

## City Administrator Report to Mayor & City Council *2017-10-13, Edition No. 283*

### WEEKLY UPDATE:

Reminder:

City Council Goal Session: 11/16/17@ 5:30PM.

CA Annual Evaluation: 11/14/17 @ 5:30PM.

- Budget: Attached is a copy of the FY 2017 Year End presentation.
- Indigenous Peoples' Day: I have received the following request. Many people in our community have expressed support of adopting Indigenous Peoples' Day as a recognized holiday by the City of Muscatine. We would like the following to be added as an agenda item to the November 16th City Council Meeting. "Discussion on Proclamation recognizing the second Monday each October as Indigenous Peoples' Day". If this agenda item requires any changes or additions we are happy to comply. Thank you for your time and commitment to our community.  
Travis Glynn
- CIAT: October meeting and September minutes
- Iowa League: Attached is information related to the League's 2017 Budget Workshops.
- Bi-State: Attached is the October 25, 2017 Commission Packet. Sarah Grabowski, Desktop Publisher
- ICMA: I will be attending ICMA and out of the office Monday through Wednesday, but available via cell or email.
- Holiday Decorations: Jerry Lange has graciously designated future funds to extend the height of the holiday tree by another four-foot section.

# **City of Muscatine**

## **Budget Basis Financial Statement Overview**

**Year Ended June 30, 2017**

**City of Muscatine, Iowa**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Year Ended June 30, 2017**

**Revenues:**

**Taxes:**

<b>Property</b>	<b>\$ 7,144,849.64</b>
<b>Utility</b>	<b>26,078.16</b>
<b>Hotel/Motel</b>	<b>441,079.24</b>
<b>Cable Franchise</b>	<b>176,094.75</b>
<b>Utility Franchise</b>	<b>81,398.55</b>
<b>Licenses and permits</b>	<b>426,846.76</b>
<b>Fines and forfeitures</b>	<b>862,417.16</b>
<b>Intergovernmental</b>	<b>890,120.87</b>
<b>Charges for services</b>	<b>579,212.94</b>
<b>Use of money and property</b>	<b>138,472.11</b>
<b>Other</b>	<b>804,625.12</b>

**Total revenues** **\$ 11,571,195.30**

**Expenditures:**

**Current:**

<b>Public safety</b>	<b>\$ 8,867,097.51</b>
<b>Public works</b>	<b>2,262,482.99</b>
<b>Health and social service</b>	<b>45,000.00</b>
<b>Culture and recreation</b>	<b>2,963,377.59</b>
<b>Community and economic development</b>	<b>764,146.08</b>
<b>General government</b>	<b>2,574,044.97</b>

**Capital outlay:**

<b>Public safety</b>	<b>113,506.65</b>
<b>Public works</b>	<b>487,968.69</b>
<b>Culture and recreation</b>	<b>148,339.34</b>
<b>Community and economic development</b>	<b>2,982.10</b>
<b>General government</b>	<b>16,399.51</b>

**Total expenditures** **\$ 18,245,345.43**

**Revenues (under) expenditures** **\$ (6,674,150.13)**

<b>Other financing sources (uses):</b>	
<b>Operating transfers in (includes transfers from the Employee Benefits, Road Use Tax, Ambulance, Perpetual Care Interest, and TIF funds)</b>	<b>\$ 7,550,240.48</b>
<b>Operating transfers out (includes transfer of tax levy proceeds to the Transit and Mad Creek Levee project as well as transfers to the Equipment Replacement and Computer Replacement funds)</b>	<b><u>(625,935.70)</u></b>
<b>Total other financing sources (uses)</b>	<b><u>\$ 6,924,304.78</u></b>
<b>Revenues and other sources over (under) expenditures and other uses</b>	<b>\$ 250,154.65</b>
<b>Fund balance, June 30, 2016</b>	<b><u>4,273,804.62</u></b>
<b>Fund balance, June 30, 2017</b>	<b>\$ 4,523,959.27</b>
<b>Less reserve for encumbrances</b>	<b><u>211,568.46</u></b>
<b>Unreserved balance, June 30, 2017</b>	<b><u><u>\$ 4,312,390.81</u></u></b>

**City of Muscatine  
General Fund  
Fund Balance Analysis  
Fiscal Year Ended June 30, 2017**

<b>Original Budget - Ending Fund Balance</b>	<b>\$3,666,961</b>
<b>Original Revised Estimate - Ending Fund Balance</b>	<b>\$4,356,665</b>
<b>Actual Ending Fund Balance (Reflects all Encumbrances including those funded from Road Use Tax)</b>	<b><u>\$4,312,391</u></b>
<b>Actual over (under) Revised Estimate by</b>	<b><u>\$ (44,274)</u></b>
<b>General Fund Balance as a Percent of FY 2016/2017 Expenditures (Revised Estimate Projected Percentage at 23.0%; original budget 19.5%)</b>	<b><u>22.84%</u></b>

<b>NOTE:</b>	
<b>Actual Ending Fund Balance <u>Without</u> Road Use Tax Funded Encumbrances (\$165,870.93 of Encumbrances will be funded from Road Use Taxes in FY 18)</b>	<b><u>\$4,478,262</u></b>
<b>Actual over Revised Estimate <u>Without</u> Road Use Tax Encumbrances</b>	<b><u>\$ 121,597</u></b>
<b>General Fund Balance as a Percent of FY 2016/2017 Expenditures without Road Use Tax Funded Encumbrances</b>	<b><u>23.72%</u></b>

**Budgeted Items not Purchased - Requested to be Carried Forward  
to FY 2017/2018:**

None

\$ -

**\* Revenues under original Revised Estimate by \$138,815:**

**Significant Revenue Items:**

Tax Collections <u>over</u> Revised Estimate	\$ 14,333
Utility Taxes <u>under</u> Revised Estimate	(1,521)
Utility Franchise Fees <u>under</u> Revised Estimate	(3,601)
Commercial/Industrial State Reimbursement <u>under</u> Revised Estimate	(1,384)
Cable Franchise Fees <u>under</u> Revised Estimate	(12,905)
Road Use Tax Transfer in to General Fund <u>under</u> original Revised Estimate (Corresponding Public Works expenditures also under Rev. Est.; Transfer for \$165,871 of Encumbrances will be done in FY 18)	(227,436)
Employee Benefits funding <u>over</u> Revised Estimate (Corresponding expenditures also over Rev. Est. due to retirement payout)	10,963
Health Insurance Wellness Program funding <u>under</u> Revised Estimate (Corresponding expenditures also under Rev. Est.)	(5,322)
Hotel/Motel Tax <u>over</u> Revised Estimate	76,079
Building & Zoning Revenues <u>over</u> Revised Estimate	19,356

