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## City Administrator Report to Mayor & City Council

July 6, 2012, Edition No. 53

### REPORT:

1. **Goal Session:** Please see the attached proposal from Lyle Sumek. Lyle works with communities such as Dubuque, Ankeny, Bettendorf, and several others communities to establish annual goals and strategic plans. The attached proposal has been paired down to reduce costs, but to provide us with a good product (annual and short term goals). Please review. I'd like to suggest we take this facilitated route versus conducting our goal session in-house.
2. Bi-State: Please see the attached June *Commission in Review* from Bi-State.
3. Budget: The electronic copy of the FY 2012/2013 budget has been posted to the City's website and can be accessed either through the website or from the following link: <http://www.muscatineiowa.gov/index.aspx?NID=665>
4. Pool: Pool number comparison through June 2009 - 14,810, 2010 - 15,589, 2011 - 12,175, 2012 - 21,168. Great numbers! Of course, the Miss Mist is now up and running and may affect ongoing numbers for 2012.
5. MMGC: Attached are the golf numbers through the end of June. Looks like we are around 3300 rounds *ahead* of last year.
6. ATE: Please see attached ATE update from GATSO. Attached to this email is your monthly 6-Block showing the ATE summary for the month of June. Attached are the 6-30-12 cutoff ATE receipts from GATSO. Nancy's attached log should be close to final for the year except we will have one more payment from MCA, the collection agent. Revenue net of the GATSO fees looks like it will total \$768,275 compared to our Rev. Est. amount of \$650,000.
7. Facebook: Facebook numbers and use continues to rise! Both the City page and the Good things are happening in Muscatine club are seeing good usage! Check out these pages when you have a moment. One more way to get information out to the public.
8. Economic Development: FabPlus of Muscatine, is actively working on an RLF application to the Mercer/Muscatine RLF program (Administered by Bi-State). We are awaiting application details. If approved by the loan board, this will be our first loan under the new program. The EDA requires the loan pool to be matched by local dollars at a 25% rate. Match dollars can come from any local, non-federal source. The match is provided on a project-by-project basis. Thus, in this particular case the City would need to put 25% on the amount loaned into the loan pool. At this point, Bi-State does not know how much they are requesting, but as soon, as we find out we'll let you know. Bi-State wants to confirm that the City (or community) is still generally interested in supporting this project and willing to provide the necessary match (within reason). Once you have provided this match, you are not required to provide additional match, for projects of that same size or smaller, assuming the pool has been fully matched. The Chamber's revolving

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

loan fund is an eligible source for the local share.

9. Cedar Street: The Cedar Street STP funding was originally \$551,772, then it increased to \$967,458 which is the amount used in the budget worksheets. The new amount per Bi-State is \$1,758,271 which is \$790,813 higher than what we had when we did the budget. With the assumptions I used for the budget, we still needed \$2,123,000 of 2014 bond funding for Cedar and \$450,000 for Colorado (without property acquisition) for a total of \$2,573,000. This was \$573,000 higher than the \$2 million for the 2014 bond issue allowed for in PFM's analysis. With the increased STP funding for Cedar the bond requirements would be reduced by the \$790,813 to \$1,782,187. If all of the budget assumptions were good, this would allow us some flexibility between that amount and the \$2 million. For Colorado, however, we used the project cost **WITHOUT** contingency and until both projects are bid, these are only estimated project costs.
10. Fire Station II: Chief Ewers visited the station and Phelps cleaners were on site. Their recommendation is that all the walls and insulation need to be removed and replaced in the office (except for small North wall section) and apparatus floor under the HVAC units. The bi-fold door to the bunker storage room is warped and stained, which will probably need replaced. Not sure about carpet tiles in office, but 90% wet. Countertop is warped and hanging from wall in office and two brand new computers (monitor, hard drive, and keyboard) are water logged and will need to be replaced. Mold in ceiling drywall above tiles and mold on insulation in walls. First Construction met Phelps Cleaners on site and staff was present. After viewing the damage and seeing the mold, Chief Ewer's recommendation is to gut it out and replace it. But, we'll see what First Construction says. Damage is due to a broken or improperly installed condensation line in an HVAC unit.
11. Lucas Street Park: As you are aware, the Lucas Street Park Basketball Court Project was approved in the FY 11/12 Budget in the amount of \$10,000.00. After reviewing this project and looking for potential cost savings, staff opted to perform the court replacement in-house instead of contracting it out. The total project cost came to \$4,709.99 and was completed the third week of June 2012. Due to the project savings and with CA approval, staff was able to purchase the materials needed to replace the Weed Park Entrance Shelter roof. The materials cost came to \$3,383.55 and are on order and should be here by the week of July 23, 2012. The roof project will be performed by city staff and a Leadership Muscatine group. In summary, due to performing the projects in house we were able to turn one large \$10,000.00 funded project into two projects with a net cost of \$8,093.54.
12. Capital Projects: On the City's website under the Public Works webpage and under construction projects you can find current project summaries and updates. Check it out!
13. Mandates: Please see the attached draft information. Hopefully, this provides a better understanding of some of the issues related to state and federal mandates. We will follow up with a review at a future in-depth session.

14. Fire Station II (Part 2): Here is an update after meeting with First Construction and Phelps Cleaners on site to view the damage and go over the further investigation of damage and repairs that will need to take place.

- First Construction advised to fax them the cost/invoice for the two (2) new computers and they would purchase us identical replacements.
- First Construction advised to fax them the cost/invoice for the large "L" shape counter top workstation staff installed and that they would purchase an identical counter top.
- On Thursday, First Construction will begin demo, including:
  - i. By removing the ceiling tiles in the Southeast corner of the office,
  - ii. By removing drywall with mold above the ceiling in the Southeast corner of the office,
  - iii. By removing drywall on office South Wall and East wall to the door frame,
  - iv. By removing drywall on West wall two feet up from floor,
  - v. On Thursday the Fire Department and Phelps will be on site to review what they uncover during the demo and check moisture readings from walls and insulation to see if further demo needs to be done,
  - vi. First construction will also order and replace one bi-fold door section. This is the door to the West bunker gear storage room and is the right side door.

While First Construction was on site we also went through some of the items that still needed repaired or fixed on the punch list, which included:

- Patch cracks in panels. Previous patches have hairline cracks through patches. Other patches are still not acceptable and visible and haven't been touched since initial punch list was created.
- Repair or re-glue threshold from carpet to cement transition going into all bedrooms and office area.
- Fix gap in cabinet door in living quarters above where TV will be placed.
- Seal saw cut in floor that is visible in entryway by door to conference room.
- Recessed carpet transition piece is still a trip hazard on the East side of conference room and glue/epoxy that was installed around carpet is on carpet.
- Install stainless steel splashguard on two walls around sink in laundry room.
- Install light to flag pole.
- Still need some tiles replaced in bathrooms and additional grout is needed throughout other places in bathrooms.
- Sink basin in foyer bathroom is still loose.
- Still need hinge stop or door stop in foyer so bathroom door and office door doesn't hit each other when opened.
- Main double doors to building has door latch component loose on left

door.

- Still need address signage on building.
- Needs decorative cover around exterior gas line to grill. Large uneven hole visible where gas line comes out of exterior wall.
- Exterior downspouts still need addressed.
- Run off / wash out from driveways into exterior water basins still need addressed.
- Need dryer vent installed.
- Water line for icemaker to fridge is not finished. No outlet cover installed and no adapter at end of copper pipe.
- Can't remember if the Hood System was operational or tagged? We'll check on this.

These aren't all the items, but just the ones we remembered that weren't fixed or jumped out at us while walking through since we didn't have the punch list with us. So, on Thursday we will know more on how much additional drywall and insulation will need to be removed. As for the flooring it will be covered up with plastic and Phelps stated they would be able to salvage it by treating it and cleaning it. Some squares are loose around the edges and will need to be re-glued, but should be salvageable.

