

## City Administrator Report to Mayor & City Council

2018.05.18, Edition No. 309

### WEEKLY UPDATE:

- Housing: The following was provided by Housing Administrator Jodi Royal  
Goodwill: Attached are the slides from Professor Anthony's presentation last week. Most of the data was derived from the American Community Survey (ACS), but data from the Housing Demand study was also used in addition to supplemental websites including the Iowa Department of Education site.
  - Please note that the \$109,000 figure (on slide 21) which was conveyed as the average sales price in recent years is actually the median value of all homes based on ACS data.
  - Also to clarify information on slides 27-29 is from programs implemented in Mason City and Bloomfield as an illustration of the impact of alternative programs.
- TSIP: The following update was provide by City Engineer Jim Edgmond: Early this week Bolton-Menk wrote the city a letter. The bottom line of the letter is that as a first step of the TSIP grant application process the traffic accident data needs to be summarized. This used to be a long process, but has recently been put in data base format and made available on the internet. So now it a matter of pushing several buttons to get the information. The information shows that in the last 10 years, that intersection has had no minor injury accidents, and no major injury accidents. Also there were no pedestrian accidents, and no fatalities. Bolton-Menk's letter states that with this accident history they do not think the TSIP grant application will score well enough to receive a grant of TSIP funds. Their recommendation is to not submit and they will not spend any of the \$6,000 allocated for the grant application. So based upon that data, the project is not going after a TSIP grant for a roundabout at this intersection. This does not mean we will not recommend/build a roundabout, but in light of this data and other traffic data we may look at other alternatives. However, we still need to take into account the new trail that is present, more pedestrian traffic at this intersection than ever before, and the backup from the trains sitting on the tracks.
- Mulberry Retention Basin: Jon Koch provided the following - We will be planting in the basin this week or next. We have sprayed to kill weeds and are now ready to get plants in. The rock berm is there to direct water to the rest of the basin. Previously the water would cut directly from the inlet to the outlet creating ruts and a muddy mess at the bottom that was impossible to mow. The berm is functioning as planned by directing the water to the larger retention area of the basin to allow for water to infiltrate. This creates less water discharge downstream reducing local flooding and captures pollutants that are then broken down in the soils. The rock berm will have vegetation (flowering plants and grasses) that will mostly cover it so it will be less noticeable. This vegetation once established (1-2 years) will remain throughout the winter as well so the berm will remain partially covered all year. Once the entire basin is established with flowering plants and trees it will look much better and function as a real stormwater practice instead of

simple grass retention basin. I am planning to have a sign installed by the basin giving this information so folks can see what it should look like in the future. It will also outline what an infiltration basin is and its benefits. We have been behind in planting this season due to the late spring. I anticipate some very attractive flowering areas by mid summer. Park and Rec is responsible for the mowing and has said they will be seeding to cover weedy areas around the top. Hope this helps field questions as they come in. They are always welcome to call or contact me directly as well if they wish. I have planting lay-outs available if they wish to see them. I have attached it here as well. This is just the first year of planting as well. More will be added as we get the middle established. We need to be able to maintain access to the new plantings for weeding and trash clean-up that is scheduled for this practice weekly by WPCP staff and Muscatine Pollinator Project volunteers.

- Bi-State: Attached is the May 23, 2018 Bi-State Regional Commission meeting packet. The meeting is scheduled for Wednesday, May 23, 2018, at 3:30 p.m. in the Scott County Administrative Center. Sarah Grabowski, Desktop Publisher, Bi-State Regional Commission.

#### Additional Information

The following notes are from the Team Meeting on Wednesday, May 16, 2018:

#### **1. Phase III - West Hill Sewer Separation:**

- a. Outstanding Issues:
  - i. Legal
  - ii. Liquidated Damages
  - iii. Final Pay App
- b. June 7th - Resolution Accepting Completed Work

#### **2. Phase IV - West Hill Sewer Separation:**

- a. KMA working on 7th from Sycamore to Iowa
  - Underground Cedar to Sycamore completed
- b. Compaction Testing verified
- c. Surveyor setting street grades
- d. Paving scheduled for June
- e. On schedule

#### **3. Mulberry Ave. Reconstruction Project:**

- a. DOT loose ends
- b. May 25th - complete documentation for DOT reimbursement

#### **4. Mississippi Drive Corridor Project:**

- a. Westbound lane from Sycamore to Walnut paved
- b. Eastbound lane from Sycamore to Walnut (or Mulberry) scheduled for May 22nd
- c. Electrical/Ductbank installation underway
- d. Grading work started on E. 2nd from Orange to Oak
- e. Directional boring under RR tracks scheduled for end of May

- f. Channel Armoring in contract at end of project
- g. Project on schedule
- h. Next Business Owners meeting: May 24th

**5. Musser Public Library and HNI Community Center:**

- a. Coordination of move needs improved
- b. Furniture deliveries ongoing
- c. Iowa Ave. Library to close May 18th
- d. Shelving installation - May 29th
- e. June 7th - Resolution Accepting Completed Work
- f. June 15th -Operational

**6. Riverside Park Master Plan:**

- a. Determined Development Plan not needed at this time
- b. Focus on projects to get people to Riverfront
  - Beer Garden
  - Truck Vendors
  - Entertainment venue
- c. Can CIAT or CAT subcommittee assist with driving Riverside Park projects

**7. 2017/2018 Sidewalk Program:**

- a. Reassessment of priorities for '17/'18 Sidewalk Program
- b. Focus on West Side Trail, Dollar General, Residential
- c. May 17th - Council to review

**8. Grandview Ave. Reconstruction Project:**

- a. Project now a part of the SWAP program
- b. Hill to pursue additional STIP funds via Bi-State
- c. TSIP grant application removed
- d. Next Monthly Staff Meeting - To Be Determined
- e. Next Public Meeting - To Be Determined
- f. August 2018 - First DOT submittal
- g. February 9, 2019 - Tentative Bid Letting Date

**9. 2nd/Mulberry Roundabout Design:**

- a. Acquisition issues
- b. Project timeline under review

**10. West Side Trail:**

- a. Route options are still under consideration
- b. Environmental Phase I Cultural Resources survey needed
- c. Project stalled at this time

**11. Quiet Zone:**

- a. Fencing not completed
- b. Need to approve changes to Smith

**12. Second Street Connector Design:**

- a. Awaiting Bolton-Menk Proposal
- b. Mulberry to Pine

**13. KS Park to Deep Lakes Trail:**

- a. Awaiting final DOT audit
- b. No Progress/stalled

**14. DOT Lake Park Blvd site:**

- a. City working with DOT for acquisition options
- b. Police, Fire and Public Works to initiate needs assessment
- c. Survey for retention basin needed after acquisition

**15. Other 2018/19 Related Projects:**

- a. Carver Corner Development
  - i. Will begin research on other community's processes
- b. Old Library Disposition
  - i. City to prepare RFQ's for sale
- c. Aerial Photography
- d. 38/61 Connector Plan
  - i. Use Carver Corner Development Plan as a blueprint

**16. 2019 Projects:**

- a. *Grandview Ave*
- b. *Roundabout at 2nd/Mulberry*
- c. *Westside Trail*
- d. *Phase IVB Sewer Separation*
- e. *Park Ave. 3 lane reconfiguration & reconstruction*
- f. *Roundabout at Fulliam/Houser*
- g. *Riverside Park Development*
- h. *DOT Lake Park Facility*
- i. *2nd Street Connection*
- j. *City Hall HVAC/Envelope.*



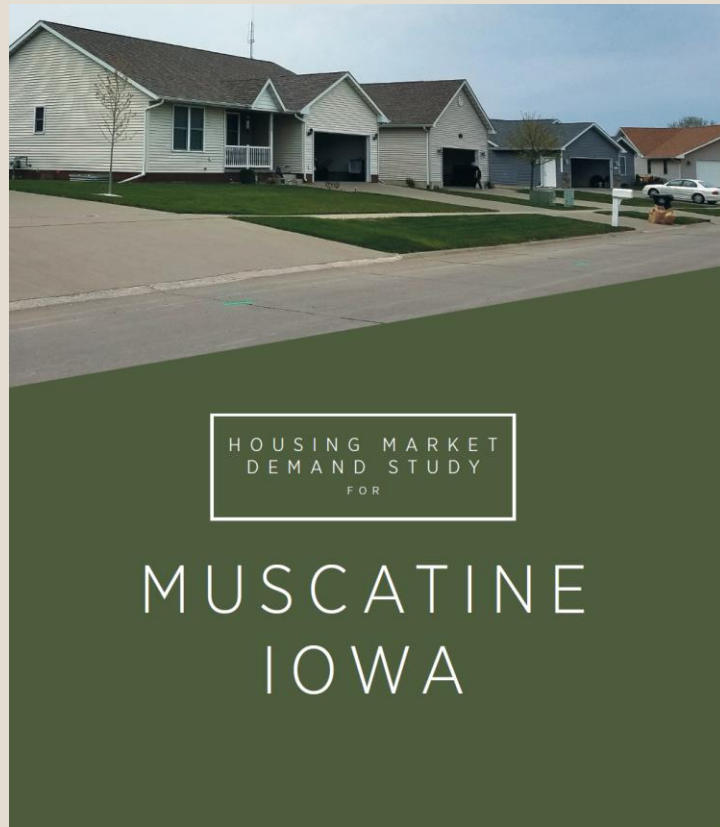
# MAKING MUSCATINE BETTER: INCREASING ACCESS TO HOUSING TO IMPROVE QUALITY OF LIFE IN MUSCATINE

**Jerry Anthony**, Ph.D., AICP  
School of Urban & Regional Planning  
University of Iowa, Iowa City, USA

# Summary

- Muscatine is desirable community to live in
- It has a good economic base, decent schools and good amenities
- But housing costs are high, housing supply is meagre
- Increasing the supply of housing can improve quality of life in Muscatine

# Recent Housing Demand Study



# **Role of housing for a good quality of life**

- Housing for Economic Development
- Housing for Optimal School performance
- Housing for Health



# Housing & Economic Development

## **Availability of decent, reasonably-priced housing**

is important for a diverse labor pool

is a very important factor in location of new manufacturing and large businesses

## **Reasonably-priced ownership housing helps households build equity**

**Reasonably-priced rental housing helps households** accumulate savings for down-payment and explore different neighborhoods and school districts before buying a home.