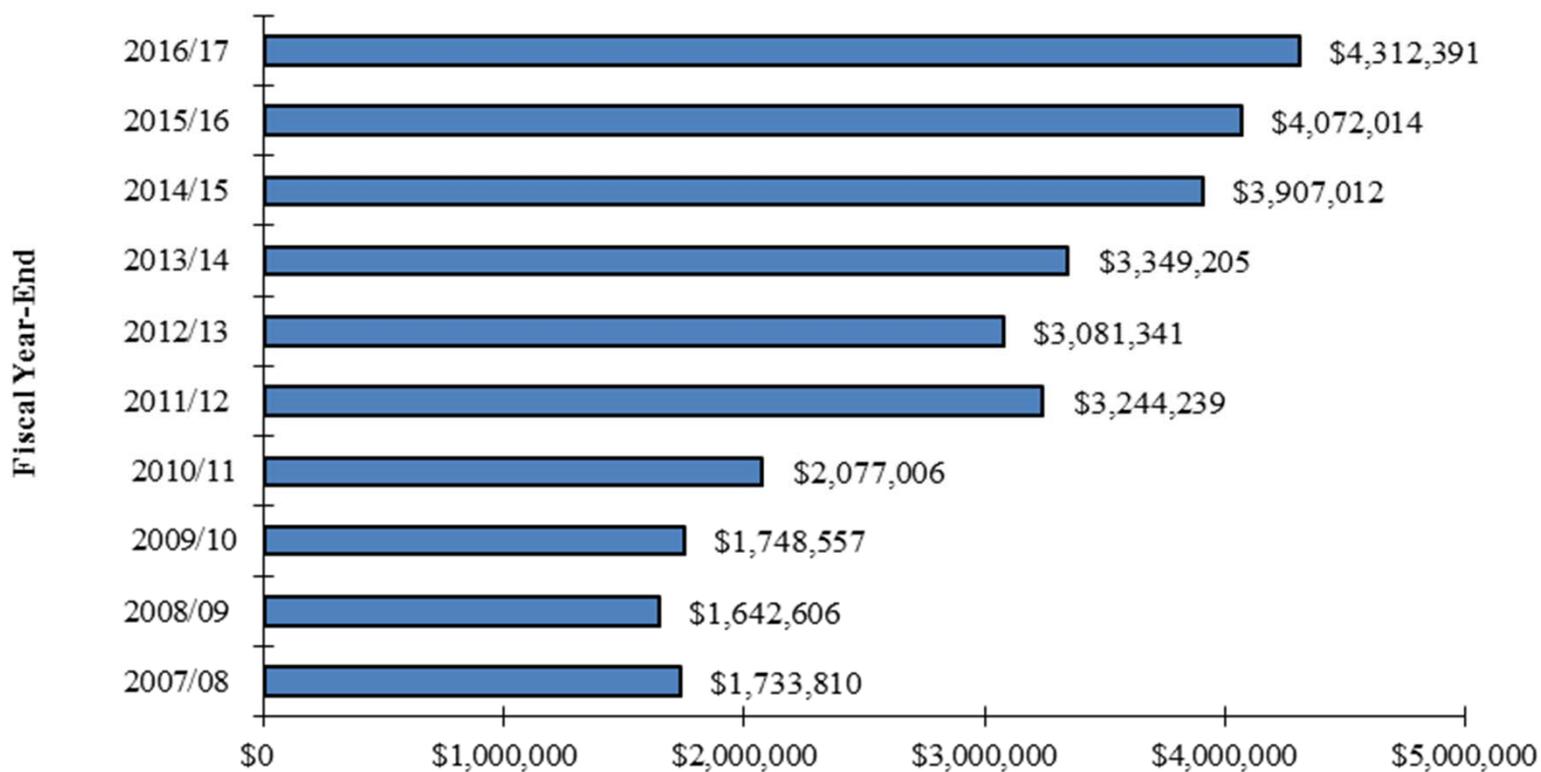
Library Revenues <u>under</u> Revised Estimate	(1,048)
Art Center Revenues <u>under</u> Revised Estimate	(1,050)
Parks and Recreation Revenues <u>under</u> original Revised Estimate	(5,729)
Cemetery Revenues <u>under</u> original Revised Estimate	(3,507)
Public Works Revenues <u>under</u> original Revised Estimate	(4,225)
Police Grants <u>over</u> Revised Estimate	6,871
Court Fines <u>under</u> Revised Estimate	(13,342)
Automatic Traffic Enforcement Fines <u>under</u> Revised Estimate (Due to court mandate to discontinue tickets at University intersection effective April 25, 2017)	(47,984)
Other Police Revenues <u>over</u> Revised Estimate (Includes \$ 41,565.00 donation for Special Response Team equipment)	63,341
License and Permit Revenues <u>over</u> original Revised Estimate	1,320
Fire Department Revenues <u>under</u> original Revised Estimate (Budgeted for a \$30,000 donation not received)	(16,121)
Interest Income <u>over</u> original Revised Estimate	16,955
Various Other Revenues <u>under</u> Revised Estimate (Net)	(2,858)
	<u><u>\$ (138,815)</u></u>