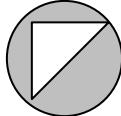
Proposal for:

***Leadership and  
Strategic Planning  
Workshop***

***for***

***Mayor and City Council***

***Muscatine, Iowa  
June 2012***



Lyle Sumek Associates, Inc.  
9 Flagship Court  
Palm Coast, FL 32137

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# *Proposal*

## **Leadership and Strategic Planning**

### **Mayor and City Council**

*City of Muscatine*  
**June 2012**

## **Program Outcome**

- Goals for 2017: Four to six Goals with measurable objectives which become major focus areas for the City of Muscatine
- Plan 2012 – 2017: A Plan to achieve the Goals with an analysis of major challenges and opportunities and specific actions

➤ **ACTION AGENDA FOR 2012 – 2013**

- Policy Agenda for 2012 – 2013: A Top “10” list of Top and High Priority policy related actions for the Mayor and City Council to address during the next year
- Management Agenda for 2012 – 2013: A Top “10” List of Top and High Priority management administrative actions for the next year
- Major Projects for 2012 – 2013: A list of key projects to be completed or requiring significant work for the next year
- Action Outlines 2012 – 2013: For prioritized actions including activities/milestones, timeframe, responsible party/team

➤ **MAKING THE STRATEGIC PLANNING PROCESS WORK FOR THE CITY OF MUSCATINE**

Institutionalizing the process in the governance process and the organization

- Progress Matrix or Status Reports
- Marketing the Plan
- Incorporation into Policy Reports, Budget Plan Development, Program Development, Project Planning

# Program Outline

## ***ACTIVITY 1: Strategic Planning Outline for the City of Muscatine***

The consultant will consult with the Mayor and City Administrator to finalize purposes, work products, activities, and time frames.

## ***ACTIVITY 2: Mayor, City Council and City Administrator Background Interviews***

The Consultant will interview the Mayor, each member of the City Council, the City Administrator and possibly key managers. The purpose of each interview is to:

- Gain background on the City of Muscatine
- Identify Goals for 2017
- Identify and discuss issues today and opportunities on the horizon
- Focus on key topics for the Workshop

During the interview, the questions are likely to explore the following information:

1. During the past year, what are the major successes for the City of Muscatine?
2. What did not get accomplished this past year or is in progress and needs to continue for the next year?
3. As you talk with residents, what are their messages to you about issues today and desires for the future?
4. As you look to the future, what are the major challenges facing the City of Muscatine?
5. What do you believe are the most important 5-year goals for the City of Muscatine?
6. During the next year, what are the specific, major issues that you feel need to be addressed by the City of Muscatine?
7. What are the three most important things for you to get done during next year?
8. What other topics do you feel need to be addressed during the workshop?

*Additional questions are likely to be added to this list based upon further discussion.*

### ***ACTIVITY 3: Leadership and Strategic Planning Session 1 for Management Team***

A one-day Leadership and Strategic Planning Workshop will be held. The purpose of this session is to:

- Provide background on Strategic Planning
- Review accomplishments from the past year
- Focus on five-year Goals for City of Muscatine
- Identify specific actions for 2012 – 2013
- Identify topics for Mayor and City Council Workshop

The specific agenda will be developed and submitted to the City Administrator. The Workshop should be flexible, adjusting to your needs, and should be fun in order to maximize the learning experience.

### ***ACTIVITY 4: Interview Analysis and Preparation of Leader's Guide 2012 – A Working Document***

The Consultant will analyze the interview data and prepare a summary of:

- Departmental Worksheets: 2012 – 2013
- Working Draft Goals for 2017 with Objectives
- Potential Targets for Action 2012

These drafts will be placed in a Leader's Guide – A Working Document that will be used and modified during the Mayor and Council Workshop.

### ***ACTIVITY 5: Leadership and Strategic Planning Workshop for Mayor and City Council***

A four to six hour Leadership and Strategic Planning Workshop will be conducted for the Mayor, City Council and City Administrator. The specific agenda will be developed based upon interviews. A typical outline for a Leadership and Strategic Planning Workshop follows:

1. Success Leaders + Winning Teams = Great Cities
2. Strategic Planning for City of Muscatine
3. Performance Report 2011 – 2012
4. Looking to City of Muscatine's Future:
  - *Mayor and City Council Perspective*
  - *Management Perspective*
5. Plan 2012 – 2017 with Goals, measurable Objectives, Value to Residents and Actions (short/long term)

6. Action Agenda 2012 – 2013: Top Priority, High Priority
7. Making the Strategic Planning Process Work for City of Muscatine

### ***ACTIVITY 6: Final Reports for the Mayor, City Council and City Administrator***

As a follow-up to the workshop, the following reports will be prepared for the Mayor, City Council and City Administrator:

- Performance Report for 2011
- Strategic Plan 2012 – 2017
- Executive Summary 2012 – 2017
- Leader's Guide 2012 – Summary Report

These reports become working documents for the next year.

### ***ACTIVITY 7: Follow-up Strategic Planning Session II for Management Team (Optional)***

A one-day Workshop is suggested for the Management Team. This workshop will focus on:

- Implementing the Vision 2027 and Goals 2017 in the department
- Developing an Action Plan Outlines
- Developing a process for monitoring short-term Actions
- Monthly reports to the Mayor and City Council
- Quarterly updates to the Mayor and City Council
- Exploring ways to work effectively with the Mayor and City Council – to help them to be successful

# **STRATEGIC FRAMEWORK**

**VISION 2027**  
***“Desired Destination for the***  
***City of Muscatine”***

**PLAN 2017**  
***“Map to the City of Muscatine’s Destination”***

**EXECUTION**  
***“Route for Next Year”***

**MISSION**  
***“Responsibilities of the City of Muscatine”***

**BELIEFS**  
***“How the City of Muscatine Should Operate”***

# **STRATEGIC FRAMEWORK**

## **BASIC ELEMENTS**

### **VISION**

**“What We Want to Become –  
Our Preferred Future as Defined in Value-Based Principles.”**

### **PLAN**

**“Our Road Map for 5 Years – How to Realize Our Vision with  
Achievable Goals Defined Through: Objectives, Meaning to  
Our Residents, Challenges and Opportunities, Actions 2012,  
Major Projects 2012 and Actions on the Horizon.”**

### **EXECUTION**

**“Actions to Implement the Plan – A Work Program for Next Year  
with a “To Do” List for Mayor, City Council and Management – To  
be Completed with Accountability for the Results.”**

### **MISSION**

**“Purposes of City Government – Determined in Service Businesses  
Defined in: Operating Elements, Business Successes, Challenges and  
Opportunities and Service Improvements 2012.”**

### **BELIEFS**

**“Our Core Beliefs Which are the Foundation for Our City  
Government – Creating a Corporate Culture of Action and  
Accountability, the Primary Value, As Defined in Performance  
Standards to Guide Behaviors and Actions.”**

#### **HOW WE CONDUCT OUR BUSINESS**

# Consultant Resume and Qualifications

**Lyle J. Sumek, President**  
**Lyle Sumek Associates, Inc.**  
**9 Flagship Court**  
**Palm Coast, Florida 32137-3373**  
**(386) 246-6250**

## Academic

A.B. in Public Administration, San Diego State College, 1967  
M.S. in Public Administration, San Diego State College, 1968  
Ph.D. in Public Administration, University of Southern California, 1977

## Local Government

Management Intern, City of San Diego, 1965  
Management Assistant, City of San Diego, 1965 – 1968  
(Fire Department, Public Works Department, City Manager's Office)

## University Teaching

Instructor, University of Southern California, 1970 – 1972  
Assistant Professor, Northern Illinois University, 1972 – 1973  
Associate Professor and Assistant Dean (Boulder Campus),  
University of Colorado, 1973 – 1979

## Consulting Services

President, Sumek Associates, Inc. (a Colorado Corporation), 1979 – 1991  
President, Lyle Sumek Associates, Inc. (a Florida Corporation), 1991 – Present

## Publications

Numerous Publications on Leadership, Strategic Planning, Team Building and  
Aligning the Corporate Culture – High Performance Organization Accountable  
for the Results

## References

### **City of Delray Beach, Florida**

David Harden, City Manager  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-7010

### **City of Dothan, Alabama**

Mike West, City Manager  
126 N. St. Andrews Street, Suite 201  
Dothan, AL 36303  
(334) 615-3120

### **City of Westminster, Colorado**

Brent McFall, City Administrator  
4800 W. 92<sup>nd</sup> Avenue  
Westminster, CO 80031  
(303) 650-0173

### **Town of Clayton, North Carolina**

Steve Biggs, Town Manager  
111 E 2<sup>nd</sup> Street  
Clayton, NC 27520  
(919) 553-5002

