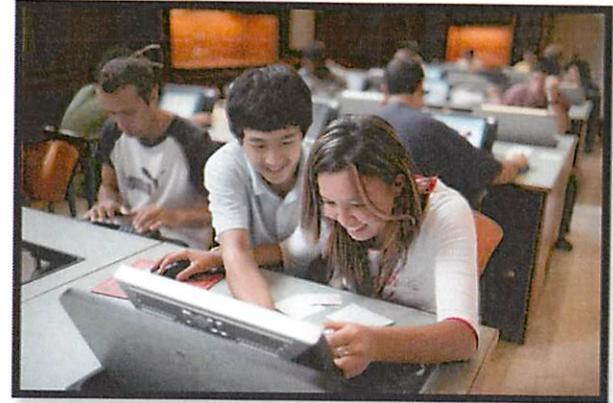


Public Computing

The library currently has 18 public desk top computers for general patron use. The popularity and convenience of mobile computing is an important trend in planning for public computing. Laptops and other mobile devices are moving to eclipse the dominance of desktop units. A number of public libraries have had a successful experience in circulating laptop and tablet computers for in-house use. Musser Public Library currently has 7 laptop computers used exclusively for computer instruction.

A number of customers will, however, continue to prefer desktops for their ergonomically larger keyboards and displays. Desktop units may also be useful as digital media download stations as media content migrates to the virtual environment. Desktop computers will also continue to be appropriate for young children because of the larger keyboard and display as well as the more stable design of desktop units. A mix of devices is a reasoned approach.

The library also desires to offer the community an enhanced media technology lab with several high-end workstations, green screen capabilities, and other capabilities to be developed in the cooperation with the community of users. All of this is to be provided in its own defined space.



Recommendation

The peer benchmark library average of .86 public computers per 1,000 residents suggests Musser Public Library plan for 22 public computers. It is recommended that the library provide a mix of desktop units with mobile devices, laptops and tablets, loaned to customers for in-building use. The needs assessment anticipates providing space for up to 12 desktop units total for adult and children with another 10 or more mobile device available for in-house loan. The study rooms can be used to support computer instruction as needed.

A space allowance of 600 square feet will be set aside for the enhanced media technology lab in this early planning phase.

Staff Work Space

There is a need for additional staff workstations. The existing workroom and offices are crowded and additional work stations will allow the staff to work more effectively. There is not a recommendation for additional staff, merely for improved, better located work space.

Staff work space is critical to an effective and efficient public library. Work space is a productivity issue, not a luxury. Staff work space includes both public service areas such as the check-out desk, reference desk, youth desk, and workroom spaces where staff completes its on-going responsibilities such as preparing programs, cataloging materials, physically processing the items for the shelf, and processing interlibrary loans.

The number of workstations is not in a one-to-one relationship to the number of staff. The number of workstations represents how many places where work takes place, not the number of staff.

Staff Workstations

Workstations: Location / Type	Existing Stations	Recommended Stations
Circulation / Reference Desk	5	5
Youth Services Desk	1	2
History Room	0	1
Workrooms		
Circulation	2	3
Asst. Director /Reference	2	2
Community Engagement	1	1
Information Technology	0	1
Business Office/Administration	2	2
Children's	2	2
Local History	2	2
Technical Services	3	3
Home Delivery	1	1
Holds Desk	1	1
Volunteer	1	1
Receiving	1	1
Mail	1	1
Copy/Print Centers	2	2
Total	27	31



Recommendation

It is recommended that the library plan for 31 staff workstations.

Program Spaces

Public libraries commonly provide spaces to support the Library's programming for children, teens, and adults as well as serving the other meeting space needs of the community. The library has a very active and well attended schedule of programs with 617 programs and attendance of 24,850 participants in FY 2014. Community organizations also make use of the library meeting spaces. There were 2,241 independent community meetings held at the library in FY 2014.

Library programs such as those during the children's summer reading program regularly exceed the seating capacities in the library. To provide for library and community programs a divisible general program room that has a seating capacity of 150 in rows is needed.

Program space is needed in the Youth Services Department for the strong schedule of regular, week-in, week-out, youth activities. An area in the Children's Department that would seat 100 children and care givers in chairs and on the floor (50 at tables) is needed to support regular weekly programs.

A conference room provides the right-sized venue for many meetings. The library should provide a conference room to seat 14 at a conference table with side seating for observers.



Recommendation

A divisible general purpose program room able to seat 150 participants is recommended. Smaller groups would utilize a 14 place conference room. A program space in the Children's Department to seat 100 children and care givers is also needed.

Special Use Space

Special use space is an umbrella term that encompasses a variety of public and staff spaces not covered by the preceding broad categories. In planning for the Musser Public Library several unique and important examples of special use space were identified. These include

- A featured space for Special Collections highlighting the Grossheim photographic collection and the library's rich resource of local history and genealogical materials.
- Community Learning Center (maker space type function).
- Pre-assembly space to serve both the program rooms as well as support space for traveling exhibits.
- An enhanced emergent literacy / active learning area for the community's youngest children.

Other more common examples of special use space include:

- Networking equipment closet
- Collaborative group study rooms
- Public copiers
- Microform equipment
- Community information centers
- Friends book sale
- Coffee station
- Staff break room
- Marketing and displays
- Storage space

The specific space requirements for these uses will be detailed in the building program document. However, for the purpose of the needs assessment, special use space may be expressed as 17.5% of the preceding spatial needs.

Structure and Support Space

Structure and support space includes areas of the building that are of common utility and do not serve a specific library purpose. Structure and support space is sometimes referred to as architectural or unassigned space. Examples of structure and support space include the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and even all of the walls and partitions (both interior and exterior).

When considering the **expansion of an existing library** it is prudent to allocate **at least 30%** for structure and support space requirements. In expansion projects the joining together of new and old typically requires more general circulation space (hallways, aisles, stairs) and space for mechanical systems (plumbing, heating, cooling, ventilation equipment) and their chases (pathways for ducts and piping) than all new construction. Depending on the complexities of tying together the new and the old, a rate of up to **35% is sometime necessary**.

In **all new construction** rates of **25%** (single story buildings) to **30%** (for multi-floor buildings) are common.

2035 Space Needs Calculations

The estimated space requirements of this space needs assessment will be tested by development of a building program and ultimately by a project architect. The preparation of schematic plans including furnishing layouts will be the final arbiter of space requirements for the building.

Space Use Category	Space Requirement
Collection Space 120,000 media and book items x .10 = 12,000 sf 110 current periodicals x 1.3 = 143 sf 110 back issue periodicals x 1 year average x .66 = 75 sf	12,218 sf
General User Seating 140 seats x 30 sf/seat	4,200 sf
Public Computer Desktop Workstations 12 stations x 50 sf/workstation (plus 10+ mobile computing devices) Enhanced Media Technology Lab 600 square foot allowance	1,200 sf
Staff Work Space 31 workstations x 125 sf	3,875 sf
Program Space Meeting Room: 2,200 sf 150 seats in rows = 1,800 sf+ Presenter, service area, storage = 400 sf Children's Program Room: 1,280 sf 100 seats = 1,000 sf+ Presenter, counter/sink, storage = 280 sf Conference Room: 440 sf 14 seats + 8 side seats = 360 sf+ Service counter, coats= 80 sf	3,920 sf
Special Use Space subtotal of above 25,413 x .175	4,447 sf
Net Subtotal subtotal of above	29,860 sf
Structure/Support Space	At 25% of gross space requirement 9,953 sf At 30% of gross space requirement 12,797 sf
Total Gross Space Requirement	At 25% of gross space requirement 39,813 sf At 30% of gross space requirement 42,657 sf

Existing Space Use Per Space Needs Categories and 2035 Space Needs Analysis

Space Use	Existing Space Use: Square Feet	2035 Space Needs: Square Feet
Collections	7,088	12,218
General Patron Seating	2,026	4,200
Public Technology	555	1,200
Program Rooms	2,275	3,920
Staff Work Space	2,718	3,875
Special Use Space	2,326	4,447
Net Subtotal	16,988	29,860
Structure and Support Space	8,012 (32% of gross)	12,797 (30% of gross)
Total – Gross Building Size	25,000	42,657

A Very Brief Summary of Changes

Collection Space

- A one-time increase in total hard-copy collection size from about 100,000 items to 120,000 items.
- Improved storage conditions for the historic photographic and print collections.

General Patron Seating

- Increased public seating and better seating space allocations.

Public Technology

- Addition of a digital media lab and less structured public workstations.

Program Space

- A larger general program room, addition of a children's program room, and a conference room.

Staff Work Space

- The addition of 4 work stations (not additional staff) and a more effective space allocation per workstation.

Special Use Space

- A partial listing of new or improved Special Use Spaces includes provision of collaborative study spaces, an enhanced focus on local history collections, a maker space function, and a more robust emergent literacy space for young children.

Structure and Support Space (sometimes called nonassigned space)

- A two story building will require about 30% of the building's gross size for these functions. The existing building uses about 32% of the gross building size for this purpose.