## **Construction of new housing**

has a large economic base multiplier effect

Is an activity with few barriers to entry

# Housing & School performance

## **Renter households that pay too much for housing:**

- frequently move

- renter households are generally younger and have K-12 age children

- residential moves induce school mobility

- school mobility decreases childrens' performance on school test scores

## **Owner household with K-12 children that pay too much for housing:**

- don't have enough resources for an enhanced educational experience

- if mortgage distress results in foreclosure then eviction, relocation and school change, all have significant negative effects on school performance and overall well-being of K-12 children.

# Housing & Health

## **Owner households that pay too much for housing**

May not have resources for proper upkeep of the homes (indoor air quality, energy costs, safety, appearance, home value)

May not have enough disposable income to pay for health expenses after paying housing expenses.

## **Renter households that pay too much for housing**

May not have access to decent quality housing options (indoor air quality, energy costs, safety)

May not have enough disposable income to pay for health expenses.

# What is reasonable cost housing?

Ownership housing that costs less than 30% for households (mortgage, interest, taxes, utilities and property insurance)

Rental housing that costs less than 30% for households (rent, utilities, and renters insurance)

Households that pay over 30% of income are deemed housing cost-burdened

Households that pay over 50% of income are deemed extremely cost-burdened

Households that are at or under 80% of Area Median Income

Median income in 2000 = \$38,122 (\$52,896)

Median income in 2016 = \$51,597 (IA median \$56,247)

80% AMI in 2016 = \$41,278

50% AMI in 2016 = \$25,799

30% AMI in 2016 = \$15,479

# Housing Affordability Trends

- Trends in housing affordability in the US
- Trends in Housing Affordability in Iowa
- Foreclosure Trends in Muscatine

# Housing Cost-burden in Muscatine

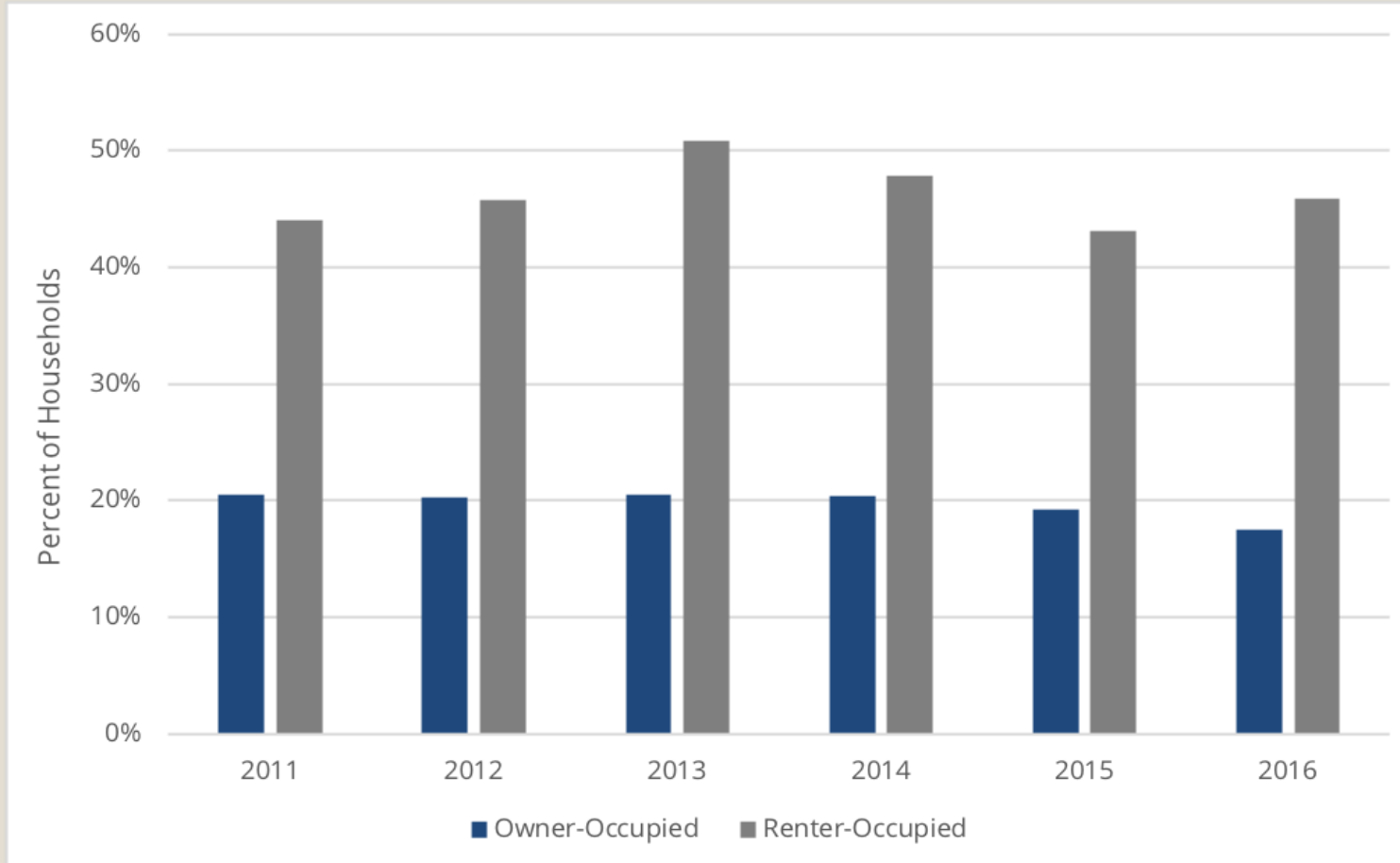


Figure 8: Source: Cost-burdened households American Community Survey- 2011, 2012, 2013, 2014, 2015 and 2016

# Housing Cost-burden in Muscatine

Cost Burdened Households						
Year	2011	2012	2013	2014	2015	2016
Owner Units						
Total Units	6,427	6,212	6,274	6,477	6,303	6,403
Cost Burdened: Owner	1,312	1,280	1,324	1,279	1,197	1,121
Owner-Occupied	20%	20%	20%	20%	19%	17%
Renter Units						
Total Units	2,794	3,028	2,940	2,936	3,015	2,954
Cost Burdened: Renter	1,300	1,380	1,491	1,405	1,304	1,260
Renter-Occupied	44%	46%	51%	48%	43%	46%
Total Units						
Total Occupied Units	9,221	9,240	9,214	9,413	9,318	9,357
Total Cost Burdened Units	2,612	2,660	2,815	2,684	2,501	2,381
Total	28%	29%	31%	29%	27%	25%

Source: American Community Survey- 2011, 2012, 2013, 2014, 2015 and 2016

# Housing Cost-burden in Muscatine

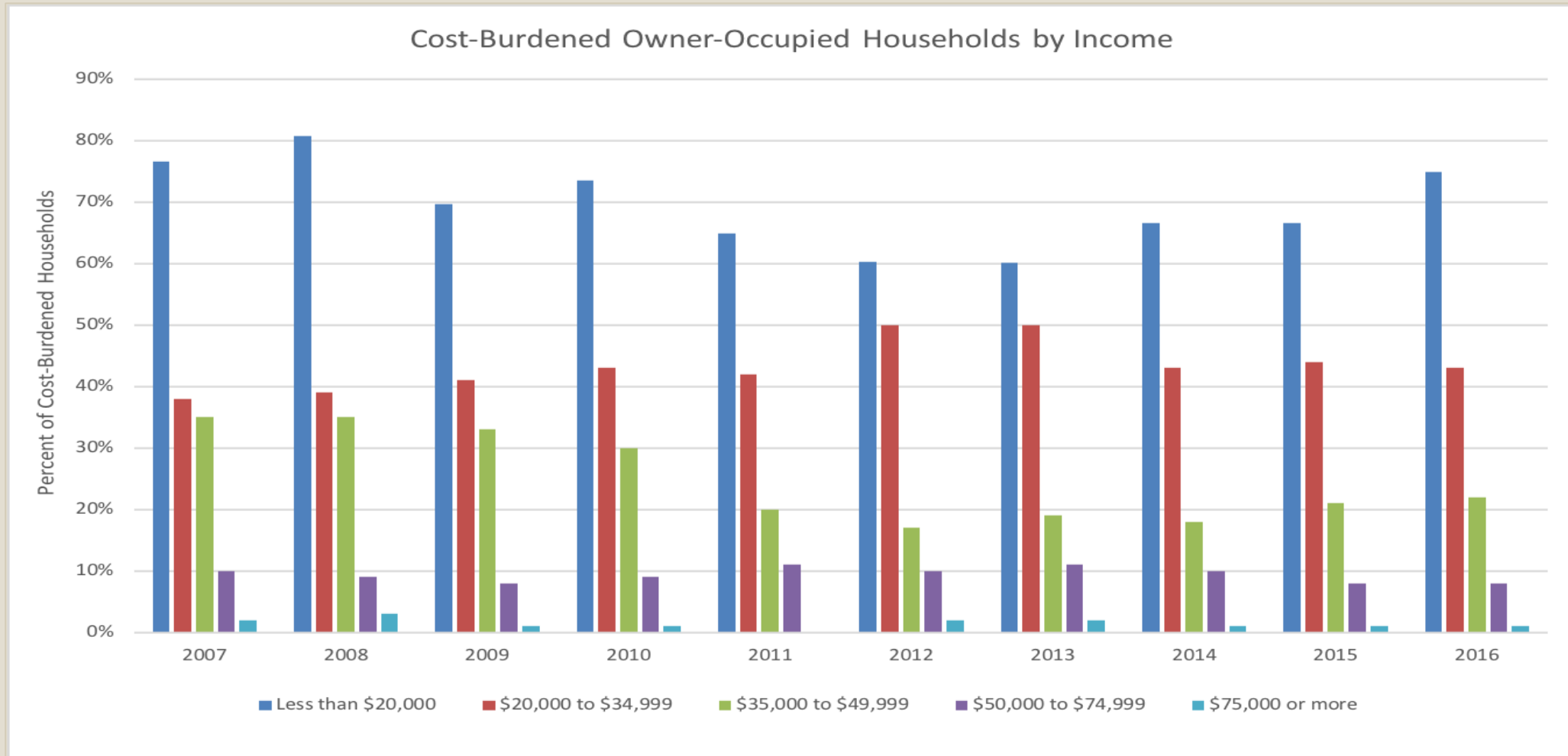


Figure 9: Owner-occupied cost-burdened households by income (Source: American Community Survey 2003 – 2015)



