

Gregg Mandsager  
City Administrator  
City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3840  
(563) 264-1550 Voice/TT

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## City Administrator Report to Mayor & City Council

June 12, 2015, Edition No. 177

### WEEKLY UPDATE:

1. Fire: Attached is a full color copy of the powerpoint presented by Chief Ewers at last night's in-depth session. I hope you found this session to be a benefit. We will plan on continuing this effort with each department.
2. CVB: A copy of the draft ordinance is provided in preparation to begin the process at next week's City Council meeting.
3. Housing: The new Housing Administrator will be starting on July 13th. Jodi Royal-Goodwin. Jodi has experience in Carroll, Iowa, and Reno, Nevada, but Wapello is her hometown and she is looking forward to returning to the area.
4. Mississippi Drive: An update on the Environmental Assessment and the MOA is expected at the next City Council meeting.
5. MCSD: We have not received the final written recommendation from the MCSD on E 9th Street, but I will forward it to you upon receipt and we will plan to place this on the next City Council meeting for review and consideration.
6. Airport Project: Please see the attached draft memo related to the Runway reconstruction project and the construction schedule amendment. Given the feedback from prospective bidders, it was recommended and IDOT concurred to move the late winter 2015 or spring 2016.



# Ambulance Operations and Staffing

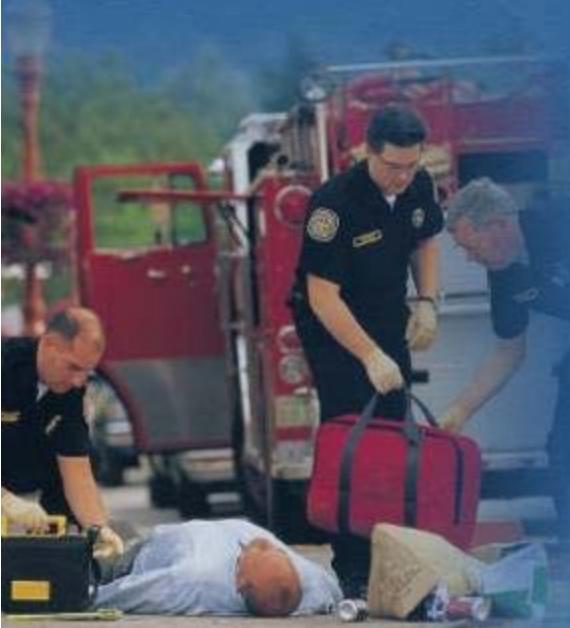
**Muscatine Fire Department**

Jerry Ewers, Fire Chief



# Ambulance Operations Highlights

- High Performance System
- Staff, Staff, and Staff (Great Employees!)
- Paramedic Level Service with CCT
- EMS Service of the Year in 2002 and 2012
- Emergency and Non-Emergency Calls
- Inter-Facility Transports (Hospital to Hospital) – **AVG 3 hrs out of city**
- Three 24 Hour Shifts / 365 days a year
- Responses from two strategic fire stations
- 4,433 Total calls / 3,976 EMS / 12.14 day
- 47% 911 / 29% Transfers / 24% Refusals
- **1,204 OOT Drop Offs / 3.3 a day**

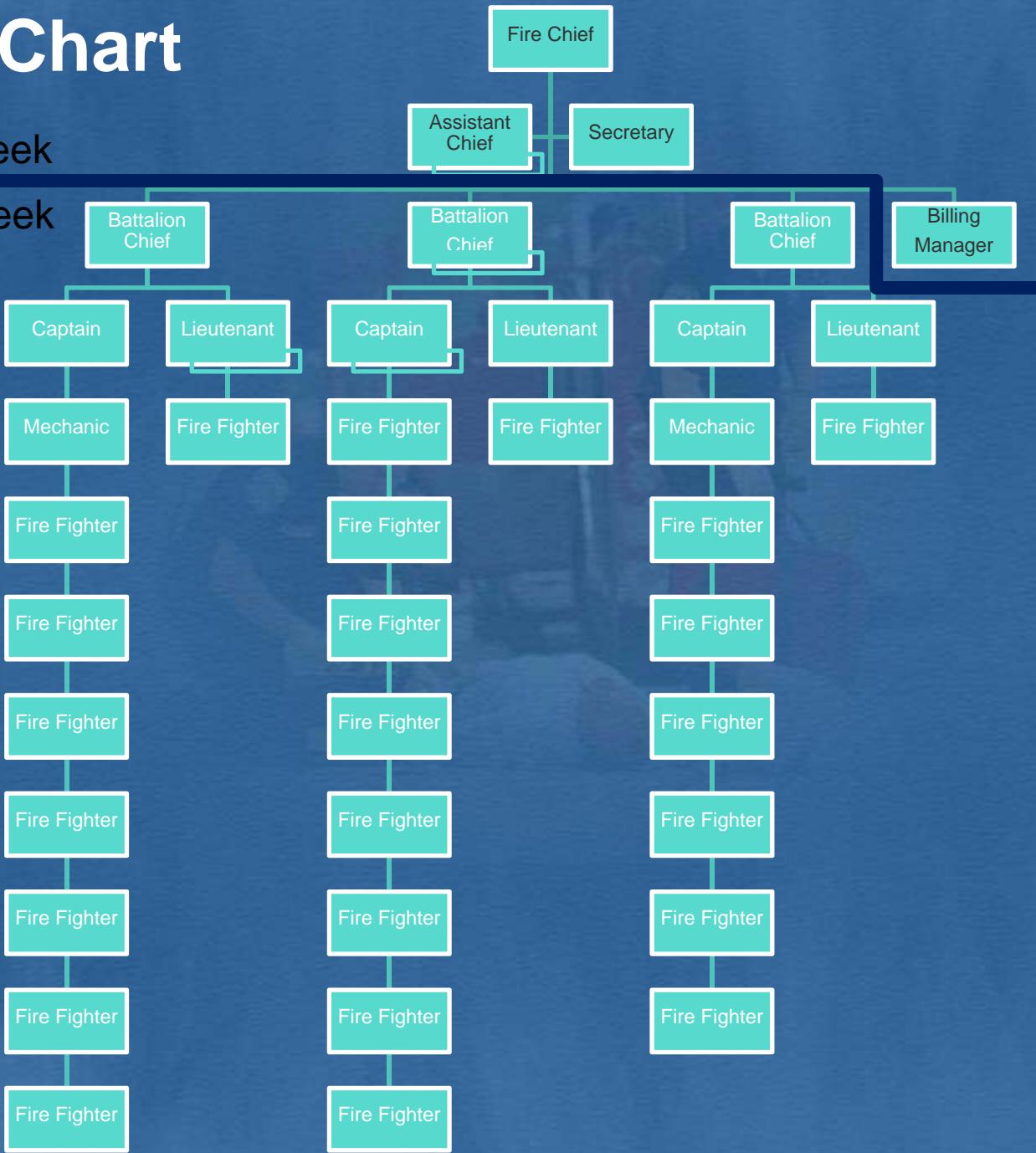


# Org Chart

40 hour work week

56 hour work week

7 Part-Time  
Ambulance  
Attendants

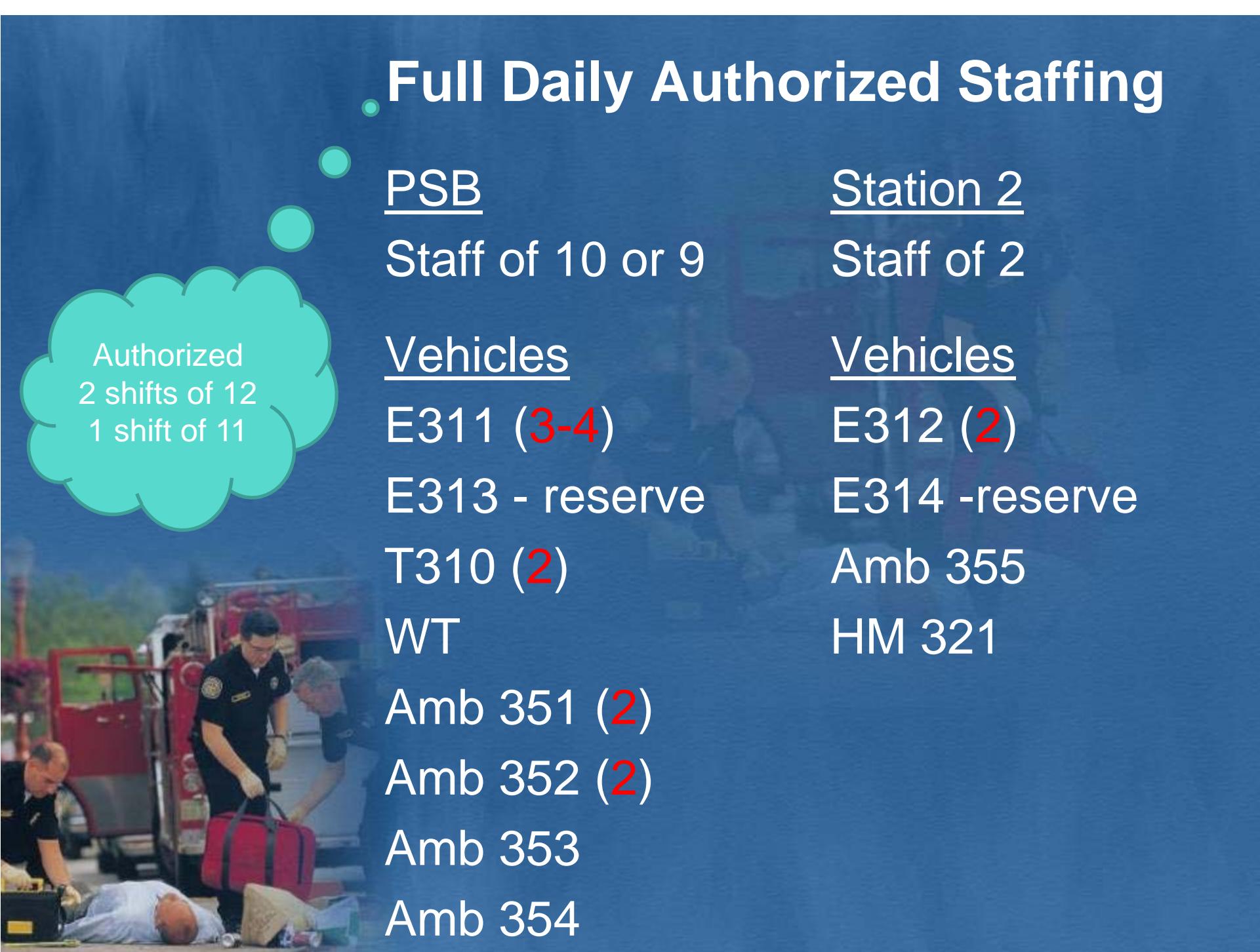


# Part Time Ambulance Attendants

- Maintain 7 – 8 EMT's (currently 7)
- 5 EMT's from the community (4 have Full Time Jobs Elsewhere)
- 2 Retired MFD Personnel (Have 58 % of all PT hours worked)
- Ambulance operations only - Not a dual roled firefighter position - No Firefighting
- Unpaid voluntary on-call / paid only when called in
- Amended Budget FY14/15 \$ 63,317 for 2,400 hours
- Budget FY 15/16 \$ 40,700 for 1,500 hours



