

## City Administrator Report to Mayor & City Council

*August 13, 2015, Edition No. 186*

### WEEKLY UPDATE:

1. Mississippi Drive Kick-Off: Hope to see you on September 1st at the Riverview Center. Please see the attached for details.
2. Iowa Finance Authority: Attached please find a summary, draft application and a draft scoring sheet for the proposed new workforce housing program that Executive Director Jamison discussed with City Staff last week. IFA has a number of programs like the SRF program that we have taken advantage of before for water and sewer (1.75 to 2% right now) and programs for veterans where they can receive between \$5000 to \$7500 in downpayment or closing cost assistance. Here is a list of addition programs: <http://www.iowafinanceauthority.gov/Public/Pages/PC159LN45>.
3. REAP: Please see the attached summary of the REAP grant the we are looking to use to leverage budgeted funds to get additional work done along the Riverfront to the long boat dock.
4. WPCP Staffing: Please see the attached memo from Jon Koch, WPCP Director. Jon would like to bring this item up for discussant the next in-depth session.
5. Muscatine's International Fair: Please see the attached flyer for the upcoming International Fair on the Riverfront!
6. Housing: FYI from Jodi - Just wanted to give you a heads up in case you or the Council Members get calls. We had a tenant move into Clark House over the weekend with a verified service dog that is a German Shepherd. This is above the 25 pound limit under the pet policy, but as a service dog must be allowed.
7. MFPRSI: Please find attached the MFPRSI Board Meeting Agenda for the forthcoming meeting on August 27, 2015.
8. Chamber: Per Janet Morrow - Thank you for your support and previous participation in Leadership Muscatine by sending participants from your company and/or hosting a session. As we prepare to kick-off the 28th year of Leadership Muscatine, we ask that you consider helping us with our goal to engage all segments of our community by increasing participation of diverse community members in this leadership program. The new session kicks off on October 2. Please let me know if you have any questions about the program. Janet Morrow, Greater Muscatine Chamber of Commerce & Industry. Phone: 563-263-8895. Email: [jmorrow@muscatine.com](mailto:jmorrow@muscatine.com).
9. CVB: Ky Cochran will be joining the CVB as its Director starting on August 24th. City Staff and Chamber CEO Jenkins (and CVB Board Member) conducted interviews these past two weeks.
10. TIF: I have submitted the TIF proposal to our bond counsel for preparation of the TIF agreement. I imagine we will start the process for adoption in September.

11. Fire Department: On August 20th at 10 am the Fire Department will have Reliant Fire Equipment in town showing two aerial demo units. One is a 107' aerial ladder and the other is a 100' platform. Staff will have other vendors in for demos later this year. The Chief understands that know the Department is a few FY budget cycles out, but this is going to be a large and important decision and it takes a lot longer to put together the specs, bid it out, and about a year to build. So the department is starting early to see what our options are for replacing the 135' Bronto. Per Chief Ewers - I thought you could reach out and invite council to come over during demonstration and setup. Thought you could share on your Friday update to Council. We also have permission to bring it to GPC to set it up down there to see what kind of reach we get on their buildings.
12. Health: The state appears to be looking to take food and hotel health inspections back (with up to 30 days to inspect). We continue discussions with DIA on service levels and several additional questions. We are also evaluating revenue and staffing. The new part time position will not be filled (retirement) until this issue is finalized.
13. Grant: Attached you will find paperwork for the Rose Garden Gazebo Grant. Staff was approached by the Community Foundation to submit a grant and have put the attached together. This is a replacement of the current gazebo and requires no matching dollars.
14. Friday: I will be out of the office tomorrow packing and preparing to take our son to college this weekend. I will not be checking email regularly. Best way to reach me will be by cell or text.

#### Additional Information:

Here is the schedule for the 2015 Overlay Program (subject to some flexibility):

- August 17th - Mill 100 Block of E. 3rd (200 Block may follow)
- August 17th & 18th - Mill Mulberry from E. 9th to Maple
- August 20th - Overlay Mulberry from E. 9th to Maple
- August 24th - Overlay Lucas from Houser to the Bypass
- August 24th - August 28th - Overlay E. 3rd and Stone Street
- Dates to be determined: Mill and overlay Mulberry from Maple to Weir (tentatively September 7th - 11th)
- Note: Contract expiration date is September 18th.



# Mississippi Drive Corridor Project Kick-Off Event

**SEPTEMBER 1, 2015**

**6 to 8 p.m. at the Riverview Center**

**Pre-event social gathering from 5:30 to 6 p.m.**

Join the City of Muscatine as we bring voices of the community together to create a shared vision for the future of the Mississippi Drive Corridor. We want to engage you in this process as we seek to improve quality of life in Muscatine.

Dan Burden, national walkability expert, will provide guidance and energy for the project as we work together with a common goal. Representatives from Bolton & Menk, Inc., our engineering firm, will be introduced and will share their past successes with similar projects.



**Come share your ideas  
on how to transform  
the Mississippi Drive  
Corridor!**

**Light refreshments will  
be provided.**

**Dan Burden and the  
Blue Zones Project  
team will guide us  
through a process of  
identifying our needs  
and finding solutions.**

**This project will serve  
as a catalyst for  
economic development,  
community health,  
well-being and  
livability.**



**CITY OF MUSCATINE**

215 Sycamore Street  
Muscatine, IA 52761

[www.muscatineiowa.gov](http://www.muscatineiowa.gov)



## IOWA FINANCE AUTHORITY

### **Workforce Housing Loan Program Guidelines**

#### ***Program Eligibility***

The Iowa Finance Authority (IFA) will provide financial assistance in the form of a repayable loan to cities and counties that demonstrate a need for additional workforce rental housing for lowans as a result of employment growth within the local unit of government's jurisdictional boundaries. Only cities and counties in Iowa are eligible applicants for Workforce Housing Loan Program assistance. Highlights of the Workforce Housing Loan Program include:

- Applicants must provide a rental housing market analysis completed by an independent third-party that documents a housing shortage relative to demand, low vacancy rates and/or rising housing costs combined with low unemployment such that the:
  - Community has a low annual average rental vacancy rate of five percent or less
  - Community has a low average unemployment rate and demonstrates the extent to which a low unemployment rate contributes to increased demand for workforce housing
- The maximum loan amount per applicant will be the lesser of \$1 million or \$50,000 per assisted workforce housing rental unit.
- The Workforce Housing Loan cannot exceed 50 percent of the total project development budget.
- Workforce housing units shall not be age restricted and shall be limited to tenant households earning 140 percent or less of the statewide median income as published by HUD.
- Rents must be affordable to the targeted income population and commensurate with market conditions.
- The city in which the proposed workforce housing project will be located must have local building code enforcement, including inspections, or agree to state building code enforcement.
- The applicant must identify a specific project to be assisted with the loan funds and that project must be "ready to proceed" defined as a reasonable ability, as demonstrated in the application timeline, to expend at least 10 percent of the project's approved development budget within six months of loan award approval.
- The identified project in the application submission may not begin construction until on or after the date the IFA Board of Directors approves the Workforce Housing Loan Program award.