### **City of Ankeny, Iowa**

Carl Metzger, City Administrator  
410 W. 1<sup>st</sup> Street  
Ankeny, IA 50023  
(515) 965-6407

### **City of Bettendorf, Iowa**

Decker Ploehn, City Administrator  
1609 State Street  
Bettendorf, IA 52722  
(563) 344-4007

### **City of Virginia Beach, Virginia**

James K. Spore, City Manager  
2401 Courthouse Drive  
Building 1, Room 234  
Virginia Beach, VA 23456-9001  
(757) 427-4242

### **City of Dubuque, Iowa**

Mike VanMilligen, City Manager  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001  
(563) 589-4110

### **Town of Jupiter, Florida**

Andy Lukasik, Town Administrator  
210 Military Trail  
Jupiter, FL 33458  
(561) 561 741-2222

### **Town of Normal, Illinois**

Mark Peterson, Town Manager  
100 E Phoenix Avenue  
Normal, IL 61761  
(309) 454-9501

### **City of Johns Creek, Georgia**

John Kachmar, City Manager  
12000 Findley Road, Suite 400  
Johns Creek, GA 30097  
(678) 512-3350

### **City of Clive, Iowa**

Matt McQuillen, Assistant City Manager  
1900 NW 114<sup>th</sup> Street  
Clive, IA 50325  
(515) 223-6220

# Fee Estimate

## Leadership and Strategic Planning

*City of Muscatine*

*June 2012*

### ESTIMATED BILLING TIME:

**Number of days scheduled is flexible and is based on the needs of the City.**

<b>ACTIVITY 1</b>	Strategic Planning Outline for the City of Muscatine _____	1/4 Day
<b>ACTIVITY 2</b>	Mayor, City Council and City Administrator Background Interviews _____ (1 hour per person, in person or by phone, billed at actual time)	1½ Days
<b>ACTIVITY 3</b>	Leadership & Strategic Planning Session I for Management Team _____ Preparation 2 hours Session 8 hours Report 2 hours	1½ Days
<b>ACTIVITY 4</b>	Interview Analysis and Preparation of Leader's Guide 2012 – A Working Document _____	½ Day
<b>ACTIVITY 5</b>	Leadership & Strategic Planning Workshop for Mayor & City Commission _____ Preparation 2 hours Workshop 10-16 hours Follow Up 2 hours	1¼ Days
<b>ACTIVITY 6</b>	Final Reports for the Mayor, City Council and City Administrator _____	½ Day
<b>Total Estimated Time</b> _____		4-5 Days

\* *Cancellation/unavailability of individuals may result in additional charges*

\* *Additional modifications to proposal may increase the pricing*

**CONSULTATION FEES:**

Individual consultation \_\_\_\_\_ \$ 200.00 per hour  
\_\_\_\_\_  
\_\_\_\_\_  
\$1,600.00 per day on-site  
(8 hours)

The typical cost is \$6,400 - \$8,000 to completion + expenses + products.

**EXPENSES:** \_\_\_\_\_ Additional Costs

Including, but not limited to:

- *Airline Tickets*
- *Travel/Auto Expenses*
- *Telephone/Fax (billed at \$12.00/hr.)*
- *Assessment Instruments*
- *Accommodations and Meals*
- *Typing, Duplication, Binding, Shipping*
- *Products:*
  - *Strategic Plan (coil bound)*
  - *Executive Summary (booklet)*
  - *Leader's Guide Summary Report*
  - *Performance Report*



# Commission in Review

June 2012

Serving local governments in Muscatine and Scott Counties, Iowa; Henry, Mercer, and Rock Island Counties, Illinois.

## NEXT COMMISSION MEETING:

Wed., Jul. 25, 2012  
3:30 p.m.

Rock Island Co. Bldg.  
3<sup>rd</sup> Floor Board Room  
1504 3<sup>rd</sup> Avenue  
Rock Island, Illinois

## DON'T FORGET!

Next month's  
Commission meeting will  
**NOT** be held at Scott  
County Administrative  
Building.

The meeting will be held  
at the **Rock Island  
County Office Building**  
in the **County Board  
Room**. Please make the  
appropriate change to  
your schedule.

## CIR VIA E-MAIL

Would you like to get  
this report via e-mail?  
Let us know at  
[info@bistateonline.org](mailto:info@bistateonline.org)

## Mission Statement:

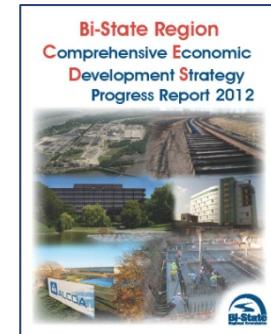
To serve as a forum  
for intergovernmental  
cooperation and  
delivery of regional  
programs and to  
assist member local  
governments in  
planning and project  
development.

## 2012 CEDS PR: Bi-State Region Economy Recovering

Mark D. Hunt, Project Manager, delivered Commissioners the final draft of the Bi-State Region Comprehensive Economic Development Strategy Progress Report (CEDS PR) for 2012. Mr. Hunt noted the CEDS planning process is required for the Region to receive federal funding from the Economic Development Administration (EDA). The 2012 CEDS PR is redesigned and for the first time incorporates color imagery and photographs to convey data and show completed economic development projects across the Region.

Mr. Hunt guided Commissioners through the main sections of the CEDS PR, covering the analysis, opportunities and threats, socioeconomic profile, progress report, and appendix. Key economic indicators show the region is in a gradual recovery. Positive indicators include:

- Gross Regional Product - up 4.7%
- Retail Sales - up 3%
- Unemployment - down 0.5%.



Important economic development accomplishments included the following:

- Western Illinois University's Grand Opening at the Quad Cities Riverfront Campus in Moline, IL
- ALCOA's announced \$300 million expansion
- Tennant Truck Lines expansion in Colona, IL
- Completion of Kone Center in Moline
- Final design and pending construction of Davenport's Transload Facility at the Eastern Iowa Industrial Center

Following the presentation, the Commissioners passed a resolution approving the 2012 CEDS. The document will be delivered to the EDA Chicago Regional office by June 30, 2012.



Pages from the 2012 CEDS Progress Report

Table 2 – List of Known Major Expansions or Dislocations in FY 2012

Employer	Location	Type	No. Jobs Added	No. Jobs Lost	Status
ALCOA	Riverdale, IA	Expansion	350	N/A	Underway
Tennant Truck Lines	Colona, IL	Expansion	95	N/A	Completed June 2012
Americold	Bettendorf, IA	Expansion	58	N/A	Completed Dec. 2011
Western Illinois University	Moline, IL	Retained	50	N/A	Phase 1, Completed Jan. 2012
FEMA	Rock Island, IL	Expansion	35	N/A	Completed Feb. 2012
Premier Computers	Moline, IL	Expansion	25	N/A	Completed
Geneseo Telephone Co.	Geneseo, IL	Expansion	13	N/A	Underway
Schebler	Bettendorf, IA	Expansion	7	N/A	Underway
Crawford Company	Rock Island, IL	Expansion	5	N/A	Underway
TSC Global	Rock Island, IL	Closure	N/A	45 to 380	Completed Jan. 2012
Bimbo Bakery	Rock Island, IL	Closure	N/A	100	Completed Jan. 2010
Honeywell Safety Products LLC	Rock Island, IL	Closure	N/A	268	Completed Aug., 2011
RR Donnelley	Eldridge, IA	Closure	N/A	278	Completed July 2012
Rock Island Arsenal BRAC Realignment	Rock Island, IL	Dislocation	N/A	1,100 total  with final 316 leaving Sept. 2011	Completed Sept. 2011

Source: Data collected by Bi-State Regional Commission through various resources including media reports, Quad Cities Chamber of Commerce and local government records.

Excerpt Table 2 from 2012 CEDS PR

## FY 2013 Budget Presented to Commissioners

Denise Bulat, Executive Director, reviewed the draft FY 2013 Budget as recommended by the Finance and Personnel Committee.

She reported revenues for FY 2013 are projected to be up \$23,000 (1.2%) from the current year, primarily attributable to the net of additional Illinois Comprehensive Regional Planning funds and Iowa Clean Air Attainment grant, less the United We Ride grant ending.