**\* Expenditures under Original Revised Estimate by \$94,486**

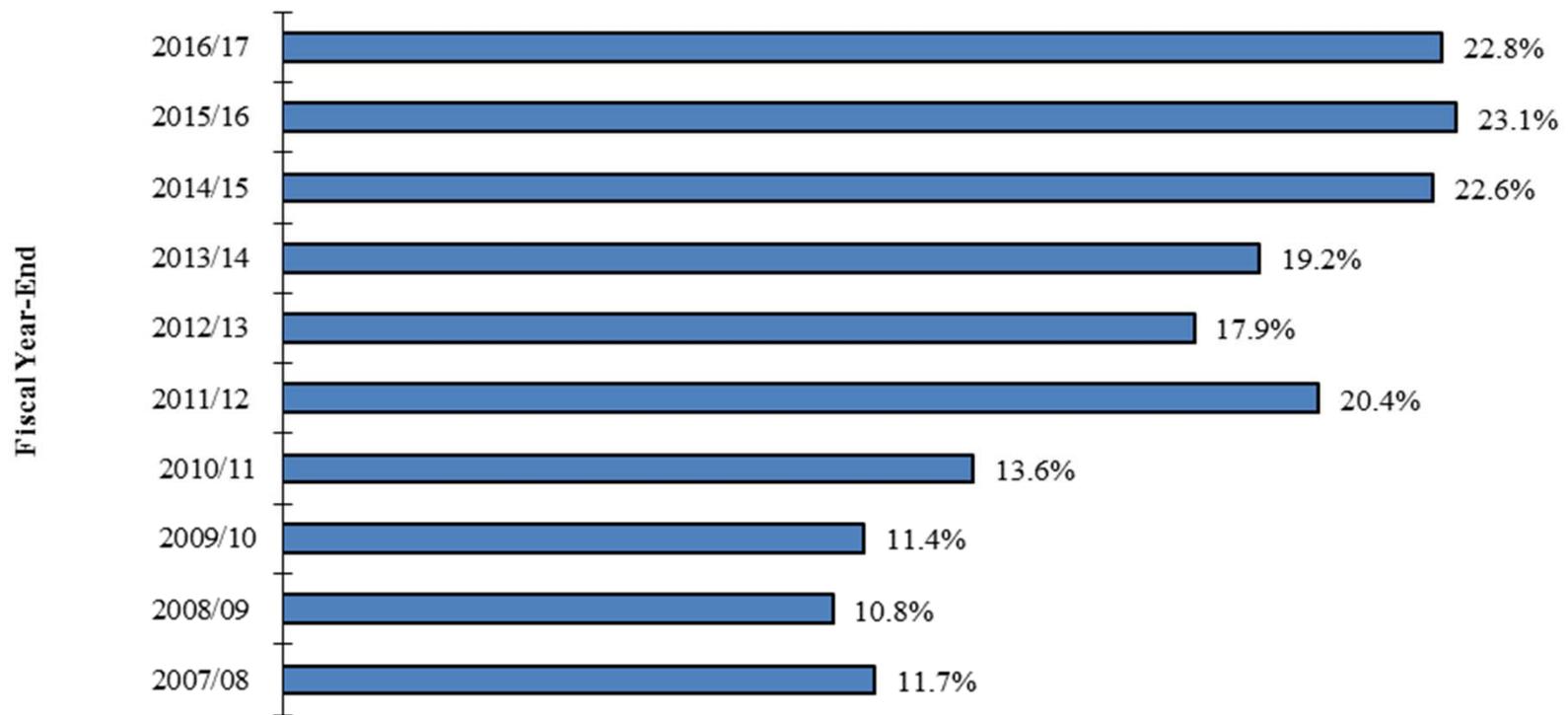
**Significant Expenditure Items:**

<b>Item Carried Forward (None in FY 17)</b>	<b>\$ -</b>
<b>General government activities <u>over</u> original Revised Estimate (Under amended budget by \$74,322)</b>	<b>(47,178)</b>
<b>Public safety activities <u>under</u> original Revised Estimate</b>	<b>1,420</b>
<b>Library, Art Center and Parks <u>under</u> original Revised Estimate</b>	<b>43,685</b>
<b>Community/Economic Development <u>under</u> original Rev. Est.</b>	<b>25,520</b>
<b>Public Works activities <u>under</u> original Revised Estimate (net of carryforwards)</b>	<b>53,188</b>
<b>Airport Subsidy <u>under</u> original Revised Estimate</b>	<b>19,428</b>
<b>Levee Tax Levy, Transit Tax Levy Transfers and Misc. <u>over</u> Revised Estimate</b>	<b><u>(1,577)</u></b>
	<b><u>\$ 94,486</u></b>

### General Fund Fund Balance History



### Fiscal Year-End General Fund Balances as a Percent of Expenditures



**City of Muscatine**  
**Fund Balance Comparison - Operating Funds**  
**June 30, 2017**

<u>Fund</u>	<u>Original Budget</u>	<u>Revised Estimate</u>	<u>Actual 6-30-17</u>	<u>Variance Favorable (Unfavorable)</u>
<b>General Fund</b>	\$ 3,666,960	\$ 4,356,665	\$ 4,312,391	\$ (44,274) (1)
<b>Debt Service Fund</b>				
<b>General Obligation</b>	196,164	242,950	257,173	14,223 (2)
<b>Enterprise Funds:</b>				
<b>Water Pollution Control Operations</b>	1,422,890	1,553,682	1,731,777	178,095 (3)
<b>Collection and Drainage</b>	497,475	566,425	629,770	63,345 (4)
<b>Solid Waste Management:</b>				
<b>Refuse Collection</b>	(145,606)	(260,615)	(236,908)	23,707 (5)
<b>Landfill Operations</b>	716,265	716,191	993,064	276,873 (6)
<b>Landfill Closure Reserve</b>	990,785	886,674	897,991	11,317
<b>Landfill Post-Closure Reserve</b>	823,792	952,555	940,638	(11,917)
<b>Transfer Stations Operations</b>	(110,649)	93,743	166,418	72,675 (7)
<b>Transfer Station Closure Reserve</b>	38,395	33,795	33,825	30
<b>Parking System</b>	35,349	55,955	78,383	22,428 (8)
<b>Transit System</b>	132,899	418,257	588,882	170,625 (9)
<b>Golf Course Operations (includes     Clubhouse inventory)</b>	(39,196)	47,266	48,758	1,492 (10)
<b>Boat Harbor Operations</b>	2,850	2,665	(98,562)	(101,227) (11)
<b>Marina Operations (includes inventory)</b>	(3,804)	(4,606)	(3,630)	976
<b>Ambulance Operations</b>	196,821	186,498	285,164	98,666 (12)
<b>CVB</b>	63,447	91,932	118,088	26,156 (13)
<b>Internal Service Funds:</b>				
<b>Equipment Services (net of inventory)</b>	41,517	3,555	45,202	41,647 (14)
<b>Health Insurance</b>	1,051,078	1,020,997	1,418,519	397,522 (15)
<b>Dental Insurance</b>	3,229	12,335	28,072	15,737 (16)

**City of Muscatine**  
**Fund Balance Comparison - Operating Funds**  
**June 30, 2017**

<u>Fund</u>	Original Budget	Revised Estimate	Actual 6-30-17	Variance Favorable (Unfavorable)
<b>Special Revenue Funds:</b>				
Employee Benefits	-	54,337	57,105	2,768 (17)
Emergency Tax Levy	80,801	80,809	80,967	158
Community Block Grant	23,602	26,636	30,734	4,098
Home Ownership Program	54,432	57,554	72,573	15,019
Sunset Children's Education Program	6,953	1,778	2,165	387
Small Business Forgivable Loan Program	210	-	81,790	81,790 (18)
Local Option Sales Tax	23,343	460,062	237,759	(222,303) (19)
Road Use Tax	334,958	868,932	1,254,789	385,857 (20)
Tax Increment (Downtown)	41,852	44,384	49,015	4,631
Tax Increment (Southend)	802,555	892,571	918,361	25,790 (21)
Tax Increment (Cedar Development)	44,741	55,273	55,546	273
Tax Increment (Muscatine Mall)	12,540	32,151	32,139	(12)
Tax Increment (Heinz)	4,883	5,888	5,865	(23)
Tax Increment (Hwy 38 NE)	4,590	14,389	14,569	180
Tax Increment (Fridley)	4,700	10,030	10,086	56
Equipment Replacement	66,385	49,597	75,421	25,824
Computer Replacement - City	-	-	29,205	29,205
Computer Replacement - Library	2,242	22,722	26,863	4,141
Police Forfeitures Fund	40,274	13,240	13,209	(31)
Clark House/Sunset Park Operations	44,413	4,702	44,713	40,011 (22)
Section 8 Voucher Program	30,614	57,022	113,386	56,364 (23)
<b>Totals</b>	<b>\$ 11,204,749</b>	<b>\$ 13,728,996</b>	<b>\$ 15,441,275</b>	<b>\$ 1,712,279</b>