### ***Competitive Awards***

Applications in the initial Workforce Housing Loan Program funding round may be submitted to IFA by the established deadline. IFA will award the loan funds on a competitive basis awarding a higher number of points according to specified scoring criteria such as but not limited to the following:

- Cities less than 50,000 in population
- Lower per unit construction costs relative to other application submissions
- Greater amounts of local contributing financial effort
- Employer investment in the proposed workforce housing project
- Project location in a designated Home Base Iowa or an Iowa Great Places community
- Annual job growth during the past three years
- Iowa Economic Development Authority has awarded High Quality Jobs Program tax credits or direct financial assistance since July 1, 2012 to the community where the workforce housing will be developed
- Number of Fully Accessible or Type A rental housing units included in the proposed project
- County where the workforce housing will be developed has a low average unemployment rate

### ***Terms of Assistance***

Assistance under this program will be provided as a repayable loan to the city or county applicant. IFA's loan to the applicant will be made at a one percent rate of interest with a maximum term of 20 years. The applicant may in turn loan or grant the borrowed funds to a workforce housing developer or owner. Loan repayment must be backed by the full faith and credit of the applicant. The tenant income limitations of the Workforce Housing Loan Program and reasonable rents will apply to the assisted units for the greater of five years from the date of construction completion or the date upon which the loan is repaid to IFA in full.

### ***Repaid or Recaptured Funds***

Any loan program funds repaid to or recaptured by the applicant must be either repaid to IFA or may be retained by the city or county to assist additional workforce housing development activities specified as eligible under the Workforce Housing Loan Program guidelines.



## Workforce Housing Loan Program Application

<b>Submit one complete original application to:</b> Workforce Housing Loan Program Iowa Finance Authority 2015 Grand Avenue Des Moines, IA 50312 <hr/> Phone: 515.725.4900 or 800.432.7230 Fax: 515.725.4901 <a href="http://www.IowaFinanceAuthority.gov">www.IowaFinanceAuthority.gov</a>	<b><u>For IFA Use Only</u></b>  <b>Application Number:</b> _____  <b>Date Received:</b> _____
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Applications for the **Workforce Housing Loan Program** may be submitted to the Iowa Finance Authority (IFA) office at the address listed above by **4:30 PM on the date established by IFA**. The applicant must submit the application by e-mail only to:

**\_\_\_\_\_@Iowa.gov**

In accordance with IFA Rules Section 265-3.8(16), the Iowa Finance Authority will provide financial assistance in the form of a repayable loan to cities and counties for workforce rental housing.

### **Program Guidelines and Threshold Requirements**

Applicants for funding should refer to the program guidelines for all program requirements for the Workforce Housing Loan Program. The applicant must complete the application in its entirety, including all exhibits and attachments, and meet all criteria specified in the program guidelines. IFA will review all application submissions to determine whether all criteria have been met. The applicant will be notified of IFA's funding decision once finalized. All Workforce Housing Loan Program awards must be approved by IFA's Board of Directors.

## **Workforce Housing Loan Program Application Form**

The application is a protected form document, with entry allowed only in certain fields. Please type your complete response to each question in the answer fields provided, using as much space as necessary. Use the tab or up and down arrow keys to move between fields. Click on a check box form field to mark it with an "X" to indicate an affirmative answer. Leave a check box blank to indicate a "no" answer.

### **A. Applicant Information**

Applicant:

Applicant Type: Select One

Applicant Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

### **Applicant Contact Information**

Name:

Title:

Authorized signer(s):

Title(s):

### **B. Workforce Housing Loan requested: \$ \_\_\_\_\_**

*Maximum Application Amount: The lesser of \$1,000,000 or \$50,000 per assisted workforce housing unit.*

Has a High Quality Job Program award from the Iowa Economic Development Authority been approved within the applicant's geographic boundaries since July 1, 2012?

☐

Yes

☐

No

If yes, provide the date of award: \_\_\_\_\_

### C. Proposed Use of Funds (check all that apply)

<input type="checkbox"/>	New construction Workforce Housing project
<input type="checkbox"/>	Acquisition and/or rehabilitation of existing multifamily property
<input type="checkbox"/>	Adaptive Reuse to create new Workforce Housing units

The applicant commits that the proposed Workforce Housing Loan shall provide **ALL** the following:

<input type="checkbox"/>	Minimum of one (1) Workforce Housing unit shall be created per \$50,000 in Workforce Housing Loan.
<input type="checkbox"/>	Eligible Workforce Housing tenants shall have incomes at or below 140% of the statewide area median income as published annually by HUD. The FY 2015 income limit is \$94,500 per household.
<input type="checkbox"/>	Workforce Housing assisted units shall not be age restricted.
<input type="checkbox"/>	Workforce Housing Loan Program income limits and reasonable rents shall remain in place for the greater of five (5) years from the date of project completion or until the Workforce Housing Loan is fully repaid to IFA.