Membership dues for local governments are proposed not to increase. It is felt that this recognizes the current fiscal constraints of member governments in the economic situation. Continuation of the merit performance review program, which the projected average is 2.5%, is recommended with no annual wage adjustment budgeted.

In the 46-year history of Bi-State funding, federal/state funding has gone from over 76% to 57% of the total budget. Membership dues now make up 20% of revenues and contractual revenue provides 15%.

Anyone with questions about the budget or to request a budget document, call Denise Bulat or Donna Moritz at Bi-State (309-793-6300 or 1-888-247-8284).



## Location Change for July Commission Meeting

The July Commission meeting will be held in the Third Floor County Board Room at the Rock Island County Office Building, 1504 Third Avenue, Rock Island, Illinois. The date is Wednesday, July 25, 2012 at 3:30 p.m. Please make sure to mark your calendar!



Reports\Commission in Review\2012\Review 2012-6\_sg

**BI-STATE REGIONAL COMMISSION**  
**FY 2011-12 Program Budget Status Report**  
**Through Month of May – 91.7% of Year**

**ADOPTED BUDGET:** \$1,962,181.00  
**EXPENDED THROUGH MAY:** \$1,559,046.27 (79.5%)  
**STAFF LEVEL BUDGETED:** 23.25 F.T.E.  
**STAFF LEVEL STAFF LEVEL MAINTAINED:** 22.25 F.T.E.

**EXPLANATION:**

**MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING MAY**

**ALEDO** - MERGO Participation; Website Support; RLF Coord.; Logo Assist.; TEP Grant Appl. & Mapping; HSTP Planning.  
**ALPHA** - HCEDP Participation; DCEO Bond Grant Asst.; HSTP Planning.  
**ANDALUSIA** - RICWMA Staffing; Riverfront Council; Website Support; TEP Grant Appl.  
**ANDOVER** - HCEDP Participation; HSTP Planning.  
**ATKINSON** - HCEDP Participation; Website Support; TEP Grant Inquiry; Joint Purchasing Inquiry; Services Presentation; HSTP Planning.  
**BETTENDORF** - Joint Purch.; Scott Co. Hsg Cncl.; Transit Planner Coord. & IAQC Transit Issues; Riverfront Cncl.; Solid Waste Coord.; I-74 Brdg. Coord.; Drug/Alcohol Testing Consort.; RLF Loan Admin./Marketing; Trail Coord.; DOJ Interoperability; Air Quality Asst.; Scott Co. Haz Mit Plan; NSBP/EDA Apps; Park/Rec Planning Asst.; QCICNet; Traffic Projections; IADOT/City Quarterly Mtg.  
**BLUE GRASS** - Reg. 9 Coord.; Solid Waste Coord.; Website Support; Scott Co. Haz Mit Plan; Mapping Asst.; Grant Asst.  
**BUFFALO** - Trail Planning; Riverfront Council; Solid Waste Coord. ; Scott Co. Haz Mit Plan; Strategic Planning.  
**CAMBRIDGE** - HCEDP Participation; Website Support; Logo Asst.; HSTP Planning.  
**CARBON CLIFF** - RICWMA Staffing; Joint Purchasing; Trail Planning; Codification; Subdivision Ord.; Census Boundary Assistance; Grant Assistance.  
**COAL VALLEY** - Joint Purchasing; RICWMA Staffing; Census Boundary Assistance.  
**COLONA** - HCEDP Participation; Trail Plng; Joint Purchasing; Utilities GIS/Mapping Asst.; EDP Grant Asst.; Census Boundary Asst.; Squad Car Grant; HSTP Plng.  
**CORDOVA** - RICWMA Staffing; Riverfront Council; Website Support.  
**DAVENPORT** - Joint Purch.; Rvrfrt. Activities, RiverVision; Drug/Alcohol Testing Consort.; Scott Co. Hsg. Cncl.; Solid Waste Coord.; RLF Loan Admin.; Transit Planner Coord. and IA QC Transit Issues; QCICNET Interoperability Project; BRAC/OEA Coord.; Mississippi River Partnership; Air Quality Asst.; Scott Co. Haz Mit Plan; Trail Planning; Healthy Foods Initiative; IADOT/City Quarterly Mtg.  
**EAST MOLINE** - IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; RICWMA Staffing; RMS Coord.; Riverfront Cncl.; Interop. Project; RLF Admin.; MUNICES; CDAP Grant Admin.; Air Quality Asst.; Trail Planning; Park Planning & Mapping; EDA Grant; Consol. Disp. Study App.; QCICNet; Floodplain Asst.; Econ. Dev. Study.  
**ELDRIDGE** - Solid Waste Coord.; Drug & Alcohol Consort.; Trail Coord.; Website Support; Scott Co. Haz Mit Plan.  
**FRUITLAND** – Region 9 Transportation Coordination; Solid Waste Coord.; Services Meeting; Rec Grant Asst.; Park/Rec Planning Info.  
**GALVA** - Broadband Coordination; HSTP Planning; HCEDP.  
**GENESEO** - HCEDP Participation; Website Support; Trails Planning; HSTP Planning; Development Code Asst.  
**HAMPTON** - RICWMA Staffing; Riverfront Council; Website Support.  
**HENRY COUNTY** - Joint Purch.; HCEDP Part.; Transit Mobility Coord.; Trail Coord.; Zoning Reviews; Workforce Dev. Brd.; Legislative Priorities Asst.; Grant Research; EDA/USDA Grant.  
**HILLSDALE** - Census Boundary Assistance; Cops Grant Application.  
**KEWANEE** - HCEDP Participation; HSTP Planning; Fact Sheet.  
**LECLAIRE** - Joint Purchasing; Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.  
**LONG GROVE** - Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Trail Asst.; Scott Co. Haz Mit Plan.  
**MCCHAUSLAND** - Reg. 9 Trans. Coord., Solid Waste Coord.; Scott Co. Haz Mit Plan; Grant Info.  
**MERCER COUNTY** - Transit Mobility Coord.; EDA RLF; Workforce. Dev. Brd.; RLF Marketing.  
**MILAN** - Joint Purch.; RICWMA Stfg.; IL QC Intergov. Comm.; E9-1-1 Coord.; RMS Coord.; RLF Admin.; Interoperability Project; Website Support; Park/Trails Planning/Mapping; MUNICES Coord.; Cons. Dispatch Study App.; QCICNet; Census Boundary Assistance.  
**MOLINE** - MUNICES Coord.; IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; RICWMA Stfg.; RMS Coord.; Riverfront Cncl.; RLF Loan Admin.; Trails Coord.; Interoperability Project; Rail Coord.; Air Quality Asst.; Park/Rec Planning; Cons. Dispatch Study App.; QCICNet; TEP Appl. & Mapping.  
**MUSCATINE CITY** - Trl. Plng; Reg. 9 Coord; Solid Wst Coord.; Jnt Purch.; Air Quality Asst.; CAEI Weatherization Prog.; RLF Meeting; Comp Plan Asst.  
**MUSCATINE COUNTY** - Trls. Plng.; Website Maint. & Updates; Reg. 9 Coord.; Solid Waste Coord.; Joint Purch.; Transit Mobility Coord.; Haz. Mit. Plan; Air Quality Asst.; OEA Grant; Coord. EDA RLF Marketing; IA Mississippi River Partnership; CAEI Weatherization Prog.; Connect Iowa; Comp Plan Asst.  
**NEW BOSTON** - MERGO Participation; Website Support; Grant Research.  
**OAK GROVE** - Census Boundary Assistance.  
**ORION** - HCEDP Participation; Website Support; Mapping Asst.; Safety Policies Research; HSTP Planning.  
**PORT BYRON** - RICWMA Staffing; Riverfront Council; Fact Sheet; ED Strategy; TEP Grant Info.  
**PRINCETON** - Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.  
**RAPIDS CITY** - RICWMA Staffing; Riverfront Council; Zoning Inquiry.  
**RIVERDALE** - Riverfront Council; Trail Coordination; Solid Waste Coord.; Website Support; Haz Mit Plan; Comp Plan Review.  
**ROCK ISLAND CITY** - IL QC Intrgy. Comm.; E9-1-1 Coord.; Joint Purch.; Riverfront Cncl.; RiverVision; RICWMA Stfg.; MUNICES Coord.; RMS Coord.; RLF Loan Adm.; Interop. Proj.; Rail Coord.; AQ Asst.; Workforce. Dev. Bd.; EDA Appl.; Consol. Dispatch Study App; QCICNet; Rec. Plng.  
**ROCK ISLAND COUNTY** - E9-1-1 Coord.; LEPC Committee; IL QC Intergov. Comm.; RICWMA Stfg. & Website Support; Joint Purch.; Trail Coord.; WIB Part.; RMS Coord.; Transit Mobility Coord.; Passenger Rail & Rail Relocation Coord.; Air Quality Asst.; Communications Plan (TICP); Legislative Priorities Asst.; EECBG Program; Consol. ; QCICNet; Floodplain Mapping Coord.; Evac. Plan Proposal.  
**SCOTT COUNTY** - Fin. Mgmt.- Scott Co. Kids; Scott Co. Hsg. Cncl.; Joint Purch.; I-74 Brdg. Coord.; Trail Plng.; RLF Admn.; Reg. 9 Coord. & Regional Transit; Interop. Project; Goals Booklet; Transit Mobility Coord.; OEA.; Passenger Rail Coord.; Housing Assessment; Budget Report; Air Quality Asst.; Haz. Mit. Plan Asst.; IA Mississippi River Partnership; CAEI Weatherization Program; Solid Waste Coord.; Connect Iowa; Conservation Brochure; Joint Purchasing Input.  
**SHERRARD** - MERGO Participation; Website Support; HSTP Planning.  
**SILVIS** - E9-1-1 Coord.; Joint Purch.; IL Intergov. Comm. Coord.; RICWMA Stfg; RMS Coord.; CDAP Grant Admin.; Trail Planning; Consol. Dispatch Study App.; QCICNet; Utilities Mapping; Economic Development Assistance; Census Boundary Asst.; Grant Inquiry; Sign Posts Purchasing; Traffic Projections.  
**VIOLA** - MERGO Participation; HSTP Planning.  
**WALCOTT** - Reg. 9 Trans. Coord.; Solid Waste Coord.; Trail Coord. ; Scott Co. Haz Mit Plan; RLF Marketing.  
**WEST LIBERTY** - Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Muscatine Co. Haz Mit Plan; IA Public Health Initiative; Fact Sheet Update.  
**WILTON** - Reg. 9 Trans. Coord.; Solid Waste Coord.; Muscatine Co. Haz Mit Plan; IA Public Health Initiative/Health Fair; EDA Application.  
**WINDSOR** - HCEDP Participation; CDAP Grant Inquiry; HSTP Planning.  
**WOODHULL** - HCEDP Participation; Grant Research; HSTP Planning.