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
HARDIN	ACKLEY	1,589	\$191,475	\$27,808
WARREN	ACKWORTH	83	\$10,002	\$1,453
ADAIR	ADAIR	781	\$94,111	\$13,668
DALLAS	ADEL	3,682	\$443,681	\$64,435
UNION	AFTON	845	\$101,823	\$14,788
WAPELLO	AGENCY	638	\$76,879	\$11,165
WASHINGTON	AINSWORTH	567	\$68,324	\$9,923
PLYMOUTH	AKRON	1,486	\$179,063	\$26,005
BUENA VISTA	ALBERT CITY	699	\$84,230	\$12,233
MONROE	ALBIA	3,766	\$453,803	\$65,905
MARSHALL	ALBION	505	\$60,853	\$8,838
LINN	ALBURNETT	673	\$81,097	\$11,778
HARDIN	ALDEN	787	\$94,834	\$13,773
FRANKLIN	ALEXANDER	175	\$10,620	\$1,543
KOSSUTH	ALGONA	5,560	\$669,980	\$97,300
POLK	ALLEMAN	432	\$27,267	\$3,960
WAYNE	ALLERTON	501	\$60,371	\$8,768
BUTLER	ALLISON	1,029	\$123,995	\$18,008
BUENA VISTA	ALTA	1,883	\$226,902	\$32,953
CHICKASAW	ALTA VISTA	266	\$16,741	\$2,431
SIOUX	ALTON	1,216	\$146,528	\$21,280
POLK	ALTOONA	14,541	\$1,752,191	\$254,468
LYON	ALVORD	196	\$19,222	\$2,791
IOWA	AMANA VILLAGES	1,636	\$197,138	\$28,630
STORY	AMES	58,965	\$7,105,283	\$1,031,888
JONES	ANAMOSA	5,533	\$666,727	\$96,828
CLINTON	ANDOVER	103	\$6,645	\$965
JACKSON	ANDREW	434	\$47,271	\$6,865
CASS	ANITA	972	\$117,126	\$17,010
POLK	ANKENY	45,582	\$5,492,631	\$797,685
WOODBURY	ANTHON	565	\$68,083	\$9,888
BUTLER	APLINGTON	1,128	\$135,924	\$19,740
CARROLL	ARCADIA	484	\$46,302	\$6,724
O'BRIEN	ARCHER	131	\$12,985	\$1,886
BUTLER	AREDALE	74	\$5,110	\$742
CRAWFORD	ARION	108	\$11,135	\$1,617
UNION	ARISPE	100	\$7,516	\$1,091
FAYETTE	ARLINGTON	429	\$39,418	\$5,725
EMMET	ARMSTRONG	926	\$111,583	\$16,205
DICKINSON	ARNOLDS PARK	1,126	\$135,683	\$19,705
IDA	ARTHUR	206	\$22,527	\$3,272
DUBUQUE	ASBURY	4,357	\$525,019	\$76,248
OSCEOLA	ASHTON	458	\$46,443	\$6,745
CRAWFORD	ASPINWALL	40	\$4,336	\$630
MUSCATINE	ATALISSA	311	\$33,549	\$4,873
BENTON	ATKINS	1,670	\$201,235	\$29,225
CASS	ATLANTIC	7,112	\$856,996	\$124,460
SAC	AUBURN	322	\$38,801	\$5,635
AUDUBON	AUDUBON	2,176	\$262,208	\$38,080
CHEROKEE	AURELIA	1,036	\$124,838	\$18,130
BUCHANAN	AURORA	185	\$12,592	\$1,829
POTTAWATTAMIE	AVOCA	1,506	\$181,473	\$26,355
PALO ALTO	AYRSHIRE	143	\$11,547	\$1,678
WEBSTER	BADGER	561	\$67,601	\$9,818
GUTHRIE	BAGLEY	303	\$33,419	\$4,853
JACKSON	BALDWIN	109	\$9,263	\$1,346
DUBUQUE	BALLTOWN	68	\$2,946	\$428
KOSSUTH	BANCROFT	732	\$88,206	\$12,810
DUBUQUE	BANKSTON	25	\$1,507	\$220
MAHASKA	BARNES CITY	176	\$13,500	\$1,960
WEBSTER	BARNUM	191	\$23,016	\$3,343
CHICKASAW	BASSETT	66	\$3,692	\$536
JEFFERSON	BATAVIA	499	\$50,334	\$7,310
IDA	BATTLE CREEK	713	\$85,917	\$12,478

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
JASPER	BAXTER	1,101	\$132,671	\$19,268
GUTHRIE	BAYARD	471	\$56,339	\$8,183
MAHASKA	BEACON	494	\$39,814	\$5,782
RINGGOLD	BEACONSFIELD	15	\$1,630	\$237
GRUNDY	BEAMAN	191	\$20,343	\$2,955
BOONE	BEAVER	48	\$4,845	\$704
TAYLOR	BEDFORD	1,440	\$173,520	\$25,200
BENTON	BELLE PLAINE	2,534	\$305,347	\$44,345
JACKSON	BELLEVUE	2,191	\$264,016	\$38,343
WRIGHT	BELMOND	2,376	\$286,308	\$41,580
CEDAR	BENNETT	405	\$42,366	\$6,153
RINGGOLD	BENTON	41	\$4,941	\$718
BOONE	BERKLEY	32	\$2,195	\$319
DUBUQUE	BERNARD	112	\$7,607	\$1,105
LINN	BERTRAM	294	\$35,427	\$5,145
SCOTT	BETTENDORF	33,217	\$4,002,649	\$581,298
MADISON	BEVINGTON	63	\$6,015	\$874
VAN BUREN	BIRMINGHAM	448	\$39,562	\$5,745
HAMILTON	BLAIRSBURG	215	\$23,275	\$3,381
BENTON	BLAIRSTOWN	692	\$83,386	\$12,110
WAPELLO	BLAKESBURG	296	\$25,739	\$3,738
PAGE	BLANCHARD	38	\$2,987	\$434
MONONA	BLENCOE	224	\$19,576	\$2,843
TAYLOR	BLOCKTON	192	\$19,078	\$2,771
DAVIS	BLOOMFIELD	2,640	\$318,120	\$46,200
SCOTT	BLUE GRASS	1,452	\$174,966	\$25,410
HUMBOLDT	BODE	302	\$25,961	\$3,770
VAN BUREN	BONAPARTE	433	\$38,857	\$5,643
POLK	BONDURANT	3,860	\$465,130	\$67,550
BOONE	BOONE	12,661	\$1,525,651	\$221,568
DALLAS	BOUTON	129	\$10,612	\$1,542
BOONE	BOXHOLM	195	\$20,252	\$2,941
SIOUX	BOYDEN	707	\$85,194	\$12,373
PAGE	BRADDEVILLE	159	\$16,927	\$2,459
HUMBOLDT	BRADGATE	86	\$6,603	\$959
BUCHANAN	BRANDON	309	\$28,170	\$4,091
AUDUBON	BRAYTON	128	\$9,434	\$1,370
CARROLL	BREDA	483	\$48,313	\$7,017
ADAIR	BRIDGEWATER	182	\$15,611	\$2,267
WASHINGTON	BRIGHTON	652	\$78,566	\$11,410
BUTLER	BRISTOW	160	\$11,505	\$1,671
HANCOCK	BRITT	2,069	\$249,315	\$36,208
WOODBURY	BRONSON	322	\$30,287	\$4,399
POWESHIEK	BROOKLYN	1,468	\$176,894	\$25,690
PLYMOUTH	BRUNSVILLE	151	\$18,196	\$2,643
CRAWFORD	BUCK GROVE	43	\$3,735	\$543
HARDIN	BUCKEYE	108	\$6,716	\$975
SCOTT	BUFFALO	1,270	\$153,035	\$22,225
WINNEBAGO	BUFFALO CENTER	905	\$109,053	\$15,838
DES MOINES	BURLINGTON	25,619	\$3,087,090	\$448,333
KOSSUTH	BURT	533	\$64,227	\$9,328
MARION	BUSSEY	422	\$40,931	\$5,944
CLINTON	CALAMUS	439	\$40,480	\$5,879
WEBSTER	CALLENDER	376	\$33,045	\$4,799
WINNESHIEK	CALMAR	978	\$117,849	\$17,115
O'BRIEN	CALUMET	170	\$17,438	\$2,532
CLINTON	CAMANCHE	4,448	\$535,984	\$77,840
STORY	CAMBRIDGE	827	\$99,654	\$14,473
VAN BUREN	CANTRIL	222	\$20,685	\$3,004
ADAMS	CARBON	34	\$2,291	\$333
WARREN	CARLISLE	3,876	\$467,058	\$67,830
MITCHELL	CARPENTER	109	\$8,180	\$1,189
CARROLL	CARROLL	10,103	\$1,217,412	\$176,803

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
POTTAWATTAMIE	CARSON	812	\$97,846	\$14,210
POTTAWATTAMIE	CARTER LAKE	3,785	\$456,093	\$66,238
DUBUQUE	CASCADE	2,159	\$260,160	\$37,783
GUTHRIE	CASEY	426	\$44,164	\$6,414
WINNESHIEK	CASTALIA	173	\$12,890	\$1,872
MONONA	CASTANA	147	\$15,212	\$2,209
BLACK HAWK	CEDAR FALLS	39,263	\$4,731,192	\$687,103
LINN	CEDAR RAPIDS	126,326	\$15,222,283	\$2,210,705
JONES	CENTER JUNCTION	111	\$13,376	\$1,943
LINN	CENTER POINT	2,421	\$291,731	\$42,368
APPANOOSE	CENTERVILLE	5,528	\$666,124	\$96,740
LINN	CENTRAL CITY	1,257	\$151,469	\$21,998
DUBUQUE	CENTRALIA	134	\$6,386	\$927
LUCAS	CHARITON	4,321	\$520,681	\$75,618
FLOYD	CHARLES CITY	7,652	\$922,066	\$133,910
CLINTON	CHARLOTTE	394	\$33,467	\$4,860
CRAWFORD	CHARTER OAK	502	\$60,491	\$8,785
SIOUX	CHATSWORTH	79	\$8,816	\$1,280
TAMA	CHELSEA	267	\$19,037	\$2,765
CHEROKEE	CHEROKEE	5,253	\$632,987	\$91,928
HOWARD	CHESTER	127	\$8,479	\$1,232
WAPELLO	CHILICOTHE	97	\$5,150	\$748
GREENE	CHURDAN	386	\$35,186	\$5,110
APPANOOSE	CININNATI	357	\$31,152	\$4,525
WEBSTER	CLARE	146	\$7,559	\$1,097
CEDAR	CLARENCE	974	\$117,367	\$17,045
PAGE	CLARINDA	5,572	\$671,426	\$97,510
WRIGHT	CLARION	2,850	\$343,425	\$49,875
BUTLER	CLARKSVILLE	1,439	\$173,400	\$25,183
CLAYTON	CLAYTON	43	\$3,731	\$542
CERRO GORDO	CLEAR LAKE	7,777	\$937,129	\$136,098
TAYLOR	CLEARFIELD	363	\$37,032	\$5,379
CHEROKEE	CLEGHORN	240	\$27,983	\$4,064
MARSHALL	CLEMONS	148	\$13,047	\$1,894
FAYETTE	CLERMONT	632	\$76,156	\$11,060
CLINTON	CLINTON	26,885	\$3,239,643	\$470,488
WAYNE	CLIO	80	\$5,232	\$759
POLK	CLIVE	15,447	\$1,861,364	\$270,323
TAMA	CLUTIER	213	\$16,785	\$2,438
MONTGOMERY	COBURG	42	\$3,864	\$561
LINN	COGGON	658	\$79,289	\$11,515
PAGE	COIN	193	\$16,921	\$2,458
DELAWARE	COLESBURG	404	\$38,583	\$5,603
JASPER	COLFAX	2,093	\$252,207	\$36,628
PAGE	COLLEGE SPRINGS	214	\$19,186	\$2,787
STORY	COLLINS	495	\$55,682	\$8,087
STORY	COLO	876	\$105,558	\$15,330
LOUISA	COLUMBUS CITY	391	\$36,229	\$5,262
LOUISA	COLUMBUS JUNCTION	1,899	\$228,830	\$33,233
FLOYD	COLWELL	73	\$3,849	\$559
MUSCATINE	CONESVILLE	432	\$49,831	\$7,237
GRUNDY	CONRAD	1,108	\$133,514	\$19,390
TAYLOR	CONWAY	41	\$3,166	\$460
CARROLL	COON RAPIDS	1,305	\$157,253	\$22,838
HENRY	COPPOCK	47	\$3,763	\$547
JOHNSON	CORALVILLE	18,907	\$2,278,294	\$330,873
ADAMS	CORNING	1,635	\$197,018	\$28,613
WOODBURY	CORRECTIONVILLE	821	\$98,931	\$14,368
HANCOCK	CORWITH	309	\$21,849	\$3,174
WAYNE	CORYDON	1,585	\$190,993	\$27,738