# Housing Cost-burden in Muscatine

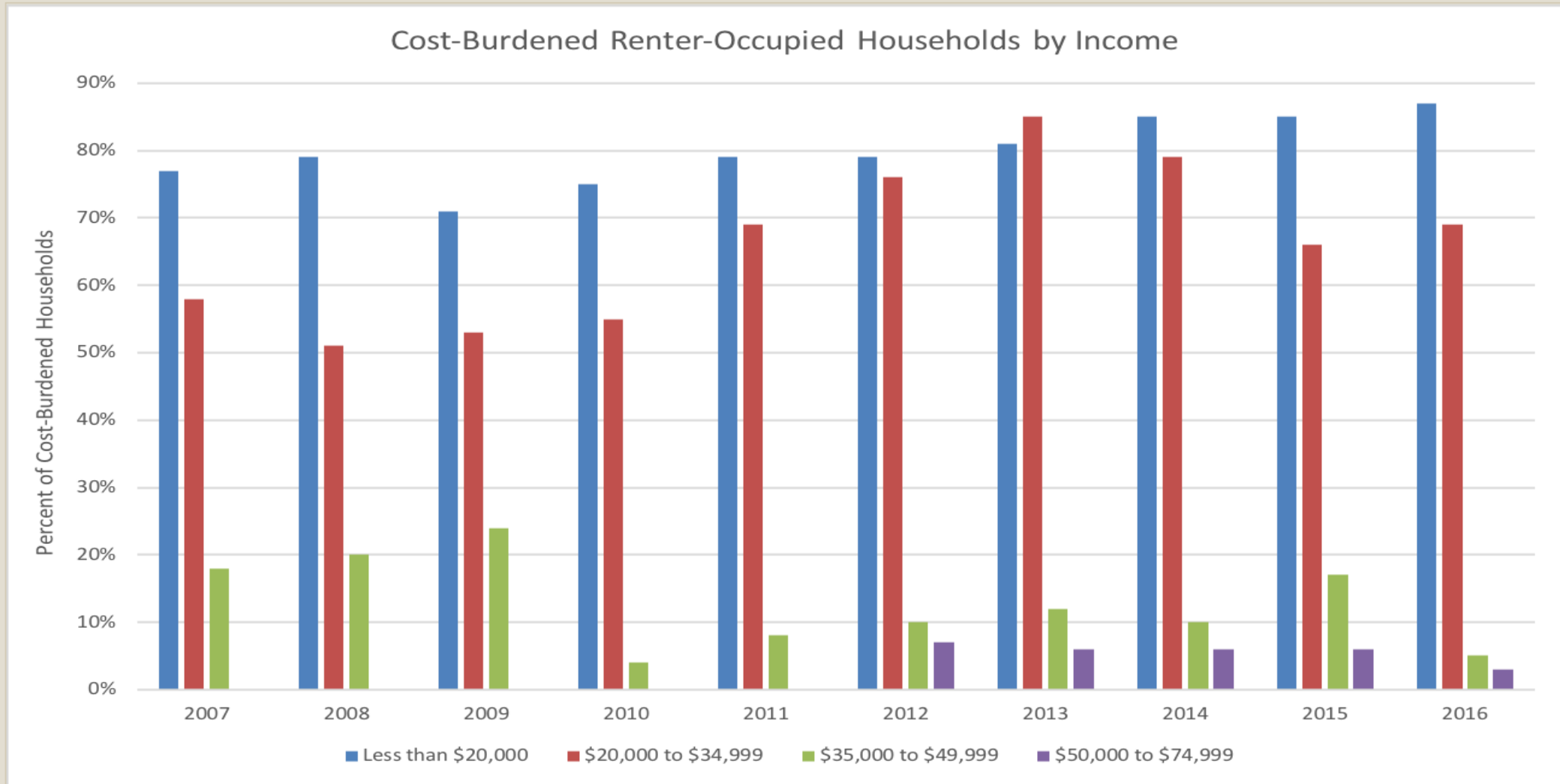
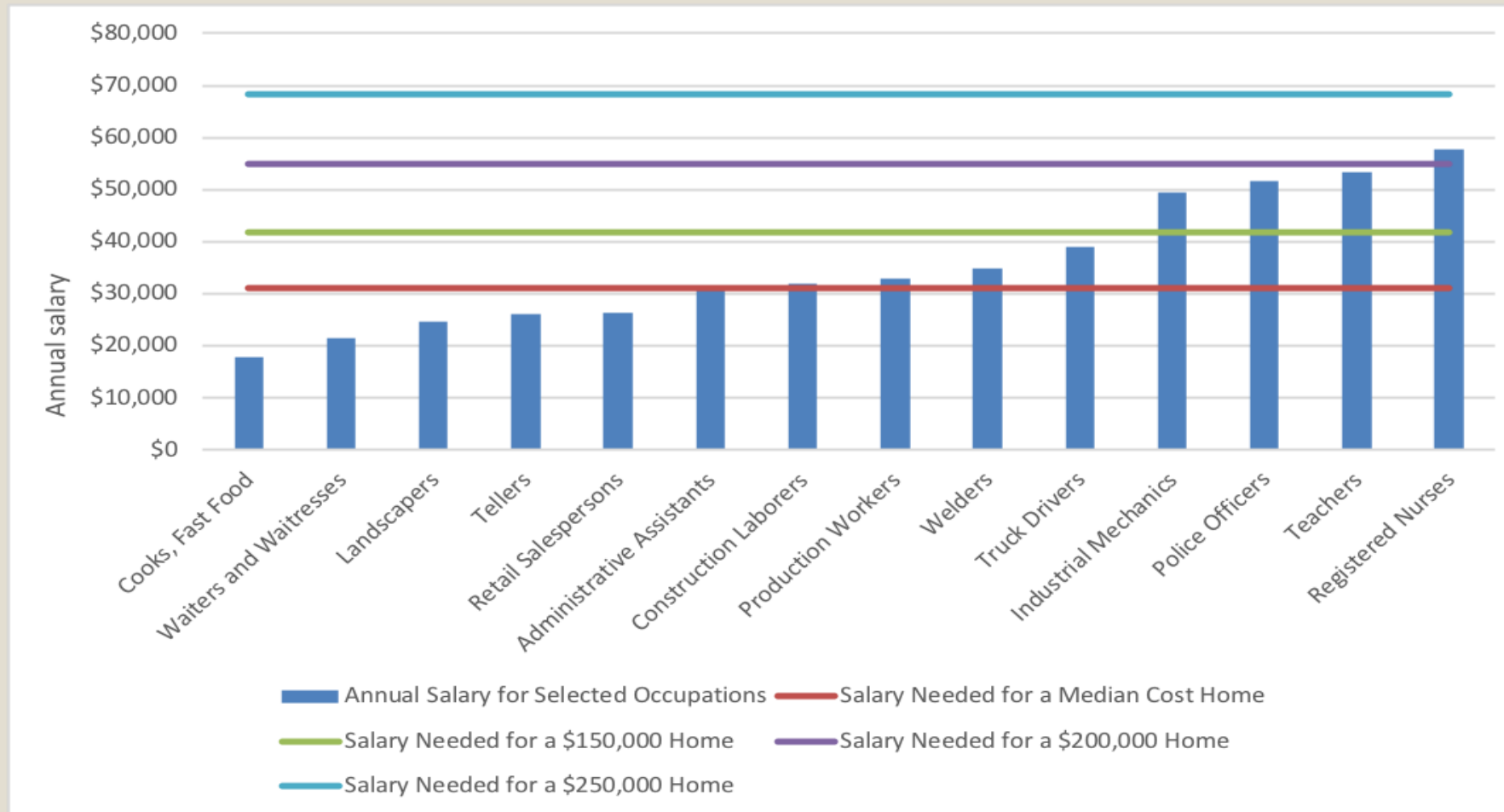


Figure 10: Renter-occupied housing cost-burdened households by income (Source: American Community Survey 2003 – 2015)