1. See General Fund analysis.
2. Debt service tax collections \$9,425 higher than revised estimate; interest \$3,396 higher than estimate; State reimbursement \$98 less than estimate; bond paying agent costs \$1,500 less than estimate.
3. Water Pollution Control revenues were \$91,372 more than the revised estimate; expenditures were under the revised estimate by \$86,723.
4. Collection and Drainage expenditures under revised estimate by \$51,708; revenues over by \$4,662; \$6,975 of prior year encumbrances were written off.
5. Refuse Collection expenditures over original revised estimate by \$5,514 revenues over by \$29,221.
6. Landfill revenues under estimate by \$1,612. Expenditures under by \$278,485; \$94,544 allocation for ground water remediation will be carried forward to FY 18.
7. Transfer Station revenues \$27,825 higher than original estimate; expenditures under original revised estimate by \$44,850.
8. Parking revenues over revised estimate by \$10,510. Expenditures under original revised estimate by \$11,918.
9. Transit revenues over original revised estimate by \$87,216; expenditures under by \$83,409.
10. Golf Course revenues under the original revised estimate by \$70,395; expenditures as adjusted for inventory and compensated absence change under by \$71,887.
11. Boat Harbor deficit of \$98,562 includes an encumbrance of \$91,679 for storm damage repair that is expected to be 100% covered by insurance. Without the encumbrance the Boat Harbor still has a deficit fund balance of \$6,884, which is \$9,549 less than the original revised estimate. Boat Harbor revenues were under the revised estimate by \$9,956 and expenditures under by \$407.
12. Ambulance revenues over revised estimate by \$82,105. Expenditures under original revised estimate by \$16,561.

13. **CVB revenues under revised estimate by 2,313; expenditures under by \$28,469.**
14. **Equipment Services revenues under original revised estimate by \$188,168; expenditures under by \$229,815; fuel and maintenance costs less than budgeted.**
15. **Health insurance claims, admin fees, etc. were \$418,599 less than estimated; Wellness Program funding \$5,322 less than estimated. Revenues were \$26,399 less than estimated.**
16. **Dental insurance claims, admin fees, etc. were \$17,713 less than estimated; revenues \$1,976 less than estimated.**
17. **General fund employee benefit costs were \$10,964 more than the revised estimate due to a retirement late in the fiscal year; revenues were \$13,732 higher than estimated.**
18. **Balance of \$81,790 in Small Business Forgivable Loan Program carried forward to FY 18.**
19. **Local option sales tax transfers for actual sewer project costs were \$222,150 higher than estimated since the local option tax payment for July was received in June.**
20. **Road Use Tax revenues over revised estimate by \$189,541; funding transfers were \$196,316 less than the original revised estimate (\$165,871 for public works encumbrances to be expended in FY 18)**
21. **Southend TIF revenues \$4,284 more than revised estimate; TIF expenditures \$21,506 less than estimated (Curry's TIF rebate not paid due to their noncompliance with Agreement).**
22. **Public housing expenditures were less than the original revised estimate by \$36,908; revenues were \$3,103 higher than estimated.**
23. **Section 8 Housing HUD revenues were \$30,723 less than estimated; expenditures were \$87,087 lower than the original revised estimate.**

# Summary

- **The ending General Fund balance of 22.8% of expenditures is higher than the original 2016/2017 budget of 19.5% and slightly lower than the 2016/2017 revised estimate of 23.0%.**
- **This ending balance meets the requirements of the General Fund balance policy adopted in November of 2013 which provides that the General Fund balance be at least 16.7% (two months) of General Fund expenditures.**
- **The ending balance in the General Fund also positions this fund for upcoming budget challenges. These include the continued loss of ATE fine revenue from the Hwy 61 and University intersection (unless the City's appeal is successful). Other challenges may include a reduction in the State commercial and industrial property tax reimbursement and impacts from the phased-in rollback of multi-residential property valuations from the 90% in 2015/2016 to the residential rollback rate of approximately 60% from FY 17 through FY 24.**
- **There were positive fund balances in all of the City's operating funds with the exception of the Refuse Collection and Boat Harbor funds. The Refuse Collection deficit was a planned deficit from purchasing the 2<sup>nd</sup> automated refuse collection vehicle. This deficit is expected to be eliminated over the next two years. The Boat Harbor deficit was due to reduced boat slip rentals due to the boat dock damages from the 2017 storms.**
- **Most other City funds have ending balances close to or higher than projected and are in good position going into the budget development process for the upcoming year.**

# Agenda

Community Improvement Action Team

Thursday, October 24, 2017 – Noon

City Hall – Lower Level Conference Room

1. Call to Order
2. Approval of Minutes of the September 2017 regular meeting
3. Comments from citizens
4. Comments from Mayor
5. CAT Grant Update – Andrew Fangman
6. Update “Pearls of Progress” fund raising plan
  - a. Marketing Committee
    - i. Press release
    - ii. Brochure
    - iii. Presentations
    - iv. Fund Raising Events
  - b. Campaign Committee
    - i. Large Businesses
    - ii. Small Businesses
    - iii. Individual Giving
7. Action Team Reports ( time permitting)
  - a. Community Landscaping
  - b. Community Trails
  - c. Downtown
  - d. Community Art
  - e. Cultural

**Next meeting date November 28, 2017**

Community Improvement Action Team Meeting Minutes  
 City Hall – Lower Level Conference Room

September 28, 2017

CIAT Members

Alexander	P		Becky	P		Broderson		A	Carlson	P	
Conway	P		Dwyer	p		Fangman	p		Gobin		A
Jenkins	P		Klimes		A	Lande		A	Reed		A
Spread		A									

CIAT Guests

Axel	P		Collins	P		Dindinger		A	Gordon		A
Hansen	P		Maharry	P		Mandsager		A	Sayles	P	
Jenison	P										

Meeting called to order by: Rich Dwyer - Time: Noon

**Motion to approve minutes of the August 2017 regular meeting. Approve as amended: Carlson, Second Axel. All ayes: Motion carries.**

**Comments from Citizens:** None heard.

**Comments from Mayor Broderson:** Not present.

**CAT Grant Update:** Andrew Fangman reported on Enhance Iowa Board meeting results.

- **Develop “Pearls of Progress” fund raising plan**

Campaign literature has been distributed the following ways: Rotary Club, Muscatine Journal, Chambers News Bulletin, a website has been developed by Andrew and a flyer will be included in the next issued of the Muscatine Magazine scheduled to be distributed next week. A mass mailing was discussed. Additional suggestions included developing a Face Book page to kick start the campaign. The Social Media Committee will develop this FB page.

**Motion made to approve the concept for all CIAT Members present to collect 100 “ticks” or donations. Motion: John Beckey, Second Gary Carlson. Voice vote. All ayes: Motion carries.**

Shelly Maharry reported the Community Foundation has received donations totaling \$51,000. Discussion was heard regarding setting up a Charitable Giving Fund through the Foundation to manage these funds.

**Motion made to establish an agreement with the Community Foundation to take funds (if necessary) for the Pearls of Progress Fund Raising Campaign. Motion: John Beckey, Second Rochelle Conway. Voice vote. All ayes: Motion carries.**

The brochure will be updated to provide a link to the Community Foundation for electronic funding and to be updated to include the matching funds contribution from Kent. Members questioned if the City would coordinate the thank you letters for donations for tax purposes.