## Bi-State Report – May

**COMMUNITY/ECONOMIC DEVELOPMENT:** Attended Henry County Economic Development Partnership (HCEDP) meetings. Prepared application to EDA/USDA Rural Jobs and Innovation Challenge Grant Program on behalf of multiple member governments in Henry, Mercer and Rock Island counties. Administered reporting and close-out process for ILDCEO/ILARC Energy Efficiency & Conservation Block Grant program from BSRC IL Region. Facilitated Iowa Regional Weatherization program for ARRA payroll reviews. Provided support for Workforce Development Board, IA RELAT meetings. Assisted with economic development funding program information for legislative efforts. Attended Iowa Regional Council & Illinois Regional Council meetings. Assisted members with legislative priorities. Hosted 2 Iowa elected officials/boards trainings.

### DATA/GRAFICS/MAPPING/ON-LINE SERVICES:

**Data Center:** Staff responded to approximately 10 data and map requests in May including 6 from businesses, 2 from local governments, 1 from the media, and 1 from a private citizen. The data section of the Bi-State website had 844 page views. The data portal site ([www.greaterqcregion.org](http://www.greaterqcregion.org)) had 313 visits and 532 page views. Staff continued work on fact sheets for two member governments as well as the Comprehensive Economic Development Strategy (CEDS) for the Bi-State Region.

**Graphics/Mapping:** CEDS Projects & Key Industries Mapping; Census 2012 Boundary & Annexation Survey Coordination/Assistance; Development of MPO Urban Area & Planning Area Boundaries; Distribution of 2008-09 Edition of QC Street Map (Folded & Wall Versions); East Moline School District Mapping; and Update/Maintain GIS Data for Street Centerlines, Traffic Counts, Fed. Functional Class Routes, Corporate Limits, Landmarks, Rail, Trails, and other layers.

**On-Line/Interactive Media Services:** Top files downloaded and pages viewed for May include: The Loop Rider's Guide (5,252); BSRC Home Page (5,047); QCTransit.com (2,485); Public Officials Directory (1,800); 2010 Transit Development Program – 2012 Updates (1,188); Scott County Evacuation Plan (837); 2040 QC Area Long Range Transportation Plan (798); Joint Purchase Program (423); and Bi-State Contact Page (349). Watch for new website coming soon! Continued monitoring/assisting with DNS (Domain Name System) registration, hosting, and statistics reporting for member sites as well as BSRC site, and continued development/updates/maintenance on several member government websites.

**ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES:** Responded to inquiries & assisted with trail/recreation project funding assistance/grants. Served RICWMA with coordination of meetings, oversight and management of waste disposal and recycling programs, reporting and overall agency administration. Staffed RICWMA electronic collection event. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Attended River Action meetings. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Continued emission reduction outreach for "Clean Air Counts" Alcoa Foundation Grant. Served inquiries on various programs as they become available on infrastructure, energy and other areas. Continued multi-jurisdictional hazard mitigation planning and assisted with floodplain management issues. Organized bi-monthly meeting of Quad City Riverfront Council.

**INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES:** Continued coordination of Joint Purchasing Program. Worked on the following bids: spring copier and plotter paper, spring printer supplies, sign posts, turf chemicals and seed, janitorial supplies, can liners, food service supplies and utility supplies. Staffed Quad City Area intergovernmental forums and meetings of area recreation directors, managers and administrators, and chief elected officials. Continued coordination and planning for the awarded DOJ interoperability grant. Assisted with Rock Island Arsenal issues. Assisted with transition of Interstate Resource Conservation and Development Council board activities.

**REVOLVING LOAN FUND (RLF):** Administered Bi-State RLF Program: Prepared meeting cancellation notice and Financial Summary Report. Provided information to potential applicants. Continued receiving job creation information from active companies. Administered Mercer/Muscatine RLF Program: Provided information to potential applicants.

**TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT:** Attended related meetings, presented information and continued staff coordination of river crossing issues, including I-74 Mississippi River Corridor. Served transportation data requests. Continued implementation of SAFETEA-LU requirements and monitored extension/reauthorization status. Prepared monthly reports of federal transportation programs. Continued air quality emission reduction efforts. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and MRT, attending related meetings, as well as other trail planning and grant assistance. Organized bi-monthly meeting of the Bi-State Regional Trails Committee. Coordinated Bi-State Drug and Alcohol Testing Consortium and random testing program. Monitored urban and Iowa Region 9 FY12 Transportation Planning Work Program and FFY12-15 TIPs, and need for data entry in Iowa TPMS as part of transportation improvement programming. Developed FFY13-16 urban and Region 9 TIPs. Administered IAQC, Illinois Region 2 transit coordinator positions and mobility coach for United We Ride pilot project. Completed update of Bi-State Region Transit Development Plan. Attended Illinois Bicycle Summit, interdisciplinary traffic safety and ITN-QC meetings, input session on ILDOT Long Range Transportation Plan, and transit conference. Served inquiries and assisted with transportation funding programs and transportation information for legislative efforts.

