

City Administrator Report to Mayor & City Council

2018.03.30, Edition No. 303

WEEKLY UPDATE:

- Fire: Please see the attached updated production photos for the new aerial.
- MFPRSI: Please find attached the REVISED MFPRSI Board Meeting Agenda for the forthcoming meeting on April 5, 2018.
- OpenGov: City Staff received training this week related to OpenGov and non budget metrics. We will be creating a page to help organize this effort as department begin to input metrics into the system.
- WPCP: Please note the following provide by Director Koch - WEF (Water Environment Federation) provides 2 complimentary memberships to public officials annually. Councilman Spread currently has a complimentary membership and Councilman Rewaldt held the other available membership. If any of you are interested in having membership during your term in office please discuss among yourselves who would like to receive it and I will send you an application. You can visit the website to see what information is there. It is the premier organization for all things clean water and stormwater related. Please let Jon know if you are interested. <https://www.wef.org/membership/about-wef-membership/>
- GFOA: The City has received the 2018 GFOA Certificate of Achievement for Excellence on Financial Reporting. Please see attached.
- Bonds: Finance Director Lueck and myself conducted a conference call with PFM (our financial management advisors) and Moody's this week in regards to the upcoming bond issuance. We have a great story to tell in Muscatine. Accordingly, the remaining scheduled actions on the bond issue will be (1) receiving bids at 10:00 a.m. on April 19, (2) awarding the bid for the bonds at the April 19 meeting, (3) authorizing the issuance of the bonds at the May 3 meeting, and (4) closing and receiving the bond proceeds on May 23, 2018.
- Drone: The Police Department has come up with a plan to utilize a drone. We have funds this year to try this effort out and still contract for work yet this year. The City budgeted an ongoing \$5000 for drone use in the next budget as well. I asked the Police Department to put some additional information together on their purchase and drone usage for public safety. Captain Snider provided a short summary and put the attached brief document together recapping some of the things we discussed and gave a handful of examples were we could have put one in play in recent past. Also, after discussing the issue further, there does appear to be a certification process (minor as this drone will have a ceiling of 400 feet). Capt. Snider has included it in the document discussion and believes it is a minor issue, which should not be a problem for the PD. LT. Tony Kies researched it on the FAA web page this morning and made contact with the individual that runs that process. The PD is very confident that they will have no problems getting operators certified on their end. Thanks again for supporting us on this. It is an important tool to have access to and means a lot. Just as an aside to Capt. Snider's comments, the PD will be able to doing some addition work for the city when training. We still plan to put a contract or contracts in place for city drone

needs.

- Mississippi Drive: We have received concurrence from FHWA that the intersections at Carver Corner and 2nd & Mulberry have been defederalized.

Additional Items:

Library:

The following are my notes from our meeting on Wednesday, March 28, 2018:

1. Furnishings:
 - a. Phase I anticipated delivery: April 16, 2018
 - b. Phase II anticipated delivery: Late April
2. Shelving:
 - a. Shelving installation - May 14, 2018
 - b. Move - May 21, 2018
3. Construction:
 - a. Change Order - April 5, 2018 Council Meeting
 - b. Finishing Carpet
 - c. Substantial Completion on March 31, 2018
 - d. Punch list work identified
 - e. Resolution Accepting the Completed Work - May 3, 2018 meeting
4. "The Story"
 - a. Pam/Hill project
5. Endowment:
 - a. Need to set up account
6. Venting Operations:
 - a. Vendor meeting with Greg on March 29th re: Layout
 - b. 2-3 weeks installation
7. Signage:
 - a. Representative from Sign Pro to attend April 4th meeting
8. Library Staff Responsibilities:
 - a. Request Approval of Purchase Orders at the April 5th Council Meeting
 - i. Outdoor Movie Screen and Sound System
 - ii. Lendable Tablets
 - iii. Library Document Stations
9. Parking Lot and Traffic Flow:
 - a. 2 additional handicap spaces in parking lot
 - b. Identify parking lot lighting
 - c. Paint striping request made to PW
 - d. Request Loading Zone in front of 408 E. 2nd

10. Moving:
 - a. Library to close in May
 - b. Library staff to begin moving now
 - c. Operational by June 1st

11. Disposition of Surplus Property:
 - a. Sell for scrap (\$.02 p/lb.)

12. Bike Racks:
 - a. Funding source - Melon City Bike Club

13. Bulletin Boards:
 - a. Funding source - TBD

14. HNI Additional Contributions:
 - a. Trash cans
 - b. Podium
 - c. Carpet squares for mechanical room
 - d. Free standing marker board