# How affordable is housing in Muscatine?

## Scenario A

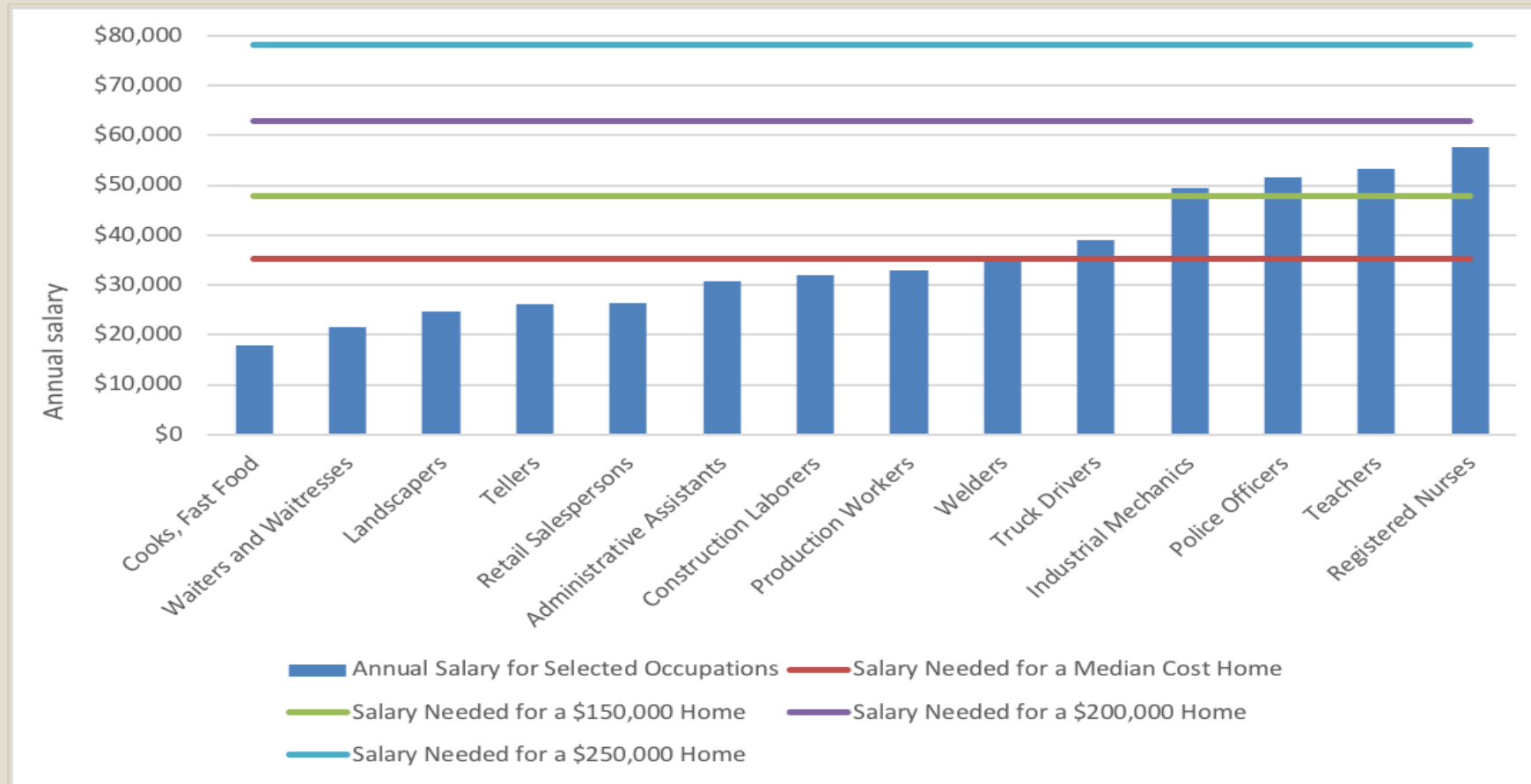


### Assumptions

- 20% down-payment
- 4.5% interest rate
- 15% of monthly housing costs are for utilities
- Insurance costs

# How affordable is housing in Muscatine?

## Scenario B



### Assumptions

- 3% down-payment
- 4.5% interest rate
- 15% of monthly housing costs are for utilities
- Insurance costs

Figure 4: Annual salary needed to afford a home with 3% down payment at 4.5% interest

# How affordable is housing in Muscatine?

## Rental housing

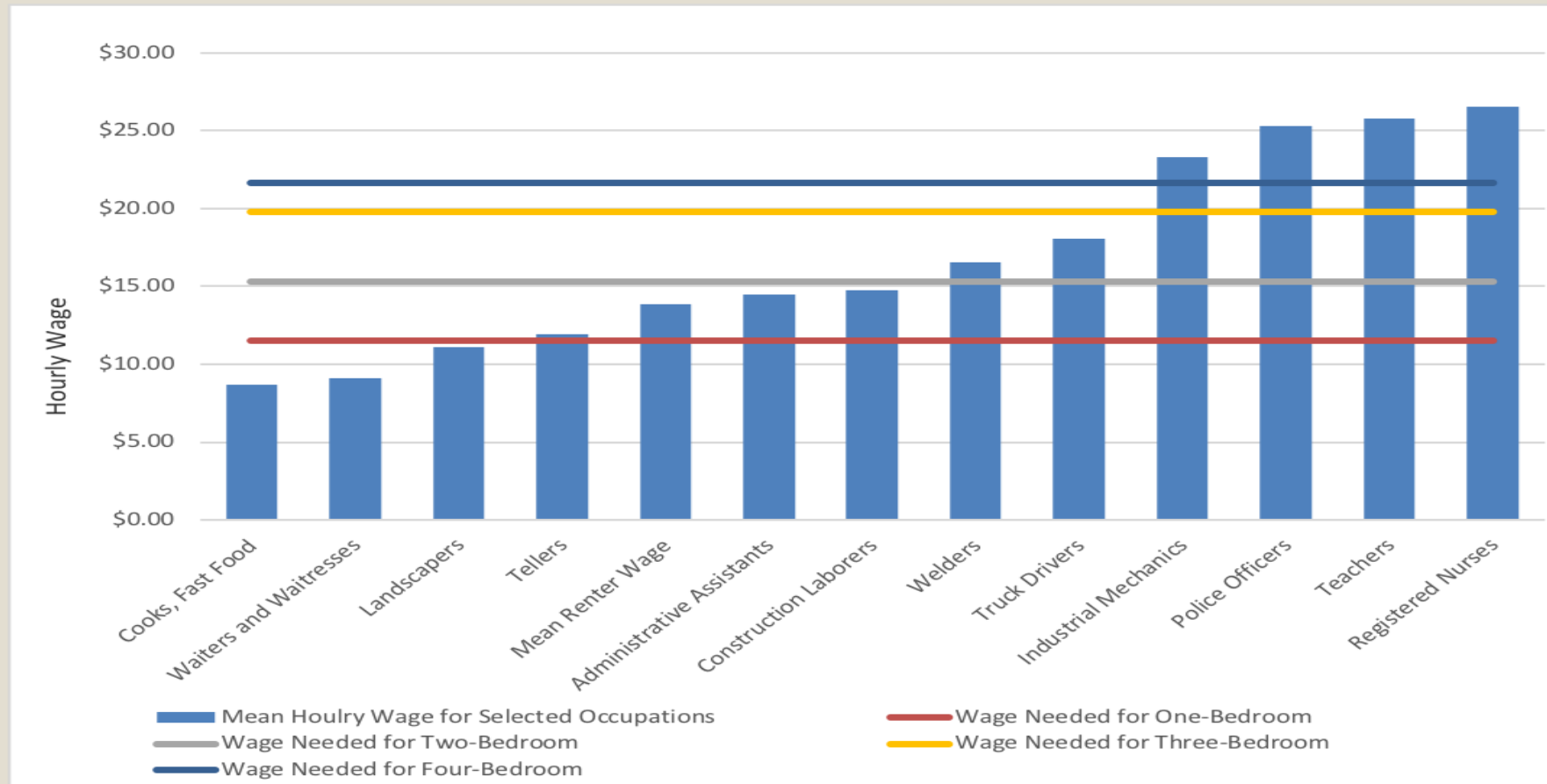


Figure 5: Hourly wage needed to afford rental units at different sizes

# Housing Affordability in Comparison

	% PAYING MORE THAN 30% ON OWNER COSTS	% PAYING MORE THAN 30% ON GROSS RENT
<b>Muscatine</b>	19%	43%
<b>Clinton</b>	19%	47%
<b>Ottumwa</b>	20%	49%
<b>Burlington</b>	23%	45%
<b>Washington</b>	17%	43%
<b>Bettendorf</b>	15%	45%
<b>Davenport</b>	20%	44%
<b>Statewide</b>	17%	41%

**Source: 2011-2015 American Community Survey, Muscatine Housing Demand Study**

# Key problems in Muscatine's housing market

- Low supply of new units
- Aging housing stock
- Lack of variety in existing and new housing stock --  
diverse options demanded by consumers

# Housing supply in Muscatine

Selected Housing Characteristics						
Year	2011	2012	2013	2014	2015	2016
Total Units	9,981	9,954	10,048	10,370	10,169	10,221
Households	9,176	9,240	9,214	9,413	9,318	9,357
Vacant Units	805	714	834	957	851	864
Vacancy Percent	8.1%	7.2%	8.3%	9.2%	8.4%	8.5%
New Units by Year	16	17	70	41	13	33
Source: American Community Survey- 2011, 2012, 2013, 2014, 2015 and 2016						

# Housing Supply in Muscatine

New Residential Units			
	Single-Family	Multi-Family	Total
2010	24	12	36
2011	15	1	16
2012	17	0	17
2013	10	60	70
2014	33	8	41
2015	13	0	13
2016	3	30	33
	115	111	Total 226
Source: Muscatine Housing Market Demand Study			



# Age of housing in Muscatine

Year Structure Built and Median Values by Age			
	Total	Percent	Median Value (\$)
	10,221	100%	
Built 2014 or later	0	-	-
Built 2010 to 2013	21	0.21%	-
Built 2000 to 2009	687	6.72%	\$170,900
Built 1990 to 1999	859	8.40%	\$104,900
Built 1980 to 1989	574	5.62%	\$132,400
Built 1970 to 1979	1,791	17.52%	\$135,100
Built 1960 to 1969	1,114	10.90%	\$129,800
Built 1950 to 1959	854	8.36%	\$114,300
Built 1940 to 1949	596	5.83%	\$86,100
Built 1939 or earlier	3,725	36.44%	\$91,900
Median	1958		\$109,000

Source: 2012-2016 American Community Survey

# Potential new residents in Muscatine



Figure 7: Source: U.S. Census, On the Map Application and Muscatine Housing Demand Study

# K-12 Students' performance

Muscatine Community School District 2016 - 2017 State Assessment Scores									
Grade	Subject	Percent Proficient	State		Difference				
3rd	Reading	75.4	75.4		0				
	Math	76.3	77.9		-1.6				
4th	Reading	69.5	75.3		-5.8				
	Math	70.3	78.4		-8.1				
5th	Reading	73.5	76.1		-2.6				
	Math								
6th	Reading								
	Math		Subject	English	Math	Reading	Science	Combined	State
7th	Reading		2013	21.4	20.8	22.7	22.6	22	21.7
	Math		2014	21.1	20.2	22.6	22.1	21.7	
8th	Reading		2015	20.6	20.2	22	21.6	21.2	
	Math		2016	18.1	18	20.2	20	19.2	
11th	Reading		2017	18.1	18.6	20.2	19.9	19.4	
	Math								
Source: Iowa Department of Education			Source: Iowa Department of Education						

# Increasing the supply of reasonably-priced housing [from 30/year to 60/year]

## **The Private sector**

Informing -- more conversations about the need for housing, dissemination of housing needs studies

Enabling -- changes to the zoning code (smaller lot zoning, more multi-family locations, scattered throughout the community, more flexibility)

Incentivizing

Creative financing

## **The Non-profit sector**

More funding support

## **Public sector**

Increasing local funding for housing programs

# Housing supply price points

**FIGURE 3.5 :** Housing Development Program

	2017 - 2020	2021 - 2025	TOTALS
<b>TOTAL NEED</b>	<b>227</b>	<b>290</b>	<b>517</b>
Total Owner Occupied	136	174	310
Affordable Low: 60-90,000	17	22	39
Affordable Moderate: 90-125,000	33	42	75
Moderate Market: 125-190,000	42	53	95
High Market: Over \$190,000	45	57	102
Total Renter Occupied	91	116	207
Low: Less than 450	36	45	81
Affordable: 450-700	31	40	72
Market: Over \$700	24	30	54

Source: RDG Planning & Design

# Suggestions for next steps

**Goal** – Stimulate new residential construction by providing builders incentives to bridge the cost gap between existing homes and new construction.