# Full Daily Authorized Staffing



Authorized  
2 shifts of 12  
1 shift of 11

## PSB

Staff of 10 or 9

## Station 2

Staff of 2

## Vehicles

E311 (3-4)

E313 - reserve

T310 (2)

WT

Amb 351 (2)

Amb 352 (2)

Amb 353

Amb 354

## Vehicles

E312 (2)

E314 -reserve

Amb 355

HM 321

## Normal Daily Staffing / Line Up

### PSB

Staff of 7

### Station 2

Staff of 2

### Vehicles

E311 (3)

T310 (2)

WT

Amb 351 (2)

Amb 352

Amb 353

Amb 354

### Vehicles

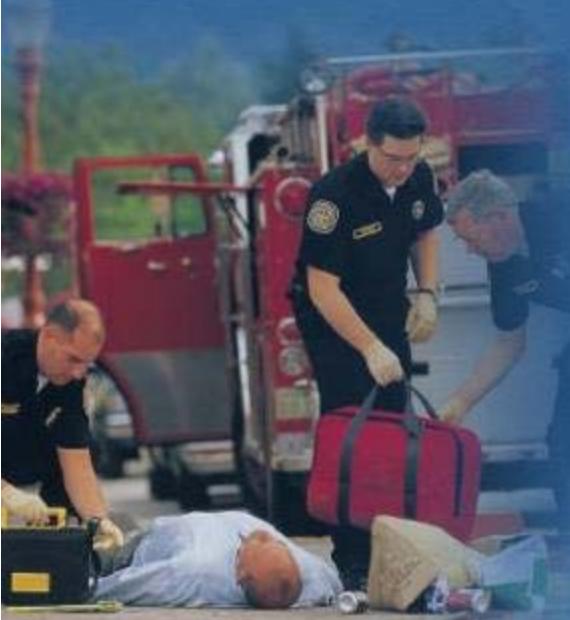
E312 (2)