Meeting adjourned 1:15 P.M. Next meeting 10/24/2017

Respectfully Submitted: Susan Fulton 9/28



2017  
**BUDGET**  
WORKSHOPS

Register online at [www.iowaleague.org](http://www.iowaleague.org)

**We are here to help as you begin budgeting.**

Join us for the 2017 Budget Workshops as we help cities develop their FY 2019 budgets. The workshops provide a rundown of the important factors that impact city budgets while helping attendees understand the state requirements for completing and filing the budget. The Budget Workshops are designed for city administrators, city clerks and finance officers, but are open to all city officials.

**Workshop Topics**

**Budget Projections and Issues**

League staff will provide the latest financial trends and projections important to city budgets

**Iowa Department of Management Update**

An update on changes to the state budget form will be provided along with other important city budget information.

Following lunch, attendees may choose between two concurrent sessions:

**Budget Form Basics**

Ted Nellesen with the Iowa Department of Management will provide step-by-step instructions on preparing your city's budget and using the state budget form with plenty of opportunity for questions. This session will be presented as a hands-on walkthrough of the budget forms and submission process. Relevant example budget documents and a limited number of laptops will be provided. Attendees are encouraged to bring their own laptops if they have one available.

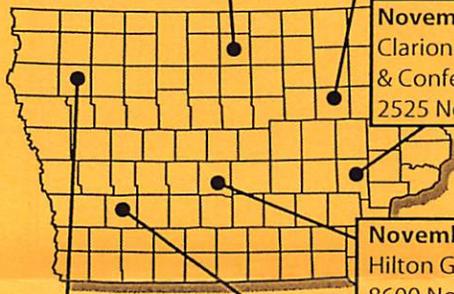
**Economic Development Strategies & Reporting**

This year's advanced session will feature a discussion on the various tools cities can use to support local economic development activities and the reporting requirements related to those efforts. Topics will include urban renewal and revitalization, tax increment financing, tax rebates, tax abatement and more. The session will also offer guidance on properly completing the Annual Urban Renewal Report and TIF Certification form.

**Agenda**

- 9:30 a.m. – Registration begins
- 10:00-11:15 a.m. – Budget projections and issues for Fiscal Years 2018 & 2019
- 11:15 a.m.-12 p.m. – Iowa Department of Management Update
- 12-1 p.m. – Lunch
- 1-3 p.m. – Budget Form Basics or Economic Development Strategies & Reporting (*Concurrent sessions*)

**Workshop Locations**



**November 8 | Clear Lake**  
Best Western Holiday Lodge  
2023 7th Ave North

**November 28 | Independence**  
Heartland Acres Agribition Center  
2600 Swan Lake Blvd

**November 16 | Iowa City**  
Clarion Highlander Hotel  
& Conference Center  
2525 North Dodge Street

**November 30 | Johnston**  
Hilton Garden Inn  
8600 Northpark Drive

**November 9 | Cherokee**  
Western Iowa Tech  
200 Victory Drive

**November 14 | Atlantic**  
Cass County  
Community Center  
805 W 10th St



Register online at [www.iowaleague.org](http://www.iowaleague.org)

Attendees are encouraged to register online at [www.iowaleague.org](http://www.iowaleague.org). Payments can be made by check or credit card. If paying by check, please use the registration confirmation as documentation for payment as invoices will not be sent out. Please include a copy of your registration with the payment. Late fee policy and weather cancellation is available on-line.  
Registration costs \$45 for members and \$75 for non-members. Lunch will be provided.





**MINUTES OF THE  
BI-STATE REGIONAL COMMISSION**

Wednesday, September 27, 2017, 3:30 p.m.  
Scott County Administrative Center  
600 West Fourth Street  
Davenport, IA

**MEMBERS PRESENT:** Earnhardt – Chair, Beck, Brown, Callaway-Thompson, Carroll-Duda, Cheffer, Dawson, Gallagher, Geenen, Gordon, Gradert, Heninger, Howard, Klipsch, Knobbe, Lack, Lawrence, Maranda, Mendenhall, Schloemer, Sherwin, Sorensen, Tank, Terry, Tompkins, Turner, Waldron

**MEMBERS ABSENT:** Broderson, Kiser, Looney, Moore, Newton-Butt, O’Boyle, Stoermer, Thoms

**OTHERS:** Colonel Kenneth Tauke, U.S. Army Garrison Commander, Rock Island Arsenal

**STAFF PRESENT:** Bulat, Grabowski, McCullough, Moritz, Whitson

Chair Earnhardt called the meeting to order at 3:35 p.m. and asked for introductions of attendees.

1. Approval of the August 23, 2017 Minutes. Mayor Klipsch moved to approve the minutes of the August 23, 2017 meeting as presented. Mr. Gradert seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor Klipsch presented the Treasurer’s Report for the month ending August 31, 2017, noting an ending total bank and book balance of \$879,833.56. Mayor Klipsch moved the report be accepted as written and mailed. Mr. Gordon seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Mr. Howard presented the bills totaling \$70,122.06, as listed on the following bills listing:

Bills List

Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2017 services (cost reimbursed by MUNICES)	\$ 4,900.00
The Roosevelt Group LLC, August 2017 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Chief Elected & Chief Administrative Officials meeting (cost reimbursed by participants); Arsenal Legislative Efforts; Iowa Intergov meeting (cost reimbursed by participants); one staff attending the Illinois Freight meeting; one staff attending FTA Peer Exchange meetings; Managers & Administrators meeting (cost reimbursed by participants); office supplies	3,131.75
Caliper Corporation, support TransCAD Standard for the period 9/30/17 through 9/30/2018	2,400.00
Center for Community GIS, August 1 through September 25, 2017 Quad City Trails Phase 3 Website Enhancements	5,610.00
City of Davenport, Federal Transit Administration passed through funds for a chiller replacement	27,642.00
Rock Island County Treasurer	6,438.31
10/2017                    Rent	\$4,832.58
10/2017                    Internet Access	88.00
09/2017 Managed Print Services	323.72
08/2017                    Postage	997.87
08/2017                    Printing	2.70
08/2017                    Supplies	104.18
08/2017                    Cell Phone*	89.26
*(Partial costs reimbursed by HCEDP)	

Mr. Howard moved approval of the bills totaling \$70,122.06 as presented above.  
 Mr. Terry seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2017-18 Program Budget as of August 31, 2017.  
 Mr. Howard explained the Program Budget Status Report was mailed in members' packets. The Commission is 16.7% through the fiscal year with 13.6% expended and within budget.

- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contracts for consideration

- Contract with the Village of Milan to update their Comprehensive Plan in the amount of \$14,185.00 for the period December 1, 2017 through November 30, 2018.

Mr. Howard moved approval of the contract as presented above, and Mr. Geenan seconded. The motion passed unanimously.

- Amend contract with Genesis Occupational Health for Drug and Alcohol Consortium testing, revising the fee schedule (as listed below) and extending the period to September 30, 2018.

Fee Schedule:

Consortia Management Fee of \$200/member/contract year

Service	In Network Fee	Out of Network Fee
Sample Collection	\$30/collection	Member will pay the fee charged by the facility/company performing the collection

Medical Review Officer	\$30/collection	\$30/collection
Breath Alcohol Test	525/test	Member will pay the fee charged by the facility/company performing the collection
*Breath Alcohol Confirmation	520/test	520/test
After Hour/On Site Collection	5125/collection	5125/collection

\*Will only be assessed with inconclusive initial results

Mr. Howard moved approval of the amended contract as presented above, and Mayor Gallagher seconded. The motion passed unanimously.