### D. Project Description

Project Name:

Developer Name:

Name of Legal Entity with Site Control:

Project Address:

City:

County:

Will the project be located in a governmental subdivision that has adopted a building code, electrical code, mechanical code, and plumbing code and performs inspections pursuant to such codes? ☐ Yes ☐ No

*If no and this application is approved for funding, the borrower shall comply with Iowa Code section 103A.10A. Construction may not begin prior to written approval by the State Building Code Bureau of the Iowa Department of Public Safety. All plans and specifications must be submitted to the State Building Code Bureau for review and approval. Furthermore, all newly constructed buildings and structures shall be subject to inspection by State Building Code Bureau staff. Such contingency language will be specified in the Loan Agreement.*

Number of housing units that will be assisted under the total Project Budget provided in Attachment #1:

Workforce Housing Loan Program Units:  
Total Number of Housing Units:

Proposed Building Type:



☐ Standard Multifamily Apartment    ☐ Row/Townhouse    ☐ Single Family

Is any portion of the site or adjoining sites located in the 100-year floodplain? ☐ Yes ☐ No

Are existing buildings on the site currently occupied? ☐ Yes ☐ No ☐ N/A

If yes, describe the current occupancy level, whether displacement will be temporary or permanent, and the proposed relocation plan:

Will any of the proposed units in the project be Fully Accessible or Type A units?

☐ Yes ☐ No

Explain:

Provide a narrative description summarizing the proposed project, including how the project will benefit the community and impact the ability of area employers to attract or retain a qualified workforce:

Units

Proposed unit mix and monthly rent. Include an additional attachment if needed.

	# of Units	Monthly Rent
1-bedroom:		\$
2-bedroom:		\$
3-bedroom:		\$
4-bedroom:		\$
Other:		\$

Is the proposed project located in a jurisdiction that is a Home Base Iowa community?

☐ Yes ☐ No

*NOTE: If yes, documentation must be provided in Exhibit #1.*

Is the proposed project identified in an Iowa Great Places agreement, pursuant to Iowa Code 303.3C? ☐ Yes ☐ No

*NOTE: If yes, documentation must be provided in Exhibit #1.*

Is the project Ready to Proceed? ☐ Yes ☐ No

*Ready to Proceed is defined as follows: A reasonable ability, as demonstrated in the application timeline, to expend at least 10 percent of the project's approved development budget and to request reimbursement for such project-related expenditures from the Workforce Housing Loan Program within six months of the loan award approval by the IFA Board of Directors.*

### E. Employer Quality of Life Investment in the Community

List and describe donations from private sector employers that have improved the local quality of life in the community. These investments may include donations to improve parks, public space or infrastructure, local grants, or other enhancements to the local quality of life. Investment needs to be committed and fulfilled in the next 12 months or have been fulfilled since July 1, 2012.

Description Investment	Value of Investment	Date	Sponsor Employer
	\$		
	\$		
	\$		
	\$		
	\$		

*NOTE: Documentation of Employer Quality of Life Investment must be provided in Exhibit #5.*

### F. Administrative Restrictions

Has the applicant ever been in a state of noncompliance, including but not limited to being delinquent on a loan payment or failure to submit reports upon request, under any IFA program or other local, state, or federal program or ever been debarred from participation at the local, state, or federal funding level for any period of time?

☐ Yes ☐ No

If yes, please explain:

*NOTE: IFA reserves the right to deny funding to an applicant that has failed to comply with program requirements in the administration of any previous project funded by IFA through any of its programs.*

### G. Summary of Required Exhibits/Attachments

Please refer to the following pages of this application for a complete list of the required Exhibits and Attachments. All specified requirements, including Exhibits #1 through #6 and Attachments #1 through #4, must be completed and submitted in the order listed, as applicable to the proposed project. Clearly label each Exhibit or Attachment with a corresponding cover sheet noting the applicable Exhibit or Attachment number and title.

## **ACKNOWLEDGMENT, RELEASE OF INFORMATION AND CERTIFICATION**

I acknowledge that I have read and understand the application materials and administrative rules. I certify that the Applicant will comply with all applicable federal, state and local laws and regulations in completing and operating the program, including, without limitation, and if applicable, local zoning laws and codes, fair housing laws and local housing plans. Further, I give permission to the Iowa Finance Authority (IFA) to perform due diligence and perform other related activities necessary for reasonable evaluation of this proposal. I understand that all information submitted relating to this application is a public record. I certify that all representations, warranties, or statements made or furnished in connection with this application are true and correct in all material respects. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring assistance from a state agency or subdivision.

Name:

Title:

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Signature

Date:

## **SUMMARY OF REQUIRED EXHIBITS/ATTACHMENTS**

The applicant must address each of the following requirements in an attached narrative or through the use of the form provided by IFA, as applicable.

Exhibit and Attachment numbers should be clearly labeled in the application submission.

### **Exhibit #1 - Organizational Documents**

1. Please submit a copy of the applicant's most recent audited financial statement. If an audited financial statement is not available, then an unaudited financial statement may be accepted subject to IFA review and approval.
2. If applicable, please submit documentation that the proposed project is located in a jurisdiction that is a Home Base Iowa community.
3. If applicable, please submit documentation that the proposed project is identified in an Iowa Great Places agreement, pursuant to Iowa Code 303.3C.

### **Exhibit #2 - Need for Housing in the Community**

The applicant must demonstrate a need for workforce housing. A rental housing market assessment must be completed by an independent third-party that documents a housing shortage relative to demand. The assessment should include rental vacancy rates, housing cost trends, employment trends, and an evaluation of how housing availability impacts employers' ability to attract or retain workers.

### **Exhibit #3 - Impact of Activity**

Describe how the proposed project will positively impact the community and its workforce housing needs.

### **Exhibit #4 – Sources and Uses**

Provide information on all sources of funds to be used for the project. All applicants must also complete the Project Budget as Attachment #1.

### **Exhibit #5 - Leveraging and Partners in Activity**

1. The applicant must demonstrate local support for the project in this Exhibit. Documentation should include a resolution from the applicant's governing body approving submission of this application and letters of support from employers in the labor shed in which the project will be located.
2. This Exhibit must also include documentation of financial participation in the form of Local Match. Written documentation of funding commitments for all sources of funds listed in the Project Budget must be provided on the contributing organization's letterhead with the type and amount of contribution specified.

3. Provide documentation of Employer Quality of Life Investment in the community.  
Written documentation of community investment listed in Section F of the application must be provided on the contributing organization's letterhead.

#### **Exhibit #6 - Timeline**

Provide a project timeline, including key activities and the anticipated dates of accomplishment of each identified activity. The timeline must reasonably demonstrate that the proposed project can be completed and all Workforce Housing Loan funds expended within the loan agreement period. The timeline must also demonstrate that the project is "Ready to Proceed" as defined in Section D.