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
LOUISA	COTTER	48	\$3,856	\$560
FRANKLIN	COULTER	281	\$24,096	\$3,500
POTTAWATTAMIE	COUNCIL BLUFFS	62,230	\$7,498,715	\$1,089,025
PLYMOUTH	CRAIG	89	\$7,774	\$1,129
WASHINGTON	CRAWFORDSVILLE	264	\$19,765	\$2,871
POTTAWATTAMIE	CRESCENT	617	\$74,349	\$10,798
HOWARD	CRESCO	3,868	\$466,094	\$67,690
UNION	CRESTON	7,834	\$943,997	\$137,095
UNION	CROMWELL	107	\$9,272	\$1,347
HANCOCK	CRYSTAL LAKE	250	\$20,953	\$3,043
CASS	CUMBERLAND	262	\$25,062	\$3,639
WARREN	CUMMING	351	\$24,109	\$3,502
PALO ALTO	CURLEW	58	\$2,509	\$364
WOODBURY	CUSHING	220	\$18,675	\$2,712
PALO ALTO	CYLINDER	88	\$10,604	\$1,540
HUMBOLDT	DAKOTA CITY	843	\$101,582	\$14,753
DALLAS	DALLAS CENTER	1,623	\$195,572	\$28,403
GREENE	DANA	71	\$5,790	\$842
WOODBURY	DANBURY	348	\$30,280	\$4,397
DES MOINES	DANVILLE	934	\$112,547	\$16,345
SCOTT	DAVENPORT	99,685	\$12,012,043	\$1,744,488
DECATUR	DAVIS CITY	204	\$23,673	\$3,438
DALLAS	DAWSON	131	\$9,162	\$1,331
WEBSTER	DAYTON	837	\$100,859	\$14,648
DALLAS	DE SOTO	1,050	\$126,525	\$18,375
CLINTON	DE WITT	5,322	\$641,301	\$93,135
DECATUR	DECATUR CITY	197	\$19,905	\$2,891
WINNESHIEK	DECORAH	8,127	\$979,304	\$142,223
CARROLL	DEDHAM	266	\$20,391	\$2,961
POWESHIEK	DEEP RIVER	279	\$30,633	\$4,449
SHELBY	DEFIANCE	284	\$30,956	\$4,495
DELAWARE	DELAWARE	159	\$19,160	\$2,783
DELAWARE	DELHI	460	\$41,038	\$5,960
CLINTON	DELMAR	525	\$63,263	\$9,188
CRAWFORD	DELOIT	264	\$22,813	\$3,313
RINGGOLD	DELPHOS	25	\$1,948	\$283
KEOKUK	DELTA	328	\$28,954	\$4,205
CRAWFORD	DENISON	8,298	\$999,909	\$145,215
BREMER	DENVER	1,780	\$214,490	\$31,150
LUCAS	DERBY	115	\$11,537	\$1,676
POLK	DES MOINES	204,220	\$24,608,510	\$3,573,850
DALLAS	DEXTER	611	\$73,626	\$10,693
RINGGOLD	DIAGONAL	330	\$30,017	\$4,360
CLAY	DICKENS	185	\$15,339	\$2,229
GRUNDY	DIKE	1,209	\$145,685	\$21,158
SCOTT	DIXON	247	\$20,585	\$2,990
EMMET	DOLLIVER	66	\$5,302	\$770
SCOTT	DONAHUE	346	\$23,452	\$3,406
LEE	DONNELLSON	912	\$109,896	\$15,960
LYON	DOON	577	\$69,529	\$10,098
CERRO GORDO	DOUGHERTY	58	\$3,010	\$437
CRAWFORD	DOW CITY	510	\$61,455	\$8,925
WRIGHT	DOWS	538	\$64,829	\$9,415
DAVIS	DRAKESVILLE	184	\$15,256	\$2,216
DUBUQUE	DUBUQUE	57,637	\$6,945,259	\$1,008,648
BUTLER	DUMONT	637	\$76,759	\$11,148
WEBSTER	DUNCOMBE	410	\$35,707	\$5,186
DELAWARE	DUNDEE	174	\$13,845	\$2,011
BLACK HAWK	DUNKERTON	852	\$102,666	\$14,910
HARRISON	DUNLAP	1,042	\$125,561	\$18,235

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
DUBUQUE	DURANGO	22	\$1,657	\$241
CEDAR	DURANT	1,832	\$220,756	\$32,060
DUBUQUE	DYERSVILLE	4,058	\$488,989	\$71,015
TAMA	DYSART	1,379	\$166,170	\$24,133
WRIGHT	EAGLE GROVE	3,583	\$431,752	\$62,703
MADISON	EARLHAM	1,450	\$174,725	\$25,375
SHELBY	EARLING	437	\$44,664	\$6,487
DELAWARE	EARLVILLE	812	\$97,846	\$14,210
SAC	EARLY	557	\$67,119	\$9,748
MADISON	EAST PERU	125	\$5,034	\$731
WAPELLO	EDDYVILLE	1,024	\$123,392	\$17,920
CLAYTON	EDGEWOOD	864	\$104,112	\$15,120
TAMA	ELBERON	196	\$19,019	\$2,762
WAPELLO	ELDON	927	\$111,704	\$16,223
HARDIN	ELDORA	2,732	\$329,206	\$47,810
SCOTT	ELDRIDGE	5,651	\$680,946	\$98,893
FAYETTE	ELGIN	683	\$82,302	\$11,953
SHELBY	ELK HORN	662	\$79,771	\$11,585
BLACK HAWK	ELK RUN HEIGHTS	1,117	\$134,599	\$19,548
CLAYTON	ELKADER	1,273	\$153,397	\$22,278
POLK	ELKHART	683	\$42,289	\$6,142
CLAYTON	ELKPORT	37	\$2,194	\$319
MONTGOMERY	ELLIOTT	350	\$37,757	\$5,484
RINGGOLD	ELLSTON	43	\$3,365	\$489
HAMILTON	ELLSWORTH	531	\$63,986	\$9,293
HOWARD	ELMA	546	\$65,793	\$9,555
LINN	ELY	1,776	\$214,008	\$31,080
MILLS	EMERSON	438	\$46,810	\$6,798
PALO ALTO	EMMETSBURG	3,904	\$470,432	\$68,320
DUBUQUE	EPWORTH	1,860	\$224,130	\$32,550
PAGE	ESSEX	798	\$96,159	\$13,965
EMMET	ESTHERVILLE	6,360	\$766,380	\$111,300
BLACK HAWK	EVANSDALE	4,751	\$572,496	\$83,143
CLAY	EVERLY	603	\$72,662	\$10,553
AUDUBON	EXIRA	840	\$101,220	\$14,700
APPANOOSE	EXLINE	160	\$10,990	\$1,596
BUCHANAN	FAIRBANK	1,113	\$134,117	\$19,478
LINN	FAIRFAX	2,123	\$255,822	\$37,153
JEFFERSON	FAIRFIELD	9,464	\$1,140,412	\$165,620
DUBUQUE	FARLEY	1,537	\$185,209	\$26,898
CLAYTON	FARMERSBURG	302	\$23,876	\$3,468
VAN BUREN	FARMINGTON	664	\$80,012	\$11,620
CALHOUN	FARNHAMVILLE	371	\$37,582	\$5,458
FREMONT	FARRAGUT	485	\$47,012	\$6,828
FAYETTE	FAYETTE	1,338	\$161,229	\$23,415
KOSSUTH	FENTON	279	\$32,275	\$4,687
MARSHALL	FERGUSON	126	\$10,760	\$1,563
WORTH	FERTILE	370	\$23,617	\$3,430
DAVIS	FLORIS	138	\$10,460	\$1,519
FLOYD	FLOYD	335	\$32,605	\$4,736
POCAHONTAS	FONDA	631	\$76,036	\$11,043
ADAIR	FONTANELLE	672	\$80,976	\$11,760
WINNEBAGO	FOREST CITY	4,151	\$500,196	\$72,643
WINNESHIEK	FORT ATKINSON	349	\$36,978	\$5,371
WEBSTER	FORT DODGE	25,206	\$3,037,323	\$441,105
LEE	FORT MADISON	11,051	\$1,331,646	\$193,393
CLAY	FOSTORIA	231	\$22,427	\$3,258
LEE	FRANKLIN	143	\$14,841	\$2,156
BOONE	FRASER	102	\$7,501	\$1,089
CHICKASAW	FREDERICKSBURG	931	\$112,186	\$16,293

