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City Administrator Report to Mayor & City Council
February 03, Edition No. 255

WEEKLY UPDATE:

- Reminder: Saturday's budget session begins at 8am in the Lower Level Conference Room.
- CSO: Attached please find the January 2017 West Hill Projects progress report. We are on track to receive completed survey in March. We recommend that the concept design work for Phase 4 commence in March 2017 and request City's authorization to begin the concept design phase. I am attaching the Phase 4 planning area sketch for reference. Please contact me if you have any questions. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants
- Fire: Battalion Chief Ted Hillard organized a donation from Cargill for stackable Auto Cribbing for extrication at a value of around $ 2,100. They will be purchasing this and donating it to the fire department.
- China: Shelly Maharry, Associate Director, Community Foundation of Greater Muscatine - Thank you for all your many, many hours of great work. We could not have pulled off such a great 3 days in Muscatine without you. Information about the 100,000 Strong Initiative has been added to the Community Foundation of Greater Muscatine's website. More details to follow…
    - https://www.muscatinecommunityfoundation.org/100000-strong-initiative-summer-2017-study-china-scholarships/
    - Some early stats: Around 1200 in attendance, plus another 1152 devices tuned in live to the event online.
- ATE: Recent ATE Legislation - While this certainly is an improvement over legislation that eliminates ATEs altogether, inserting IDOT into public safety decisions and limiting home rule are still issues of concern. Muscatine's funding is currently budgeted under the Police Department and dedicated to public safety versus roads. Please see the article at: http://www.desmoinesregister.com/story/news/politics/2017/02/01/iowa-senate-panel-votes-12-1-keep-traffic-enforcement-cameras/97350588/Additional Information

As requested, here is some additional information regarding OpenGov.

Cedar Rapids has started using OpenGov. Here is there website and video: http://www.cedar-rapids.org/local_government/departments_a_-_f/finance/Opengov.php

Fort Dodge, IA: https://fortdodgeia.opengov.com/transparency

Burlington, IA: https://burlingtonia.opengov.com/transparency#/648/accountType=revenuesVersusExpenses&breakdown=types&currentYearAmount=cumulative&currentYearPeriod=years&graph=bar&legendSort=coa&month=12&proration=true&saved_view=21899&selection=434B575B37C14B9B8EF8FDDAFE9B7BDB&year=2017&fiscal_start=earliest&fiscal_end=latest

"I remember Muscatine for its sunsets. I have never seen any

on either side of the ocean that equaled them" — Mark Twain

Here is some additional information from OpenGov with a number of links regarding the OpenGov platform:
Thank you again for the opportunity to meet with you today. I really enjoyed our conversation. It was great to learn more about your role and how OpenGov can deliver and expand the value for you, department heads, stakeholders and constituents!

To recap: The City of Muscatine is looking for an easy-to-use SAAS based platform, that works with your current Springbrook solution to provide quick access to critical finance, budget and non-financial information. You specifically found a lot of value in:
- Ability to streamline the budget process through creation, approval process and the communication of the budget milestones.
- A tool for Commissioners, Board Members, Executives and Department Heads to answer financial & budget information questions with a few clicks.
- Ability to support not only financial but also non-financial data both internal and externally as deemed appropriate to make actionable decisions.

Sample Sites: Here are a few sample sites, these sites were selected not for the size of the city but rather the unique reports. All sites provided are public.
- [Sausalito, CA](#) - Balance Sheet, Treasurer's Report, Long Term Financial Plan, Fiscal Health Indicators, Assessed Valuations
- [Northglenn, CO](#) - Sales/Use Tax by Geographic Area, Sales/Use Tax by Industry, Water Consumption
- [Englewood, CO](#) - Full-Time Position Information, Multiple Year Comparison, Payment Register
- [Edgewood, KY](#) - Police Runs, Stealth Speed, Average Monthly Fire Response Time
- [McKinney, TX](#) - Debt Service
- [Fort Dodge, IA](#) - Budget Planning, FAQs
- [Minneapolis, MN](#) - Notes
- [Eau Claire, WI](#) - weekly data uploads, CIP and B2A

Also based on our discussion...
- [Case Study on Anoka County, MN](#). They used OpenGov to share their 2016 Final Budget in a quick video.
- [City of Tallahassee, FL](#). They created a video to promote their transparency site to their community and educate them on how to easily it is to get the answers to their questions.
- [City of Milton, GA](#). They use OpenGov to answer frequently asked questions.