#### **Attachment #1 – Project Budget**

Complete the Project Budget, including information on all sources and uses of funds for the project. Include the commitment status of each funding source. Form provided by IFA.

#### **Attachment #2 – Minority Impact Statement**

Complete the Minority Impact Statement. Form provided by IFA.

#### **Attachment #3 – City / Locality Map**

Attach a map showing the location of the proposed project within the city or locality.

#### **Attachment #4 – Photographs of Site**

Attach photographs of the proposed project site location(s).



**IOWA FINANCE  
AUTHORITY**

**Workforce Housing Loan Program  
Maximum Score 100 Points**

1. 2010 Census population of applicant
  - 15 points – 50,000 or less
  - 0 Points – Greater than 50,000
2. Total construction/rehabilitation cost per unit (scale based on applications received)
  - 7 points – Lowest cost quartile
  - 5 points – Less than median cost
3. Total number of units proposed (scale based on applications received)
  - 5 points – Highest quartile (most units proposed)
  - 3 points – More than median
4. Workforce Housing Loan requested per unit
  - 10 points – \$20,000 or less per unit
  - 7 points – \$20,001 to \$30,000 per unit
  - 4 points – \$30,001 to \$40,000 per unit
5. Local matching funds from sources other than the project developer or owner
  - 2 points for each 1% local match based on total construction/rehabilitation cost (maximum 15 points with fractional points to two decimal points)



IOWA FINANCE  
AUTHORITY

6. Employer quality of life investment in community or project

1 point for each 1% match based on total requested Workforce Housing Loan (maximum 13 points with fractional points). Investment needs to be committed with fulfillment in the next year or have been fulfilled since July 1, 2012.

7. High Quality Job Program award approved by the IEDA since July 1, 2012

10 points

8. Home Base Iowa

4 points

9. Iowa Great Places

1 point

10. Fully Accessible or Type A units

1 point for each unit that is Fully or Type A accessible (maximum 5 points)

11. City has local building code enforcement, including inspections

5 points

12. Local unemployment rate that is lower than the statewide unemployment rate (2014 annual average)

5 points



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AUTHORITY

13. Average annual employment trends

5 points – Average annual employment increased each of the past three years (calendar years ending 2012 – 2014)

3 points – Average annual employment increased two of the past three years (calendar years ending 2012 – 2014)

1 point – Average annual employment increased calendar years ending 2013 to 2014.

DRAFT



# REAP Grant Projects

The City currently has \$20,000 budgeted for rip-raping the harbor wall and \$70,000 budgeted for rip-raping the levee from Pearl City Station to Millennium Plaza. There is an opportunity to leverage these budgeted dollars with a REAP Grant for the DNR and also replace the Long Dock in the harbor, a project identified as needed in the CIP. We plan on combining these budgeted dollar amounts together and making a three scope project that would include both of these projects, plus replacing the long dock in the boat harbor. Using equipment available from Public Works, we should be able to drastically reduce the cost of both the rip-rap projects and use the remaining funds, along with the REAP Grant funds of \$125,000, to complete all three projects. Below is a breakdown of the rough costs for each revised project:

Project Component	Description	City Cost	REAP Request	Total Cost
<b>Rip-Rap Replacement Inner Harbor Wall</b>				
650 Tons of Class E Rip-Rap	Rip-Rap @ \$24.75/Ton	\$8,044	\$8,044	\$16,088
Diesel	Fuel for hauling	\$500	\$500	\$1,000
<b>Rip-Rap Replacement Riverside Embankment</b>				
2,200 Tons of Class E Rip-Rap	Rip-Rap @ \$24.75/Ton	\$27,225	\$27,225	\$54,450
Diesel	Fuel for hauling	\$1,750	\$1,750	\$3,500
<b>Long Dock Replacement</b>				
New Long Dock	Complete replacement	\$52,519	\$87,481	\$140,000
<b>Project Total</b>				
		<b>\$90,038</b>	<b>\$125,000</b>	<b>\$215,038</b>