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
BREMER	FREDERIKA	183	\$15,848	\$2,302
LOUISA	FREDONIA	244	\$25,337	\$3,680
MAHASKA	FREMONT	743	\$89,532	\$13,003
MUSCATINE	FRUITLAND	977	\$117,729	\$17,098
WRIGHT	GALT	32	\$2,880	\$418
IDA	GALVA	434	\$37,904	\$5,505
CLAYTON	GARBER	88	\$7,360	\$1,069
DECATUR	GARDEN GROVE	211	\$18,692	\$2,715
CLAYTON	GARNAVILLO	745	\$89,773	\$13,038
HANCOCK	GARNER	3,129	\$377,045	\$54,758
BENTON	GARRISON	371	\$39,210	\$5,695
TAMA	GARWIN	527	\$63,504	\$9,223
FRANKLIN	GENEVA	165	\$12,349	\$1,794
LYON	GEORGE	1,080	\$130,140	\$18,900
KEOKUK	GIBSON	61	\$3,921	\$570
STORY	GILBERT	1,082	\$130,381	\$18,935
BLACK HAWK	GILBERTVILLE	712	\$85,796	\$12,460
CLAY	GILLETT GROVE	49	\$3,391	\$493
MARSHALL	GILMAN	509	\$61,335	\$8,908
HUMBOLDT	GILMORE CITY	504	\$60,732	\$8,820
TAMA	GLADBROOK	945	\$113,873	\$16,538
MILLS	GLENWOOD	5,269	\$634,915	\$92,208
CARROLL	GLIDDEN	1,146	\$138,093	\$20,055
WRIGHT	GOLDFIELD	635	\$76,518	\$11,113
HANCOCK	GOODELL	139	\$12,212	\$1,774
CLINTON	GOOSE LAKE	240	\$19,624	\$2,850
WEBSTER	GOWRIE	1,037	\$124,959	\$18,148
PALO ALTO	GRAETTINGER	844	\$101,702	\$14,770
DUBUQUE	GRAF	79	\$4,559	\$662
WORTH	GRAFTON	252	\$18,313	\$2,660
GREENE	GRAND JUNCTION	824	\$99,292	\$14,420
CLINTON	GRAND MOUND	642	\$77,361	\$11,235
DECATUR	GRAND RIVER	236	\$23,135	\$3,360
LOUISA	GRANDVIEW	556	\$66,998	\$9,730
DALLAS	GRANGER	1,244	\$149,902	\$21,770
MONTGOMERY	GRANT	92	\$8,508	\$1,236
SIOUX	GRANVILLE	312	\$37,302	\$5,418
TAYLOR	GRAVITY	188	\$18,228	\$2,647
AUDUBON	GRAY	63	\$4,280	\$622
DELAWARE	GREELEY	256	\$30,848	\$4,480
BUTLER	GREENE	1,130	\$136,165	\$19,775
ADAIR	GREENFIELD	1,982	\$238,831	\$34,685
CLAY	GREENVILLE	75	\$6,644	\$965
POLK	GRIMES	8,246	\$993,643	\$144,305
POWESHIEK	GRINNELL	9,218	\$1,110,769	\$161,315
CASS	GRISWOLD	1,036	\$124,838	\$18,130
GRUNDY	GRUNDY CENTER	2,706	\$326,073	\$47,355
EMMET	GRUVER	94	\$10,781	\$1,566
POWESHIEK	GUERNSEY	63	\$5,135	\$746
GUTHRIE	GUTHRIE CENTER	1,569	\$189,065	\$27,458
CLAYTON	GUTTENBERG	1,919	\$231,240	\$33,583
CARROLL	HALBUR	246	\$20,451	\$2,970
FREMONT	HAMBURG	1,187	\$143,034	\$20,773
MARION	HAMILTON	130	\$9,654	\$1,402
FRANKLIN	HAMPTON	4,461	\$537,551	\$78,068
POTTAWATTAMIE	HANCOCK	196	\$19,496	\$2,831
WORTH	HANLONTOWN	226	\$22,333	\$3,243
FRANKLIN	HANSELL	98	\$5,455	\$792
WEBSTER	HARCOURT	303	\$32,981	\$4,790
HUMBOLDT	HARDY	47	\$2,844	\$413

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
SHELBY	HARLAN	5,106	\$615,273	\$89,355
KEOKUK	HARPER	114	\$9,762	\$1,417
ALLAMAKEE	HARPERS FERRY	328	\$33,095	\$4,806
OSCEOLA	HARRIS	170	\$11,966	\$1,738
WARREN	HARTFORD	771	\$92,906	\$13,493
O'BRIEN	HARTLEY	1,672	\$201,476	\$29,260
POWESHIEK	HARTWICK	86	\$7,428	\$1,078
MARION	HARVEY	235	\$26,246	\$3,812
MILLS	HASTINGS	152	\$15,793	\$2,294
POCAHONTAS	HAVELOCK	138	\$13,752	\$1,997
MARSHALL	HAVERHILL	173	\$17,154	\$2,492
SIOUX	HAWARDEN	2,546	\$306,793	\$44,555
FAYETTE	HAWKEYE	449	\$39,912	\$5,797
KEOKUK	HAYESVILLE	50	\$3,989	\$579
BUCHANAN	HAZLETON	823	\$99,172	\$14,403
KEOKUK	HEDRICK	764	\$92,062	\$13,370
MILLS	HENDERSON	185	\$17,402	\$2,528
PAGE	HEPBURN	23	\$2,353	\$342
LINN	HIAWATHA	7,024	\$846,392	\$122,920
JOHNSON	HILLS	703	\$84,712	\$12,303
HENRY	HILLSBORO	180	\$15,918	\$2,312
PLYMOUTH	HINTON	928	\$111,824	\$16,240
GRUNDY	HOLLAND	282	\$25,336	\$3,680
IDA	HOLSTEIN	1,396	\$168,218	\$24,430
DUBUQUE	HOLY CROSS	374	\$28,699	\$4,168
DELAWARE	HOPKINTON	628	\$75,674	\$10,990
WOODBURY	HORNICK	225	\$22,890	\$3,325
SIOUX	HOSPERS	698	\$84,109	\$12,215
LEE	HOUGHTON	146	\$15,495	\$2,251
HARDIN	HUBBARD	845	\$101,823	\$14,788
BLACK HAWK	HUDSON	2,282	\$274,981	\$39,935
SIOUX	HULL	2,175	\$262,088	\$38,063
HUMBOLDT	HUMBOLDT	4,690	\$565,145	\$82,075
WAYNE	HUMESTON	494	\$53,969	\$7,838
STORY	HUXLEY	3,317	\$399,699	\$58,048
IDA	IDA GROVE	2,142	\$258,111	\$37,485
FREMONT	IMOGENE	72	\$6,966	\$1,012
BUCHANAN	INDEPENDENCE	5,966	\$718,903	\$104,405
WARREN	INDIANOLA	14,782	\$1,781,231	\$258,685
LYON	INWOOD	814	\$98,087	\$14,245
CHICKASAW	IONIA	291	\$22,014	\$3,197
JOHNSON	IOWA CITY	67,862	\$8,177,371	\$1,187,585
HARDIN	IOWA FALLS	5,238	\$631,179	\$91,665
SIOUX	IRETON	609	\$73,385	\$10,658
SHELBY	IRWIN	341	\$25,848	\$3,755
WINNESHIEK	JACKSON JUNCTION	58	\$5,138	\$746
GUTHRIE	JAMAICA	224	\$22,600	\$3,282
BREMER	JANESVILLE	930	\$112,065	\$16,275
GREENE	JEFFERSON	4,345	\$523,573	\$76,038
BUCHANAN	JESUP	2,520	\$303,660	\$44,100
HAMILTON	JEWELL	1,215	\$146,408	\$21,263
POLK	JOHNSTON	17,278	\$2,081,999	\$302,365
WORTH	JOICE	222	\$14,906	\$2,165
CALHOUN	JOLLEY	41	\$3,717	\$540
WASHINGTON	KALONA	2,363	\$284,742	\$41,353
HAMILTON	KAMRAR	199	\$12,692	\$1,844
HANCOCK	KANAWHA	652	\$78,566	\$11,410
RINGGOLD	KELLERTON	315	\$27,240	\$3,957
STORY	KELLEY	309	\$24,136	\$3,505
JASPER	KELLOGG	599	\$72,180	\$10,483