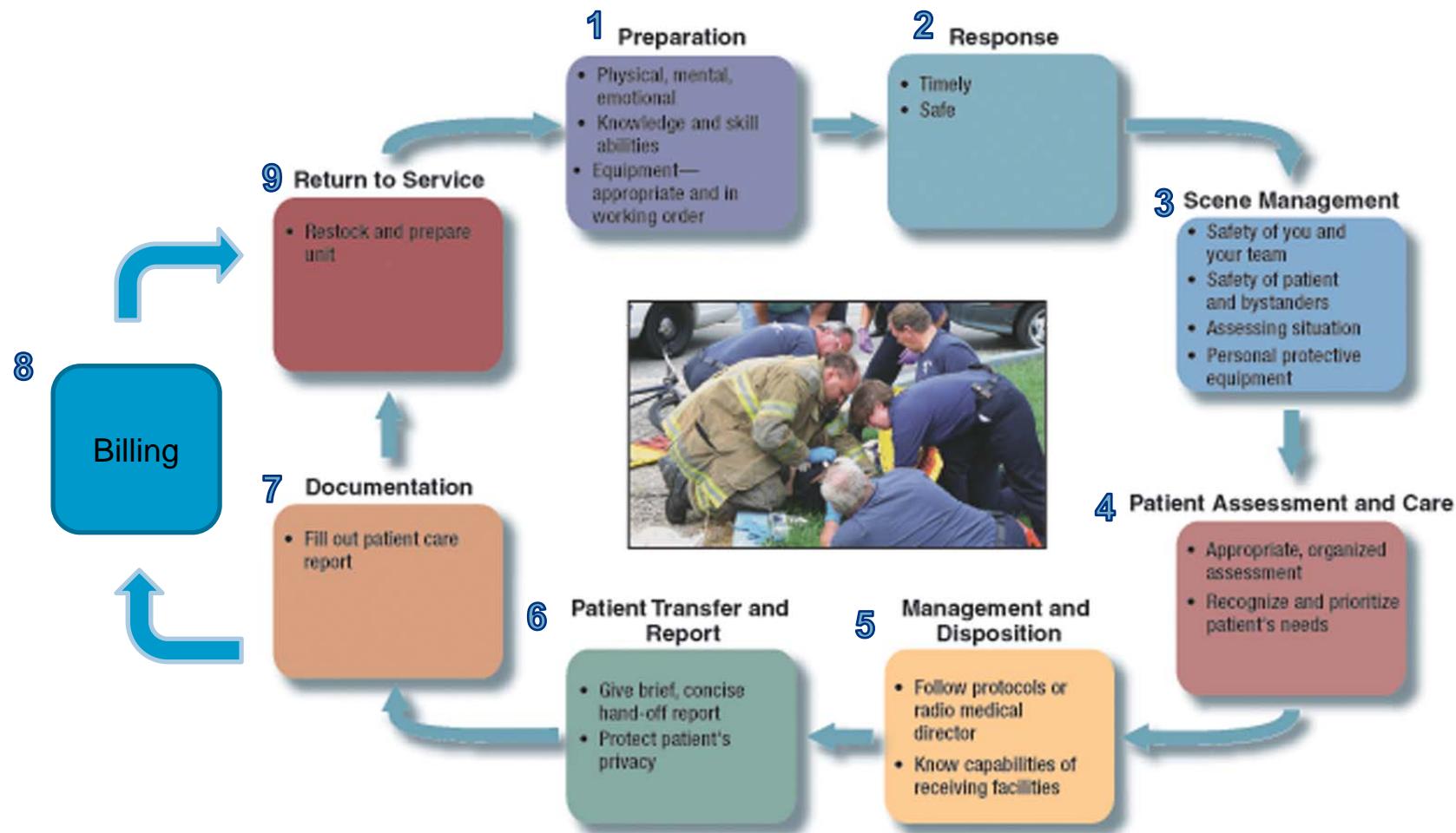
Amb 355

HM 321



Established  
Minimum  
Manning  
9

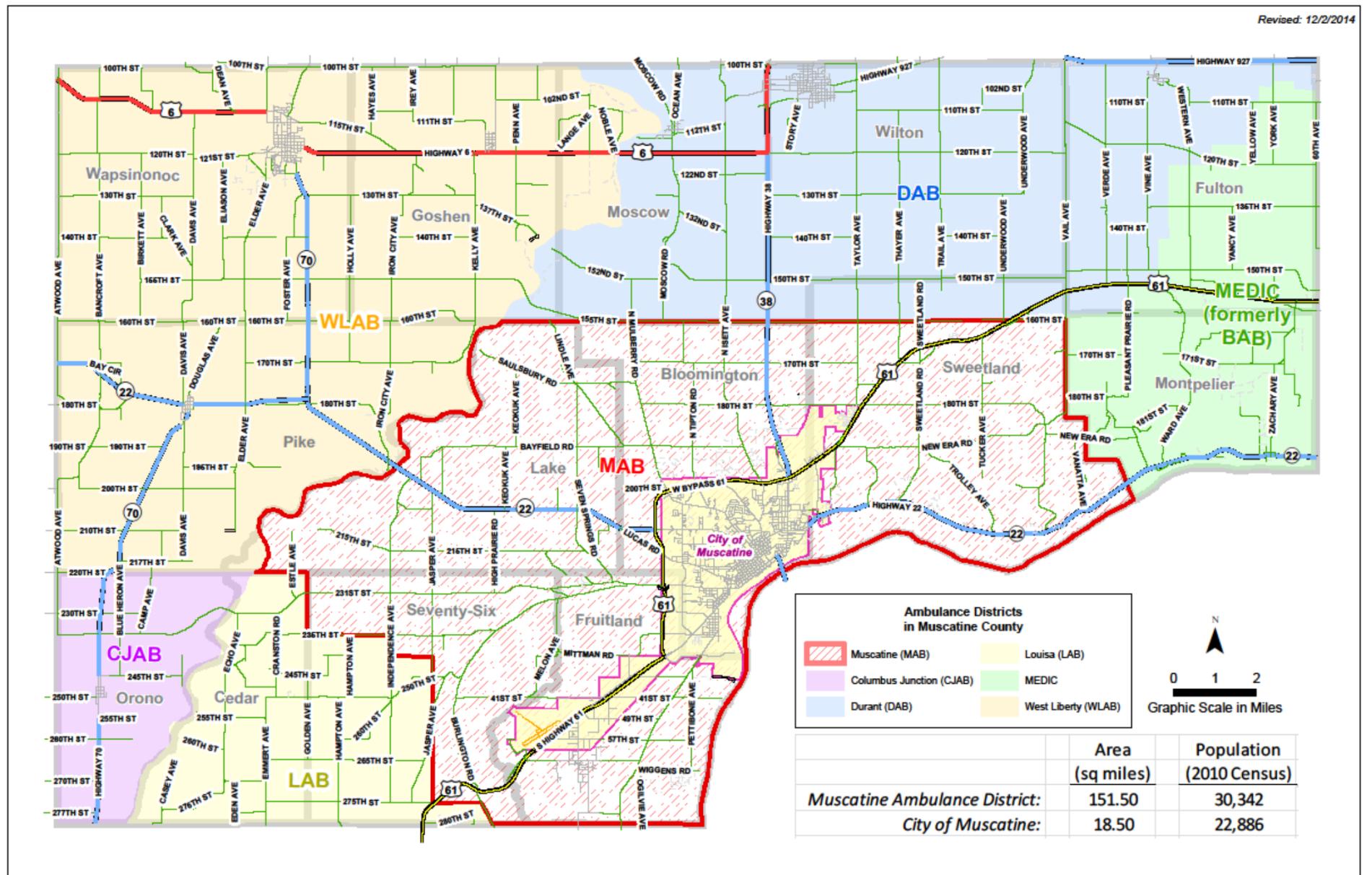




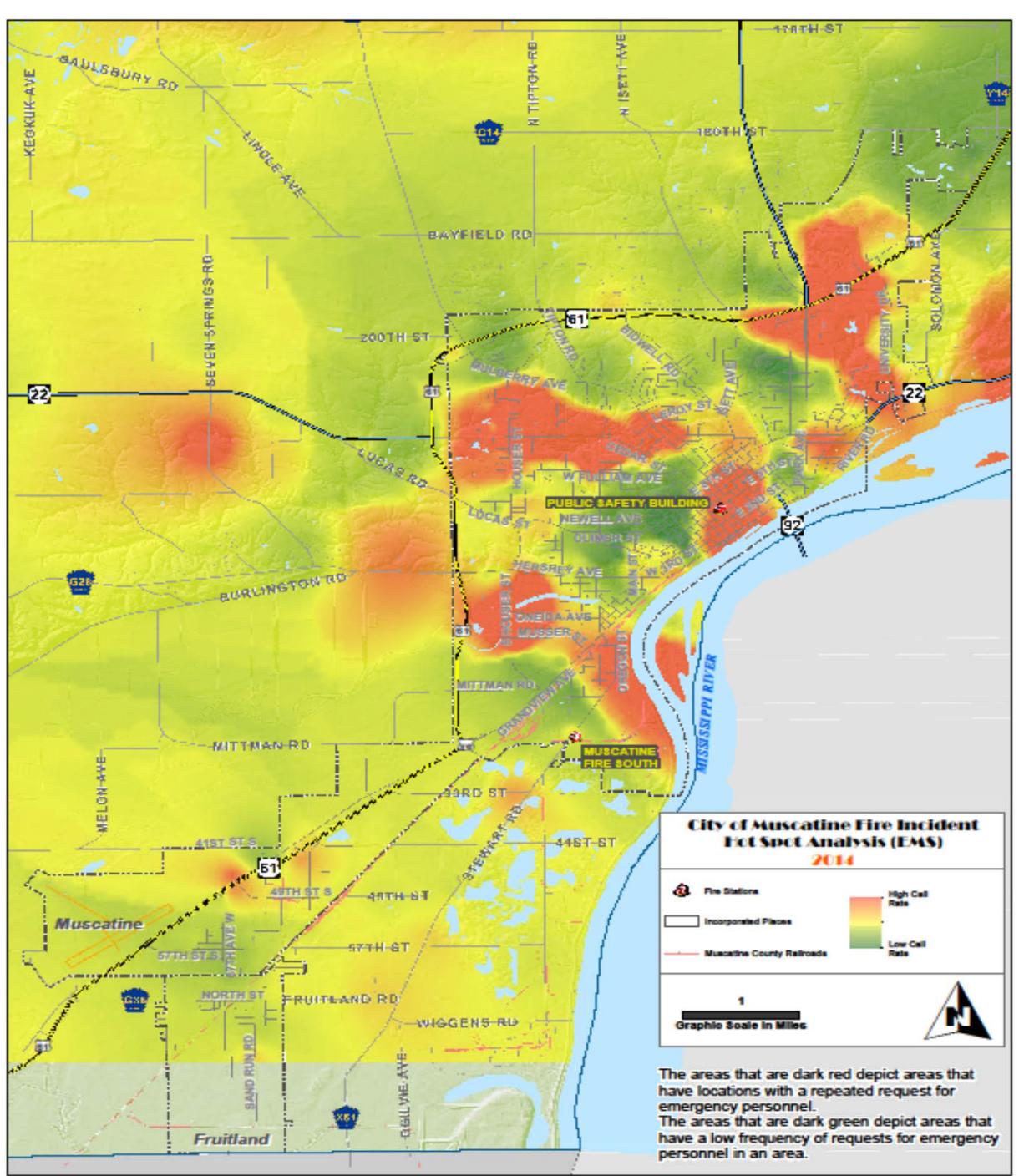
# EMS Response Cycle



# Iowa Response Area

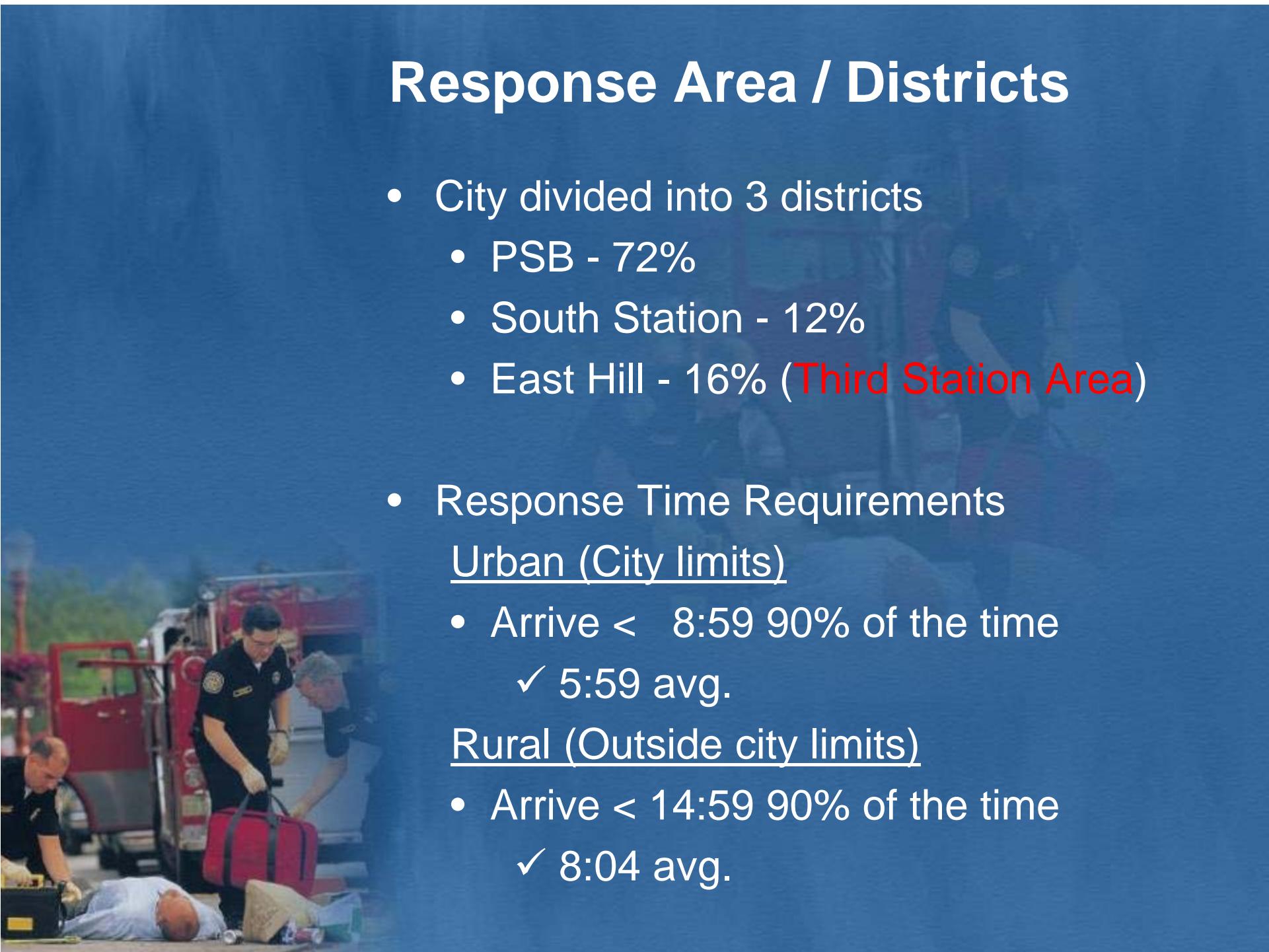


# Response Area Hot Spot Analysis



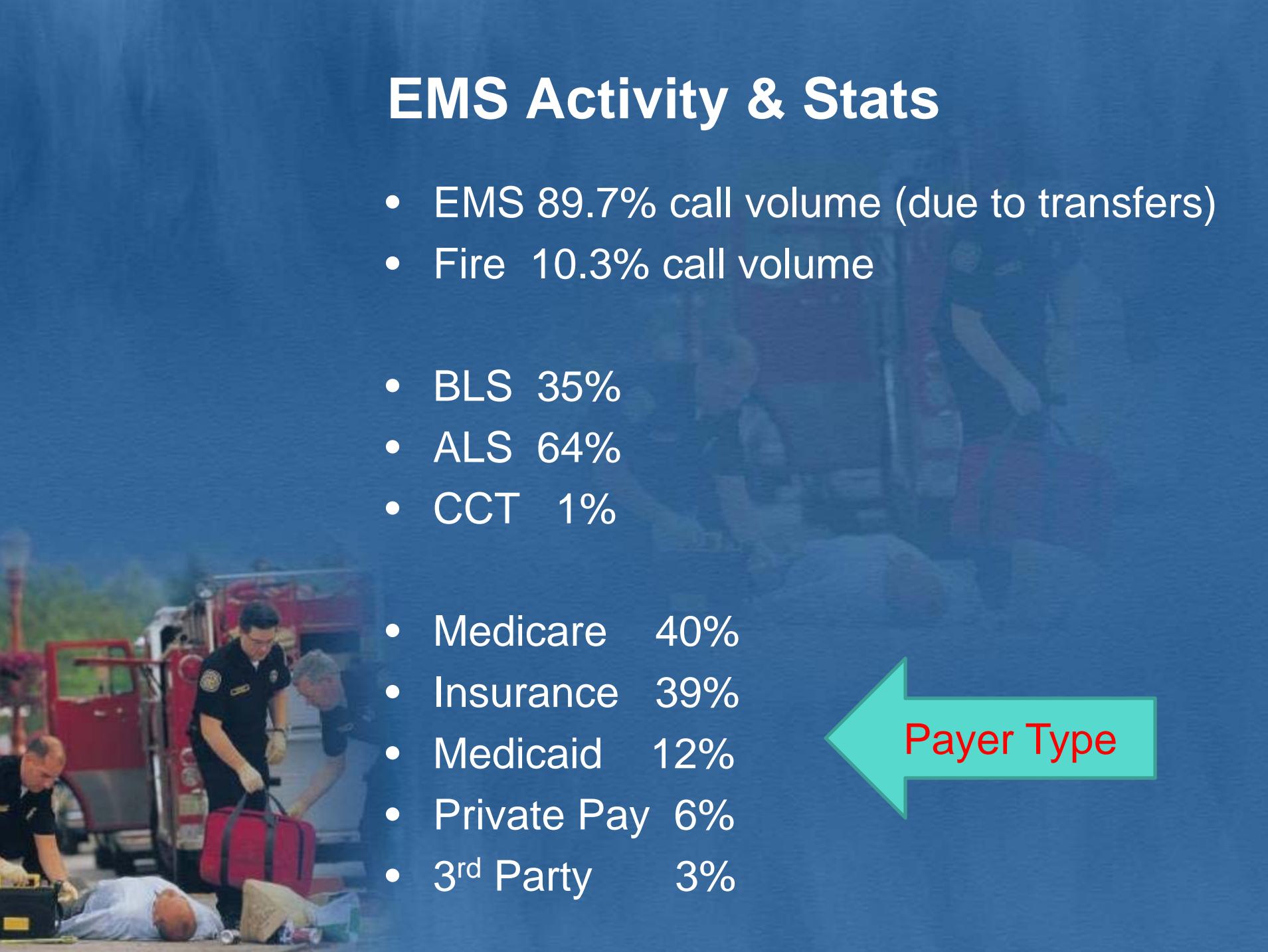
# Response Area / Districts

- City divided into 3 districts
  - PSB - 72%
  - South Station - 12%
  - East Hill - 16% (**Third Station Area**)
- Response Time Requirements
  - Urban (City limits)
    - Arrive < 8:59 90% of the time
      - ✓ 5:59 avg.
  - Rural (Outside city limits)
    - Arrive < 14:59 90% of the time
      - ✓ 8:04 avg.