Funding – Utilize bonding capacity to create a fund of stimulus dollars

Cost Effectiveness -- Investment will be recouped over time through additional property tax revenue

# Suggestion for affordable single family home

**Basis of Design:** 3 Bedroom/2 Bath; 1600-2000 Square Feet ; Attached Garage

Market Price of Existing Home: \$120,000

## **Cost to Build New:**

- Structure: \$148,000 (Source – RS Means Square Foot Data)
- Land: \$10,000
- Total: \$158,000
- Difference between new and market rate: \$38,000

## **Subsidy Option 1:**

- City Provides Land: \$10,000                      City Provides 50% Development Incentive: \$9,000
- Sale Price of New Home: \$139,000 (\$940/month)   City Recoups in about 10-11 years

## **Subsidy Option 2 (Energy Star):**

- City Provides Land: \$10,000                      City Provides 100% Development Incentive: \$18,000
- Sale Price of New Home: \$120,000 (\$900/mo)   City Payback Time: 18 Years recoup time 9 Years

# Suggestions for new affordable duplex housing

## Basis of Design

- **2 Bedroom 1 Bath Duplex ; 1000 Square Feet ; Attached Garage**

## Cost to Build New

- Structure: \$212,500 (Source – RS Means SF Data) Land: \$10,000
- Total: \$222,500 Cost Per Unit : \$111,250 (\$750/mo)

## Subsidy Option 1:

- City Provides Land: \$5,000 City Provides 50% Development Incentive: \$5270
- Sale Price of New Unit: \$101,000 City Payback Time: 8 Years

## Subsidy Option 2 (Energy Star):

- City Provides Land: \$5,000 City Provides 100% Development Incentive: \$10,540
- Sale Price of New Home: \$101,000 City Payback Time: 13.4 Years



# Increasing energy efficiency of homes

## **Energy costs in an average home:**

Purchase Price: \$120,000    Annual Property Tax: \$2,500

Annual Energy Cost: \$2,325    Monthly Housing Cost: \$961

## **Energy costs in an energy efficient home:**

Purchase Price: \$150,000    Annual Property Tax: \$2,900

Annual Energy Cost: \$1000.00    Monthly Housing Cost: \$961

# Improve existing owner housing

**The city could provide matching grants to homeowners who are willing to take advantage of state and federal energy efficiency upgrades**

- Provide better explanation and marketing to demonstrate that savings in utility bills can cover the costs of improvements
- Research refunds and rebates through utility company

# Maintain quality of rental housing stock

**Ensure the quality of existing rental housing stock by stringently implementing an annual inspection program.**

- Salaries of inspectors can be paid from inspection fees. Data indicates that there are around
- Inspector could also make spot checks and recommendations for energy improvements to landlords along with information on existing programs.

# Funding

City of Muscatine Bonding Capacity			
Debt Service-Total Taxable Valuation	Total Bonding Capacity (5%)	Current Bond Totals	Remaining Bonding Capacity
\$913,442,529	\$45,672,126	\$37,650,000	\$8,022,126
Source: Iowa Department of Management 2018			

# Thank you!





BU = Black willow

1 = Sedges

2 = Button Bush

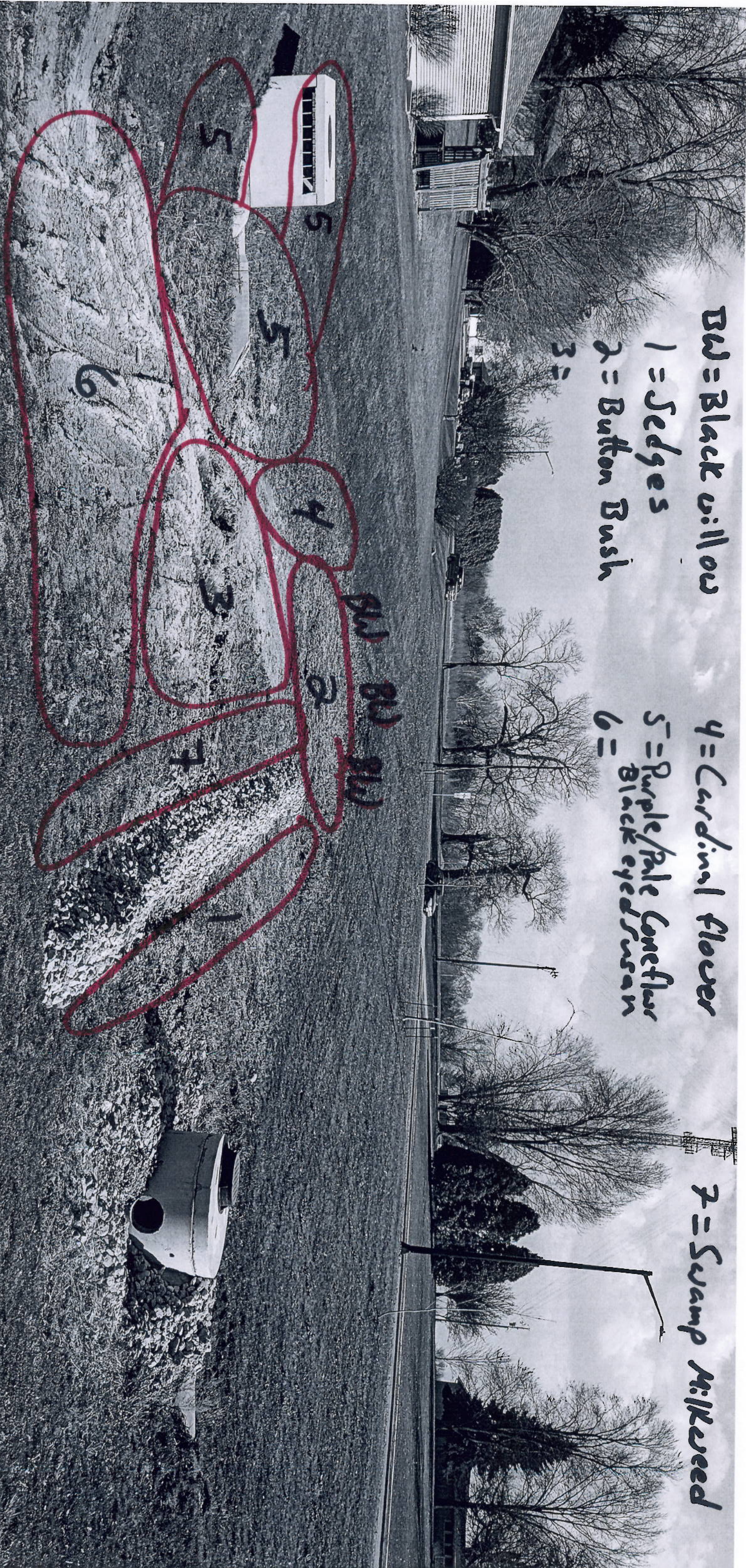
3 =

4 = Cardinal flower

5 = Purple/pale Coneflower

6 = Black eyed Susan

7 = Swamp Milkweed





## Invoice

ZIMMER & FRANCESCON, INC  
6200 65th AVENUE  
MOLINE, IL 61265  
(309) 787-1117  
Fax 877-244-2508

Invoice Number: 0159758-IN  
Invoice Date: 5/2/2018  
Salesperson: 0016  
Customer Number: 004KMADEV

## Sold To:

KMA DEVELOPMENT LLC  
22050 277TH AVENUE  
LE CLAIRES, IA 52753

## Ship To:

KMA Development LLC  
Jan Smith 563-529-7985  
6th Street & Locust  
MUSCATINE, IA 52761

Order No: 97347TR

Customer P.O. CMT	Ship VIA ZF TRUCK	Sales Tax IAE	Terms NET 30 DAYS	Ship Date 5/2/2018		
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
PP23SG061300	FEET	1,372.00	0.00	1,372.00	3.24	0.00
6" Gasketed SDR 23.5 PVC Sewer						
PPTRUSS08	FEET	3,125.00	0.00	3,125.00	4.43	0.00
8" Gasketed PVC Truss Pipe						
110	EA	100.00	0.00	100.00	57.33	0.00
PIPE						
8" x 8" Gasketed Truss Wye Bx Bx B						
H508	EACH	50.00	50.00	0.00	24.38	1,219.00
8" SDR 26 G x G 45 El						
H408	EACH	50.00	50.00	0.00	24.38	1,219.00
8" SDR 26 S x G Street 45 El						
H1705	EACH	50.00	50.00	0.00	33.35	1,667.50
8" SDR 26 G x G 45 El						
110	EA	100.00	100.00	0.00	29.85	2,985.00
PIPE						
1002-88SR 15" Femco Coupling VCP x PVC with Shear Ring						
110	EA	30.00	30.00	0.00	12.50	375.00
PIPE						
7-38-550R 6" VCR x 4" VCP Bushing						

Net Invoice: 7,485.50  
Sales Tax: 0.00  
Freight: 0.00  
Invoice Total: 7,485.50

FINANCIAL  
(green)ACTION NEEDED  
(yellow)INFORMATIONAL  
(white)

## MEETING ANNOUNCEMENT AND AGENDA BI-STATE REGIONAL COMMISSION

Wednesday, May 23, 2018, 3:30 p.m.  
Scott County Administrative Center  
Sixth Floor Conference Room  
600 West Fourth Street  
Davenport, IA