Project Name:	City of Muscatine - West Hill Sewer Separation	**Month:**	January 2017
Prepared By:	Stanley Consultants	**Project Number:**	SCI: 17660: 30.02, 40.00, 41.00

"PHASE" refers to Design Package/Construction Contract

Progress for Last Month (January 2017):
PHASE 3 (Phase 3A, 3B, 3C):
Phase 3A/3B – Construction:
- Periodic City phone call updates on status of Phase 3
- Remaining 3B Contractor Work – Skidmore property, grouting inlets, sewer videos, surface restoration.

PHASE 4 Planning:
- Walked and took photos of the phase 4 area surveyed to date on 8th Street (to Pine St).

PHASE 4 Survey – Martin and Whitacre:
- CAD and drawing work to clean up the survey file for the data collected to date.

Work Items for Coming Month (February 2017):
PHASE 3 (3A, 3B, 3C) - **Construction:**
- Attend Phase 3C coordination meeting Mid-February
- Assist as requested with Phase 3A & 3B contractor closeout and remaining topics.

PHASE 4 – Planning:
- Martin Whitacre continues with Phase 4 survey.
  - Anticipate returning to field work next week – Feb 6th.
  - Provide Stanley survey information collected and processed to date by February 29.
  - Any remaining information will be processed and provided to Stanley Consultants in March.
- Stanley Consultants to walk and photograph the Phase 4 (8th Street –west of Pine) survey area when utility paint marks are placed.
- Seek authorization to proceed with Concept Design of Phase 4 to begin when survey becomes available in early March.
- Schedule for Phase 4
  - Authorized Phase 4 for Survey – Aug 23, 2016
  - Survey Phase – September 2016 – March 2017
  - Concept Design and Estimate – March 2017-June 2017
  - Final Design – June 2017 – February 2018
  - Bid and Construction – 2018

Key Issues & Information Required:
- Continued City updates on Phase 3A and 3B outstanding topics.
- Authorization to proceed with Phase 4 concept design – Survey will be available early March.

Critical Information:
- Substantial Completion of Milestone Phase 3B has expired (Nov 18, 2016) – Contractor is working to finish up remaining items.
- Contract Phase 3B ready for final payment of December 23, 2016 has expired.
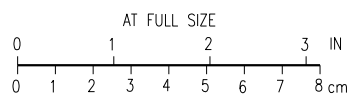
Stanley Consultants INC.

NORTH

NOTE:
1. MANHOLE REPLACEMENT.

Phase 4A - 8th St

Phase 4B - 7th St

EXISTING PAPOOSE
CREEK SEWER (PCS)

EXISTING UPPER
WEST BRANCH
SEWER (UWBS)

PROPOSED PIPE
SIZE (TYP)

PHASE 3A

PHASE 3A

PHASE 3B
NOTE 1

EXISTING LOWER
WEST BRANCH
SEWER (LWBS)

Phase
4C

PHASE 3C

NOTE 1

RAVINE FILL SITE

PAPOOSE CREEK PUMP
STATION AND COMBINED
SEWER OUTFALL

Nov 2016
Future Phase 4
Division of Remaining Parts of Phase 2
Phase 4A = Orange Cloud
Phase 4B = Blue Cloud
Phase 4C = Green Cloud
Red Clouds - Area surveyed to determine
separation needs.

LEGEND

▬▬▬	PHASE 1 – 2012/2013
▬▬▬	PHASE 2 – 2013/2014
▬▬▬	PHASE 3A – 2015
▬▬▬	PHASE 3B – 2016
▬▬▬	PHASE 3C – 2017
▬ ▬ ▬	FUTURE REMAINING OF ORIGINAL PHASE 2
▬ ▬ ▬	FUTURE REMAINING OF ORIGINAL PHASE 3
▬ ▬ ▬	FUTURE ORIGINAL PHASE 4
- - - -	SANITARY SEWER
─────	COMBINED SEWER

AT FULL SIZE

0   1   2   3   IN

0 1 2 3 4 5 6 7 8 cm

WEST HILL
OVERALL PROPOSED SANITARY
IMPROVEMENTS
MUSCATINE, IOWA
SCALE 1:300 (AT FULL SIZE)
JULY 2015   Nov 2016

CADD D4-R3

OPENGOV

MUSCATINE
Iowa

"Pearl of the Mississippi"

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OPENGOV

1100+	47	$500B+
GOVERNMENT CUSTOMERS	STATES	BUDGETS ANALYZED

OpenGov transforms government financial and non-financial performance data — often confined to static documents and spreadsheets that are unreadable to non-financial professionals — into intuitive, interactive intelligence for both internal government employees and citizens.