MUSCATINE MUNICIPAL GOLF COURSE  
ROUNDS PLAYED

	2003	YTD	2004	YTD	2005	YTD	2006	YTD	2007	YTD	2008	YTD	2009	YTD	2010	YTD	2011	YTD	2012	YTD
MARCH	1,153	1,153	726	726	963	963	561	561	857	857	738	738	1,151	1,151	1,608	1,608	1093	1,093	2,401	2,401
APRIL	3,266	4,419	3,573	4,299	3,426	4,389	3,294	3,855	2,483	3,340	2,569	3,307	3,028	4,179	3,928	5,536	2777	3,870	3,340	5,741
MAY	5,682	10,101	4,802	9,101	4,852	9,241	4,622	8,477	4,300	7,640	4,589	7,896	5,072	9,251	4,616	10,152	4586	8,456	5,361	11,102
JUNE	5,976	16,077	5,496	14,597	5,442	14,683	5,327	13,804	4,655	12,295	5,624	13,520	5,666	14,917	5,065	15,217	5111	13,567	5746	16,848
JULY	6,571	22,648	5,574	20,171	5,584	20,267	5,745	19,549	5,210	17,505	6,379	19,899	6,623	21,540	5,343	20,560	5471	19,038		16,848
AUGUST	5,864	28,512	5,363	25,534	5,490	25,757	5,142	24,691	4,853	22,358	5,753	25,652	5,334	26,874	5,030	25,590	5550	24,588		16,848
SEPTEMBER	4,081	32,593	4,184	29,718	3,924	29,681	4,038	28,729	3,709	26,067	3,812	29,464	4,320	31,194	3,818	29,408	3283	27,871		16,848
OCTOBER	2,839	35,432	2,283	32,001	2,571	32,252	2,010	30,739	2,711	28,778	2,438	31,902	1,676	32,870	2,865	32,273	2615	30,486		16,848
NOVEMBER	557	35989	767	32,768	943	33,195	1,086	31,825	970	29,748	785	32,687	1897	34,767	1,101	33,374	1005	31,491		16,848
TOTAL - YTD		<u>35,989</u>		<u>32,768</u>		<u>33,195</u>		<u>31,825</u>		<u>29,748</u>		<u>32,687</u>		<u>34,767</u>		<u>33,374</u>		<u>31,491</u>		<u>16,848</u>

PLAYERS ON SEASON PASSES

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
ADULT	151	168	170	155	141	100	116	154	126	134
SENIOR	58	67	71	80	78	68	78	70	66	82
JUNIOR	41	52	39	50	36	23	29	20	21	24
COLLEGE	NA	NA	NA	NA	1	7	13	10	10	7
FAMILY	NA	NA	NA	NA	NA	66	56	58	54	51
TOTAL	250	287	280	285	256	264	292	312	277	298

10year Average YTD avg  
 March 1125 1125  
 April 3168 4293  
 May 4848 9142  
 June 5411 14552  
 July 5833 20386  
 Aug 5375 25761  
 Sept 3908 29669  
 Oct 2445 32114  
 Nov 1012 33127  
 Total 33127

**City of Muscatine**  
**Automated Traffic Enforcement System**  
**Summary of Tickets Collected by GATSO**

Date Range		Collections		GATSO Fee (\$27/pd ticket)		Net City Revenue	Fiscal Year	
From	To	Amount	Number				Cumulative Amount (City)	Cumulative Total (City)
<b><u>FY 2010/2011</u></b>								
4/26/2011	5/10/2011	\$ 16,400.00	218	\$ 5,886.00	\$ 10,514.00	\$ 10,514.00		
5/11/2011	5/26/2011	59,225.00	779	21,033.00	38,192.00	48,706.00		
5/27/2011	6/10/2011	77,080.00	1,011	27,297.00	49,783.00	98,489.00		
6/11/2011	6/25/2011	73,115.00	945	25,515.00	47,600.00	146,089.00		
6/26/2011	6/30/2011	26,570.00	338	9,126.00	17,444.00	163,533.00		
(Fiscal Yr-End Cutoff)								
Subtotal - FY 2010/2011		\$ 252,390.00	3,291	\$ 88,857.00	\$ 163,533.00			\$ 163,533.00
<b><u>FY 2011/2012</u></b>								
7/1/2011	7/10/2011	\$ 31,790.00	405	\$ 10,935.00	\$ 20,855.00	\$ 20,855.00		184,388.00
7/11/2011	7/26/2011	99,105.00	1,264	34,128.00	64,977.00	85,832.00		249,365.00
7/27/2011	8/10/2011	82,675.00	1,065	28,755.00	53,920.00	139,752.00		303,285.00
8/11/2011	8/26/2011	68,265.00	870	23,490.00	44,775.00	184,527.00		348,060.00
8/27/2011	9/10/2011	51,010.00	642	17,334.00	33,676.00	218,203.00		381,736.00
9/11/2011	9/26/2011	63,040.00	798	21,546.00	41,494.00	259,697.00		423,230.00
9/27/2011	10/10/2011	39,675.00	496	13,392.00	26,283.00	285,980.00		449,513.00
10/11/2011	10/27/2011	52,915.00	672	18,144.00	34,771.00	320,751.00		484,284.00
10/28/2011	11/10/2011	34,910.00	446	12,042.00	22,868.00	343,619.00		507,152.00
11/11/2011	11/25/2011	36,410.00	459	12,393.00	24,017.00	367,636.00		531,169.00
11/26/2011	12/10/2011	31,235.00	400	10,800.00	20,435.00	388,071.00		551,604.00
12/11/2011	12/27/2011	28,250.00	352	9,504.00	18,746.00	406,817.00		570,350.00
12/28/2011	1/10/2012	37,060.00	478	12,906.00	24,154.00	430,971.00		594,504.00
1/11/2012	1/26/2012	41,130.00	528	14,256.00	26,874.00	457,845.00		621,378.00
1/27/2012	2/10/2012	37,225.00	481	12,987.00	24,238.00	482,083.00		645,616.00
2/11/2012	2/24/2012	24,230.00	307	8,289.00	15,941.00	498,024.00		661,557.00
2/25/2012	3/10/2012	27,120.00	347	9,369.00	17,751.00	515,775.00		679,308.00
3/11/2012	3/26/2012	28,690.00	366	9,882.00	18,808.00	534,583.00		698,116.00
3/27/2012	4/10/2012	26,460.00	342	9,234.00	17,226.00	551,809.00		715,342.00
4/11/2012	4/25/2012	44,465.00	573	15,471.00	28,994.00	580,803.00		744,336.00
4/26/2012	5/10/2012	34,050.00	434	11,718.00	22,332.00	603,135.00		766,668.00
5/11/2012	5/26/2012	35,300.00	446	12,042.00	23,258.00	626,393.00		789,926.00
5/27/2012	6/10/2012	31,130.00	403	10,881.00	20,249.00	646,642.00		810,175.00
6/11/2012	6/25/2012	52,415.00	668	18,036.00	34,379.00	681,021.00		844,554.00
6/26/2012	6/30/2012	20,765.00	267	7,209.00	13,556.00	694,577.00		858,110.00
Subtotal - FY 2011/2012 (to date)		\$ 1,059,320.00	13,509	\$ 364,743.00	\$ 694,577.00		Fiscal Year total before MCA collections	
Total to Date		\$ 1,311,710.00	16,800	\$ 453,600.00	\$ 858,110.00			

**City of Muscatine**  
**Automated Traffic Enforcement System**  
**Summary of Tickets Forwarded to MCA Collection Service**

Unpaid Amounts to MCA from GATSO					MCA Collections					MEMO Number Canceled	
Date to MCA	Number		Amount		Payment date from MCA	Number		Payments			
	Current	Cumulative	Current	Cumulative		Current inc. Partials	Cumulative	Current	Cumulative		
7/7/2011	144	144	\$ 15,990.00	\$ 15,990.00	8/12/2011						
8/1/2011	417	561	46,440	62,430.00	(July collections)	26	26	\$ 2,694.06	\$ 2,694.06	3	
9/6/2011	364	925	40,565	102,995.00	9/12/2011	(21 full or pd in full pmnts)					
10/4/2011	477	1,402	53,395	156,390.00	(Aug collections)	74	100	7,438.75	10,132.81	9	
10/31/2011	288	1,690	32,345	188,735.00	10/14/2011	(60 full or pd in full pmnts)					
11/23/2011	191	1,881	21,750	210,485.00	(Sept collections)	98	198	9,682.38	19,815.19	1	
12/30/2011	276	2,157	30,895	241,380.00	11/10/2011	(76 full or pd in full pmnts)					
1/26/2012	144	2,301	16,085	257,465.00	(Oct collections)	150	348	13,938.33	33,753.52	12	
2/27/2012	198	2,499	22,150	279,615.00	12/12/2011	(101 full or pd in full pmnts)					
3/30/2012	215	2,714	24,065	303,680.00	(Nov collections)	128	476	10,224.38	43,977.90	1	
4/26/2012	131	2,845	14,660	318,340.00	1/9/2012	(87 full or paid in full pmnts)					
5/31/2012	237	3,082	26,425	344,765.00	(Dec collections)	115	591	8,945.93	52,923.83	1	
6/28/2012	213	3,295	24,080	368,845.00	2/9/2012	(57 full or pd in full pmnts)					
					(Jan collections)	112	703	9,725.62	62,649.45	0	
						(75 full or pd in full pmnts)					
					GATSO Portion of Collections July-Jan (477 tickets)	703	(12,879.00)	49,770.45			
					(Feb collections)	115	818	10,182.02	59,952.47	1	
					(Mar collections)	85	903	7,449.22	67,401.69	0	
					(Apr collections)	98	1,001	8,054.93	75,456.62	2	
					(May collections)	98	1,099	7,988.47	83,445.09	3	
					(Jun collections)	1,099		83,445.09			
						(68 full or pd in full pmnts)					
					GATSO Portion of Collections Feb-June (477 tickets)	1,099	(9,747.00)	73,698.09			
										Fiscal Year net total before June collections	