15. Donor Wall:
 - a. Andrew Fangman

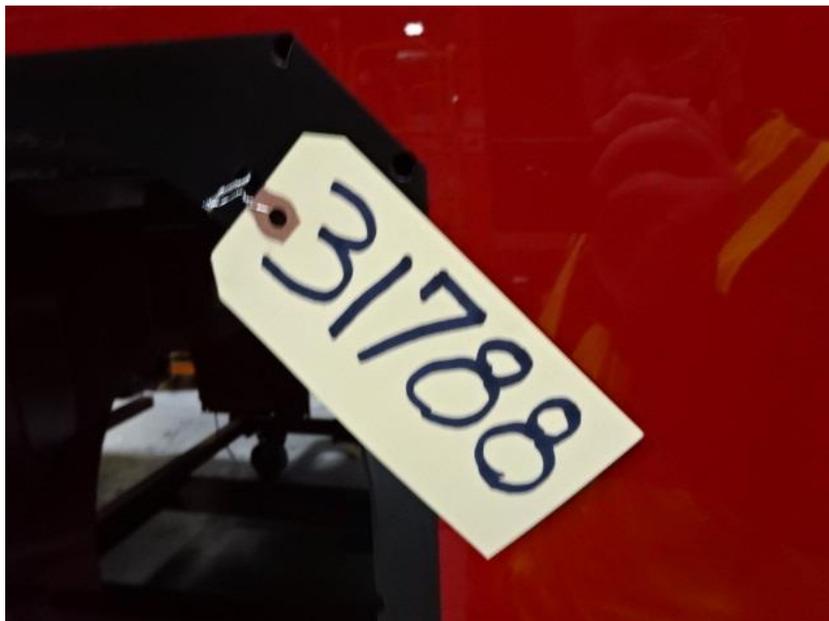
16. Other:
 - a. Window Cleaning
 - b. Reading Garden - Surface covering

Photo Album for Muscatine Fire Department, IA

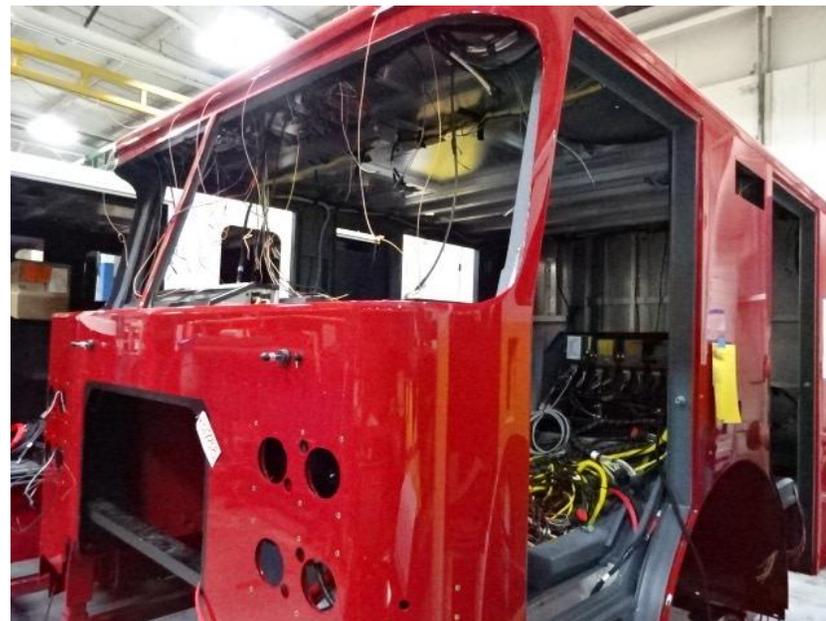
Job 31788

March 23, 2018

This week the cab started on the cab line where content is installed while the chassis was assembled. The pumphouse completed the paint process and had trim installed while the body started the paint process. Next week the cab may continue on the cab line while the chassis may start content installation. The pumphouse may remain staged to be merged with the chassis while the body may continue the paint process.