The OpenGov ROI

- Improved **spending power**
  - Better operational and performance intelligence for everyone who needs it (staff, department heads, elected officials, etc.)
  - Better budget decisions and process
  - Better understanding of current year and month budgets and actuals
  - Better insights from other governments around the world
  - Better financing terms
- Internal **efficiency**
  - Save time responding to FOIA and internal requests
  - Reduce staff interruptions
  - Streamline budget and comparisons processes
  - Improve internal and external collaboration
  - Automate data presentation & analysis
- Better citizen **engagement** and **transparency**
  - Engaging, interactive public reports
  - Ability to tell your whole story

Customers have told us they have achieved:

- 180 hours per year reduction in time spent producing internal reports
- Tens of thousands of dollars saved in time and consulting fees to do comparisons and benchmarks
- Millions of dollars saved due to better financing terms (bond ratings)
- 90% reduction in cost of maintaining external transparency sites
- 3x increase in online citizen engagement

The OpenGov Advantage

- Minimal training
- Easy to use and understand, even for non-financial users
- Both internal data analysis and public transparency
- Web-based solution available anytime, anywhere (PC, tablet, smartphone).
- Visualize both financial and performance data
- Specialized for complex, multi-fund financial data
- Compatible with all financial systems
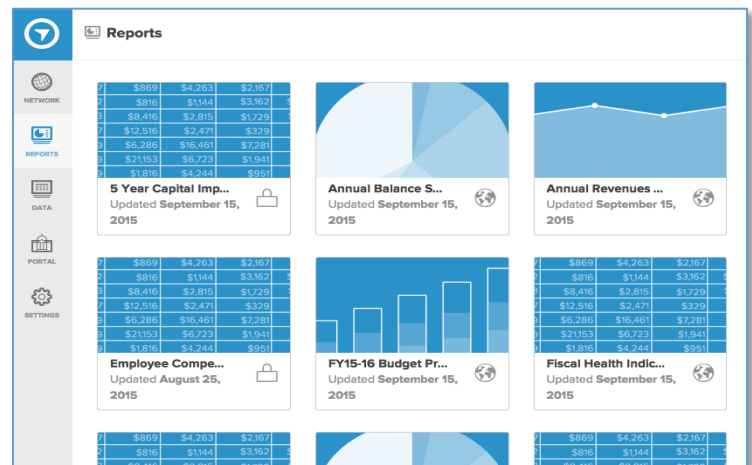- Rapid implementation (launch within weeks)

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The OpenGov Platform

OpenGov Intelligence™

OpenGov Intelligence allows governments to easily create and share internal operational reports, combining financial and non-financial data from numerous sources to help governments manage to budget, keep department heads and legislators informed, and streamline important workflows from the budgeting process to long-term financial planning.

Tell your entire story
- Visualize any financial and performance data
- Upload and visualize data with no special training

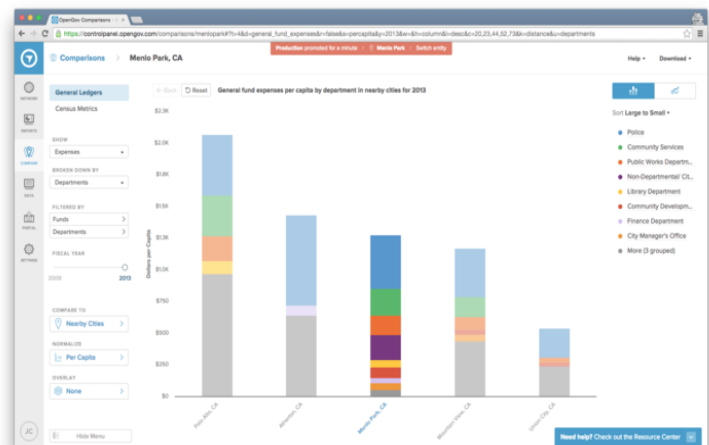### Deliver data to the decision-makers
- Empower everyone (staff, city manager, elected officials, council members, etc.) to get the information they need
- Control your information – decide what to share with your team, or with the world. In a click.

OpenGov Comparisons™

OpenGov Comparisons gives government administrators insights into their own financial and vendor performance in comparison to other governments, and helps them collaborate with peers across the country, thus uncovering ways to be more efficient and save money.