## Rip-Rap Inside Harbor Wall

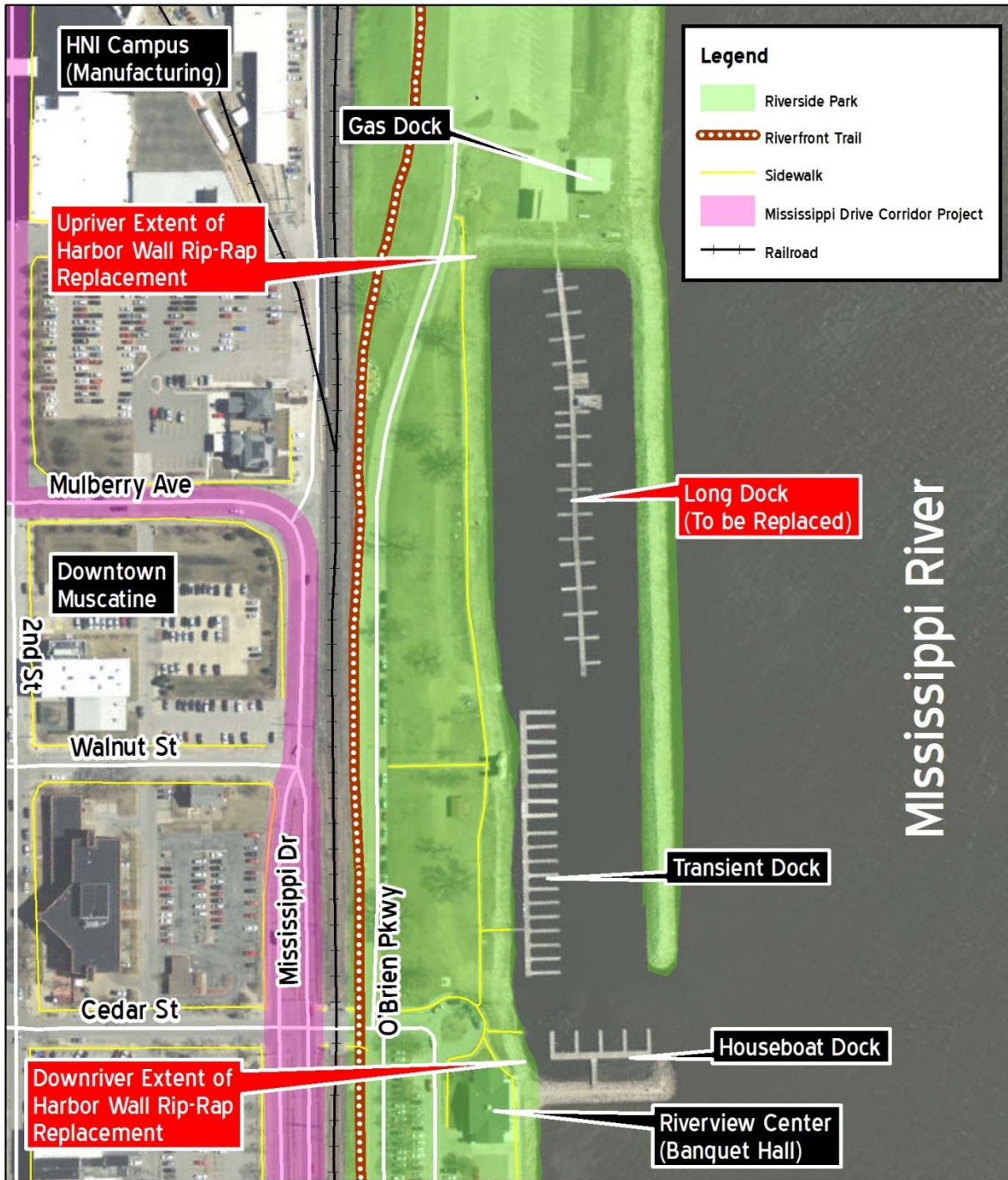
The inside harbor wall from the corner of the Marina building to Riverview Center has become exposed from the majority of the rock falling from the upper section of the wall into the river, becoming covered with silt. The sidewalk that runs alongside the harbor is in danger of collapsing due the erosion of the rock and soil. Rip-rap is needed to be replaced throughout the entire inside wall to help avoid any further erosion of the wall, and to help protect the sidewalk.

## Rip-Rap Levee

The rip-rap on the levee along the trail on the Mississippi River from Pearl City Station to near the Millennium Plaza continues to erode into the river. This has caused a deep gap directly off of the trail causing safety concerns for pedestrians using the trail. Rip-rap is needed to be replaced between the trail and the top of the levee wall to create a safe trail for bike riders, walkers and runners.

## Replace Long Dock

The current long dock that is located inside the Muscatine Boat Harbor are continuing to show significant wear throughout the entire dock, and has not received significant reconstruction since the mid 80's. Damage is occurring from constant exposure to sun, wind, rain, rising and falling water levels and winter weather. The boards on the top of the dock have begun to splinter and upheave causing unsafe walking conditions. Bolts and screws that hold the docks and braces in place continue to break and rust, causing constant repair of the dock. The dock is also currently secured by concrete blocks and chains that allow the dock to rise and fall with the water levels. The chains frequently break due to constantly being submerged under water. The floats that hold the dock above water are approximately 25 years old and are at risk of collapsing in the near future. The entire long dock is in need of complete replacement in order to best serve the boaters in our community.



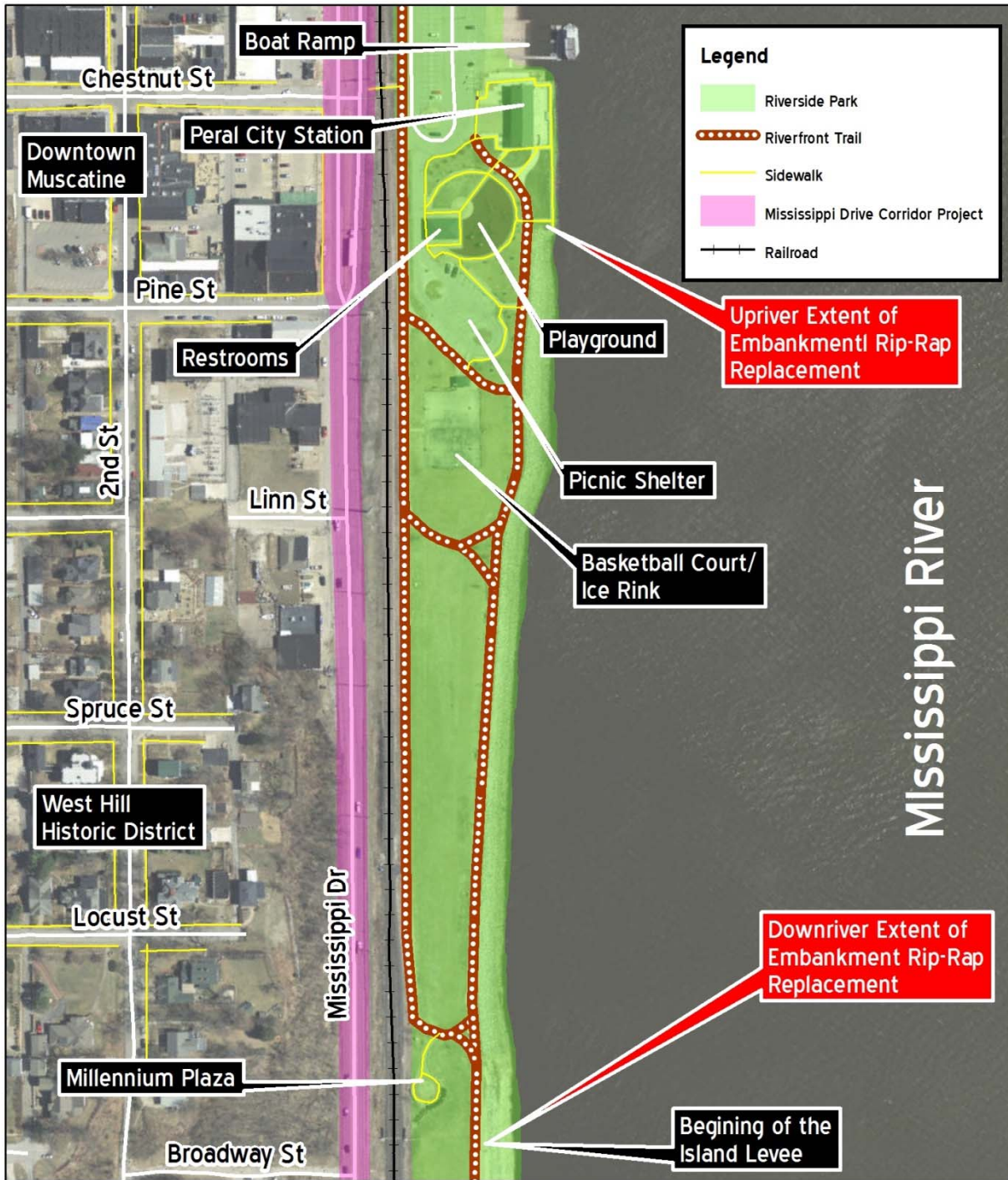
# Boat Harbor & Embankment Restoration Project