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
WORTH	KENSETT	266	\$26,285	\$3,818
LEE	KEOKUK	10,780	\$1,298,990	\$188,650
MAHASKA	KEOMAH VILLAGE	84	\$10,122	\$1,470
VAN BUREN	KEOSAUQUA	1,006	\$121,223	\$17,605
KEOKUK	KEOTA	1,009	\$121,585	\$17,658
KEOKUK	KESWICK	246	\$20,436	\$2,967
BENTON	KEYSTONE	622	\$74,951	\$10,885
AUDUBON	KIMBALLTON	322	\$35,141	\$5,104
PLYMOUTH	KINGSLEY	1,411	\$170,026	\$24,693
KEOKUK	KINROSS	73	\$6,613	\$961
SHELBY	KIRKMAN	64	\$3,938	\$572
WAPELLO	KIRKVILLE	167	\$12,857	\$1,867
CRAWFORD	KIRON	279	\$27,443	\$3,986
HANCOCK	KLEMME	507	\$61,094	\$8,873
CALHOUN	KNIERIM	60	\$3,663	\$532
MARION	KNOXVILLE	7,313	\$881,217	\$127,978
JACKSON	LA MOTTE	260	\$10,099	\$1,467
BLACK HAWK	LA PORTE CITY	2,285	\$275,343	\$39,988
WARREN	LACONA	361	\$33,387	\$4,849
IOWA	LADORA	283	\$27,421	\$3,983
CALHOUN	LAKE CITY	1,727	\$208,104	\$30,223
WINNEBAGO	LAKE MILLS	2,100	\$253,050	\$36,750
DICKINSON	LAKE PARK	1,105	\$133,153	\$19,338
SAC	LAKE VIEW	1,142	\$137,611	\$19,985
BUENA VISTA	LAKESIDE	698	\$84,109	\$12,215
KOSSUTH	LAKOTA	255	\$23,769	\$3,452
JASPER	LAMBS GROVE	172	\$18,394	\$2,671
DECATUR	LAMONI	2,324	\$280,042	\$40,670
BUCHANAN	LAMONT	461	\$51,828	\$7,527
CARROLL	LANESBORO	121	\$10,255	\$1,490
ALLAMAKEE	LANSING	999	\$120,380	\$17,483
LYON	LARCHWOOD	866	\$104,353	\$15,155
CHEROKEE	LARRABEE	132	\$14,954	\$2,172
FRANKLIN	LATIMER	507	\$61,094	\$8,873
MARSHALL	LAUREL	239	\$23,063	\$3,350
POCAHONTAS	LAURENS	1,258	\$151,589	\$22,015
CHICKASAW	LAWLER	439	\$44,786	\$6,505
WOODBURY	LAWTON	908	\$109,414	\$15,890
SCOTT	LE CLAIRE	3,765	\$453,683	\$65,888
MARSHALL	LE GRAND	938	\$113,029	\$16,415
PLYMOUTH	LE MARS	9,826	\$1,184,033	\$171,955
KOSSUTH	LEDYARD	130	\$12,071	\$1,753
WEBSTER	LEHIGH	416	\$37,628	\$5,464
MAHASKA	LEIGHTON	162	\$12,322	\$1,790
WINNEBAGO	LELAND	289	\$27,674	\$4,019
TAYLOR	LENOX	1,407	\$169,544	\$24,623
DECATUR	LEON	1,977	\$238,229	\$34,598
DECATUR	LE ROY	15	\$675	\$99
LYON	LESTER	294	\$27,257	\$3,959
LOUISA	LETTTS	384	\$31,376	\$4,556
CASS	LEWIS	433	\$46,579	\$6,765
JEFFERSON	LIBERTYVILLE	315	\$20,301	\$2,949
CARROLL	LIDDERDALE	180	\$11,692	\$1,698
HOWARD	LIME SPRINGS	505	\$40,358	\$5,861
TAMA	LINCOLN	162	\$15,071	\$2,189
DALLAS	LINDEN	199	\$12,223	\$1,776
WAYNE	LINEVILLE	217	\$21,134	\$3,069
BUENA VISTA	LINN GROVE	154	\$15,409	\$2,238
LINN	LISBON	2,152	\$259,316	\$37,660
MARSHALL	LISCOMB	301	\$22,237	\$3,230

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
LYON	LITTLE ROCK	459	\$35,012	\$5,085
HARRISON	LITTLE SIOUX	170	\$15,641	\$2,272
HUMBOLDT	LIVERMORE	384	\$36,079	\$5,240
JEFFERSON	LOCKRIDGE	268	\$18,326	\$2,662
HARRISON	LOGAN	1,534	\$184,847	\$26,845
CALHOUN	LOHRVILLE	368	\$39,239	\$5,699
KOSSUTH	LONE ROCK	146	\$15,068	\$2,189
JOHNSON	LONE TREE	1,300	\$156,650	\$22,750
SCOTT	LONG GROVE	808	\$97,364	\$14,140
UNION	LORIMOR	360	\$37,839	\$5,495
CLINTON	LOST NATION	446	\$44,174	\$6,415
MONROE	LOVILIA	538	\$64,829	\$9,415
CLINTON	LOW MOOR	288	\$24,675	\$3,584
CEDAR	LOWDEN	789	\$95,075	\$13,808
CLAYTON	LUANA	269	\$14,423	\$2,095
LUCAS	LUCAS	216	\$23,623	\$3,431
BOONE	LUTHER	122	\$9,556	\$1,388
KOSSUTH	LU VERNE	261	\$23,548	\$3,420
DUBUQUE	LUXEMBURG	240	\$28,920	\$4,200
BENTON	LUZERNE	96	\$7,262	\$1,055
JASPER	LYNNVILLE	379	\$32,478	\$4,717
SAC	LYTTON	315	\$28,317	\$4,114
POTTAWATTAMIE	MACEDONIA	246	\$22,906	\$3,327
MADISON	MACKSBURG	113	\$8,948	\$1,300
BOONE	MADRID	2,543	\$306,432	\$44,503
HARRISON	MAGNOLIA	183	\$18,848	\$2,737
POWESHIEK	MALCOM	287	\$29,446	\$4,277
PALO ALTO	MALLARD	274	\$30,247	\$4,393
RINGGOLD	MALOY	29	\$2,259	\$329
MILLS	MALVERN	1,142	\$137,611	\$19,985
DELAWARE	MANCHESTER	5,179	\$624,070	\$90,633
CRAWFORD	MANILLA	776	\$93,508	\$13,580
WORTH	MANLY	1,323	\$159,422	\$23,153
CARROLL	MANNING	1,500	\$180,750	\$26,250
CALHOUN	MANSON	1,690	\$203,645	\$29,575
MONONA	MAPLETON	1,224	\$147,492	\$21,420
JACKSON	MAQUOKETA	6,141	\$739,991	\$107,468
BUENA VISTA	MARATHON	237	\$20,399	\$2,963
FLOYD	MARBLE ROCK	307	\$25,453	\$3,697
CHEROKEE	MARCUS	1,117	\$134,599	\$19,548
IOWA	MARENGO	2,528	\$304,624	\$44,240
LINN	MARION	34,768	\$4,189,544	\$608,440
CASS	MARNE	120	\$10,411	\$1,512
CLAYTON	MARQUETTE	462	\$48,537	\$7,049
MARSHALL	MARSHALLTOWN	27,552	\$3,320,016	\$482,160
JONES	MARTELLE	255	\$23,730	\$3,447
WARREN	MARTENSDALE	465	\$56,033	\$8,138
KEOKUK	MARTINSBURG	112	\$9,935	\$1,443
MARION	MARYSVILLE	66	\$4,916	\$714
CERRO GORDO	MASON CITY	28,079	\$3,383,520	\$491,383
DELAWARE	MASONVILLE	127	\$13,658	\$1,984
CASS	MASSENA	355	\$32,866	\$4,773
SIOUX	MATLOCK	87	\$6,662	\$968
SIOUX	MAURICE	275	\$25,575	\$3,715
STORY	MAXWELL	920	\$110,860	\$16,100
FAYETTE	MAYNARD	518	\$62,419	\$9,065
SCOTT	MAYSVILLE	176	\$16,314	\$2,369
STORY	MC CALLSBURG	333	\$28,180	\$4,093
SCOTT	MC CAUSLAND	291	\$19,056	\$2,768
POTTAWATTAMIE	MC CLELLAND	151	\$14,361	\$2,086

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
CLAYTON	MC GREGOR	871	\$104,956	\$15,243
MITCHELL	MC INTIRE	122	\$9,866	\$1,433
CEDAR	MECHANICSVILLE	1,146	\$138,093	\$20,055
DES MOINES	MEDIAPOLIS	1,560	\$187,980	\$27,300
MARSHALL	MELBOURNE	830	\$100,015	\$14,525
MARION	MELCHER-DALLAS	1,288	\$155,204	\$22,540
MONROE	MELROSE	112	\$9,147	\$1,328
OSCEOLA	MELVIN	214	\$18,217	\$2,645
GUTHRIE	MENLO	353	\$37,731	\$5,480
CHEROKEE	MERIDEN	159	\$19,160	\$2,783
PLYMOUTH	MERRILL	755	\$90,978	\$13,213
CERRO GORDO	MESERVEY	256	\$24,287	\$3,527
DES MOINES	MIDDLETOWN	318	\$30,835	\$4,478
JACKSON	MILES	445	\$34,464	\$5,006
DICKINSON	MILFORD	2,898	\$349,209	\$50,715
IOWA	MILLERSBURG	159	\$14,441	\$2,098
WAYNE	MILLERTON	45	\$4,104	\$596
WARREN	MILO	775	\$93,388	\$13,563
VAN BUREN	MILTON	443	\$42,366	\$6,153
DALLAS	MINBURN	365	\$32,726	\$4,753
POTTAWATTAMIE	MINDEN	599	\$72,180	\$10,483
JASPER	MINGO	302	\$28,586	\$4,152
HARRISON	MISSOURI VALLEY	2,838	\$341,979	\$49,665
MITCHELL	MITCHELL	138	\$12,426	\$1,805
POLK	MITCHELLVILLE	2,254	\$271,607	\$39,445
HARRISON	MODALE	283	\$17,586	\$2,554
HARRISON	MONDAMIN	402	\$48,441	\$7,035
JACKSON	MONMOUTH	153	\$14,069	\$2,044
CLAYTON	MONONA	1,549	\$186,655	\$27,108
JASPER	MONROE	1,830	\$220,515	\$32,025
POWESHIEK	MONTEZUMA	1,462	\$176,171	\$25,585
JONES	MONTICELLO	3,796	\$457,418	\$66,430
TAMA	MONTOUR	249	\$21,747	\$3,158
LEE	MONTROSE	898	\$108,209	\$15,715
MONONA	MOORHEAD	226	\$24,892	\$3,615
WEBSTER	MOORLAND	169	\$13,100	\$1,903
APPANOOSE	MORAVIA	665	\$80,133	\$11,638
JONES	MORLEY	115	\$8,819	\$1,281
LOUISA	MORNING SUN	836	\$100,738	\$14,630
GRUNDY	MORRISON	94	\$10,949	\$1,590
APPANOOSE	MOULTON	605	\$72,903	\$10,588
BENTON	MOUNT AUBURN	150	\$11,238	\$1,632
RINGGOLD	MOUNT AYR	1,691	\$203,766	\$29,593
HENRY	MOUNT PLEASANT	8,668	\$1,044,494	\$151,690
HENRY	MOUNT UNION	107	\$9,004	\$1,308
LINN	MOUNT VERNON	4,506	\$542,973	\$78,855
WOODBURY	MOVILLE	1,618	\$194,969	\$28,315
CLARKE	MURRAY	756	\$91,098	\$13,230
MUSCATINE	MUSCATINE	23,810	\$2,869,105	\$416,675
APPANOOSE	MYSTIC	425	\$38,301	\$5,563
CHICKASAW	NASHUA	1,663	\$200,392	\$29,103
SAC	NEMAHA	85	\$8,221	\$1,194
POTTAWATTAMIE	NEOLA	842	\$101,461	\$14,735
STORY	NEVADA	6,798	\$819,159	\$118,965
ALLAMAKEE	NEW ALBIN	522	\$62,901	\$9,135
CHICKASAW	NEW HAMPTON	3,571	\$430,306	\$62,493
BUTLER	NEW HARTFORD	516	\$62,178	\$9,030
SCOTT	NEW LIBERTY	137	\$15,286	\$2,220
HENRY	NEW LONDON	1,897	\$228,589	\$33,198
TAYLOR	NEW MARKET	415	\$43,193	\$6,273