## TRAFFIC SAFETY CAMERA UPDATE – JUNE 2012



Red Light Violations Detected	<b>732</b>
Speed Violations Detected	<b>2,356</b>
Total Violations	<b>3,088</b>



Red Light Running Citations Issued	<b>229</b>
Speeding Citations Issued	<b>1,316</b>
Total Month Citations	<b>1,545</b>
Total Citations YTD	<b>7,340</b>
Program to Date	<b>22,303</b>



MONTH

Red Light Trend Over Last Month	<b>Up 4%</b>
Speeding Trend Over Last Month	<b>Up 13%</b>
Total Citations	<b>Up 11%</b>



QTR

Red Light Trend Over Rolling Qtr	<b>Up 5%</b>
Speeding Trend Over Rolling Qtr	<b>Up 23%</b>
Total Trend Over Rolling Qtr	<b>Up 20%</b>
Volume of vehicles on US61	<b>473,052</b>



Citations paid in the last month have produced violator funded gross revenue of **\$92,220**

Citations paid program-to-date have produced violator funded gross revenue of **\$1,310,925**



61/University	<b>58.52mph</b>
61/Mulberry	<b>67.33mph</b>
EB Cedar/Houser	<b>48.00mph</b>
WB Cedar/Houser	<b>47.00mph</b>
NB Park/Cleveland	<b>47.49mph</b>
SB Park/Cleveland	<b>47.53mph</b>
NB Park/Washington	<b>43.83mph</b>
SB Park/Washington	<b>42.10mph</b>

## **State and Federal Mandates**

The following is a list of current state and federal mandates. Costs have been identified where readily available. The goal here has been to provide a general background on the issue of mandates that the City of Muscatine must deal with on a regular basis. Some "mandates" could also be considered the right or appropriate thing to do, i.e. audits, dram shop requirements or even pensions. However with pensions, the City has no control over regulations, rates, or how the plans are administered. This following materials do not include a discussion as to the potential affects of property tax or TIF legislation.

## Public Works

(Many do not have a specific dollar amount either because it is relatively small or difficult to determine.)

## Roadway Maintenance

ADA Ramps for Muscatine Approx. \$838,080.00  
Retroreflectivity requirements (Sign replacement costs) Approx. \$175,000.00  
Traffic Control Certification (Each employee must be certified every 4 years) Per Person 75.00

## Transit

Transit does not have any unfunded mandates currently. There has been a shift in the manner in which federal funds are allocated, which has affected our vehicle replacement schedule, and ultimately our bottom line. To date, we have not received any new mandates that require use of our time or resources.

## Vehicle Maintenance

Paint Booth Certification (4 employees have been certified)	\$200.00
Underground Fuel Tank Training (2 employees have been certified)	0
Removal of Paint Booth Filters	\$536.98
Paint Gun Service	\$655.96
Removal of Parts Cleaner Fluid	\$752.93
Removal of Used Oil Filters	\$1,020.00

## Building & Grounds

Pest Control Applicator Certification  
Water Backflow Prevention Valve Testing Certifications  
Elevator Inspection Certification  
ADA Doors  
OSHA Building Codes

## Collection & Drainage

**Sewer Separation Projects** Approx. 70 million  
Nine Minimum Control Requirements: Elimination of all combined sewer overflows (sewer separation projects), Proper operation/maintenance programs for collection system (flushing, televising, FOG, root control), Control of solids and floatable materials in CSOs (street sweeping, clean storm intakes, leaf pickup), Pollution prevention programs to eliminate contaminates in CSOs, OSHA competent person training for confined space entry and trench safety, Participation in Iowa One Call,

Future storm water regulations, Removal of lead water services when exposed by construction

Engineering

Bridge inspection (required by IDOT)	1,200.00
Levee Certification (required by FEMA)	55,000.00

*The USACE requires levee inspection 2 times per year by the local government.*

Wetland Mitigation	10,000.00
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*Investigation, permitting and mitigation measures are required to satisfy Federal regulations protecting wetland areas along construction projects.*

Endangered Species	5,000.00
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*Investigation and mitigation for protection of the Indiana bat and other threatened and endangered species.*

Archaeological Investigation (required by federally funded projects)	7,000.00
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*Federally funded projects require Phase 1 and possibly phase 2 archeological investigations. If historical houses (prior to 1950's) or other cultural or archeological evidence of historical value is discovered, mitigation measures are required.*

Land Acquisition (construction projects – must be in accordance to federal regulations)	10,000.00
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*When federal funds are used on a construction project, land acquisition must be according to federal regulations. This requires additional staff time and consultant costs as well as delays to the project timeline.*

Construction Contracts	40,000.00
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*When federal and state funds are used on a roadway project, the construction must be according to the Iowa DOT standard specifications. The city has suitable material on hand which is not categorized as an approved material and may not be able to be used for construction. (Asphalt millings for base on Cedar Street)*

Lead Water Service Replacement	15,000.00
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*When lead water services are exposed during construction projects, MPW has required that they be replaced. There is an EPA, DNR or MPW regulation requiring this work. To date, the city(taxpayers) have funded this work instead of individual property owners or MPW.*

Landfill:

Changes in landfill liner type (Plastic liner doubles the cost of construction)

Closure of landfills

Ground water regulations

Storm water regulations

Erosion control regulations

Landfill - Air Quality

Green House Gas Reporting and measures

Air Quality Construction Permits

### Transfer Station/ Landfill: Special Waste/ Recycling

Electronic Recycling

Motor Oil

Antifreeze

Oil Filters

Lead Acid Batteries

Florescent Light Recycling

Household Hazardous Waste Disposal

Tires

Appliances

### Refuse Collection:

DOT Regulations - (No recent items that have caused the City to have unfunded mandates, except for clean air issues)

### **Parks and Recreation**

There are several charges to the Golf Course budget that are mandated by the Government or required that we must pay annually, they are as follows:

- 1) DNR- quarterly water samples for our public drinking water supply. (well) \$73.00
- 2) DNR- well permit fee. \$95.00
- 3) DNR- Public water Supply permit. \$25.00
- 4) DNR- Backflow preventers (one time cost) (CH and Maintenance). \$678.00
- 5) DNR- Postage for water samples. \$15.00
- 6) IDALS -Pesticide applicator license fees. \$105.00
- 7) Auditors fees. \$600.00
- 8) Fire inspection service. \$31.50

One mandate that is used and enforced within Parks and Recreation is pesticide usage, training, certification and documentation. Anyone who applies fertilizers/pesticides to public property is required to be certified by the Iowa Department of Agriculture and Land Stewardship. A basic core test and a category test, for the proper locations and types of applications, need to be passed to receive an applicator license and then the applicator has the option of attending a pesticide training class every year, or by re-testing every three years. The public locations also need to be certified by the State. Soccer/Kent Stein, the golf course, and park maintenance all have a yearly certification that needs to be updated on a yearly basis.

All pesticides that are applied must be properly documented and the records must be kept for a minimum of three years and available to the public at anytime. All documentation must include certain information as directed by IDALS. Pesticide regulation requires that all pesticides be applied according to the label including but not limited to: following OSHA rules and regulations, proper personal protective equipment, applying the proper rates, etc. Any location storing pesticides must have a proper storage facility with proper signage.