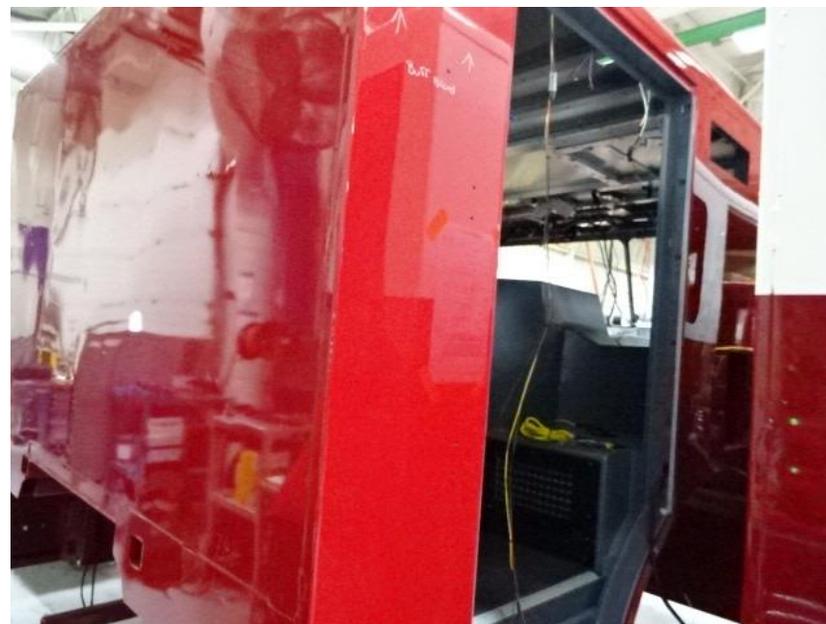
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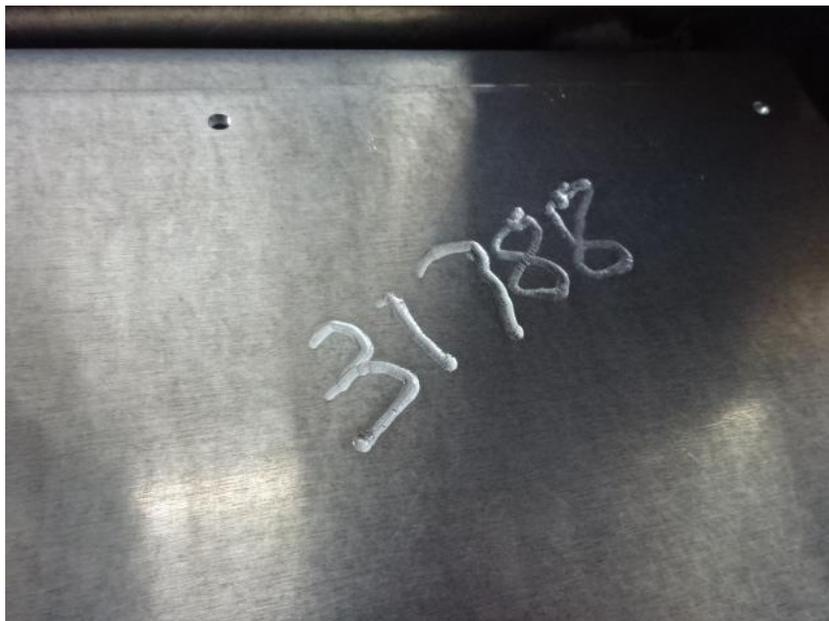
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<http://reliantfire.com/>



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Neenah, Wisconsin 54956

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA
THURSDAY, APRIL 5, 2018 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]

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

- PROJECTS D. DEVELOPMENT PROGRAM REPORTS
1. LEGISLATIVE REPORT

DISCUSSION/ACTION ITEMS

- E. FINANCIAL REPORTS
1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET
- F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS
1) Administration Goals
- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES

- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (NONE)
- I. INVESTMENT PROGRAM UPDATE
 - 1) Private Equity Commitment Recommendation
 - 2) Real Estate Portfolio Discussion
- J. INVESTMENT PERFORMANCE REPORT
- K. STRATEGIC PLANNING UPDATE
- L. CONSIDERATION OF BUDGET, ADMINISTRATIVE POLICY MANUAL, & BOARD MANUAL FOR FY19
 - Budget includes Personnel Reviews – Possible Board Action.