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
HARDIN	NEW PROVIDENCE	228	\$13,292	\$1,931
MAHASKA	NEW SHARON	1,293	\$155,807	\$22,628
DUBUQUE	NEW VIENNA	407	\$41,138	\$5,975
WARREN	NEW VIRGINIA	489	\$43,553	\$6,325
BUENA VISTA	NEWELL	876	\$105,558	\$15,330
BENTON	NEWHALL	875	\$105,438	\$15,313
JASPER	NEWTON	15,254	\$1,838,107	\$266,945
MUSCATINE	NICHOLS	374	\$45,067	\$6,545
ADAMS	NODAWAY	114	\$10,122	\$1,470
FLOYD	NORA SPRINGS	1,431	\$172,436	\$25,043
CLAYTON	NORTH BUENA VISTA	121	\$8,731	\$1,268
IOWA	NORTH ENGLISH	1,041	\$125,441	\$18,218
JOHNSON	NORTH LIBERTY	13,374	\$1,611,567	\$234,045
CHICKASAW	NORTH WASHINGTON	117	\$6,663	\$968
PAGE	NORTHBORO	58	\$5,256	\$764
WORTH	NORTHWOOD	1,989	\$239,675	\$34,808
WARREN	NORWALK	8,945	\$1,077,873	\$156,538
BENTON	NORWAY	545	\$65,673	\$9,538
APPANOOSE	NUMA	92	\$7,739	\$1,124
POTTAWATTAMIE	OAKLAND	1,527	\$184,004	\$26,723
JASPER	OAKLAND ACRES	156	\$18,798	\$2,730
LOUISA	OAKVILLE	173	\$15,784	\$2,292
OSCEOLA	OCHEYEDAN	490	\$51,375	\$7,461
SAC	ODEBOLT	1,013	\$122,067	\$17,728
FAYETTE	OELWEIN	6,415	\$773,008	\$112,263
BOONE	OGDEN	2,044	\$246,302	\$35,770
DICKINSON	OKOBOJI	807	\$97,244	\$14,123
HENRY	OLDS	229	\$27,595	\$4,008
JONES	OLIN	698	\$84,109	\$12,215
KEOKUK	OLLIE	215	\$15,902	\$2,310
MONONA	ONAWA	2,998	\$361,259	\$52,465
JONES	ONSLow	197	\$19,510	\$2,834
SIoux	ORANGE CITY	6,004	\$723,482	\$105,070
MITCHELL	ORCHARD	71	\$5,285	\$768
ADAIR	ORIENT	408	\$40,842	\$5,931
DICKINSON	ORLEANS	608	\$73,264	\$10,640
MITCHELL	OSAGE	3,619	\$436,090	\$63,333
CLARKE	OSCEOLA	4,929	\$593,945	\$86,258
MAHASKA	OSKALOOSA	11,525	\$1,388,763	\$201,688
WINNESHIEK	OSSIAN	845	\$101,823	\$14,788
CLAYTON	OSTERDOCK	59	\$2,212	\$321
WEBSTER	OTHO	542	\$65,311	\$9,485
WOODBURY	OTO	108	\$12,057	\$1,751
HUMBOLDT	OTTOSEN	55	\$3,948	\$574
WAPELLO	OTTUMWA	25,023	\$3,015,272	\$437,903
HARDIN	OWASA	43	\$2,460	\$358
JOHNSON	OXFORD	807	\$97,244	\$14,123
JONES	OXFORD JUNCTION	496	\$54,975	\$7,984
PLYMOUTH	OYENS	103	\$9,752	\$1,416
MILLS	PACIFIC JUNCTION	471	\$45,112	\$6,552
JEFFERSON	PACKWOOD	204	\$15,256	\$2,216
POCAHONTAS	PALMER	165	\$11,315	\$1,644
LINN	PALO	1,026	\$123,633	\$17,955
SHELBY	PANAMA	221	\$26,631	\$3,868
GUTHRIE	PANORA	1,124	\$135,442	\$19,670
SCOTT	PANORAMA PARK	129	\$15,545	\$2,258
BUTLER	PARKERSBURG	1,870	\$225,335	\$32,725
IOWA	PARNELL	193	\$19,464	\$2,827
GREENE	PATON	236	\$23,248	\$3,376
MADISON	PATTERSON	130	\$12,274	\$1,783

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
O'BRIEN	PAULLINA	1,056	\$127,248	\$18,480
MARION	PELLA	10,352	\$1,247,416	\$181,160
DUBUQUE	PEOSTA	1,377	\$165,929	\$24,098
DALLAS	PERRY	7,702	\$928,091	\$134,785
HARRISON	PERSIA	319	\$31,789	\$4,617
CLAY	PETERSON	334	\$34,929	\$5,072
WOODBURY	PIERSON	366	\$35,146	\$5,104
BOONE	PILOT MOUND	173	\$13,303	\$1,933
HUMBOLDT	PIONEER	23	\$2,772	\$403
HARRISON	PISGAH	251	\$22,229	\$3,229
BREMER	PLAINFIELD	436	\$52,538	\$7,630
APPANOOSE	PLANO	70	\$6,207	\$901
POLK	PLEASANT HILL	8,785	\$1,058,593	\$153,738
JEFFERSON	PLEASANT PLAIN	93	\$6,407	\$931
DECATUR	PLEASANTON	49	\$3,495	\$508
MARION	PLEASANTVILLE	1,694	\$204,127	\$29,645
POCAHONTAS	PLOVER	77	\$4,147	\$603
CERRO GORDO	PLYMOUTH	382	\$30,796	\$4,472
POCAHONTAS	POCAHONTAS	1,789	\$215,575	\$31,308
POLK	POLK CITY	3,418	\$411,869	\$59,815
CALHOUN	POMEROY	662	\$79,771	\$11,585
FRANKLIN	POPEJOY	79	\$6,081	\$884
SHELBY	PORTSMOUTH	195	\$18,500	\$2,687
ALLAMAKEE	POSTVILLE	2,227	\$268,354	\$38,973
JASPER	PRAIRIE CITY	1,680	\$202,440	\$29,400
LINN	PRAIRIEBURG	178	\$13,773	\$2,001
ADAMS	PRESCOTT	257	\$27,501	\$3,994
JACKSON	PRESTON	1,012	\$121,946	\$17,710
O'BRIEN	PRIMGHAR	909	\$109,535	\$15,908
SCOTT	PRINCETON	886	\$106,763	\$15,505
WAYNE	PROMISE CITY	111	\$12,585	\$1,828
HOWARD	PROTIVIN	283	\$24,039	\$3,491
DAVIS	PULASKI	260	\$23,011	\$3,342
BUCHANAN	QUASQUETON	554	\$66,757	\$9,695
CHEROKEE	QUIMBY	319	\$32,192	\$4,675
HARDIN	RADCLIFFE	545	\$65,673	\$9,538
WINNEBAGO	RAKE	225	\$16,737	\$2,431
CARROLL	RALSTON	79	\$2,349	\$341
FAYETTE	RANDALIA	68	\$4,273	\$621
HAMILTON	RANDALL	173	\$9,235	\$1,341
FREMONT	RANDOLPH	168	\$15,938	\$2,315
APPANOOSE	RATHBUN	89	\$7,398	\$1,075
BLACK HAWK	RAYMOND	788	\$94,954	\$13,790
BREMER	READLYN	808	\$97,364	\$14,140
JASPER	REASNOR	152	\$8,511	\$1,236
MONTGOMERY	RED OAK	5,742	\$691,911	\$100,485
RINGGOLD	REDDING	82	\$7,745	\$1,125
DALLAS	REDFIELD	835	\$100,618	\$14,613
GRUNDY	REINBECK	1,664	\$200,512	\$29,120
BUENA VISTA	REMBRANDT	203	\$19,550	\$2,839
PLYMOUTH	REMSEN	1,663	\$200,392	\$29,103
HUMBOLDT	RENWICK	242	\$23,538	\$3,419
MARSHALL	RHODES	305	\$26,499	\$3,849
HOWARD	RICEVILLE	785	\$94,593	\$13,738
KEOKUK	RICHLAND	584	\$70,372	\$10,220
DUBUQUE	RICKARDSVILLE	182	\$19,662	\$2,855
CRAWFORD	RICKETTS	145	\$11,113	\$1,615
WINNESHIEK	RIDGEWAY	315	\$21,896	\$3,181
CALHOUN	RINARD	52	\$3,523	\$511
EMMET	RINGSTED	422	\$43,587	\$6,330