4. Rock Island Arsenal Update. Colonel Tauke provided an overview of Rock Island Arsenal (RIA) base operations to the Bi-State Regional Commission. He manages services and facilities for the 950 acre (1.5 square mile) Arsenal Island.

RIA houses five Commands that reach 40 States and 19 Countries, including Army Sustainment Command, Joint Munitions Command, Army Contracting Command, First Army, and Army Corps of Engineers. The regional reach may also be demonstrated through the distribution of the employees of RIA that are 48% from Iowa and 52% from Illinois.

Colonel Tauke said that RIA is the largest local employer in the region with 5,261 civilian, 1,103 military, and 572 contracted employees; 42% of this workforce are veterans. The induced employment impact of RIA is over 14,000 community jobs. Salaries average \$75,989, and the local economic impact of is over \$1.2 billion per year.

Colonel Tauke also reported on the campaign plan for the island and focus areas including integrating the RIA with the larger Quad Cities community, adapting to a 21st century workforce, improving the quality of life, transforming the functionality of the installation, and focusing on infrastructure and sustainability.

RIA is the historical and geographic center of the Quad Cities and should be promoted to the community and the rest of the nation as such. Colonel Tauke advocates partnerships with academia on training opportunities as well as cultivation of future workers, and he would like to see expanded school and medical partnerships. RIA is working on Army family housing with two construction projects totaling over \$46 million that will provide 71 new homes to improve the quality of life on Arsenal Island.

Additionally, RIA should be transformed to provide space for more manufacturing operations and collaboration with private companies. Quarters One and the golf course will be developed into a shared asset with the community through a Request for Proposal process to create an Enhanced Use Lease with a private developer. Transforming RIA will also involve maintaining and improving the infrastructure including the hydroelectric dam and utilities because RIA is working towards energy self-sufficiency or “net zero.” Sustainability of the installation will demonstrate the Rock Island Arsenal’s importance and viability to the community and the nation.

In closing, Colonel Tauke said that RIA is an installation with a strategic global reach, and if it were a corporation, RIA would be a Fortune 100 company in league with Deere and Company and Arconic. RIA is committed to being a collaborative federal, public-private center of excellence to

meet the readiness needs of the Army and support the economic prosperity of the greater Quad Cities Region.

5. Questions or Comments by Commissioners. There were no further questions or comments by Commissioners.
6. Other Business. There was no other business discussed.
7. Adjournment. The meeting adjourned at 4:25 p.m.

Respectfully submitted,

*Kathy Carroll-Duda*

Kathy Carroll-Duda

Secretary

**BI-STATE REGIONAL COMMISSION  
TREASURER'S REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2017**

	<u>Balance September 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance September 30</u>
<b>GENERAL SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – September 1, 2017	\$ 724,835.42			
Add Deposits		\$ 191,615.70		
Less Transfers			\$ 236,784.66	
Balance – September 30, 2017				\$ 679,666.46
<b>RLF SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – September 1, 2017	\$ 1,176.55			
Add Deposits		\$ 0.14		
Less Transfers			\$ 0.00	
Balance – September 30, 2017				\$ 1,176.69
<b>CHECKING ACCOUNT BANK AND BOOK BALANCE:</b>				
Balance – September 1, 2017	\$ 52,397.22			
Add Deposits		\$ 137,906.34		
Less Checks Written			\$ 165,500.69	
Balance – September 30, 2017				\$ 24,802.87
<b>PAYROLL ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – September 1, 2017	\$ 1,424.37			
Add Deposits		\$ 98,823.32		
Less Checks Written			\$ 95,913.59	
Balance – September 30, 2017				\$ 4,334.10
<b>INVESTMENT ACCOUNTS BANK &amp; BOOK BALANCE:</b>				
Balance – September 1, 2017	<u>\$ 100,000.00</u>			
State Bank of Orion 6/25/17 – 12/25/17 (.30%)				
Add Investments Made		<u>\$ 0.00</u>		
Less Investments Matured			<u>\$ 0.00</u>	
Balance – September 30, 2017				<u>\$ 100,000.00</u>
<b>TOTAL BANK &amp; BOOK BALANCE:</b>				
Balance – September 1, 2017	<u>\$ 879,833.56</u>			
Deposits in September		<u>\$ 428,345.50</u>		
Withdrawals in September			<u>\$ 498,198.94</u>	
Balance – September 30, 2017				<u>\$ 809,980.12</u>
<b><u>PASS THROUGH FUNDS</u></b>				
<b>BI-STATE RLF ACCOUNT:</b>				
Balance – September 1, 2017	<u>\$1,018,413.94</u>			
Add Deposits		<u>\$ 9,033.82</u>		
Less Withdrawals			<u>\$ 40.00</u>	
Balance – September 30, 2017				<u>\$1,027,407.76</u>
<b>MERCER-MUSCATINE RLF ACCOUNTS:</b>				
Balance – September 1, 2017	<u>\$ 258,888.03</u>			
Add Deposits		<u>\$ 3,231.90</u>		
Less Withdrawals			<u>\$ 5.00</u>	
Balance – September 30, 2017				<u>\$ 262,114.93</u>

**BILLS TO BE CONSIDERED FOR APPROVAL  
AT THE OCTOBER 25, 2017  
BI-STATE REGIONAL COMMISSION MEETING**

Blackhawk Bank & Trust, VISA charge card expenses related to 3 staff attending the Community Development Block Grant (CDBG) Application Workshop & Training; 2 staff attending the National Walking Summit; Managers & Administrators Committee meeting (costs reimbursed by participants); 2 staff attending the 2017 Iowa Public Transit Association (IPTA) Fall Conference; Illinois Quad City Intergovernmental meeting; 1 staff attending the National Association of Regional Councils (NARC) 2017 Executive Directors' Conference; 1 staff attending the International City Managers Association 2017 Annual Conference; Chief Administrative and Chief Elected Officials meeting (cost reimbursed by participants); Metropolitan Planning Organization (MPO) & Regional Planning Agency (RPA) meeting; office supplies	\$ 4,197.15
Chmura Economics & Analytics, renewal of annual subscription to JobsEQ, 8/1/17 – 7/31/18	5,995.00
Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2017 services (cost reimbursed by MUNICES)	3,290.00
The Development Consortium, Inc., September 2017 Support Services for QC EZone (cost reimbursed by participating communities)	4,261.47
The Roosevelt Group LLC, September 2017 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00
<b>TOTAL</b>	<u><b>\$37,743.62</b></u>

Additional bills for which invoices have not yet been received and will be listed on an addendum to be distributed separately.