Boat Harbor & Marina Detail

Date Source: Muscatine Area Geographic  
Information Consortium, City of Muscatine &  
Prepared by: Andrew Fangman, City Planner  
Date: August 7, 2015







## Boat Harbor & Embankment Restoration Project

Lower Riverside Park Detail

Date Source: Muscatine Area Geographic  
Information Consortium, City of Muscatine &  
Prepared by: Andrew Fangman, City Planner  
Date: August 7, 2015





1202 Musser Street  
Muscatine, IA 52761-1645  
(563) 263-2752  
Fax (563) 263-3720

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**WATER POLLUTION CONTROL**

**MEMORANDUM**

To: Gregg Mandsager, City Administrator

CC: Nancy Lueck, Finance Director  
Fran Donelson, Secretary

From: Jon Koch, WPCP Director

Date: August 10<sup>th</sup>, 2015

Re: FY 2015/2016 Budget Amendment for Laboratory Staffing

**INTRODUCTION:** The City of Muscatine Environmental Laboratory Services is in need of another full time Lab Technician I to keep up with current work demand. The part-time position is not sufficient to cover the current work load and should be changed to a full time position to ensure reliable results to our customers in a timely manner, continue accurate reporting to the DNR and increase revenue by taking in more outside analytical work.

**BACKGROUND:** During the Lab Annex Project in 2014 it was anticipated that new sampling and testing could not be handled by current staffing levels. A third full time position was requested but not granted during budgeting in early 2015. Since then the new DNR discharge permit has gone into effect, requiring 7 day a week sampling for influent and effluent BOD and digester alkalinity and volatile acids. Both of these tests were only required 5 days a week in the previous permit. New phosphorus and nitrogen testing was also added to weekly testing. Due to this increase we are staffing the lab a full 8 hour day on Saturdays. In the past, Saturday staffing was limited to once or twice a year for holiday coverage and other unforeseen circumstances.

Several permitted industries have had a large increase in sampling and testing for various reasons. The expansion of Heinz and their new loading to the plant has gone from 4 to 7 day a week testing. Certain industrial metal finishers have needed increased oversight due to multiple discharge violations. Monsanto and GPC have both expressed an interest in increased testing being done by the City lab for new nitrate and phosphorus requirements with lab fees approaching \$10,000.00. Heinz will increase testing revenue by \$9,000.00 annually. Potential new revenue could include \$5,700.00 a year for pool and spa testing from local businesses and pool operators. Local community drinking water systems in unincorporated Muscatine could generate \$11,000.00 annually. Most of this testing will not be possible with current staffing

**"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain**

levels. Marketing to these potential sources will not be attempted without adequate staffing in place.

Several changes have been made to the lab scheduling and work load to accommodate this increase in work with the same amount of staffing. Lab techs that used to collect samples now devote all their time to the lab and still are finding it difficult to keep up. All efforts are being made to accommodate the new work load with current staffing levels and no other plant staff are qualified to do testing in the certified lab even on a part time basis.

The Finance Department estimated a \$28,176.00 budget increase to accommodate the move from part time to full time for this position for a full 12 month period or \$2,348.00 per month. Starting this position in September should increase the current budget by \$23,480.00. It is believed future lab billing will more that cover the expense for this move.

**RECOMMENDATION/RATIONALE:** Plant staff recommends the adjustment of the FY 2015/2016 budget to include the elimination of the part time staff position and addition of a full time Lab Technician I position able to start September 1<sup>st</sup>, 2015, increasing the personnel budget by \$23,480.00.



**Enter  
FREE  
Drawing!**



**2015**



# Muscatine's International Fair

*Celebrating all cultures!*

**Saturday Aug. 22**  
**12:00 pm - 6:00 pm**



**FREE EVENT!**

**at Pearl City Station  
on the Riverfront  
Muscatine, IA**

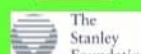
**Music, kids' games & crafts, culture & dance, booths,  
food & crafts vendors and fun for the whole family!**

**Bring your own lawn chair and ENJOY!**

*Organized by:*



*Sponsored by:*



**NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA  
THURSDAY, AUGUST 27, 2015 10:00 am**

LOCATION: MFPRSI OFFICES 7155 LAKE DRIVE SUITE 201, WEST DES MOINES, IA, 50266  
OFFICE PHONE: (888) 254-9200

***PRELIMINARY AGENDA [See Notes 1, 2, 3, 4 below]***

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**MANAGERS**

- A. SERVICE FIRMS REVIEW: INVESTMENT MANAGERS

**CONSENT ITEMS**

- MINUTES      B. MINUTES AND SCHEDULES  
                         1. REVIEW & APPROVAL OF MINUTES OF PREVIOUS MEETING(S)  
                         2. SCHEDULES – CALENDARS – CONTRACT SUMMARY

- ACTIVITY      C. BENEFIT ACTIVITY REPORTS  
                         1. COMMUNICATION PROGRAM ACTIVITY  
                         2. DROP PROGRAM ACTIVITY UPDATE  
                         3. SUSPENSION & WITHHOLDING REPORT  
                         4. ANNUAL ESCALATOR REPORT

- PROJECTS      D. DEVELOPMENT PROGRAM REPORTS  
                         1. LEGISLATIVE REPORT  
                         2. SUDAN AND IRAN DIVESTMENT REPORTS