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
GREENE	RIPPEY	292	\$20,390	\$2,961
SCOTT	RIVERDALE	405	\$48,803	\$7,088
WASHINGTON	RIVERSIDE	993	\$119,657	\$17,378
FREMONT	RIVERTON	304	\$33,348	\$4,843
LINN	ROBINS	3,142	\$378,611	\$54,985
CERRO GORDO	ROCK FALLS	155	\$9,125	\$1,325
LYON	ROCK RAPIDS	2,549	\$307,155	\$44,608
SIoux	ROCK VALLEY	3,354	\$404,157	\$58,695
FLOYD	ROCKFORD	860	\$103,630	\$15,050
CERRO GORDO	ROCKWELL	1,039	\$125,200	\$18,183
CALHOUN	ROCKWELL CITY	2,216	\$267,028	\$38,780
PALO ALTO	RODMAN	45	\$3,004	\$437
MONONA	RODNEY	60	\$3,574	\$519
STORY	ROLAND	1,284	\$154,722	\$22,470
POCAHONTAS	ROLFE	584	\$70,372	\$10,220
HENRY	ROME	117	\$9,599	\$1,394
MAHASKA	ROSE HILL	168	\$16,357	\$2,376
CLAY	ROSSIE	70	\$5,706	\$829
WRIGHT	ROWAN	158	\$15,909	\$2,310
BUCHANAN	ROWLEY	264	\$22,779	\$3,308
CLAY	ROYAL	446	\$44,231	\$6,424
FLOYD	RUDD	369	\$31,539	\$4,581
POLK	RUNNELLS	507	\$61,094	\$8,873
LUCAS	RUSSELL	554	\$66,757	\$9,695
PALO ALTO	RUTHVEN	737	\$88,809	\$12,898
HUMBOLDT	RUTLAND	126	\$7,874	\$1,143
DELAWARE	RYAN	361	\$34,425	\$5,000
JACKSON	SABULA	576	\$69,408	\$10,080
SAC	SAC CITY	2,220	\$267,510	\$38,850
DUBUQUE	SAGEVILLE	122	\$5,145	\$747
MITCHELL	SAINT ANSGAR	1,107	\$133,394	\$19,373
MARSHALL	SAINT ANTHONY	102	\$6,126	\$890
MADISON	SAINT CHARLES	653	\$78,687	\$11,428
JACKSON	SAINT DONATUS	135	\$11,285	\$1,639
FAYETTE	SAINT LUCAS	143	\$7,528	\$1,094
WARREN	SAINT MARYS	127	\$10,635	\$1,545
CLAYTON	SAINT OLAF	108	\$3,605	\$523
LEE	SAINT PAUL	129	\$3,760	\$547
HENRY	SALEM	383	\$33,480	\$4,863
WOODBURY	SALIX	363	\$33,638	\$4,885
O'BRIEN	SANBORN	1,404	\$169,182	\$24,570
WARREN	SANDYVILLE	51	\$4,936	\$717
WINNEBAGO	SCARVILLE	72	\$5,802	\$843
SAC	SCHALLER	772	\$93,026	\$13,510
CRAWFORD	SCHLESWIG	882	\$106,281	\$15,435
GREENE	SCRANTON	557	\$67,119	\$9,748
POWESHIEK	SEARSBORO	148	\$16,898	\$2,454
WOODBURY	SERGEANT BLUFF	4,227	\$509,354	\$73,973
WAYNE	SEYMOUR	701	\$84,471	\$12,268
PAGE	SHAMBAUGH	191	\$22,716	\$3,300
UNION	SHANNON CITY	71	\$5,789	\$842
TAYLOR	SHARPSBURG	89	\$6,888	\$1,001
FRANKLIN	SHEFFIELD	1,172	\$141,226	\$20,510
SHELBY	SHELBY	641	\$77,241	\$11,218
POLK	SHELDAHL	319	\$26,115	\$3,793
O'BRIEN	SHELDON	5,188	\$625,154	\$90,790
BUTLER	SHELL ROCK	1,296	\$156,168	\$22,680
BENTON	SHELLSBURG	983	\$118,452	\$17,203
PAGE	SHENANDOAH	5,150	\$620,575	\$90,125
DUBUQUE	SHERRILL	177	\$0	\$0

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
JOHNSON	SHUEYVILLE	577	\$26,897	\$3,907
OSCEOLA	SIBLEY	2,798	\$337,159	\$48,965
FREMONT	SIDNEY	1,138	\$137,129	\$19,915
KEOKUK	SIGOURNEY	2,059	\$248,110	\$36,033
MILLS	SILVER CITY	245	\$23,722	\$3,445
SIOUX	SIOUX CENTER	7,048	\$849,284	\$123,340
WOODBURY	SIOUX CITY	82,684	\$9,963,422	\$1,446,970
BUENA VISTA	SIOUX RAPIDS	775	\$93,388	\$13,563
STORY	SLATER	1,489	\$179,425	\$26,058
WOODBURY	SLOAN	973	\$117,247	\$17,028
WOODBURY	SMITHLAND	224	\$22,541	\$3,274
MONONA	SOLDIER	174	\$20,967	\$3,045
JOHNSON	OLON	2,037	\$245,459	\$35,648
CALHOUN	SOMERS	113	\$9,007	\$1,308
KEOKUK	SOUTH ENGLISH	212	\$22,892	\$3,325
CLAY	SPENCER	11,233	\$1,353,577	\$196,578
WINNESHIEK	SPILLVILLE	367	\$23,860	\$3,466
DICKINSON	SPIRIT LAKE	4,842	\$583,461	\$84,735
JACKSON	SPRAGUEVILLE	81	\$0	\$0
JACKSON	SPRINGBROOK	144	\$3,749	\$544
WARREN	SPRING HILL	63	\$7,033	\$1,022
LINN	SPRINGVILLE	1,074	\$129,417	\$18,795
MITCHELL	STACYVILLE	494	\$46,656	\$6,776
HAMILTON	STANHOPE	422	\$50,851	\$7,385
BUCHANAN	STANLEY	125	\$8,408	\$1,222
MONTGOMERY	STANTON	689	\$83,025	\$12,058
CEDAR	STANWOOD	684	\$82,422	\$11,970
MARSHALL	STATE CENTER	1,468	\$176,894	\$25,690
HARDIN	STEAMBOAT ROCK	310	\$23,290	\$3,383
VAN BUREN	STOCKPORT	296	\$20,993	\$3,049
MUSCATINE	STOCKTON	197	\$17,475	\$2,539
BUENA VISTA	STORM LAKE	10,600	\$1,277,300	\$185,500
STORY	STORY CITY	3,431	\$413,436	\$60,043
GRUNDY	STOUT	224	\$18,419	\$2,675
HAMILTON	STRATFORD	743	\$89,532	\$13,003
CLAYTON	STRAWBERRY POINT	1,279	\$154,120	\$22,383
PLYMOUTH	STRUBLE	78	\$6,440	\$935
GUTHRIE	STUART	1,648	\$198,584	\$28,840
JASPER	SULLY	821	\$98,931	\$14,368
BREMER	SUMNER	2,028	\$244,374	\$35,490
DICKINSON	SUPERIOR	130	\$14,310	\$2,078
O'BRIEN	SUTHERLAND	649	\$78,205	\$11,358
CERRO GORDO	SWALEDALE	165	\$16,757	\$2,434
MARION	SWAN	72	\$7,722	\$1,122
KOSSUTH	SWEA CITY	536	\$64,588	\$9,380
JOHNSON	SWISHER	879	\$105,920	\$15,383
FREMONT	TABOR	1,040	\$125,320	\$18,200
TAMA	TAMA	2,877	\$346,679	\$50,348
CARROLL	TEMPLETON	362	\$34,897	\$5,068
SHELBY	TENNANT	68	\$5,236	\$761
DICKINSON	TERRIL	367	\$36,578	\$5,313
UNION	THAYER	59	\$5,234	\$760
WINNEBAGO	THOMPSON	502	\$60,491	\$8,785
HUMBOLDT	THOR	186	\$8,414	\$1,222
KEOKUK	THORNBURG	67	\$8,074	\$1,173
CERRO GORDO	THORNTON	422	\$35,856	\$5,208
FREMONT	THURMAN	229	\$18,047	\$2,621
JOHNSON	TIFFIN	1,947	\$234,614	\$34,073
RINGGOLD	TINGLEY	184	\$17,434	\$2,532
CEDAR	TIPTON	3,221	\$388,131	\$56,368