**BI-STATE REGIONAL COMMISSION  
FY 2017-18 Program Budget Status Report  
Through Month of September – 25% of Year**

<b>ADOPTED BUDGET:</b>	\$1,951,144.00	<b>EXPLANATION:</b>
<b>EXPENDED THROUGH SEPTEMBER:</b>	<b>\$ 417,395.07 (21.4%)</b>	
<b>STAFF LEVEL BUDGETED:</b>	23.00 F.T.E.	
<b>STAFF LEVEL MAINTAINED:</b>	18.5 F.T.E.	

**MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING SEPTEMBER:**

**ALEDO** – MMRLF Coord.; Transit Mobility/HSTP Planning.  
**ALPHA** – HCEDP Participation; Transit Mobility/HSTP Planning; Planning Meeting.  
**ANDALUSIA** – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Website Support; Municipal Code Update.  
**ANDOVER** – HCEDP Participation; Transit Mobility/HSTP Planning; Website Development; Funding Inquiry; Mapping Asst.  
**ANNAWAN** – Joint Purchasing Council; Transit Mobility/HSTP Planning; Trails Planning/Trails Grant Assistance.  
**ATKINSON** – HCEDP Participation; Transit Mobility/HSTP Planning; Trails Planning; IL EPA Loan Application; Website Support.  
**BETTENDORF** – Air Quality Asst.; Drug/Alcohol Testing Consort.; I-74 Bridge Coord.; FTA 5339 Grant Administration; Joint Purchasing; QCICNet; Hazard Mitigation Plan; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Trail Coord., Trails Counting; REAP Plan Update; MPO Trans. Coord.; IDPH Complete Streets.  
**BLUE GRASS** – Reg. 9 Transp. Coord.; Solid Waste Coord.; Hazard Mitigation Plan; Website Support; RDA/SCRA Grants Applications.  
**BUFFALO** – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trail Planning Coordination; Hazard Mitigation Plan; IDPH Complete Streets and Nutrition Grants; Trails Grant Inquiry.  
**CAMBRIDGE** – HCEDP Participation; Transit Mobility/HSTP Planning.  
**CARBON CLIFF** – Joint Purchasing; RICWMA Staffing; MPO Trans. Coord.; Trail Planning, GIT Coord.; FEMA Pre-Disaster Mitigation Grant; Grants Meeting.  
**COAL VALLEY** – Joint Purchasing; MPO Trans. Coord.; MUNICES Coord.; RICWMA Staffing; Floodplain.  
**COLONA** – Joint Purchasing; Floodplain; MPO Coord.; Energy Inquiry.  
**CORDOVA** – RICWMA Staffing; Riverfront Council.  
**DAVENPORT** – Air Quality Asst.; Transit Planning; FTA 5339 Grant Admin.; Joint Purchasing; QCICNet; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Hazard Mitigation Plan; Trails Planning; Trail Counting; PICH-Safe Routes to Schools Planning; MPO Trans. Coord.; IDPH Complete Streets Coord.  
**EAST MOLINE** – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; MUNICES Coord.; QCICNet; RICWMA Staffing; Riverfront Council; RLF Admin.; RMS Coord.; Interop. Proj.; MPO Trans. Coord.; Trail Planning & GIT Coord.; Zoning Ordinance; Parcel Mapping Asst.  
**ELDRIDGE** – Drug & Alcohol Consort.; Solid Waste Coord.; Website Support; Hazard Mitigation Plan; Trails Planning; MPO Trans. Coord. STBG/TASA Funding Follow-Up.  
**FRUITLAND** – Reg. 9 Transp. Coord.; Solid Waste Coord.; IDPH Complete Streets; Municipal Code Proposal; Grant inquiry.  
**GALVA** – HCEDP Participation; Transit Mobility/HSTP Planning.  
**GENESE0** – HCEDP Part.; Transit Mobility/HSTP Planning; Trail Planning.  
**HAMPTON** – MUNICES Coord.; RICWMA Staffing; MPO Trans. Coord.; Riverfront Council.  
**HENRY COUNTY** – HCEDP Part.; Joint Purch.; Transit Mobility/HSTP Planning; Trail & Greenway Plan./Coord./Mapping; MPO Trans. Coord.  
**HILLSDALE** – Transit Mobility/HSTP Planning.  
**KEWANEE** – Transit Mobility/HSTP Planning.  
**LECLAIRE** – Joint Purchasing; Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trails Planning; Zoning/Subdivision Ordinances; Park Planning and Grants Asst.; IDPH Complete Streets; Hazard Mitigation Plan.  
**LONG GROVE** – Reg. 9 Trans. Coord.; IDPH Complete Streets; Solid Waste Coord.; Website Support; Code and Comp Plan Proposals; Hazard Mitigation Plan.  
**MCCAUSLAND** – Reg. 9 Trans. Coord.; Solid Waste Coord.; IDPH Complete Streets; Hazard Mitigation Plan; REAP Grant Appl.  
**MILAN** – E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; MUNICES Coord.; QCICNet; RICWMA Staffing; MPO Trans. Coord.; RLF Admin.; RMS Coord.; Interoperability Project; Cons. Dispatch Study Asst.; Fact Sheet Update; Comp Plan Update Proposal Follow-up.  
**MOLINE** – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; IL QC Intergov. Comm.; MUNICES Coord.; QCICNet; RICWMA Staffing; Riverfront Cncl; RLF Adm.; RMS Coord.; Trails Coord.; MPO Trans. Coord. STBG/TASA Funding Follow-Up; PICH-Safe Routes to Schools Planning; Interop. Proj.; IL92 Corridor Mtg.  
**MUSCATINE CITY** – Air Quality Asst.; Joint Purch.; Reg. 9 Transportation Coord.; IDPH Complete Streets; MMRLF Coord.; Solid Waste Coord.; Trails Planning/ADT Coord. & signage; Trails Use Count Collection.  
**MUSCATINE COUNTY** – Air Quality Asst.; Joint Purch.; Reg. 9 Coord. & Port Study Status; Trails Plan/ADT Coord.; Transit Mobility Coord.; MMRLF Coord.; Cedar River Watershed Planning.  
**NEW BOSTON** – Transit Mobility Coord./HSTP Planning.  
**OAK GROVE** – E9-1-1 Coord.; MPO Trans. Coord.  
**ORION** – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning; Community Brochure Development/Photos.  
**PORT BYRON** – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council.  
**PRINCETON** – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; IDPH Complete Streets; Trail Planning; Hazard Mitigation Plan.  
**RAPIDS CITY** – RICWMA Staffing; Riverfront Council; MPO Trans. Coord.  
**RIVERDALE** – Riverfront Council; MPO Trans. Coord.; Solid Waste Coord.; IDPH Complete Streets; Trails Coord; Website Support; Hazard Mitigation Plan.  
**ROCK ISLAND CITY** – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purch.; MUNICES Coord.; QCICNet; Riverfront Cncl.; RICWMA Stfg.; RLF Loan Admin.; RMS Coord.; Interop. Proj.; PICH-Safe Routes to Schools Planning; Trails Coordination; MPO Trans. Coord.  
**ROCK ISLAND COUNTY** – Air Quality Asst.; E9-1-1 Coord.; IL QC Intergov. Comm.; Joint Purchasing; LEPC Committee; MUNICES Coord.; QCICNet; RICWMA Stfg. & Website Support; RMS Coord.; Trail Coord.; Transit Mobility/HSTP Planning + QC Rideshare; Passenger Rail; Floodplain Coord. Efforts; Haz. Mit. Planning Coord.; QC Health Initiative, PICH-Safe Routes to Schools Planning; MPO Trans. Coord.; Enterprise Zone App.; Forest Preserve Plan Update.  
**SCOTT COUNTY** – Financial Mgmt – Scott Co. KIDS and Scott Co. Hsg. Cncl.; Air Quality Coord.; I-74 Bridge Coord.; Joint Purch.; QCICNet, Reg. 9 Transportation Coord. & MPO Trans. Coord.; RLF Admin.; Local Food Systems Coord.; IDPH Complete Streets Planning; Trail Planning/ADT Coord.; REAP Plan Update; Transit Mobility/HSTP Planning + IA/QC Rideshare; Interop. Project; QC Health Initiative; PICH- Safe Routes to Schools Planning; Countywide IT Services/Equipment Coord.; Hazard Mitigation Plan Update; QC & Co EPC Meetings.  
**SHERRARD** – Joint Purchasing; Transit Mobility/HSTP Planning; Website Support.  
**SILVIS** – E9-1-1 Coord.; IL Intergov. Comm. Coord.; Joint Purch.; MUNICES Coord.; QCICNet; RICWMA Stfg.; RMS Coord.; MPO Trans. Coord.; Trails Planning & GIT Coord.; RLF Loan Admin.; CDBG Inquiry.  
**VIOLA** – Transit Mobility/HSTP Planning.  
**WALCOTT** – Reg. 9 Transportation Coord.; RLF Admin; Solid Waste Coord.; IDPH Complete Streets; Comp Plan Proposal; Trail Coord.; Hazard Mitigation Plan.  
**WEST LIBERTY** – Air Qual. Coord.; Reg. 9 Transportation Coord.; IDPH Complete Streets; Trails Plan/ADT Coord. Solid Waste Coord.; Musc. Co. Haz Mit Plan; MMRLF; CDBG-Downtown Revitalization and Housing Assessment Proposals.  
**WILTON** – Air Qual. Coord.; Reg. 9 Transp. Coord.; IDPH Complete Streets; Solid Waste Coord.; MMRLF.  
**WINDSOR** – Transit Mobility/HSTP Planning; CDBG Grant Admin.  
**WOODHULL** – HCEDP Participation; Transit Mobility/HSTP Planning.