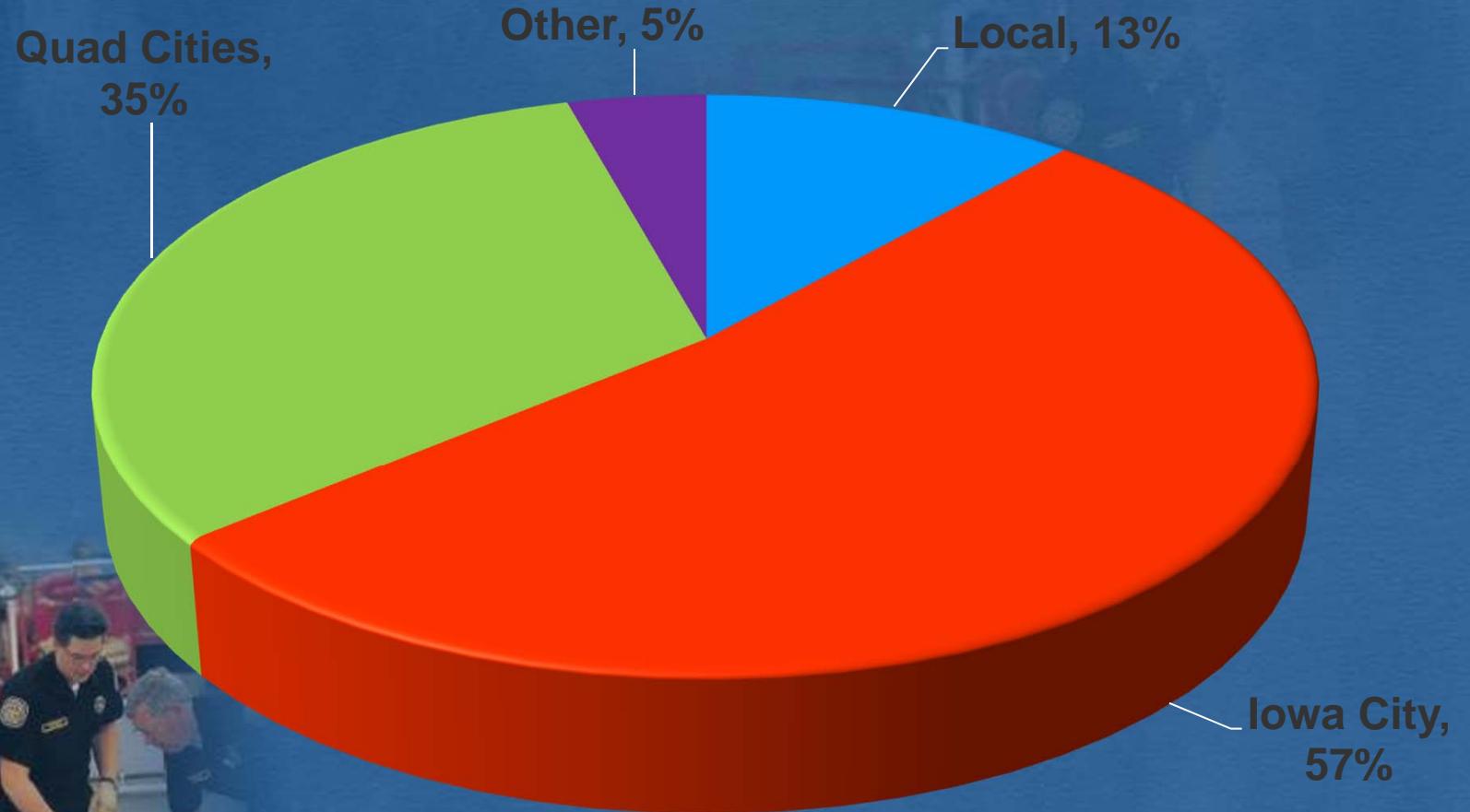
# EMS Activity & Stats

- EMS 89.7% call volume (due to transfers)
  - Fire 10.3% call volume
- 
- BLS 35%
  - ALS 64%
  - CCT 1%
- 
- Medicare 40%
  - Insurance 39%
  - Medicaid 12%
  - Private Pay 6%
  - 3<sup>rd</sup> Party 3%



Payer Type

# Hospital Transfers by Destination



# Inter-facility Transport Overview

- Critical component of Ambulance Operation
- 3.3 Out of Town Transfers a day
- Represents 29 % of EMS call volume, but is 48% of the total ambulance revenue
- 19.8 staff hours a day out of the city limits
- 2014 lost 24 OOT transports = Approx. 14K
- Difficulty in maintaining minimum manning
- Fire Based EMS Statistics
  - 1,204 Muscatine
  - 391 Mason City
  - 169 Burlington
  - 0 Clinton



# Inter-facility Transport Overview

## Staffing

37%

1 – EMT-P

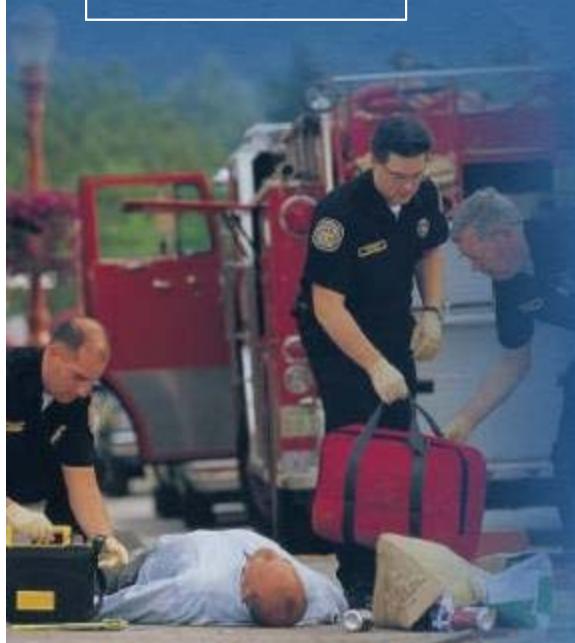
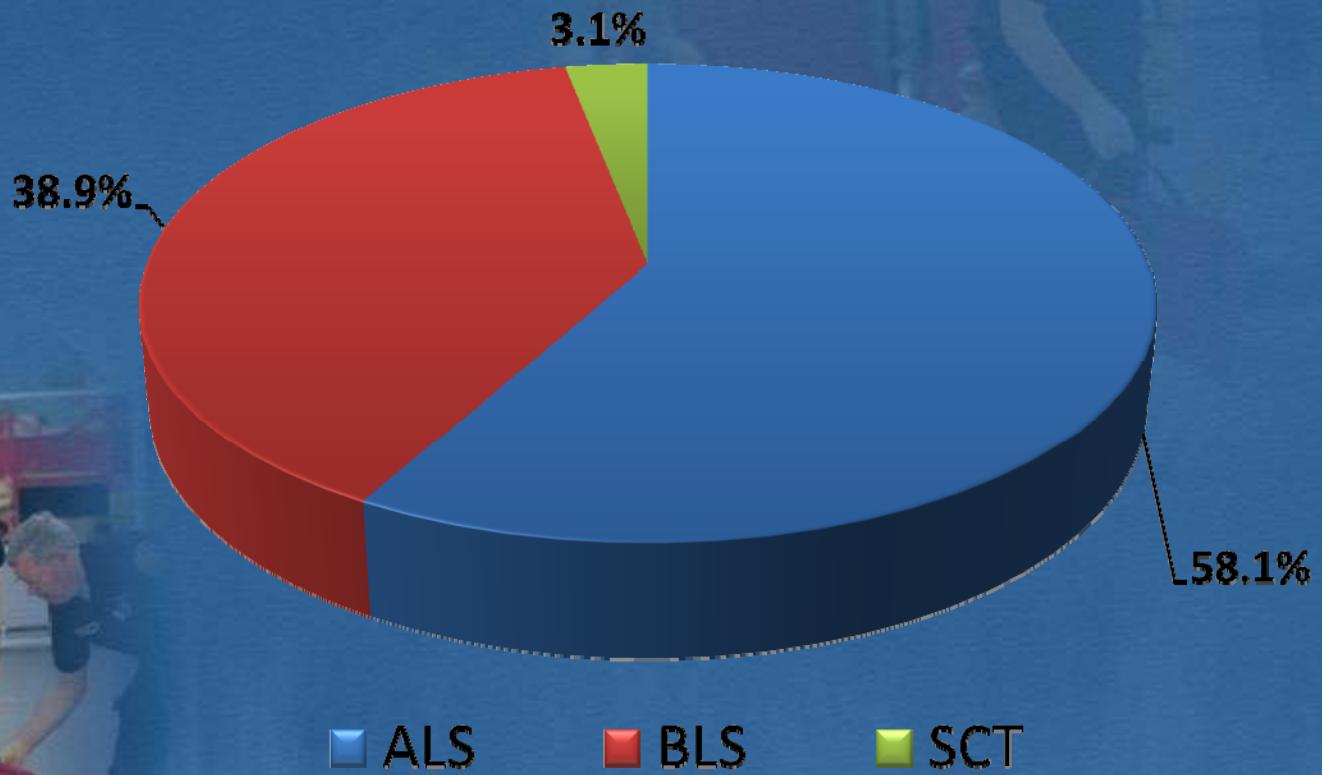
1 – EMT-B