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
KOSSUTH	TITONKA	476	\$50,492	\$7,333
TAMA	TOLEDO	2,341	\$282,091	\$40,968
CLINTON	TORONTO	124	\$11,041	\$1,603
TAMA	TRAER	1,703	\$205,212	\$29,803
POTTAWATTAMIE	TREYNOR	919	\$110,740	\$16,083
BREMER	TRIPOLI	1,313	\$158,217	\$22,978
BUENA VISTA	TRUESDALE	81	\$6,484	\$942
MADISON	TRURO	485	\$40,078	\$5,821
MONONA	TURIN	68	\$6,019	\$874
APPANOOSE	UDELL	47	\$5,162	\$750
POTTAWATTAMIE	UNDERWOOD	917	\$110,499	\$16,048
HARDIN	UNION	397	\$38,284	\$5,560
APPANOOSE	UNIONVILLE	102	\$4,000	\$581
JOHNSON	UNIVERSITY HEIGHTS	1,051	\$126,646	\$18,393
MAHASKA	UNIVERSITY PARK	487	\$46,426	\$6,742
BENTON	URBANA	1,458	\$175,689	\$25,515
POLK	URBANDALE	39,463	\$4,755,292	\$690,603
MONONA	UTE	374	\$45,067	\$6,545
CRAWFORD	VAIL	436	\$39,925	\$5,798
JASPER	VALERIA	57	\$5,953	\$865
BENTON	VAN HORNE	682	\$82,181	\$11,935
DALLAS	VAN METER	1,016	\$122,428	\$17,780
DECATUR	VAN WERT	230	\$23,188	\$3,368
POCAHONTAS	VARINA	71	\$7,080	\$1,029
JEFFERSON	VEDIC CITY	1,294	\$155,927	\$22,645
CERRO GORDO	VENTURA	717	\$86,399	\$12,548
IOWA	VICTOR	893	\$107,607	\$15,628
MONTGOMERY	VILLISCA	1,252	\$150,866	\$21,910
WEBSTER	VINCENT	174	\$16,623	\$2,414
TAMA	VINING	50	\$3,403	\$494
BENTON	VINTON	5,257	\$633,469	\$91,998
CLAYTON	VOLGA CITY	208	\$17,383	\$2,525
FAYETTE	WADENA	262	\$18,868	\$2,740
DICKINSON	WAHPETON	341	\$40,759	\$5,920
SCOTT	WALCOTT	1,629	\$196,295	\$28,508
BENTON	WALFORD	1,463	\$176,292	\$25,603
LINN	WALKER	791	\$95,316	\$13,843
SAC	WALL LAKE	819	\$98,690	\$14,333
EMMET	WALLINGFORD	197	\$14,227	\$2,067
POTTAWATTAMIE	WALNUT	785	\$94,593	\$13,738
LOUISA	WAPELLO	2,067	\$249,074	\$36,173
WASHINGTON	WASHINGTON	7,266	\$875,553	\$127,155
CHEROKEE	WASHTA	248	\$20,813	\$3,022
BLACK HAWK	WATERLOO	68,406	\$8,242,923	\$1,197,105
ALLAMAKEE	WATERVILLE	144	\$11,838	\$1,720
FAYETTE	WAUCOMA	257	\$22,360	\$3,248
DALLAS	WAUKEE	13,790	\$1,661,695	\$241,325
ALLAMAKEE	WAUKON	3,897	\$469,589	\$68,198
BREMER	WAVERLY	9,874	\$1,189,817	\$172,795
HENRY	WAYLAND	966	\$116,403	\$16,905
CLAY	WEBB	141	\$11,668	\$1,695
KEOKUK	WEBSTER	88	\$8,669	\$1,259
HAMILTON	WEBSTER CITY	8,070	\$972,435	\$141,225
DECATUR	WELDON	125	\$13,428	\$1,951
WASHINGTON	WELLMAN	1,408	\$169,664	\$24,640
GRUNDY	WELLSBURG	707	\$85,194	\$12,373
CLINTON	WELTON	165	\$17,941	\$2,606
KOSSUTH	WESLEY	390	\$42,424	\$6,162
PALO ALTO	WEST BEND	785	\$94,593	\$13,738
CEDAR	WEST BRANCH	2,322	\$279,801	\$40,635

**FY 2016 State Road Funding Forecast for Cities (RUTF and TIME-21)
Includes Impact of SF 257**

County	City	Population	FY 2016 Forecast (includes SF 257)	Amount of FY 2016 Forecast Due to SF 257
DES MOINES	WEST BURLINGTON	3,012	\$362,946	\$52,710
WASHINGTON	WEST CHESTER	146	\$13,718	\$1,992
POLK	WEST DES MOINES	56,722	\$6,835,001	\$992,635
MUSCATINE	WEST LIBERTY	3,736	\$450,188	\$65,380
DICKINSON	WEST OKOBOJI	289	\$34,825	\$5,058
LEE	WEST POINT	966	\$116,403	\$16,905
FAYETTE	WEST UNION	2,486	\$299,563	\$43,505
PLYMOUTH	WESTFIELD	132	\$15,906	\$2,310
FAYETTE	WESTGATE	211	\$19,070	\$2,770
SHELBY	WESTPHALIA	127	\$12,920	\$1,877
CRAWFORD	WESTSIDE	299	\$25,933	\$3,767
HENRY	WESTWOOD	112	\$13,496	\$1,960
KEOKUK	WHAT CHEER	646	\$77,843	\$11,305
CLINTON	WHEATLAND	764	\$92,062	\$13,370
MONONA	WHITING	762	\$91,821	\$13,335
KOSSUTH	WHITTEMORE	504	\$60,732	\$8,820
HARDIN	WHITTEN	149	\$11,174	\$1,623
CARROLL	WILLEY	88	\$5,356	\$778
HAMILTON	WILLIAMS	344	\$35,578	\$5,167
IOWA	WILLIAMSBURG	3,068	\$369,694	\$53,690
LUCAS	WILLIAMSON	152	\$14,694	\$2,134
MUSCATINE	WILTON	2,802	\$337,641	\$49,035
POLK	WINDSOR HEIGHTS	4,860	\$585,630	\$85,050
HENRY	WINFIELD	1,134	\$136,647	\$19,845
MADISON	WINTERSET	5,190	\$625,395	\$90,825
BUCHANAN	WINTHROP	850	\$102,425	\$14,875
CASS	WIOTA	116	\$13,978	\$2,030
HANCOCK	WODEN	229	\$21,463	\$3,118
HARRISON	WOODBINE	1,459	\$175,810	\$25,533
CLARKE	WOODBURN	202	\$19,635	\$2,851
DALLAS	WOODWARD	1,466	\$176,653	\$25,655
WRIGHT	WOOLSTOCK	168	\$17,651	\$2,563
DUBUQUE	WORTHINGTON	401	\$32,866	\$4,774
JONES	WYOMING	515	\$62,058	\$9,013
GUTHRIE	YALE	246	\$25,505	\$3,704
CALHOUN	YETTER	34	\$2,852	\$415
PAGE	YORKTOWN	85	\$7,538	\$1,095
STORY	ZEARING	554	\$66,757	\$9,695
DUBUQUE	ZWINGLE	91	\$8,346	\$1,212

Total 2,411,350 \$287,458,499 \$41,747,284

Notes

- Population figures are approved by the Secretary of State Office and sent to Iowa DOT staff from the Iowa Treasurer of State Office on December 3, 2014.
- FY 2016 Street Construction Fund (SCF) per capita rate is estimated at \$120.50.
- Estimate reflects the transfers of city RUTF to the county for any FM extension located within a city with population less than 500
- For those cities in more than one county, the city is listed in one county only
- For this listing, the Amana Colonies is listed in Iowa County
- Maharashi Vedic City is referenced as Vedic City in the listing above



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February 23, 2015

Libby Wielenga
Iowa Department of Transportation
800 Lincoln Way
Ames, Iowa 50010
VIA EMAIL ONLY: libby.wielenga@dot.iowa.gov

**Re: City of Muscatine, Iowa—Mississippi Drive Corridor Project
STP-U-5330(614)-70-70
Section 106 process**

Dear Ms. Wielenga:

As you know, we represent the City of Muscatine, Iowa (the “City”) with regard to the above-mentioned project. We have been forwarded a copy of the most recent Memorandum of Agreement between the Federal Highway Administration and the Iowa State Historic Preservation Office and have been asked to comment on the same.

As an initial matter, it is important to note that, as no federal funding is currently available, the construction of the Mississippi Drive Corridor Project (the “Project”) will be completed entirely with local dollars. Thus, it is the City’s position that this Project is not governed by the regulations of Section 106 of the National Historic Preservation Act, 54 U.S.C. §306108 (the “Act”), or its implementing regulations at 36 C.F.R. §800. The text of Section 106 provides that “the head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any state...*shall, prior to the approval of the expenditure of any Federal funds on the undertaking...take into account the effect of the undertaking.*” See 16 U.S.C. §470(f) (emphasis added). The text indicates that to have a qualifying level of jurisdiction over the undertaking, the federal agency must have some degree of power to approve or otherwise control the expenditure of federal funds on that undertaking. Indeed, the evident purpose of Section 106 is to ensure that before federal funds are expended on an undertaking, the federal agency has taken into account the undertaking's potential impact on surrounding historic resources. See, e.g., *Bus. & Residents Alliance v. Jackson*, 430 F.3d 584 (2nd Cir. 2005) (“the process by which [the] funds were allocated took place entirely at the state and local level” and thus “no federal agency has jurisdiction over the [project], and that Section 106 of the NHPA is therefore inapplicable to the project.”); *Lee v. Thorburgh*, 877 F.2d 1053 (D.C. Cir. 1989) (“An agency with jurisdiction over a federal or federally-assisted project must comply [with Section 106] *before approving funds for it.*”) (emphasis added); *Sheridan Kalorama*

Historical Ass'n v. Christopher, 49 F.3d 750 (D.C. Cir. 1995). If the federal agency has no direct or indirect power to effectuate the results of the Section 106 review by making a resultant funding decision, then such a review will be merely an empty exercise. *See Bus. & Residents Alliance*, 430 F.3d at 592.

The FHWA and the IDOT have asserted that this Project is “federalized” and therefore subject to the provisions of the Act; however, the case law set forth above refutes this argument. Further, paragraph 16 of the General Agreement Provisions for the use of Federal Highway Funds provides that “*If federal funding is requested for construction performed by local agency forces, the Recipient will follow the procedures...*” No federal dollars are anticipated for the construction of the Project, and thus, neither the FHWA nor the IDOT sit in a position to control the expenditure of funds. No authority has been presented to the contrary.

Thus, the City would request that the following revisions be made to the Memorandum of Agreement prior to execution of the same:

1. The first “Whereas” clause be amended to state that “the FHWA *may* fund the City of Muscatine’s Mississippi Drive Corridor Reconstruction Project....”.
2. Add the following sentence to Article III of the MOA: “The terms of this Agreement shall only be applicable to the City of Muscatine in the event that Federal funds are utilized with respect to construction of the Mississippi Drive Corridor Project. In the event Federal funds are not utilized for construction, this MOA shall be null and void.”

Upon incorporation of the preceding clauses, please circulate the MOA for execution. If you have any questions about the foregoing, please don’t hesitate to contact us.

Sincerely,



Erin M. Clanton



Matthew S. Brick