- |   |   |   |  |  |
|---|---|---|--|--|
|   | X |   |  | 1. <u>Approval of the April 25, 2018 Minutes (See enclosed)</u> – Carol Earnhardt, Chair                           |
| X | X |   |  | 2. <u>Treasurer's Report (See enclosed)</u> – Bob Gallagher, Treasurer   |
|   |   |   |  | 3. <u>Finance and Personnel Committee/Financial Matters</u> – Marty O'Boyle, Finance and Personnel Committee Chair |
| X | X |   |  | a. <u>Bills (See enclosed)</u>   |
| X |   | X |  | b. <u>Report on Progress on Commission's FY 2018 Program Budget as of 4/30/2018</u> (See enclosed)                 |
| X | X |   |  | c. <u>Contracts/Grants for Consideration</u>   |

I. Illinois Department of Transportation	Mississippi River Rail Bridges Alternatives Study	\$100,000	07/01/18-06/30/19
II. Illinois Department of Transportation	Illinois Quad Cities IL 92 Corridor Study	\$240,000 Communities Match \$60,000	07/01/18-06/30/19

### III. Other Contracts/Grants

- |   |   |   |  |   |
|---|---|---|--|---|
| X | X |   |  | d. <u>Consideration of Recommended FY 2018 Proposed Revised Commission Planning Budget</u> (See enclosed)   |
| X |   | X |  | e. <u>Presentation of Recommended FY 2019 Commission Planning Budget</u> (The budget is reviewed and recommended by the Finance and Personnel Committee. It will be presented May 23, 2018, lay on the table for one month for further study, and be considered for adoption at the June 27, 2018 meeting) – Denise Bulat, Executive Director |
| X | X |   |  | f. <u>Consideration of Recommended Selection of Firm to Conduct Commission's Annual Audit for Fiscal Years Ending June 30, 2018, 2019, 2020, 2021, &amp; 2022</u>   |
| X |   |   |  | 4. <u>2020 Census Update – Partnership Programs</u> – Lisa Miller, Data/Graphics/GIS Director   |
| X |   |   |  | 5. <u>Hard to Count Population</u> – Laura Fontaine, Program Officer, Community Engagement and Strategic Initiatives; Doris & Victor Day Foundation   |
|   |   |   |  | 6. <u>Questions or Comments by Commissioners</u>  |
|   |   |   |  | 7. <u>Other Business</u>  |
|   |   |   |  | 8. <u>Adjournment</u>   |

### NEXT MEETING:

**Wednesday, June 27, 2018 – 3:30 p.m.**  
Scott County Administrative Center  
Sixth Floor Conference Room  
600 West Fourth Street  
Davenport, IA



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

Wednesday, April 25, 2018, 3:30 p.m.  
Scott County Administrative Center  
600 West Fourth Street  
Davenport, IA

**MEMBERS PRESENT:** Earnhardt – Chair, Beck, Carroll-Duda, Condon, Dawson, Gallagher, Geenen, Gradert, Kiser, Klipsch, Knobbe, Lack, Lawrence, Maranda, Mendenhall, O’Boyle, Potter, Sauer, Schloemer, Stoermer, Tank, Terry, Tompkins, Waldron

**MEMBERS ABSENT:** Broderson, Brown, Callaway-Thompson, Freeman, Heninger, Looney, Mather, Moore, Newton-Butt, Sherwin, Thoms

**OTHERS PRESENT:** Nicole Carkner, Executive Director, Quad City Health Initiative

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

Chair Earnhardt called the meeting to order at 3:34 p.m. and asked for introductions of attendees.

1. **Approval of the March 28, 2018 Minutes.** Mr. Knobbe moved to approve the minutes of the March 28, 2018 meeting as presented. Mayor Klipsch seconded the motion, and it passed unanimously.
2. **Treasurer’s Report.** Mayor Gallagher presented the Treasurer’s Report for the month ending March 31, 2018, noting an ending total bank and book balance of \$732,122.91. Mayor Gallagher moved the report be accepted as written and mailed. Mayor O’Boyle seconded the motion, and it passed unanimously.
3. **Finance and Personnel Committee.**
  - a. **Bills.** Mayor O’Boyle presented the bills totaling \$68,230.45, as listed on the following bills listing:

**Bills List**

City of East Moline, Municipal Code Enforcement System proceeds	\$ 2,344.40
City of Rock Island, Municipal Code Enforcement System proceeds	15,873.89
Opportunity Alliance LLC, consulting related to the enterprise zone application (cost reimbursed by participating member governments)	6,667.00
The Roosevelt Group LLC, March 2018 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Managers & Administrators Committee meeting (cost reimbursed by participants); 2 staff attending the Rural Community Economic Development Conference; 3 staff attending the 2018 Illinois Bike Summit; 2 staff attending the Mid-America Trails & Greenways Conference; 1 staff attending the Transportation Performance Management for Safety Conference; 1 staff Attending the Highway Program Funding Conference; office supplies	3,554.91
RK Dixon, Tech Assessment Rural Communities Scott County and server updates	13,254.38
Rock Island County Treasurer	6,535.87
05/2018 Rent	\$4,832.58
05/2018 Internet Access	88.00
04/2018 Managed Print Services	323.72
03/2018 Postage	909.88
03 2018 Printing	45.00
03 2018 Supplies	288.07
03/2018 Cell Phone	48.62

Mayor O'Boyle moved approval of the bills totaling \$68,230.45 as presented above. Mr. Maranda seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2017-18 Program Budget as of March 31, 2018. Mayor O'Boyle explained the Program Budget Status Report was mailed in members' packets. The Commission is 75.0% through the fiscal year with 65.8% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract for consideration.
  - Contract with Village of Windsor for CDBG sewer hookups grant administration in the amount of \$29,439.00 for the period of January 1, 2018 through December 31, 2019.
  - Authorization for Donna Moritz, RLF Program Administrator to sign RLF ED 209 Financial Reports & ED 209 Portfolio Loan List Reports to the Economic Development Administration on behalf of the Commission.

Mr. Tank moved approval of the contract and authorization as presented above. Mr. Lawrence seconded the motion, and it passed unanimously.

4. Consideration of Adoption of Bi-State Region Comprehensive Economic Development Strategy (CEDS) Progress Report 2018. Ms. Bulat presented the final draft of the *Bi-State Region Comprehensive Economic Development Strategy (CEDS) 2018 Progress Report* that had been distributed at the March 23, 2018 meeting to Commissioners for review and provided to the public on the Bi-State website. Minor comments were received through the 30-day review regarding economic development related projects as noted in the projects list.

Mayor Klipsch moved to approve a resolution to adopt the 2018 CEDS Progress Report, and to submit the report to the Economic Development Administration. Mr. Stoermer seconded the motion, and it passed unanimously.

5. Update on Quad City Health Initiative Activities. Ms. Carkner noted the Quad City Health Initiative has provided the planning and communications backbone to enable cross sector community health improvement in the Quad Cities for nearly 20 years. With the financial support of its founding sponsors Genesis Health System and UnityPoint Health-Trinity, and other partners, QCHI has built an infrastructure that currently harnesses the collective work of more than 120 volunteers from 60 organizations and reaches thousands of community members.

The Be Healthy QC Coalition was formed with members from Bi-State, local cities, Community Health Care, Deere & Company, health systems, school districts, the Quad City Medical Society, county health departments, social service agencies including United Way, and the YMCAs to address issues that could improve community health. Activities include promoting worksite wellness programs/policies; school wellness policies; nutrition and physical activity interventions in preschools and childcares; the number of people who have primary care physician driven medical homes; a built environment that supports active living; and access to healthy foods, especially fresh fruits and vegetables. The Partnerships to Improve Community Health grant was recently completed and included activities to enhance comprehensive school wellness with a focus on healthy food, creating Safe Routes to School travel plans, establishing neighborhood gardens and distribution centers, and developing the interactive trails web site QCTrails.org.

The Quad Cities excels at developing cross-sector partnerships and building collective impact as a region. The Quad City Health Initiative board partners include representatives from the business, healthcare, education, public health, government, community, and philanthropic sectors. Bi-State and local governments as well as county health departments have seats on the board. To assess progress of the core mission of the Quad City Health Initiative, partners have identified key Nutrition, Physical Activity & Weight Indicators from the 2015 Community Health Assessment. The 2018 Community Health Assessment has begun and will be available in the fall. Additional areas of focus are on mental health, person centered care, tobacco use, and lead abatement.

6. Questions or Comments by Commissioners. There were no further questions or comments by Commissioners.
7. Other Business. Ms. Bulat recognized BSRC staff members Grabowski and VanHook in observance of Administrative Professionals Day. She also alerted Commissioners to the upcoming Complete Streets Workshop on May 22, 2018. She encouraged Commissioners to take the flyer to any planning staff who would be interested in this free event.
8. Adjournment. The meeting adjourned at 4:02 p.m.

Respectfully submitted,

*Kathy Carroll-Duda*

Kathy Carroll-Duda  
Secretary

**BI-STATE REGIONAL COMMISSION  
TREASURER'S REPORT  
FOR THE MONTH ENDING APRIL 30, 2018**

	<u>Balance April 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance April 30</u>
<b>GENERAL SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – April 1, 2018	\$ 569,836.26			
Add Deposits		\$ 302,220.22		
Less Transfers			\$ 259,614.49	
Balance – April 30, 2018				\$ 612,441.99
<b>RLF SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – April 1, 2018	\$ 1,177.57			
Add Deposits		\$ 0.15		
Less Transfers			\$ 0.00	
Balance – April 30, 2018				\$ 1,177.72
<b>CHECKING ACCOUNT BANK AND BOOK BALANCE:</b>				
Balance – April 1, 2018	\$ 57,401.50			
Add Deposits		\$ 162,059.52		
Less Checks Written			\$ 154,280.73	
Balance – April 30, 2018				\$ 65,180.29
<b>PAYROLL ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – April 1, 2018	\$ 3,707.58			
Add Deposits		\$ 97,541.17		
Less Checks Written			\$ 97,634.20	
Balance – April 30, 2018				\$ 3,614.55
<b>INVESTMENT ACCOUNTS BANK &amp; BOOK BALANCE:</b>				
Balance – April 1, 2018	<u>\$ 100,000.00</u>			
State Bank of Orion 12/25/17 – 6/25/18 (.35%)				
Add Investments Made		<u>\$ 0.00</u>		
Less Investments Matured			<u>\$ 0.00</u>	
Balance – April 30, 2018				<u>\$ 100,000.00</u>
<b>TOTAL BANK &amp; BOOK BALANCE:</b>				
Balance – April 1, 2018	<u>\$ 732,122.91</u>			
Deposits in April		<u>\$ 561,821.06</u>		
Withdrawals in April			<u>\$ 511,529.42</u>	
Balance – April 30, 2018				<u>\$ 782,414.55</u>
<b><u>PASS THROUGH FUNDS</u></b>				
<b>BI-STATE RLF ACCOUNT:</b>				
Balance – April 1, 2018	<u>\$ 993,420.27</u>			
Add Deposits		<u>\$ 15,296.85</u>		
Less Withdrawals			<u>\$ 105.00</u>	
Balance – April 30, 2018				<u>\$1,008,612.12</u>
<b>MERCER-MUSCATINE RLF ACCOUNTS:</b>				
Balance – April 1, 2018	<u>\$ 295,643.05</u>			
Add Deposits		<u>\$ 3,345.67</u>		
Less Withdrawals			<u>\$ 15.00</u>	
Balance – April 30, 2018				<u>\$ 298,973.72</u>