**DISCUSSION/ACTION ITEMS**

- E. FINANCIAL REPORTS  
                         1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET
- F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS  
                         1) Administration Goals  
                         2) Board Memo – Terry Slattery and Dan Cassady NASRA Conference  
                         Summary
- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES (Veasley, Tribune  
Company)
- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (NONE)
- I. INVESTMENT PROGRAM UPDATE  
                         1) Real Estate Recommendation
- J. INVESTMENT PERFORMANCE REPORT
- K. BOARD EDUCATION: UNCONSTRAINED FIXED INCOME
- L. STRATEGIC PLANNING



- M. 2015 INTERIM REPORT TO LEGISLATURE
- N. MEDICAL PROTOCOL REVIEW

NOTES: 1) Subject to additions & modifications as topics develop. At the discretion of the Chairperson of the Board, the scheduling of individual subjects during the meeting may be adjusted to facilitate the efficient utilization of time. 2) You are hereby notified that the above named public body will hold a meeting at the dates, time and place specified. A vote may be considered to go into closed session pursuant to Iowa Code 21.5(c)(f). 3) Consent Agenda: Subjects that require only consent or approval by the Board of Trustees, including informational topics. Subjects upon which information is provided for the Board but which will not be reviewed at the Board meeting except at the request of an individual Board member or the administration. 4) The Board of Trustees will work through the agenda until completion. Breaks will occur periodically as deemed necessary by the Board chairperson.

NEXT BOARD MEETING: OCTOBER 8, 2015



## APPLICATION AND NOMINATION FORM

Individuals from the community will be selected based on meeting the following criteria:

**Leadership Experience:** The individual has been a leader in some capacity in Muscatine or other communities.

**Community References:** The individual submits a minimum of two references that state why the person is a qualified candidate for Leadership Muscatine.

I have previously applied \_\_\_\_\_ Yes \_\_\_\_\_ No      I have lived in the Muscatine area for \_\_\_\_\_ (yrs.)

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Organizations/Activities	Position(s) Held	Reference Person

My greatest contributions to these organizations/activities have been:

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In my opinion, these are three important issues in the Muscatine area today:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I am interested in providing **LEADERSHIP** in these areas or in these ways:

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I would like to develop the following personal skills that would improve my leadership ability within the community:

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These personal qualities would make me a good candidate for the program:

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## REFERENCE:

I personally know the applicant. He/She is a qualified candidate for the LEADERSHIP MUSCATINE program because:

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Signature

Address

Date

I personally know the applicant. He/She is a qualified candidate for the LEADERSHIP MUSCATINE program because:

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Signature

Address

Date

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Program fee is \$500.00: ☐ Employer will pay ☐ I will pay  
☐ I am seeking a partial scholarship from **Community Foundation of Greater Muscatine.**

**I understand that the program will require both personal time and work time and that attendance is required. I WILL BE ABLE TO MAKE ARRANGEMENTS TO ATTEND THE SESSIONS.**

Signature

Address

Date

**Applications due by Friday, September 4, 2015 to:**

Leadership Muscatine, 102 Walnut St., Muscatine, IA 52761 or email to [sfulton@muscatine.com](mailto:sfulton@muscatine.com)

Questions may be directed to Susan Fulton (563) 263-8895 or [sfulton@muscatine.com](mailto:sfulton@muscatine.com)

Grant # 201 \_\_\_\_\_

- ☐ Invoices Received
- ☐ Digital photos Received
- ☐ Acknowledgement in PR
- ☐ Narrative Report Received

**Complete this first page as your COVER PAGE**

**Organization: City of Muscatine Parks and Recreation**  
**Federal ID number (EIN)**

**#42-6005008**

*If applicable*

**Circle 501(c)(3) tax-exempt status:** Yes

*Attach the 501(c)(3) tax-exempt letter unless previously submitted in current calendar year*

**Amount of Grant Request: \$3,000**

**Total Cost of Project: \$3,000**

**How much have you received in grants from the Community Foundation over the last 12-month period. \$0**

**Name of Person Requesting Grant and Email Address:**

Richard Klimes

Director of Parks and Recreation

rklimes@muscatineiowa.gov

**Phone Number of Person Requesting Grant:**

(563)263-0241

**Check Made Payable to Organization's Name & Address:**

*City of Muscatine Parks and Recreation Department*

*215 Sycamore*

*Muscatine, IA 52761*

**Descriptive Name for Project:**

Rose Garden Gazebo

**# of Muscatine Co. Residents Benefitting: All**

**Describe the people who will be served:**

The Rose Garden Gazebo is open to the general public year round

**Circle Appropriate Categorize(ies): Arts/culture/heritage**

**Describe the project in 100 words or less. Include what the request is for, who will benefit, and specifically how this grant money will be used.**

The Gazebo at the Muscatine Rose Garden, located at Weed Park, is severely deteriorated and has become unstable. The request is to replace the current Gazebo with a new 10' open gazebo, similar size as the current one. This will benefit the entire community that views the Rose Garden, as well as the many visitors that tour the Rose Garden every year. The grant money will be used to purchase the new 10' open gazebo and provide a concrete base. City staff will assemble the gazebo and install the concrete base.

**Signature and Title of Person Requesting**

**Signature and Title of CEO/Executive Director**

**Repeat Descriptive Name of Project: Rose Garden Gazebo**

## **Use the following to provide a narrative of your project**

### **Organization's mission statement, purpose or services as it relates to this project:**

The City of Muscatine's mission is to provide high quality, effective municipal services; excellent customer service; and sound fiscal management. We engage our community, producing results designed to enhance the well-being and quality of life for our residents and businesses. We are advocates for the City of Muscatine, valuing its history and working to shape its future.

### **How long has the organization been serving Muscatine County?**

Since the existence of the City of Muscatine

**Provide a budget describing all funding sources including the names of other granting organizations to which you are applying. Designate which sources are secured and which are anticipated. Then provide a breakdown of expenses into categories. For the purpose of this grant request, income should equal expense.**

#### **Expenses**

10' Open Gazebo - \$2700  
Concrete base - \$300

#### **Revenue**

CGFM Grant - \$3000

**Provide more detail about the project by answering the questions below in the order listed. Use the each questions as a header. You may use up to one additional page.**

#### **1) Narrative description of project and what do you want to accomplish?**

Muscatine Public Parks are a living legacy from the citizens of Muscatine for the citizens of Muscatine. One of the crowning jewels of our public parks is the Weed Park Rose Garden and gazebo. The Rose Garden gazebo, a central feature in the garden, has aged and needs to be demolished. Its wooden structure has deteriorated and aged beyond any feasible repair. The Muscatine Parks Department proposes the construction of a new gazebo in its place.