63%

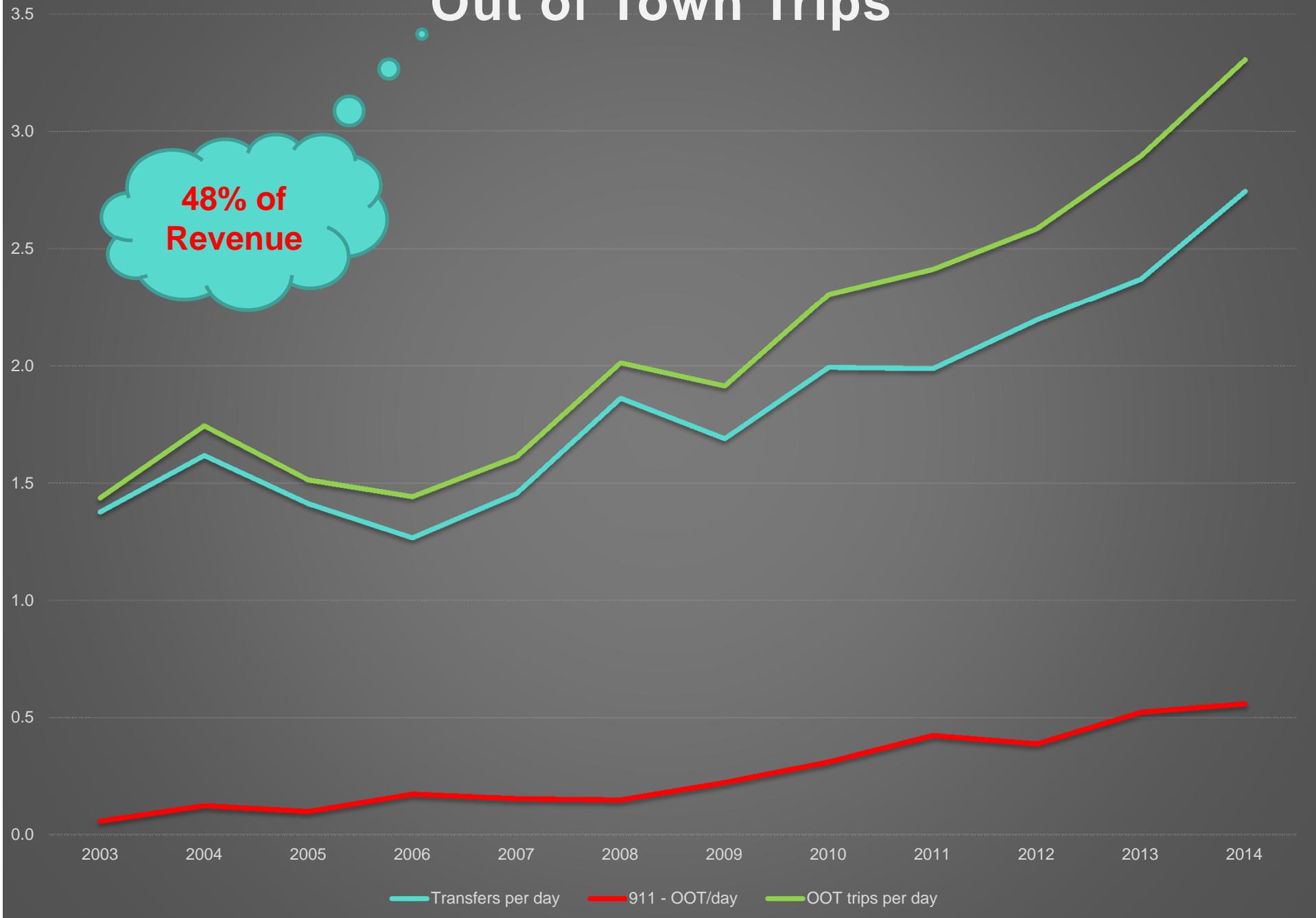
1 – EMT-P

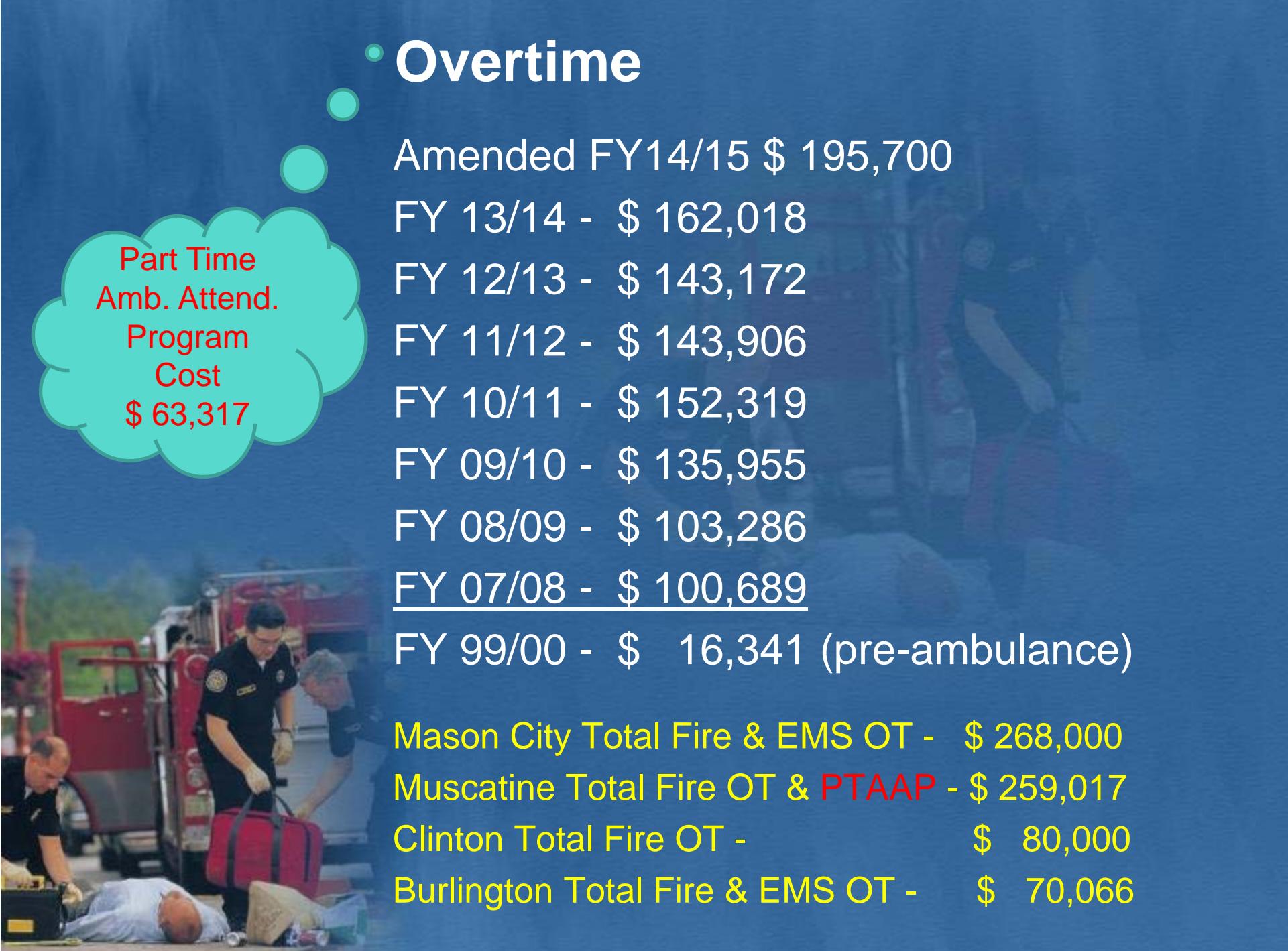
1 – EMT-P

% of care level for all OOT transfers



# Out of Town Trips





## • Overtime

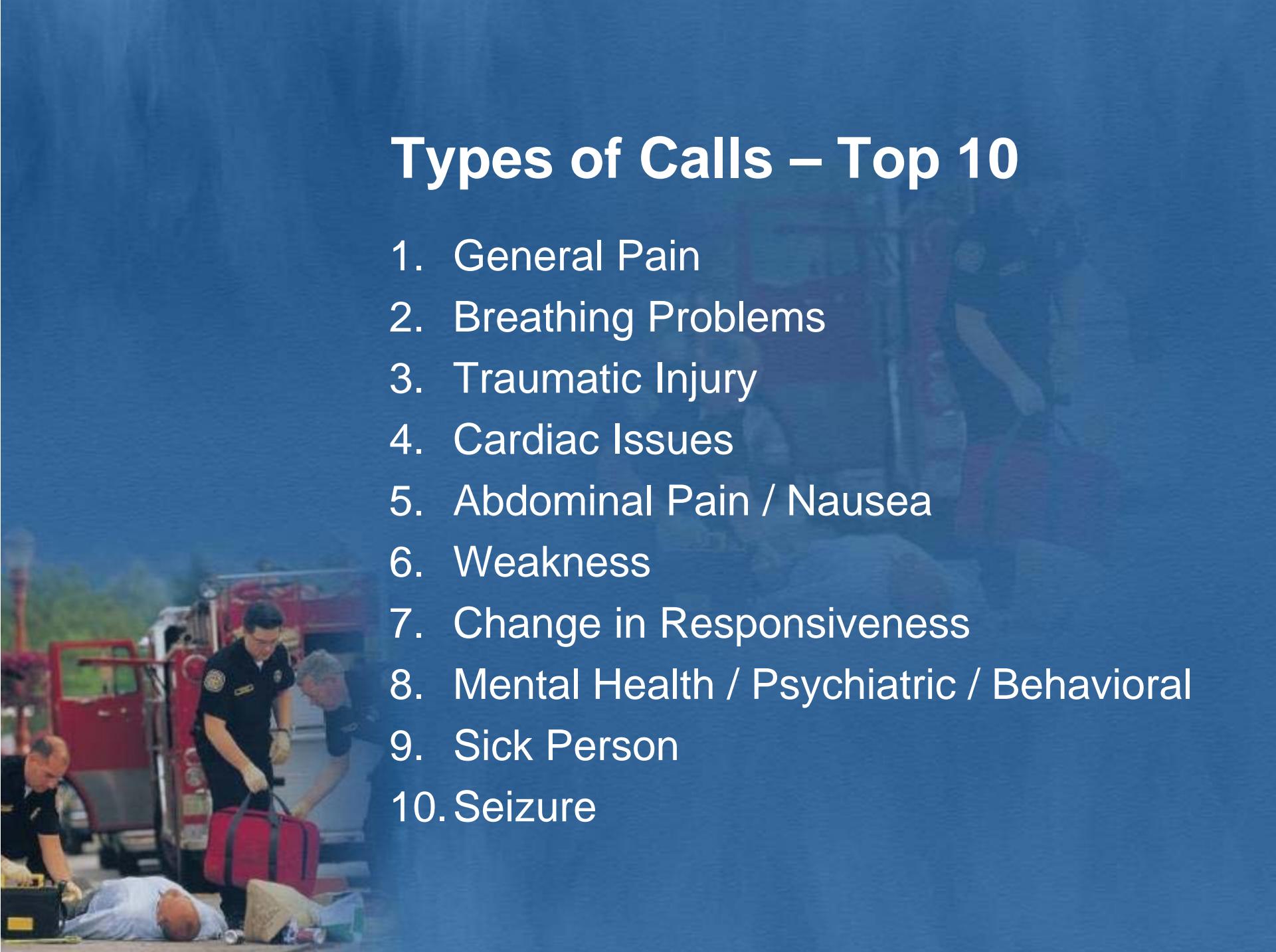
Part Time  
Amb. Attend.  
Program  
Cost  
\$ 63,317

Amended FY14/15 \$ 195,700  
FY 13/14 - \$ 162,018  
FY 12/13 - \$ 143,172  
FY 11/12 - \$ 143,906  
FY 10/11 - \$ 152,319  
FY 09/10 - \$ 135,955  
FY 08/09 - \$ 103,286  
FY 07/08 - \$ 100,689  
FY 99/00 - \$ 16,341 (pre-ambulance)

Mason City Total Fire & EMS OT - \$ 268,000  
Muscatine Total Fire OT & PTAAP - \$ 259,017  
Clinton Total Fire OT - \$ 80,000  
Burlington Total Fire & EMS OT - \$ 70,066

# Types of Calls – Top 10

1. General Pain
2. Breathing Problems
3. Traumatic Injury
4. Cardiac Issues
5. Abdominal Pain / Nausea
6. Weakness
7. Change in Responsiveness
8. Mental Health / Psychiatric / Behavioral
9. Sick Person
10. Seizure



# Ambulance Fleet

185,033 miles

- S351 2009 Ford Medtec on 2000 Box
- S352** 2008 Ford Medtec on 2000 Box
- S353 2010 Ford Medtec on 2000 Box
- S354 2013 Ford Medtec on 2004 Box
- S355 2012 Ford Medtec on 2012 Box



**NOTE:** Fleet replacement is scheduled for one ambulance every other year.

Ambulances typically have 170,000 miles at replacement and have been refurbed once.