**BILLS TO BE CONSIDERED FOR APPROVAL  
AT THE MAY 23, 2018  
BI-STATE REGIONAL COMMISSION MEETING**

Henry County Economic Development Partnership (HCEDP), funds held by Bi-State for HCEDP	\$ 8,910.57
Opportunity Alliance LLC, consulting related to the enterprise zone application (cost reimbursed by participating member governments)	6,667.00
The Roosevelt Group LLC, April 2018 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00
Thomas A. Skorepa, P.C., Administrator Hearing Officer April 2018 services (cost reimbursed by MUNICES)	<u>3,675.00</u>
TOTAL	<u>\$39,252.57</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 April – 83.0% of Year**

<b>ADOPTED BUDGET:</b>	<b>\$1,951,144.00</b>	<b>EXPLANATION:</b>
<b>EXPENDED THROUGH APRIL:</b>	<b>\$1,457,847.12 (74.7%)</b>	
<b>STAFF LEVEL BUDGETED:</b>	<b>23.00 F.T.E.</b>	
<b>STAFF LEVEL MAINTAINED:</b>	<b>18.5 F.T.E.</b>	

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

**ALEDO** – MMRLF Coord.; Transit Mobility/HSTP Planning; Rhubarb Fest Map.  
**ALPHA** – HCEDP Participation; Transit Mobility/HSTP Planning.  
**ANDALUSIA** – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Website Support; Municipal Code Update.  
**ANDOVER** – HCEDP Participation; Transit Mobility/HSTP Planning; Website Development.  
**ANNAWAN** – Joint Purchasing Council; Transit Mobility/HSTP Planning; Trails and Greenway Planning; HCEDP and EZ Participation.  
**ATKINSON** – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning; Website Support; Joint Purchasing Council Info; Grants inquiry.  
**BETTENDORF** – Air Quality Asst.; Drug & Alcohol Consort.; I-74 Bridge Coord.; FTA 5339 Grant Admin.; Transit Planning; Joint Purchasing; Haz. Mit. Plan; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Trail Coord.; REAP Plan Update; MPO Trans. Coord.; IDPH Complete Streets; MRCTI; City/DOT Quarterly Mtg.; QCTrails.org GOAT Trail Page; QC TELL.  
**BLUE GRASS** – Reg. 9 Transp. Coord.; Solid Waste Coord.; Hazard Mitigation Plan; Website Support; SCRA/RDA Grants; Funding inquiry.  
**BUFFALO** – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trail Planning Coordination; Hazard Mitigation Plan; IDPH Complete Streets.  
**CAMBRIDGE** – HCEDP and EZ Participation; Transit Mobility/HSTP Planning.  
**CARBON CLIFF** – Joint Purchasing; RICWMA Staffing; MPO Trans. Coord.; Trail Planning, Complete Streets Planning; GIT Coord.  
**COAL VALLEY** – Joint Purchasing; MPO Trans. Coord.; MUNICES Coord.; RICWMA Staffing; Floodplain; Census LUCA.  
**COLONA** – HCEDP Participation; Joint Purchasing; Floodplain; Trails and Greenway Planning; GIT and Hennepin Parkway Coord.; MPO Coord.  
**CORDOVA** – RICWMA Staffing; Riverfront Council; Transit Mobility/HSTP Planning; Complete Streets Planning.  
**DAVENPORT** – Air Quality Asst.; Transit Planning; FTA 5339 Grant Admin.; Joint Purchasing; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Haz. Mit. Plan; Trails Planning; MPO Trans. Coord.; IDPH Complete Streets; QCTrails.org GOAT Trail Page; QC TELL; REAP Plan Update; MRCTI.  
**EAST MOLINE** – Air Quality Asst.; E9-1-1 Coord.; Joint Purchasing; MUNICES Coord.; RICWMA Staffing; Riverfront Council; RLF Admin.; RMS Coord.; MPO Trans. Coord.; Trail Planning & GIT Coord.; Complete Streets Planning; MRCTI.  
**ELDRIDGE** – Drug & Alcohol Consort.; Solid Waste Coord.; Website Support; Haz. Mit. Plan; Trails Planning; IDPH Complete Streets/Sidewalk Assessment and Policy; MPO Trans. Coord.  
**FRUITLAND** – Reg. 9 Transp. Coord.; Solid Waste Coord.; IDPH Complete Streets; Municipal Code Update; Comprehensive Plan Proposal.  
**GALVA** – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning.  
**GENESE0** – HCEDP Part.; Transit Mobility/HSTP Planning; Trail Planning and Hennepin Parkway Coord.; Grants Inquiry.  
**HAMPTON** – MUNICES Coord.; RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Complete Streets Planning.  
**HENRY COUNTY** – HCEDP Part.; Joint Purch.; Transit Mobility/HSTP Plan.; Trail & Greenway Plan/Hennepin Parkway Coord./Map; MPO Trans. Coord.; Enterprise Zone App.; NW IL Water Supply Study; Springfield Trip Coord./White Paper; Fact Sheet Update.  
**HILLSDALE** – Transit Mobility/HSTP Planning; Floodplain.  
**KEWANEE** – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning.  
**LECLAIRE** – Joint Purchasing; Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trails Planning and Funding Inquiry; IDPH Complete Streets/Sidewalk Assessment and Policy; Hazard Mitigation Plan; Census LUCA.  
**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.  
**MILAN** – E9-1-1 Coord.; Joint Purchasing; MUNICES Coord.; RICWMA Staffing; MPO Trans. Coord.; RLF Admin.; RMS Coord.; Cons. Dispatch Study Asst.; Comp Plan Update; Fact Sheet Update; Trails Planning; Complete Streets; QCTrails.org GOAT Trail Page.  
**MOLINE** – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; MUNICES Coord.; RICWMA Staffing; Riverfront Cnd.; RLF Adm.; RMS Coord.; Trails Coord. and Complete Streets Planning; MPO Trans. Coord.; QCTrails.org GOAT Trail Page; MRCTI.  
**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; MRCTI.  
**MUSCATINE COUNTY** – Air Quality Asst.; Joint Purch.; Reg. 9 Coord.; Trails Plan/ADT Coord.; Transit Mobility Coord.; MMRLF Coord.; Cedar River Watershed Planning.  
**NEW BOSTON** – Transit Mobility Coord./HSTP Planning; ITEP Grant Inquiry; Grant Administration.  
**NICHOLS** – IDPH Complete Streets; Code Inquiry; Wastewater Funding Inquiry.  
**OAK GROVE** – E9-1-1 Coord.; MPO Trans. Coord.; Census LUCA.  
**ORION** – HCEDP and EZ Participation; Website Support; Transit Mobility/HSTP Planning;  
**PORT BYRON** – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Trails Coord. and Complete Streets.  
**PRINCETON** – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; IDPH Complete Streets; Trail Planning & Grant Appl.; 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; Grant Inquiry.  
**ROCK ISLAND CITY** – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; MUNICES Coord.; Riverfront Cnd.; RICWMA Stfg.; RLF Loan Admin.; RMS Coord.; Trails Coordination; MPO Trans. Coord.; QCTrails.org GOAT trail page; Complete Streets Planning; MRCTI.  
**ROCK ISLAND COUNTY** – Air Quality Asst.; E9-1-1 Coord.; Joint Purchasing; LEPC Committee; MUNICES Coord.; RICWMA Stfg. & Website Support; RMS Coord.; Trail Coord.; Transit Mobility/HSTP Planning + QC Rideshare; Passenger Rail; Floodplain Coord. Efforts; QC Health Initiative; MPO Trans. Coord.; Forest Preserve Plan Update/Complete Streets; GMAHA HUD Environmental Review; NW IL Water Supply Study.  
**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.; IDPH Complete Streets Planning; Trail Planning/ADT Coord.; REAP Plan Update; Transit Mobility/HSTP Planning + IA/QC Rideshare; Interop. Project; QC Health Initiative; Countywide IT Services/Equipment Coord.; Hazard Mitigation Plan Update; QC & Co EPC Meetings; Data Asst. for Website; Zoning Review.  
**SHERRARD** – Joint Purchasing; Transit Mobility/HSTP Planning; Website Support.  
**SILVIS** – E9-1-1 Coord.; IL Intergov. Comm. Coord.; Joint Purch.; MUNICES Coord.; RICWMA Stfg.; RMS Coord.; MPO Trans. Coord.; Trails Planning & GIT Coord. and TA funding implementation; RLF Loan Admin.  
**VIOLA** – Transit Mobility/HSTP Planning.  
**WALCOTT** – Reg. 9 Transportation Coord.; RLF Admin; Solid Waste Coord.; IDPH Complete Streets; Comp Plan Update; Trail Coord.; Hazard Mitigation Plan.  
**WEST LIBERTY** – Air Qual. Coord.; Reg. 9 Transportation Coord.; IDPH Complete Streets; Trails Plan/ADT Coord. Solid Waste Coord.; MMRLF.  
**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 and EZ Participation; Transit Mobility/HSTP Planning.