#### **2) What problem are you addressing or how will your project enhance the quality of life?**

The existing gazebo structure has deteriorated and is currently unstable. The Muscatine Parks Department would like to construct a new gazebo that will be in keeping aesthetically with the surrounding garden. The gazebo is a favorite of visitors to the park (young and old alike) and is a quaint focal point in the garden. Visitors to the park enjoy it as a welcome place to rest and take in the stunning 360-degree view of the surrounding park and neighborhood.

#### **3) Who will benefit and how?**

The people of Muscatine and her visitors will benefit by having a structurally sound and safe structure. The Rose Garden is occasionally reserved for wedding services and/or receptions. The gazebo is the central gathering spot for these events. Between January 1, 2014 and January 1, 2015 the garden was reserved four times for weddings and/or receptions. In addition to weddings the gazebo is a favorite of professional and amateur photographers. From its location in the garden the gazebo offers spectacular views of the Mississippi River, the Zoo Garden, Weed Park proper, and of course the beautiful Rose Garden. These views are lovely backdrops for weddings, graduation photos, engagement photos, vacation shots, and impromptu family photo sessions. The gazebo and Rose Garden is a joyous place that is appreciated and enjoyed by the citizens of Muscatine on a daily basis.

**4) How will you go about solving the problem or making life better?**

The Muscatine Parks Department will construct a new gazebo on the site of the existing structure. The new gazebo will be fabricated with appropriate materials and be constructed to the appropriate building standards suitable for public use.

**5) What are the anticipated outcomes? What impact will the project have?**

The outcome will be a safe and beautiful new structure in the Rose Garden. The impact is a continued legacy for present and future generations. See responses to questions two and three above.

**6) Is there other important information you would like us to know?**

The children's playground is very close to the Rose Garden so many children come through the garden daily. They enjoy and appreciate the roses in the garden and the gazebo is a favorite of theirs. It has an air of fantasy and whimsy about it that is special. Spaces like this nurture imaginations. The gazebo in our Rose Garden is a quiet place of beauty, a place to dream. Your support of this project will help us maintain the beauty and enjoyment of our Rose Garden.



Iowa Department of Revenue

www.iowa.gov/tax

**Iowa Sales Tax Exemption Certificate**

This document is to be completed by a purchaser whenever claiming exemption from sales/use tax. Certificates are valid for up to three years. **Seller:** Keep this certificate in your files.  
**Purchaser:** Keep a copy of this certificate for your records. Do not send to Department of Revenue.

Purchaser Name <b>CITY OF MUSCATINE</b>		
Address <b>215 SYCAMORE STREET</b>		
City <b>MUSCATINE</b>	State <b>IA</b>	ZIP <b>52761</b>
General Nature of Business <b>MUNICIPAL GOVERNMENT</b>		
Telephone Number		

Seller Name		
Address		
City	State	ZIP

Purchaser is doing business as a:

- ☐ Retailer  
Sales Tax Permit No. (if required): \_\_\_\_\_
- ☐ Retailer Car Dealer DOT No.: \_\_\_\_\_
- ☐ Wholesaler ☐ Farmer ☐ Lessor
- ☐ Manufacturer ☐ Nonprofit Hospital
- ☐ Private Nonprofit Educational Institution
- ☒ Governmental Agency including public schools
- ☐ Qualifying Residential Care Facility
- ☐ Non-Profit Museum ☐ Other: \_\_\_\_\_

Purchaser is claiming exemption for the following reason:

- ☐ Resale ☐ Leasing ☐ Processing
- ☐ Qualifying Farm Machinery/Equipment
- ☐ Qualifying Industrial Machinery/Equipment
- ☐ Qualifying Replacement Parts ☐ Qualifying Computer
- ☐ Pollution Control Equipment ☐ Recycling Equipment
- ☐ Research and Development Equipment
- ☐ Direct Pay (permit no. required): \_\_\_\_\_
- ☒ Other: **MUNICIPAL GOVERNMENT**

**FEDERAL ID #42-6005008**

Description of Purchase: Attach additional information if necessary.  
 Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser: \_\_\_\_\_

Title: **FINANCE DIRECTOR**Date: **8-10-15**

31-014a (08/16/11)

**Exemption Certificate Instructions**

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed. The certificate must be complete to be accepted by the seller. The seller can accept an exemption certificate only on property that is qualified (see the exemptions below) or based on the nature of the buyer. If property or services purchased for resale or processing are used or disposed of by the purchaser in a nonexempt manner, the purchaser is then responsible for the tax.

**Exemptions:**

**Resale:** Any person in the business of selling who is purchasing items to resell may claim this exemption. The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit. Retailers with a sales tax permit number must enter it in the space provided.

**Processing:** Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail; chemicals, solvents, sorbents, or reagents used, consumed, dissipated, or depleted in processing personal property intended to be sold ultimately at retail; fuel used to create heat, power, or steam for processing or used to generate electric current; and chemicals used in the production of free newspapers and shoppers guides.

**Qualifying Farm Machinery/Equipment:** The item must be directly and primarily used in agricultural production; and must be one of the following.

1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. a replacement part for 1, 2, 3, 4, 5
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production, if attached to or towed by a self-propelled implement.

**Qualifying Industrial Machinery/Equipment:** This machinery or equipment must be:

- used by a manufacturer • directly and primarily used in processing tangible personal property or certain other research activities
- certain replacement parts for the above; this does not include supplies

**Qualifying Computers:**

- sold to commercial enterprise, insurance company, or financial institution • certain replacement parts; this does not include supplies

**Direct Pay:** Businesses and individuals who pay their taxes directly to the Department rather than to the seller must enter their Direct Pay permit number in the space provided.

**Private Nonprofit Educational Institutions:** Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt. **NOT EXEMPT** from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.

31-014b (10/12/12)