# Average Cost of Ambulance / Equipment

**Type 3 Ambulance** – Ford E450 Gasoline

Average cost is \$ 155,000

**Type 1 Ambulance** – Ford F-450 Diesel

Average cost is \$ 175,000

Air Ride Option is \$ 7,000

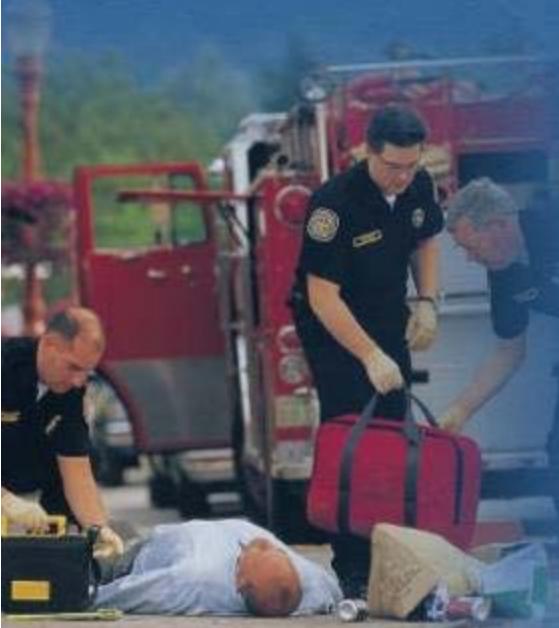
4 x 4 Option is \$ 2,700

**Equipment** –

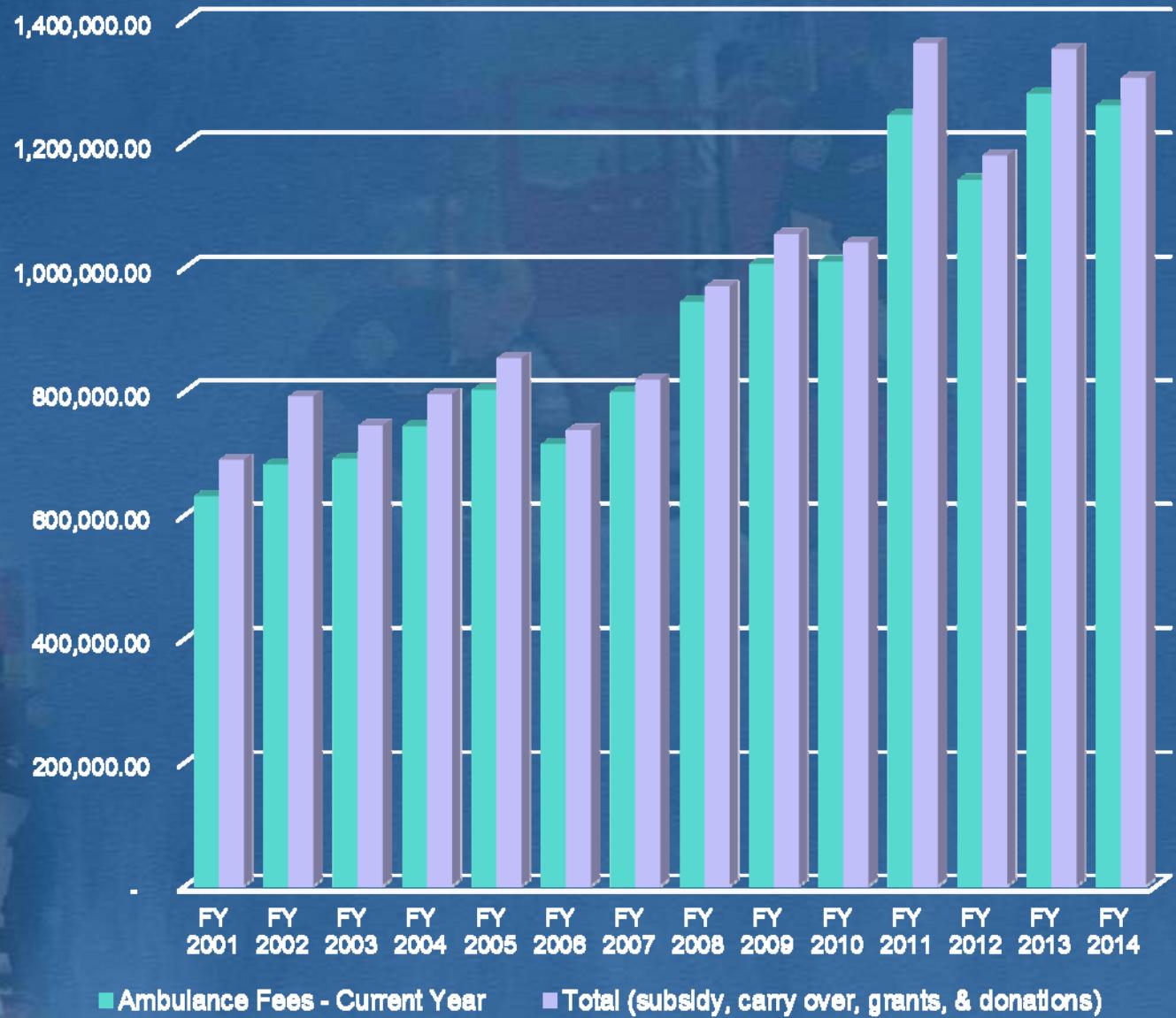
Cot - \$ 17,000

Cardiac Monitor - \$ 30,000

Misc. Equip. / Supplies - \$ 25,000



# Financial Overview



# 2014 Ambulance Rate Survey

HCPC Code	Service Level	Iowa Medicaid	Medicare	Wellmark	MFD	Iowa Survey Average
A0425	Mileage	\$ 2.61	\$ 7.16	\$ 12.00	\$ 14.00	\$ 15.24
A0429	BLS Emerg	\$ 84.67	\$ 328.10	\$ 558.00	\$ 565.00	\$ 598.21
A0427	ALS Emerg	\$ 137.07	\$ 389.62	\$ 662.00	\$ 672.00	\$ 745.64
A0433	ALS2	\$ 137.07	\$ 563.92	\$ 959.00	\$ 972.00	\$ 1,031.97
A0434	SCT/Crit Care	\$ 137.07	\$ 666.45	\$ 1,133.00	\$ 1,149.00	\$ 1,156.09



**NOTE:** Will be back next week for annual rate increase according to Wellmark MAF payments.



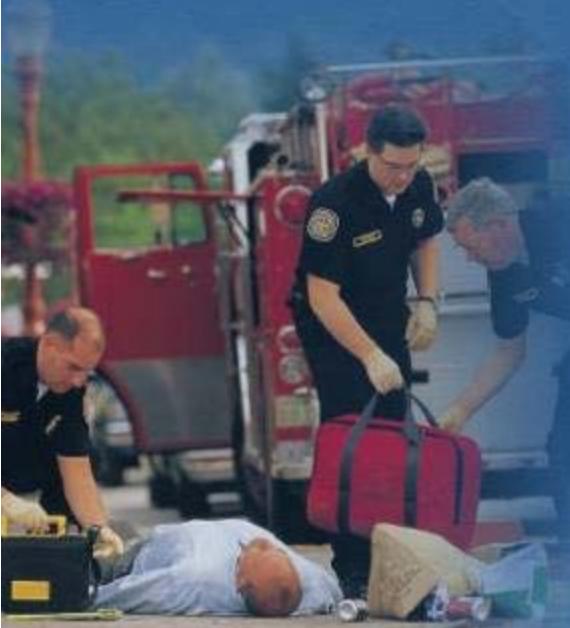
# Quality Improvement Efforts

- CQI Program
- Paramedic Precepting
- LUCAS Chest Compression Device
- Cardiac Enzyme Testing in the Field
- Local and Statewide Committees/Groups
- Injury Prevention
- In-House and External Training and Certification
- Monitoring Equipment and Technology Advancements in EMS
- Evidence Based Outcomes / Value



# Community Relations

- Annual EMS Day at Farm N Fleet
- Annual PSB Open House
- TEMS/SWAT (MPD)
- CPR / AED Training for City Staff
- Sporting Event Ambulance Coverage
- Community Events
- Ambulance Standby
- BP checks
- Car Seat Inspections
- Citizens Fire Department Academy
- Slip, Trip and Fall Prevention