## **Bi-State Report – April**

**COMMUNITY/ECONOMIC DEVELOPMENT:** Provided information to Henry County Economic Development Partnership (HCEDP) board and assisted with meetings in Springfield and follow-up for the Enterprise Zone application. Attended IA RELAT meetings. Attended Iowa Regional Council of Governments meeting. Assisted members with legislative priorities and participated in Washington, DC delegation visit. Organized to host 2 “Big Table” discussions. Communicated with Mercer and Muscatine Counties’ economic development officials to discuss development efforts and strategies. Continued CEDS update and projects list. Data warehouse [www.greaterqcregiondata.org](http://www.greaterqcregiondata.org) website refinements. Attended community/economic development conference, trainings and webinars.

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

**Data Center:** Staff responded to 18 data and map requests including 3 from non-profits, 3 from academic institutions, 2 from businesses, 2 from private citizens, and 8 from local governments. The data section of the Bi-State website had 51 page views. The data portal ([www.greaterqcregiondata.org](http://www.greaterqcregiondata.org)) had 90 sessions and 974 page views. Continued coordination of enhancements to the Data Portal Website; collected data and updates for the Comprehensive Economic Development Strategy (CEDS) Progress Report; assisted with and monitored Rock Island Arsenal pre-BRAC data needs and 2020 Census - Participant Statistical Areas Program (PSAP), Local Update of Census Addresses (LUCA), Boundary Annexation Survey (BAS), Building Permits Survey, and Hard to Count Programs; and monitored the new Opportunity Zones Program.

**Graphics/GIS/Mapping:** QC Street Map (Folded & Wall Versions) Distribution; QCTrails.org Website Maintenance – Get Out And Trail mapping, trail safety alerts; Region-wide Aerial Photo Update Coordination; Transit Development Plan Mapping; 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](http://www.bistateonline.org):** Total pages viewed for April 2018 was 2,883, and top pages viewed included: Home Page (814); Joint Purchasing Council/Bid Notices (510); Documents (126); Our Staff (107); Search (87); Average Daily Traffic Counts (80); Who We Are (60); and Contact Us (42).

**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. Began Rock Island County Greenway updates. Served Rock Island County Waste Management Agency (RICWMA) with oversight, and management of waste disposal and recycling programs, drop-off recycling program, reporting, and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Participated in NW IL Water Supply Study. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Held alternative fuels/vehicles workshop April 3. Continued multi-jurisdictional hazard mitigation planning. Attended River Action meetings.

**INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES:** Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: utility supplies, janitorial supplies, printer supplies and copier paper. Staffed Quad Cities Area intergovernmental forums and meetings of managers, administrators, and chief elected officials. Assisted with Rock Island Arsenal issues. Participated in emergency planning and preparedness meetings. Continued coordination of Scott County smaller community ITU study.

**REVOLVING LOAN FUND (RLF): Administered Bi-State RLF Program:** Prepared meeting cancellation and financial summary report. Reviewed Davenport company application. Prepared and submitted Semi-annual reports to EDA. Provided information to potential applicants. Continued receiving job creation information from active companies. Administered Mercer/Muscatine RLF Program (MMRLF): Prepared financial summary report. Prepared and submitted semi-annual reports to EDA. 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, including QC Marathon routing coordination. Served transportation inquiries on projects, funding, and rail crossings. Held interdisciplinary traffic safety meeting. Monitoring bridge restrictions. Prepared monthly reports of federal transportation programs and coordinated related funding/reporting. Monitored air quality emission issues and exceedances. Organizing extreme weather durability and resiliency assessment pilot. 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. Facilitated QCTrails.org site maintenance. Conducted trails counter analysis. Facilitated issues related to Bi-State Regional Trails Committee. Facilitated Complete Streets projects for sidewalk policies development, and began planning for a complete streets workshop. Coordinated Bi-State Drug and Alcohol Testing Consortium random testing program and served inquiries. Continued Transit Development Plan update. Monitored MPO and Iowa Region 9 FY18 Transportation Planning Work Programs and coordinated MPO FY18 TPWP revisions. Prepared FY19 TPWP. Monitored MPO & Region 9 Federal Fiscal Year (FFY) 2018-21 Transportation Improvement Programs (TIP), including facilitating TIP revisions, monitoring Iowa federal aid swap policy, and maintenance of data entry in Iowa Transportation Project Management System (TPMS) as part of transportation improvement programming. Addressing performance measures requirements. Held QC transit managers and Region 9 Transit Advisory Group meetings. Administered Illinois Region 2 transit HSTP coordinator position. Administered Federal Transit Administration (FTA) 5339 grants. Monitored status of implementation of passenger rail service to Chicago. Participated in webinars, workshops, and conferences on various transportation topics related to performance management; transit resiliency, freight, walking, and bicycles.

# BI-STATE REGIONAL COMMISSION LINE ITEM BUDGET

UPDATED 5/9/18						EXPLANATION OF CHANGES FROM ADOPTED FY 2018 TO PROPOSED REVISED FY 2018
LOCAL INCOME	PROPOSED REVISED FY 2018	ADOPTED FY 2018	ACTUAL FY 2017	ACTUAL FY 2016	ACTUAL FY 2015	
LOCAL GOV MEMBER DUES						
COUNTIES (4)	\$190,082	\$190,082	\$190,082	\$187,624	\$183,843	
MUNICIPALITIES (46)	\$204,174	\$202,796	\$203,760	\$199,137	\$195,409	2 new members
CONTRACTS	250,700	228,193	219,690	224,146	198,745	In hand
MISC. INFO SALES	1,000	1,000	1,772	398	558	
SUBSCRIPTION DUES	1,000	1,000	500	500	300	
BUSINESS FINANCE (RLF)	15,000	20,000	10,491	10,635	19,338	
RICWMA CONTRACT	52,000	52,000	46,381	42,348	44,454	
INVESTMENT INTEREST	1,000	1,000	1,099	1,088	930	
MUNICES/RJA MATCH/MISC	206,271	205,889	177,655	209,882	242,879	
<b>TOTAL LOCAL INCOME</b>	<b>\$921,227</b>	<b>\$901,960</b>	<b>\$851,430</b>	<b>\$875,758</b>	<b>\$886,456</b>	%change in local income = 8.2%
<b>FEDERAL/STATE INCOME</b>						
E D A PLNG/RJA GRANT	\$70,000	\$70,000	\$66,602	\$51,683	\$115,157	
FTA SEC.8 THRU IL & IA	121,198	121,198	121,436	120,709	127,050	
IA/IL REGION TRANSIT PLNG	76,662	76,076	70,528	56,757	81,748	
IOWA DOT PL (FHWA)	265,487	265,487	158,755	227,477	247,887	
ILL. DOT PL (FHWA) & SPR	289,828	289,828	258,575	275,853	275,596	
IA QC TRANSIT / ICAAP/AIR QUALIT	0	0	103,570	100,904	106,680	
IL COMP REG PL FUND	139,586	154,179	55,829	81,824	91,132	No Rural grant round this year
IOWA DED COG ASSIST	10,294	11,176	11,176	11,764	11,764	
CDBG/PICH/IDPH	87,443	49,000	143,272	128,595	92,307	+Keithsburg & Windsor CDBG Admin
<b>TOTAL FED/STATE INCOME</b>	<b>\$1,060,498</b>	<b>\$1,036,944</b>	<b>\$989,743</b>	<b>\$1,055,566</b>	<b>\$1,149,321</b>	7.1%
<b>TOTAL INCOME</b>	<b>\$1,981,725</b>	<b>\$1,938,904</b>	<b>\$1,841,173</b>	<b>\$1,931,324</b>	<b>\$2,035,777</b>	% change in total income = 7.6%
<b>EXPENDITURES</b>						
PERSONNEL (SALARY/WAGE)	\$1,232,271	\$1,260,624	\$1,266,045	\$1,194,669	\$1,273,644	Engineer, planner & GIS vacancy
(F.I.C.A.)	90,013	93,595	94,745	88,565	94,003	Engineer, planner & GIS vacancy
(UNEMPLOYMENT INSR.)	2,722	2,722	1,934	1,605	1,786	
(HEALTH )	154,244	162,332	163,569	159,900	170,407	Engineer, planner & GIS vacancy
(RETIREMENT& LTDISAB.)	120,574	127,009	108,990	110,812	117,519	Engineer, planner & GIS vacancy
(EDUCATION SUPPORT)	3,500	6,000	8,192	3,466	5,935	
RECRUITMENT	6,600	2,600	908	500	160	3 vacant positions
OFFICE RENT	57,991	55,421	55,421	55,421	55,421	Rent increase to \$11/square ft.
OFFICE EXPENSES	41,876	41,876	41,260	39,273	40,106	
COPYING & PRINTING	17,350	17,350	16,034	20,846	22,059	
TRAVEL & TRAINING	31,700	29,700	32,305	30,408	28,118	New grants & staff training
AUTO OP.& MAINTENANCE	4,000	4,000	3,258	2,366	5,649	
FURNITURE AND EQUIPMENT	5,000	5,000	2,665	1,466	5,641	
REFERENCE MATERIAL	15,160	15,160	13,715	7,586	17,355	
AFFILIATIONS/DUES	14,255	14,255	15,112	9,644	9,198	
PROFESSIONAL SERVICES	78,000	78,000	65,757	154,890	62,454	
INSURANCE	14,000	14,000	14,619	11,414	11,282	
USAGE ALLOWANCE	21,000	21,000	15,237	10,780	18,547	
MISCELLANEOUS	3,500	500	657	452	1,271	
<b>TOTAL EXPENSES</b>	<b>\$1,913,756</b>	<b>\$1,951,144</b>	<b>\$1,920,423</b>	<b>\$1,904,063</b>	<b>\$1,940,555</b>	Total expenses change = -0.3%
ALLOCATION VARIANCES (UNDER)	-\$49,203	-\$12,240	-\$122,193	-\$25,534	\$89,439	
<b>NET POSITION - VARIANCE ADJUST</b>	<b>\$117,172</b>	<b>\$0</b>	<b>\$42,943</b>	<b>\$52,795</b>	<b>\$5,783</b>	
<b>ACTUAL CASH BALANCE</b>		<b>\$657,805</b>	<b>\$670,045</b>	<b>\$749,295</b>	<b>\$722,034</b>	
<b>PROJECTED CASH BALANCE</b>	<b>\$738,014</b>					

\*FY18 usage of under allocation of indirect costs and fringe benefits from previous years.