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: May 17, 2018



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

March 15, 2018

Gregg Mandsager
City Administrator
City of Muscatine
215 Sycamore Street
Muscatine, IA 52761

Dear Mr. Mandsager:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2017 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

The Government of Ontario has been awarded the individual(s) or Government
An Award of Financial Reporting Advancement for preparing the award-winning OFRR
document by the Government as primary responsibility for preparing the award-winning OFRR
The OFRR has been judged by independent reviewers to be the best OFRR in the world
documenting a commitment to "full disclosure" to stakeholders in the financial reporting
process and to the highest standards of transparency and accountability.

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process and to the highest standards of transparency and accountability.



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

03/15/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Muscatine** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

Drone Use By Public Safety

After a review of several recent critical incidents and some ongoing discussion with City Engineer, Jim Edgmond, and Assistant Fire Chief, Mike Hartman, the Muscatine Police Department has requested the purchase of a drone to enhance the safety of all employees in the emergency response field. Though there has been some initial thoughts of contracting out for drone services, those involved in these discussions recognize that drone use, especially within the public safety arena, comes with its own unique set of challenges. Challenges which are problematic for contractual services. It is because of these issues, it was recommended a drone be purchased and maintained by the police department. Operators would be trained and certified within both the police and fire departments, which will ensure immediate access to drone capabilities when the needs arises.

After doing some research, it appears the certification process is a relatively easy one. It can be compared to getting one's driver's license. A study guide is provided on line through the FAA, (Federal Aviation Administration) and there is a testing cite in Davenport. It costs \$150 to take the test and the user is then certified for two years. The user has to re-up their certification at the end of two years but from the information we have, it does not look like they have to retest unless they allow their certification to expire. For some added assurance, there is a trainer who will come and do course instruction at a rate of \$30 an hour, if we wanted that option.

Discussing some of the issues that have led to this self-purchase decision.

- * When critical incidents arise, resources are need immediately. By maintaining our own drone program, we will ensure access to that resource immediately. By training multiple operators, we can insure there is always an operator available. When contracting these services with an individual it can be hit and miss on their availability.
- * Confidentiality is also an issue. By operating our own program, we can ensure all pictures and video captured by the drone, remain under department control. It would be very crippling to have photos/videos, from an open investigation, find their way to a social media site. What reassurances would we have that a contractor would not maintain and/or duplicate images that their drone records?
- * Both the Police and Fire departments are already in the business of training and maintaining equipment. To take on a project like this is not as complicated a process as some might believe. We have done our research and are confident we can make this work for the city. From a public safety perspective, maintaining the city's own drone should be the first option as opposed to contracting out for those services.

Recent incidents where drone capabilities could have made a difference in our operational planning.

- * This week our tactical team was requested to assist with an armed standoff, subject barricaded in a car. Suspect had driven his car into a cornfield and gotten stuck after fire rounds at an individual in Columbus Jct. Suspect refused to exit his car. There was 50 yards of open field from the officer's position of safety to the suspect's car. Unbeknownst to the officers the suspect had shot himself, a drone could have discovered that.

Drone Use By Public Safety

- * In February this year a female jumped from the high bridge into the river. For the first several minutes she could not be located in the water. When she was located, it could not be determined if she was alive or dead. This spawned a critical rescue operation putting several others at risk. A drone could have located the victim immediately and been flown out to look for signs of life.
- * In December of 2017 a 74-year old male suffering dementia walked out of his residence in the middle of the night, with no coat. He was later discovered walking along a trail in a wooded area with the onset of hypothermia. A drone with FLIR capabilities would have found him almost immediately.
- * In July of 2017 an armed barricade ensued after an individual shot his father in the driveway of their residence. The suspect was armed with an assault rifle and handgun. Dangerous approaches had to be made to the residence without anyway of known the suspect's location. A drone could have been used to fly up to windows and gain a view of the inside.

These are just a handful of incidents on the law enforcement spectrum where a drone could have been put into play and made a difference in our operational planning. There are many more incidents similar to these, which I could date back to the past 3 years. The tornados of recent past. Many of the streets were blocked by debris and impassible by vehicle. A drone could be use to quickly assess damage zones and provide invaluable documentation for future use. Same goes for hazmat spills and assessments, eliminated the need to send fire personnel into these areas to make these assessments. After a structural fire, the drone will be used to locate remaining hot spots that need to be addressed.

A drone program results in a huge benefit for those in our community. It is rather inexpensive venture, which offers enormous benefits within the public safety spectrum. As first responders we are practiced and equipped to take on the responsibilities for programs like these. The benefits of maintain our own certainly outweigh the thought of trying to contract for these services.