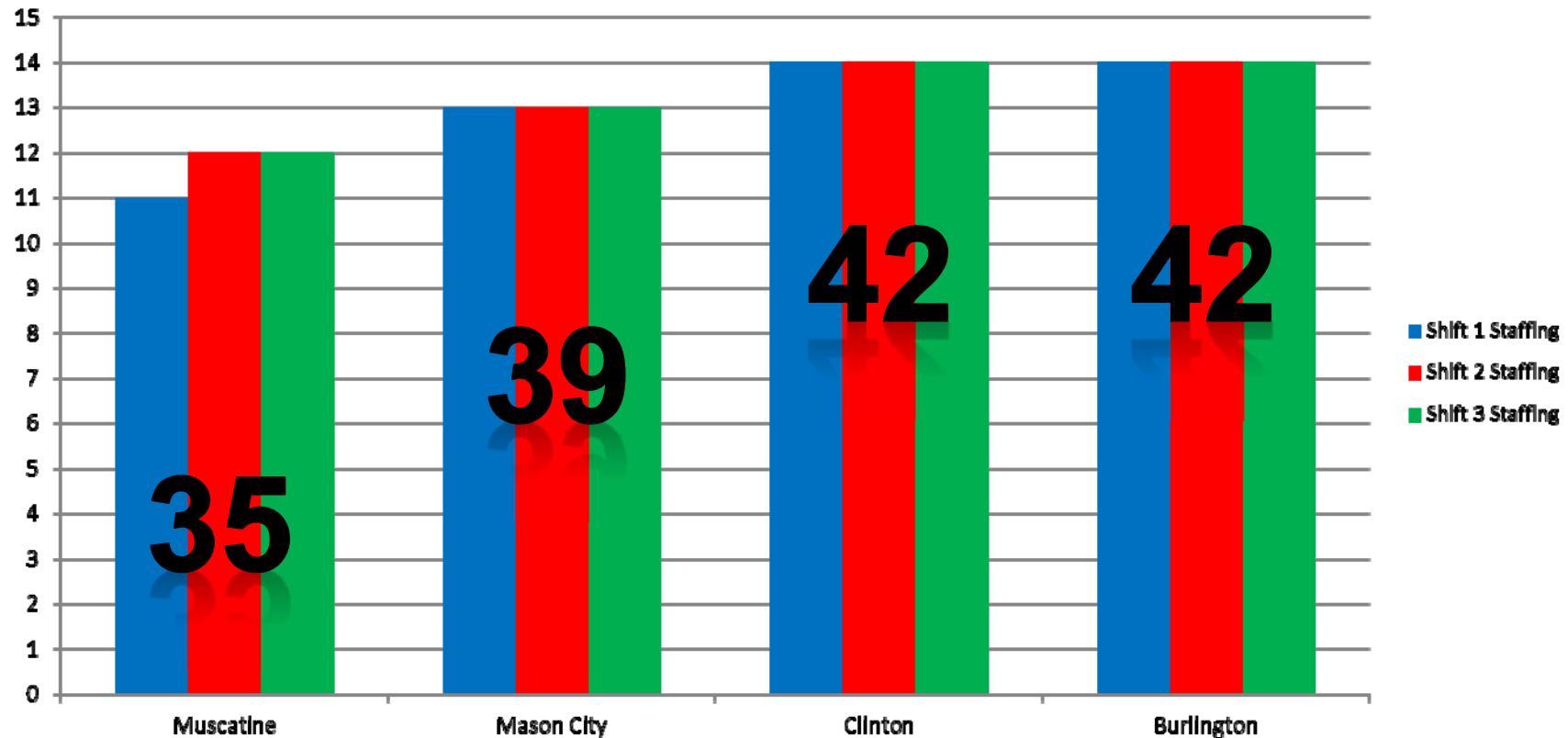




**How do we compare to other  
Fire Based EMS Fire Dept.'s?**

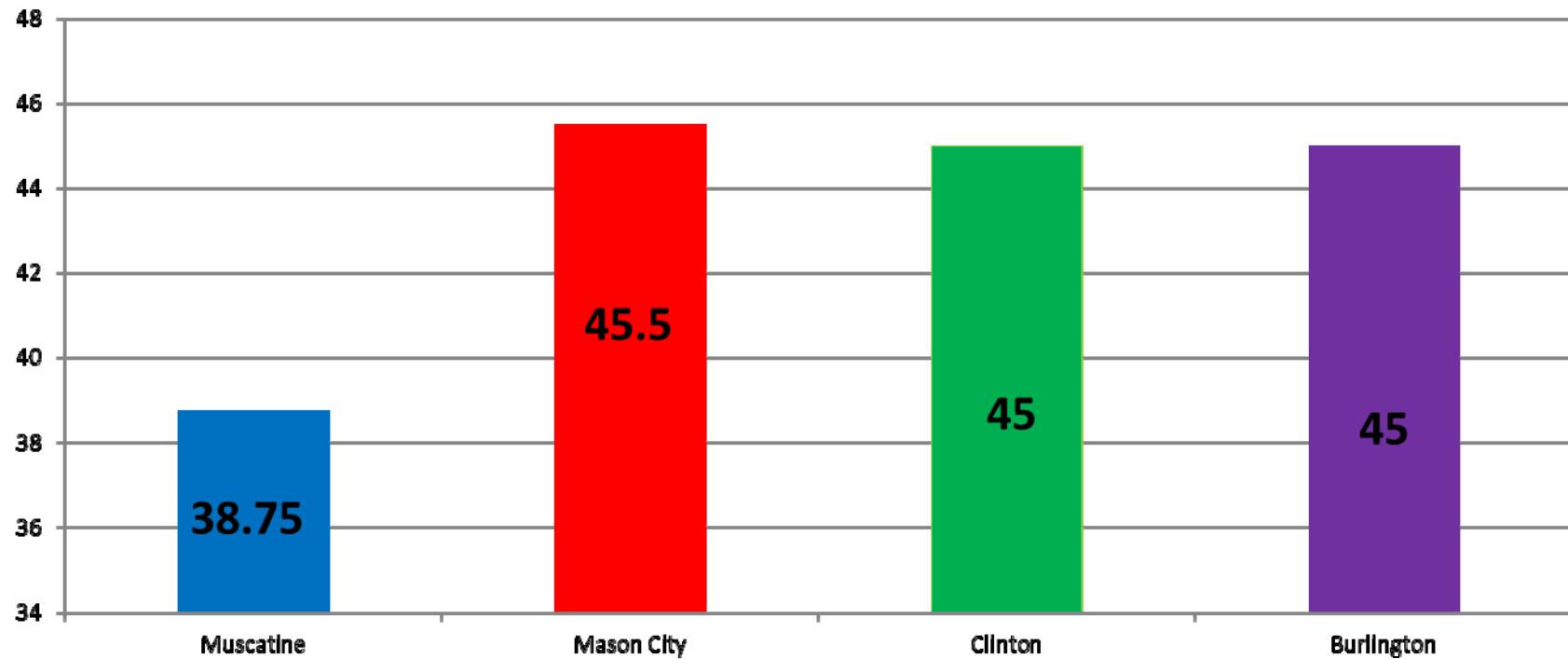


## Total Number of 24 Hour Shift Staffing



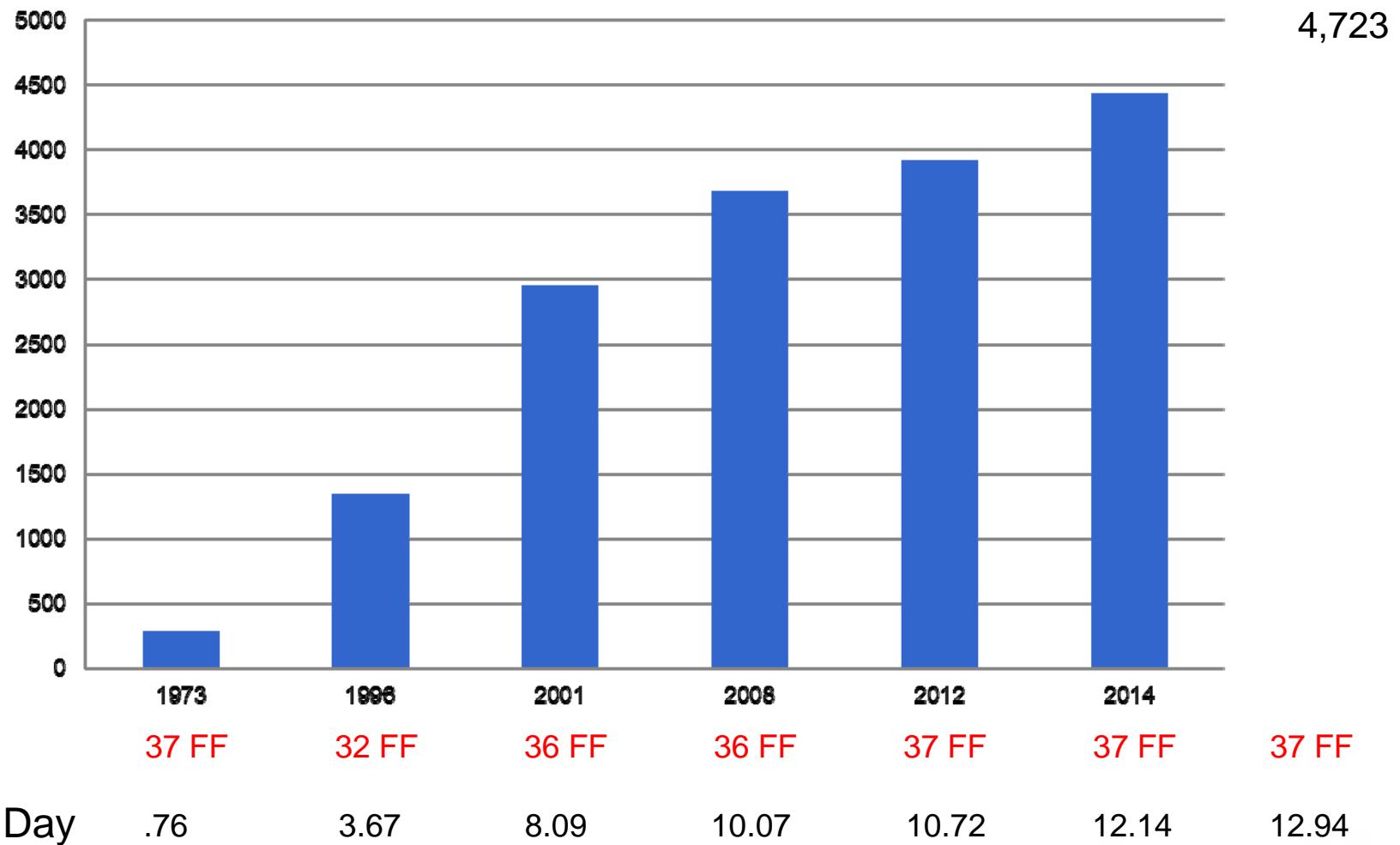
## Shift Staffing

## **Includes 40 Hour Administration Positions and 56 Hr Shift Personnel**



**Total Number Budgeted Employees**



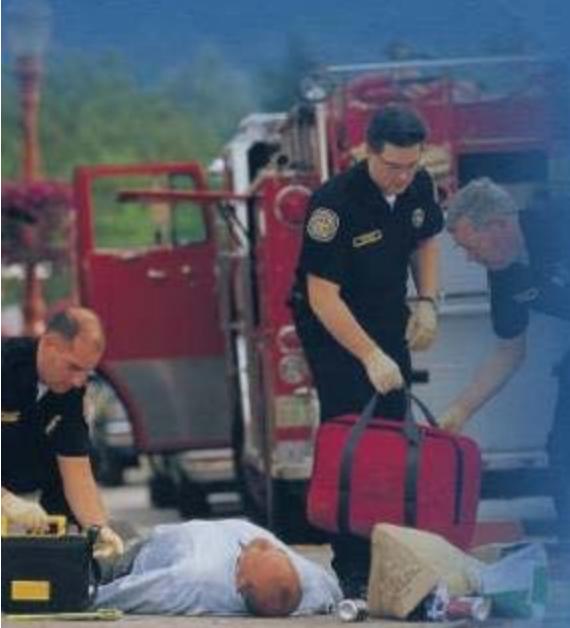


## Muscatine Fire Department Historical Data



# Issues We are Facing / Planning For

- Waiting on SAFER Grant Results
- Staffing, safety concerns, dept. morale
- Annual 10% increase in emergency calls
- Maintaining Market Share of Inter-facility Transports
- Viability of Part Time Ambulance Attendant Program – (58% of hours from 2 people)
- Future Medicare Reimbursement Changes
- Mobile Integrated Healthcare / Community Paramedicine
- Accreditation Self-Assessment
- Collecting Data and Metrics
- Systems long term success



# Questions ?

Thank You



**Title 2 – Boards and Commissions**  
**Chapter 11 – Convention and Visitors Board**

SECTIONS:

- 2-3-1 Creation
- 2-3-2 Number of Members
- 2-3-3 Appointment
- 2-3-4 Term Duration and Limits
- 2-3-5 Removal - Vacancies
- 2-3-6 Residency Requirements
- 2-3-7 Responsibilities and Duties of Board
- 2-3-8 Appropriation of Funds for the Convention and Visitors Division

**2-3-1 Creation.** The Convention and Visitors Board is hereby created.

**2-3-2 Number of Members.** The Convention and Visitors Board shall consist of seven (7) gender balanced members. Members shall not hold elected positions on the Muscatine City Council or the Muscatine County Board of Supervisors.

**2-3-3 Appointment.**

- A. The Mayor, with approval of the City Council, shall appoint the board members.
- B. Members shall include the following: five (5) at-large members; one (1) member representing the Greater Muscatine Chamber of Commerce and Industry; and one (1) member representing travel and tourism in Muscatine County. The at-large members may include individuals representing attractions or events; lodging; businesses in the restaurant or retail sector; or those with an interest in promoting travel and tourism.

**2-3-4 Term Duration and Limits.**

- A. **Duration.** The Convention and Visitors Board shall consist of seven (7) members. The term of office of such members shall commence with their appointment and shall be for three (3) years, except to fill vacancies provided, however, that appointments to the first Board shall be three (3) members for one (1) year, three (3) members for two (2) years and one (1) member for three (3) years. Each term shall commence on the first day of July. All members of the Convention and Visitors Board shall remain on the Board until their successors are appointed.
- B. **Limits.** No individual shall serve more than two (2) full consecutive terms on the Convention and Visitors Board.

**2-3-5 Removal - Vacancies.** The Council may, at any time, remove any member of the Board after showing due cause, and the Mayor, with the consent of the Council, shall fill the vacancies occurring on the Board by removal or otherwise.

**2-3-6 Residency Requirements.** Each member of the Convention and Visitors Board shall be a resident of the City of Muscatine, except for the Board member representing travel and tourism in Muscatine County, who shall be a resident of Muscatine County.

**2-3-7 Responsibilities and Duties of Board.** The Convention and Visitors Board shall have the following responsibilities and duties:

- A. To adopt rules governing the Board's organization and procedures as may be deemed necessary. All rules shall be consistent with federal, state, and City statutes and shall be subject to the approval of the City Council.
- B. To develop and provide visitor and tourism information and programs for visitors to the City of Muscatine and Muscatine County based on the level of financial support provided by the City Council and other entities.
- C. To enhance the economic development of the City of Muscatine and Muscatine County by promoting the City and County as visitor destinations and as a viable setting to hold meetings, conventions, special events, and community attractions.
- D. To interview with the City Administrator, candidates for the position of Convention and Visitors Director and participate in the evaluation and selection of the candidate to be appointed to this position.
- E. To provide input to the City Administrator to evaluate the performance of the Convention and Visitors Director.
- F. To provide input for and review the annual budget request for the Convention and Visitors division.
- G. To serve as the City's review agency and coordinator for all outside agency and special group requests for financial support for use of hotel/motel tax proceeds to support visitor and tourism services.
- H. To appoint committees as needed.
- I. At the conclusion of each fiscal year make a report to the City Council. This report shall include narrative information on the progress of visitor and tourism programs during the past year and also include measurements or metrics including but not limited to: hotel/motel tax receipts; website visitors; visitor guides distributed; requests for mailings; annual advertising expenditures; ratio of advertising dollars spent to documented leads; number of tour groups and associated statistics; the number of events, meetings, and associated statistics; and any other information related to the promotion of visitor and tourism events and programs.