## **Bi-State Report – September**

**COMMUNITY/ECONOMIC DEVELOPMENT:** Provided information to Henry County Economic Development Partnership (HCEDP) board. Attended IA RELAT meetings. Attended Iowa Regional Council meeting. Assisted members with legislative priorities. Communicated with Mercer and Muscatine Counties' economic development officials to discuss development efforts and strategies. Attended Iowa and Illinois CDBG trainings.

### **DATA/GRAPHICS/MAPPING/ON-LINE SERVICES**

#### **Data Center:**

Staff responded to 17 data and map requests in including 11 from local governments, 1 from businesses, 2 from private citizens, and 3 from non-profits. The data section of the Bi-State website had 24 page views. The data warehouse site ([www.greaterqcregion.org](http://www.greaterqcregion.org)) had 160 visits (sessions) and 262 page views. The NEW data portal website, ([www.greaterqcregiondata.org](http://www.greaterqcregiondata.org)) had 127 visits (sessions) and 1,885 page views.

**Graphics/GIS/Mapping:** Be Healthy QC (BHQC)-QCTrails.org Website; 2020 Census Local Update of Census Addresses (LUCA) Promotion; Public Officials Directory Map Updates; QC Marathon Map Updates; QC Street Map (Folded & Wall Versions) Distribution; Region-wide Aerial Photo Update Coordination; Update Three-System Transit Map; Update/Maintain GIS Data for Street Centerlines, Traffic Counts, MPA Boundary, Federal Functional Class Routes, Urban Areas, Corporate Limits, Landmarks, Rail, Trails, and other layers.

**www.bistateonline.org:** Total pages viewed for September 2017 was 2,345 and top pages viewed included: Home Page (902); Careers/Human Resources (143); Documents (137); Our Staff (120); I-74 Bridge Corridor Page & Construction Update (84); Search (59); Who We Are (50); Quad Cities Metro Long Range Transportation Plan (33); and Contact Us (32).

**ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES:** Responded to inquiries & assisted with trail/recreation project funding assistance/grants and trail use counting. Preparing Rock Island County Forest Preserve Plan, Henry County Greenways and Trails Plan, and Muscatine County Trails Plan updates. Served Rock Island County Waste Management Agency (RICWMA) with oversight, and management of waste disposal and recycling programs, including household hazardous waste collection event application, drop-off recycling program, reporting, and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Reported on FY18 grants. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Planning for alternative fuels/vehicles workshop. Continued multi-jurisdictional hazard mitigation planning. Attended River Action meetings. Organized and held bi-monthly meeting of Quad City Riverfront Council.

**INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES:** Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: sign materials & posts, utility supplies, turf & water treatment chemicals, printer supplies, calendars, copier paper, and ice melt. Staffed Quad Cities Area intergovernmental forums and meetings of managers, administrators, and chief elected officials. Continued coordination and planning for the awarded Department of Justice interoperability grant. Assisted with Rock Island Arsenal issues. Participated in QC Emergency Planning Committee meeting.

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

**TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT:** Attended related meetings, presented information, and continued staff coordination of river crossing issues. Received confirmation on funding for transit alternatives mitigation during I-74 reconstruction. Served transportation inquiries on projects and funding. Held annual Iowa-Illinois interdisciplinary traffic safety meeting. Monitored status of bridge restrictions. Prepared monthly reports of federal transportation programs and coordinated related funding/reporting. Monitored air quality emission issues and exceedances. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and Mississippi River Trail and attended related meetings (IL Greenways/Trails Council), as well as other trails planning and grant assistance. Conducted trails counter analysis. Facilitated issues related to Bi-State Regional Trails Committee. Facilitating IDPH Complete Streets grant for sidewalk policies. Completed Partnership in Community Health (PICH) grant facilitation – Safe Routes to School and QCTrails.org. Coordinated Bi-State Drug and Alcohol Testing Consortium random testing program. Continued Transit Development Plan update. Coordination with Iowa Rideshare program for QC MPO web-dashboard. Held QC Transit Managers quarterly meeting. Updating 3-system transit map. Monitored MPO and Iowa Region 9 FY18 Transportation Planning Work Programs. Monitored MPO & Region 9 Federal Fiscal Year (FFY) 2018-21 Transportation Improvement Programs (TIP), including facilitating TIP revisions, as needed, and maintenance of data entry in Iowa Transportation Project Management System (TPMS) as part of transportation improvement programming. Administered Illinois Region 2 transit HSTP coordinator position. Administered Federal Transit Administration (FTA) 5339 grant process. Monitored status of implementation of passenger rail service to Chicago. Participated in webinars, workshops, and conferences on various transportation topics related to freight, green design, walking, and bicycles.