The fastest answers to complex questions
- We automatically import financial and census figures
- On-demand and always available with the latest data
- Engage your organization with tools they can use– no training required

View the data from your perspective
- Compare Apples-to-Apples
- No need to understand other's naming conventions
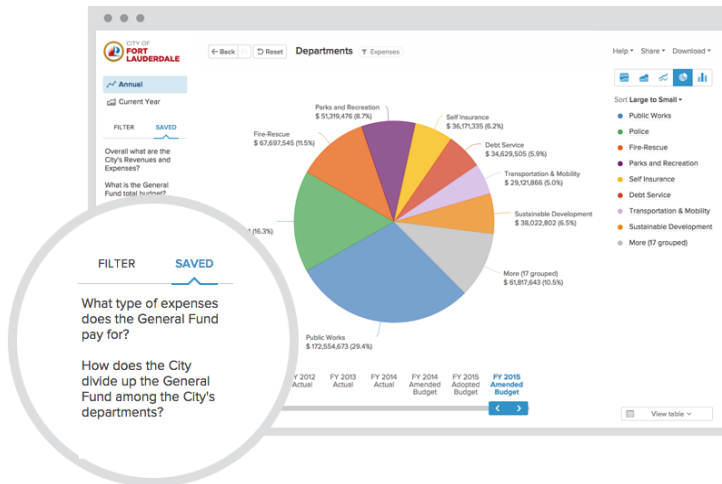
Stay focused on what matters
- Normalize as needed: per capita, per square mile, or view your expenditures/revenues as a % of total
- Visualize a single point in time, or view a 5+ year trend.

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OpenGov Transparency™

OpenGov Transparency enables governments to engage constituents with interactive budget reports, detailed transaction data, and year-to-date actuals, improving transparency and information quality with very little effort. By making this information public, they are also receiving better financing terms on bonds and improving revenue collection.

Make budgeting more transparent
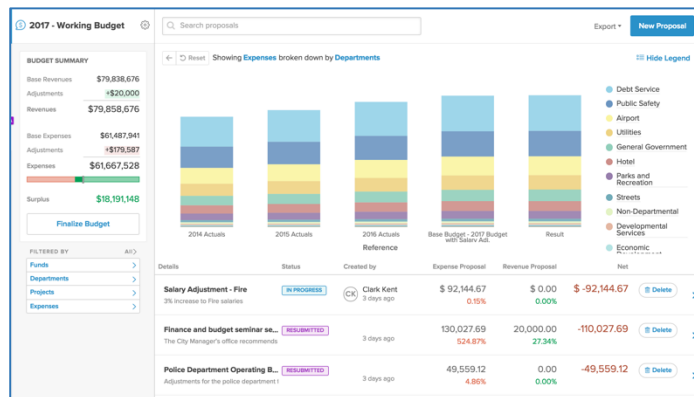Allow citizens to track the annual budget process at every step.

Share financial and performance data
Unite nonfinancial and financial data to give citizens a holistic view. Share goals and performance measures from across the organization.
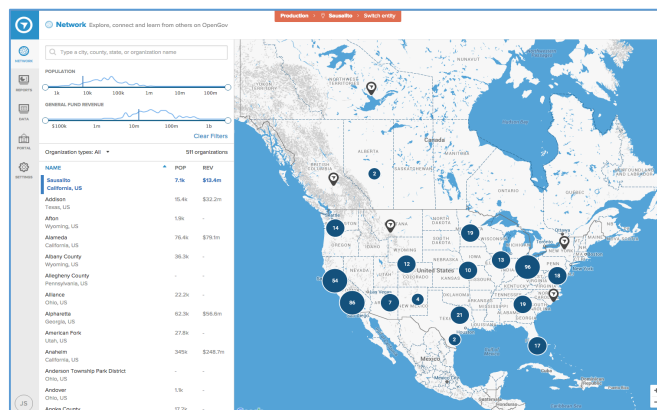
OpenGov Budget Builder

Budget Builder is an integrated management, updated and review platform designed to encourage budget preparers throughout the organization to collaborate and work with a common set of facts. It leverages OpenGov's advanced, multi-fund, reporting and cloud based architecture so everyone with a password and browser can stay informed and involved as the budget develops.

OpenGov Budget Builder: Sophisticated, Intuitive, Affordable.

The OpenGov Network™

- 800+ Governments, School Districts, and Special Districts (and growing!)
- Flexible Search
    - Nearest Governments
    - Budget Size
    - Demographics
- Review Budgets, Actuals, and any other Public Reports.