**2-3-8 Appropriation of Funds for the Convention and Visitors Division.** The City Council may annually appropriate a sum of money from the City's share of the hotel/motel tax to fund the operating budget of the Convention and Tourism division of the City Administrator's office. At the time of adoption of this ordinance, the hotel/motel tax allocation was 25% of the hotel/motel taxes received for the prior fiscal year.



## COMMUNITY DEVELOPMENT

Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement

### MEMORANDUM

**To:** Gregg Mandsager, City Administrator  
Dave Gobin, Director of Community Development  
Randy Hill, Public Works Director  
Nancy Lueck, Finance Director  
Jim Edgmond, City Engineer  
Bill Haag, KOALA Consulting Services  
Airport Advisory Commission  
Carver Aero

**From:** Adam J Thompson, Community Development Coordinator

**Date:** June 11, 2015

**Re:** **Runway 6/24 Reconstruction Project – Construction Schedule Amendment**

June 8, 2015, a pre-bid meeting was held where all contractors in attendance indicated that the project was too vast to complete this construction season. Additional, many indicated it would be difficult to complete even phase I of the project.

Many contractors indicated they were quite busy this fall and at least one contractor indicated they would not bid if construction was to begin this fall. This would lead to a limited amount of project bids being submitted and the bids coming at a premium.

Based on the feedback from the pre bid meeting, discussion with Carver Aero, and the Project Engineer it has been determined to amend the construction schedule to begin construction spring 2016. This amendment will allow all interested contractors to bid on the project giving the most competitive bids and bids that can be evaluated based on fair and even criteria. With the additional clarification and the project to begin construction in the spring interested contractors should submit the best posable bids to complete the work.

The FAA has reviewed and approved the attached addendum. Iowa DOT Office of Aviation has been notified of the schedule amendment. The addendum notice will be publicized and all plan holders of record will be notified.

Attachment:

- Addendum No. 1: Reconstruct Runway 6/24 and Associated Taxiways AIP No. 3-19-0063-020

Reconstruct Runway 6/24  
And Associated Taxiways  
AIP No. 3-19-0063-020

Addendum No. 1  
June 11, 2015  
Page 1 of 2

City of Muscatine  
215 Sycamore Street  
Muscatine, IA 52761

To: Bidding Document Holders of Record

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The information contained in this Addendum modifies, supplements or replaces information contained in the Project Manual and is hereby made a part of the Contract Documents.

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This addendum contains 2 pages of text and 0 plan sheets. Pre-bid meeting minutes have been attached to this addendum. A revised bid form IS NOT included with this addendum. Bidders shall use the original bid form and acknowledge this addendum thereon.

### **PROJECT MANUAL ITEMS**

#### **1. Notice to Bidders**

A. Revise the first paragraph as follows:

Sealed bids subject to the conditions and provisions presented herein will be received by the Owner until 10:00 A.M. C.S.T. on **Thursday, June 25, 2015**, and then publicly opened and read at the City of Muscatine, Iowa, City Council Chambers (2nd Floor of City Hall), for furnishing all labor, materials, and equipment and performing all work necessary to: Reconstruct Runway 6/24 and Associated Taxiways. **The Owner's opinion of probable construction cost for the work is \$4,675,000.**

B. Add the following paragraph:

Electronic files (AutoCAD files and xml grading files) may be obtained through Anderson Bogert, 4001 River Ridge Drive NE, Cedar Rapids, Iowa 52402, telephone number 319.377.4629, upon signing an electronic data file liability release form.

C. Add the following sentence to the Contract Time paragraph:

Notice-To-Proceed will be given in late winter/early spring of 2016.

Reconstruct Runway 6/24  
And Associated Taxiways  
AIP No. 3-19-0063-020

Addendum No. 1  
June 11, 2015  
Page 2 of 2

## 2. Instructions to Bidders

Add the following sentences to the Submission of Bid Proposal section:

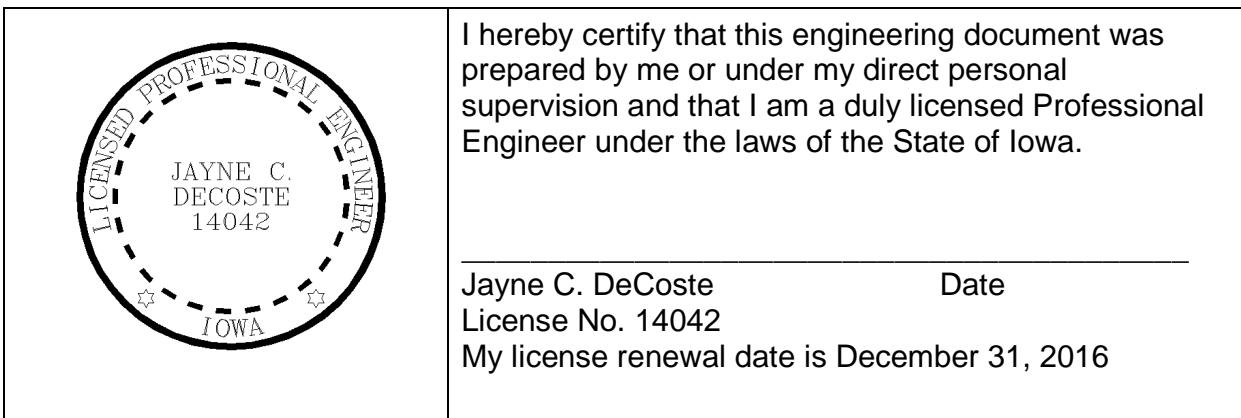
The proposal shall consist of the Proposal Form and the required attachments listed at the end of the Proposal Form. The Bidder shall not submit the entire bound project manual.

### 3. Item P-501 Portland Cement Concrete (PCC) Pavement

### Under Basis of Payment

Revise the second paragraph of 501-8.1 Payment to read:

The total project payment for concrete pavement shall not exceed **100** percent of the product of the contract unit price and the total number of square yards of concrete pavement used in the accepted work (See Note 1 under the Price Adjustment Schedule table below).



## End of Addendum No. 1

1. Welcome/Introductions/Sign-In (See attached sign-in sheet)

2. Summary of Project

The last major Runway 6/24 reconstruction project occurred in 1994; this project included an 800' extension on the west end of the runway and a concrete overlay of the remainder of the runway. The extension was 7" PCC over 6" of rock; the overlay was on average 7" PCC but varied in thickness. The underlying pavement is asphalt, with concrete under the asphalt in some areas. The existing pavement data is included in the typical pavement cross sections in the plans.

Over the last five years, the airport has been experiencing pavement blow-ups on the runway. A petrographic analysis concluded that ASR (alkali-silica reaction) is the issue causing the blow-ups.

Unclassified Excavation - The proposed profile closely matches the existing profile, so very little grading is needed. The grading quantity shown is essentially from the bottom of pavement removal to the subgrade elevation (bottom of the rock base). The exception to this is in the turnaround area and at the intersections. The runway edge lights were replaced in 2011, and proposed grading stops short of these lights. The runway edge lights are to remain undisturbed.

Pavement Removal - The City is reclaiming the removed asphalt; the contractor stockpile location is shown on the plans. The contractor has the option of recycling the removed PCC pavement as crushed aggregate base course.

18", Class III RCP - The project includes the replacement of one CMP culvert under the runway that is damaged.

Culvert Inlet Protection/Excelsior Blanket - With the sandy soil present, the airport has experienced problems with soil erosion and culverts filling with silt. In order to help combat this problem, culvert inlet protection has been included as a bid item. The requirements for this item, which include blown-in compost, are detailed in the project manual. In addition, a 4' wide excelsior blanket has been included along both sides of the runway.

Topsoiling - This bid item is not for importing topsoil. It deals with the stripping and respreading of the topsoil as detailed in the project manual.

Runway & Taxiway Signs - Some have been included in a separate bid schedule and will be excluded if their inclusion would exceed the budget.

Remove & Relocate Lights - With the new FAA intersection geometry, some of the edge lights will need to be relocated.

The turnaround pavement and associated improvements have been shown as a separate bid schedule. This work will be excluded from the project, if its inclusion would cause the project to go over budget.

### 3. CSPP (Construction Safety and Phasing Plan Requirements)

- A. Site access - one on each end of the runway, as designated in the A Sheets, so that the apron/main taxiway will not need to be crossed by construction traffic. IDOT has indicated that a permit will not be necessary, but that signage will be required, as detailed in the plans.
- B. Staging area locations - one on each end of the runway designated.
- C. Material stockpile locations - one on each end of the runway designated. The asphalt stockpile location shown on the A Sheets behind the last row of T-hangars is not to scale. The contractor will have the entire area between the third row of T-hangars and the Iowa National Guard Armory fence to stockpile the asphalt. This should be enough space.
- D. Safety Plan Compliance Document (SPCD) - contractor will be required to develop this document to demonstrate how the requirements of the CSPP will be met. Required SPCD elements can be seen in the FAA Advisory Circular included in the project manual.

### 4. Bid/Contract Requirements from Project Manual

- A. DBE (Goal = 5.75%) - Required forms/bid attachments are included in the project manual.
- B. Minimum Wage Rates - are required and are included in the project manual.
- C. Prequalification of Bidders - information needs to be submitted as a bid attachment. IDOT letter can be used.
- D. Buy American - Required forms/bid attachments are included in the project manual.

### 5. Aggregate Pre-Testing (see Appendix D) - Due to aggregate issues with the previous Runway 6/24 paving project, the aggregates were tested during the design phase. The testing results can be seen in Appendix D of the project manual.

6. Addendum items identified to date

- A. Schedule clarification
- B. FAA will not pay more than 100% for concrete. Will change 501-8.1 from 101% to 100%.
- C. Electronic files (AutoCAD & xml) are available to contractors upon signing an electronic data file liability release form.
- D. Clarify that the entire bound project manual does not need to be submitted as the bid proposal.

7. Contractor Questions/Comments

Contractors expressed concern with being able to complete the entire project this fall. At least one contractor said they would not bid the project, if there was any chance that construction would begin this fall. Several other contractors indicated that they were already fairly busy this fall. A few thought they could get at least Phase 1 completed this fall.

One contractor asked if the City would consider postponing the bid date, to allow contractors more time to prepare their bids.

RECONSTRUCT RUNWAY 6-24  
CITY OF MUSCATINE, IOWA  
FAA AIP PROJECT #3-19-0063-020

PRE-BID MEETING  
Muscatine Municipal Airport  
June 8, 2015 - 11:00 A.M.

ATTENDANCE SIGN-IN

ATTENDANCE

NAME	COMPANY	PHONE NUMBER	E-MAIL ADDRESS
Corey Dungey	PCI	319-415-6719	corey@petersoncontractors.com
Beau Holub	PCI	319-560-9847	beau@petersoncontractors.com
Dan Cheff	Streh Construction Co. Inc.	319-338-3498	Dan@StrehConstruction.com
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