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OPENGOV

Pricing:
OpenGov Budget Builder, Intelligence, Transparency & Comparisons

Package	What comes with:	12 MONTH TERM	36 MONTH TERM	60 MONTH TERM
OpenGov Platform	- OpenGov Intelligence - OpenGov Transparency - OpenGov Budget Builder - Register/Transactions - Unlimited Reports - Unlimited Data This is an Annual Subscription.	$28,400.00	$25,560.00	$24,140.00
Implementation	This is a One Time Fee	$2,700.00	$2,700.00	$2,700.00
Support/Maintenance	- Hosting - Maintenance - Training - Existing feature updates - Dedicated support - Data Customization	$0.00	$0.00	$0.00
User Fees	 - Admin / Report Creator - Reader / Collaborator - Elected Officials	$0.00 1 User 5 Users Free	$0.00 1 User 5 Users Free	$0.00 1 User 5 Users Free
Agreement Length				
*Per Term	year-1 subscription + implementation	**$31,100.00**	**$28,260.00**	**$26,840.00**
	year-2	n/a	$25,560.00	$24,140.00
	year-3	n/a	$25,560.00	$24,140.00
	year-4		n/a	$24,140.00
	year-5		n/a	$24,140.00
	Total	**$31,100.00**	**$79,380.00**	**$123,400.00**
Upfront Payment Option	**2.5% Discount for upfront payment**	**n/a**	**$77,395.50**	**$120,315.00**

- Payment is requested net 30 days
- Proposal pricing good until 9/30/2016

Additional Users (Rates are per year per additional user)	12 MONTH TERM	36 MONTH TERM	60 MONTH TERM
Admin / Report Creator	$400	$360	$340
Reader / Collaborator	$133.33	$120	$113.33
Elected Officials (Council & Mayor)	Free	Free	Free

Pricing:
OpenGov Intelligence, Transparency & Comparisons

Package	What comes with:	12 MONTH TERM	36 MONTH TERM	60 MONTH TERM
OpenGov Platform	- OpenGov Intelligence - OpenGov Transparency - OpenGov Comparisons - OpenGov Network - Check Register/Transactions - Unlimited Reports - Unlimited Data This is an Annual Subscription.	$12,139.89	$10,925.00	$10,318.06
Implementation	This is a One Time Fee	$2,700.00	$2,700.00	$2,700.00
Support/Maintenance	- Hosting - Maintenance - Training - Existing feature updates - Dedicated support - Data Customization	$0.00	$0.00	$0.00
User Fees	 - Admin / Report Creator - Reader / Collaborator - Elected Officials	$0.00 1 User 5 Users Free	$0.00 1 User 5 Users Free	$0.00 1 User 5 Users Free
Agreement Length				
*Per Term	year-1 subscription + implementation	**$14,839.89**	**$13,625.00**	**$13,018.06**
	year-2	n/a	$10,925.00	$10,318.06
	year-3	n/a	$10,925.00	$10,318.06
	year-4		n/a	$10,318.06
	year-5		n/a	$10,318.06
	Total	**$14,839.89**	**$35,475.00**	**$54,290.30**
Upfront Payment Option	**2.5% Discount for upfront payment**	**n/a**	**$34,588.13**	**$52,933.04**

- Payment is requested net 30 days
- Proposal pricing good until 9/30/2016

Additional Users (Rates are per year per additional user)	12 MONTH TERM	36 MONTH TERM	60 MONTH TERM
Admin / Report Creator	$400	$360	$340
Reader / Collaborator	$133.33	$120	$113.33
Elected Officials (Council & Mayor)	Free	Free	Free

OPENGOV

Scope of Work:

OpenGov deployment generally requires **10 - 12 hours** of commitment. You would be paired with two dedicated Customer Success contacts that will serve as your liaison for deployment, ongoing support and training. Below is an example of a conservative implementation timeline, but like with all aspects of our service we customize this around your objectives and deployment. This timeframe can be condensed should you commit to the deliverables.

Week	Tasks	Responsibility
Week 1	Welcome Call (Discuss Data Requirements)	Both
	Initial Data Receipt (Send GL and CoA)	City of Muscatine
Week 2	Kick-Off Call and Data Discussion	Both
	Data receipt (If applicable)	City of Muscatine
	Chart of Accounts Setup	OpenGov
Week 3	Chart of Accounts Review	Both
	Chart of Accounts Sign-off	City of Muscatine
Week 4	Report Customization Training	Both
	Platform Administration Training	Both
Week 5	Internal Soft Launch	City of Muscatine
	User Training	Both
Week 6	Final Check In	Both

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