### **Parks and Recreation (Swimming Pools)**

1. Pool Chemicals (required by health code to keep water chemistry in balance). \$14,000
2. Lifeguards (health code requires a certain number of staff members supervising the facility based on the number of patrons, as well as certain training for staff members). \$76,335
3. Lifesaving equipment (health code requires lifesaving equipment to be provided). \$240
4. Permits (state code requires permits to operate the aquatic center each year). \$210
5. Sales tax. \$8,950

**Total Swimming Pools = \$99,755**

### **Recreation Division**

1. Sales tax. \$550

**Total Recreation = \$550**

<u>Unfunded mandate</u>	<u>Initial Cost</u>	<u>Annual cost</u>
Annual Elevator inspection		550
Fire Extinguisher inspections		375
Certified Pool Operator Licensing	735	600
Grease trap installation	826	
Backflow prevention	769	
Fuel Tank Licensing		80
Dredge bags		12500
Spill Kit for Marina	115	
Virginia Graham Baker Pool Covers	725	

Dram Shop Insurance \$4600

Alcohol sales permit \$360

Food Service permit \$236.25

Sales Tax \$28,400

Alcohol training \$25 per employee (about \$500 per year)

### **Human Resources**

1. DOT Drug Testing requirements - The City has spent \$1,135 during this FY for random drug testing as required by the DOT.
2. Medical Expenses - Police and Fire who have retired on a disability (presumptions only) - The City has spent \$19,557 this FY for police and fire retirees who retired on a presumed disability.

3. IPERS/MFPRSI (Fire/Police Pension): The required city contribution rate to the statewide Municipal Fire and Police Retirement Systems of Iowa (MFPRSI) increased from 24.76% in 2011/2012 to 26.12% for 2012/2013, which resulted in an increase of \$95,400 in the contribution required. While this increase is significant, it compares favorably to the originally projected pension contribution rate for the year of 29.31%, which would have resulted in an increase of \$257,200 in city pension contribution costs. This lower than projected contribution rate was possible due to a change in the actuarial method adopted by the MFPRSI Board effective for the 2012/2013 year. Police and fire pension contributions are funded annually from the Employee Benefits tax levy. For 2012/2013 the tax levy rate for Police and Fire pension costs increased to \$1.43566/\$1,000 of valuation from \$1.34977/\$1,000 for 2011/2012. The City chose to fund a portion of FICA and IPERS costs for General Fund employees from the General Fund balance instead of the Employee Benefits levy in order to avoid an increase in the City's total tax levy for 2012/2013. If there are increases in the Police and Fire pension contribution rate in upcoming years, however, increases in the City's total tax levy rate will likely be necessary.
4. PERB: Labor disputes before the board are often times found in favor of employees. Cities could argue that this board is formed in a manor that places a bias against Cities and in favor of employees. We have a similar situation with arbitration in Iowa. Cities are limited to how they argue employment or union matters. Ability to pay is not a factor. Comparables with other communities are the only real measure used to determine success in arbitration.

### **Police Department**

1. All State criminal charges filed are recorded digitally and with audio if the crime is a serious misdemeanor or above. We are then required to copy a DVD or CD to the County Attorney's office. They do not reimburse the city for either the cost of an employee taking the time to copy it or the cost of the CD or DVD's. The average time per week for the records clerk to copy a CD or DVD's for the County Attorney's is approx. 10 hours at \$15.00 an hour (\$150 a week for 52 weeks is approx. \$7800 a year). The costs of the DVD's (Approx. 20 a week) would be approx. \$1000. This is just for squad video. If you included all the recorded interviews on CD's you could reasonably add another \$1000 a year in CD's.
2. The department is required to take fingerprints of persons requesting us to do so if they live in the city limits for a variety of reasons. This has become more frequent in the last couple of years with more and more companies and state laws requiring employees fingerprinted. The state mandate that coaches, day care operators, teachers, nurses, and many more professionals have their fingerprints for background purposes. On average for the year we may do one set of prints a day taking about 15 minutes. The cost of that would be approx. \$2900 a year at one a day.

3. Annually, police officers must qualify with their handguns, shotguns, and rifles. Normally the department uses up the \$15,000 budget for ammunition. This cost does not reflect the training, earplugs, cleaning equipment, targets, staples, etc. This adds up to around \$17,000-\$18,000 a year. Additionally, the department has yearly training in other areas such as CPR. The department normally tries to utilize overlaps in shifts as much as possible. There are some instances where we have no other choice other than to use overtime to cover and back fill manpower.

## **Fire Department**

Most Fire Department mandates are related to Federal laws, Occupational Safety and Health Administration (OSHA) regulations and various state laws specific to our activities. For every emergency activity we undertake there is some type of law or standard (i.e. each type of rescue has different requirements – water vs. ice vs. trench, etc.). Some National Fire Protection Association (NFPA) standards are entrenched to the degree that they are viewed as law (i.e. it is extremely difficult to purchase a fire engine that does not meet NFPA 1901). Other NFPA standards are met as completely as we can with our resources. Although many NFPA standards are not adopted as law, they are commonly referenced in any type of liability or negligence legal action and are the accepted standard of care in many cases.

Costs for compliance are either unknown or they vary from year to year based on our training schedule, the number of new employees we hire, the life span of equipment, and the ability to meet needs in house vs. outsourcing activities and training.

NFPA 1901- Apparatus standards (safety, equipment, etc.)	NFPA	Standard	Varies
Emissions Tier 4 (Federal emissions requirements causing design changes for engines) - Apparatus engine - 2013	Federal	Law	\$5000+
Emissions Tier 5 (Federal emissions requirements causing design changes for engines) - Additional apparatus requirements in 2014	Federal	Law	Unknown
Iowa Cares (medical treatment and transport for indigents) - no cost recovery for transports	State	Law	\$123,622
Retiree health care - related costs borne by cities 2 in 2 out – staffing requirements (for operating at fires and in dangerous atmospheres)	State	Law	Varies
71 Fed. Reg. 20925 - traffic control vests, cones, signs	Federal	Law	\$5800
Various training regulations – staff time and travel/training budget impact	OSHA	Law	Varies
Respiratory protection (self contained breathing apparatus) – initial cost about \$300,000	OSHA	Law	~\$2000 annual
EMS-CPR-AED continuing education (60 hrs per person staff time [not included] plus recertification costs)	State	Other	~\$1000 annual
State certification of ambulance service - annual	State	Law	~\$1000

Ryan White Act (protection from body fluids)	OSHA	Law	Varies
Fire Investigations required for all fires	State/case	Law	Varies
29CFR1910.120 – Hazardous Materials response, equipment, training and education - varies	OSHA	Law	~\$3000 annual
Personal protective equipment – varies	OSHA	Law	~\$8000 annual
Confined Space - 29CFR19110.146 – equipment and training	OSHA	Law	Varies
Lock out tag out	OSHA	Law	\$500
29CFR1910.1030 Blood-borne pathogens	OSHA	Law	~\$4000 annual
29CFR1910.1200 - Hazard Communications training requirements	OSHA	Law	Varies
29CFR1926.650 - Trench Rescue – equipment and training	OSHA	Law	Varies
DOT 49CFR178 – Cylinder safety and maintenance for air cylinders	DOT	Law	Varies
NPFA 471, 472 – Hazardous materials training and staffing requirements – staffing costs	NFPA	Standard	Varies
NFPA 1403 - Live Fire Training, increases cost of training fires	NFPA	Standard	Varies
NFPA 1404 – Self Contained Breathing Apparatus equipment and maintenance	NFPA	Standard	~\$1000 annual
NFPA 1410 - Initial fire attack training – staff costs	NFPA	Standard	Varies
NFPA 1470 - Search and rescue training for structural collapse – staff costs	NFPA	Standard	Varies
NFPA 1500 - Occupational safety and health – training and equipment	NFPA	Standard	Varies
NFPA 1521 - Safety Officer staffing requirements	NFPA	Standard	Varies
NFPA 1561 - Incident Management staffing and equipment requirements	NFPA	Standard	Varies
NFPA 1581 - Infection Control equipment and training	NFPA	Standard	Varies
NFPA 1670 - Technical Rescue equipment and training	NFPA	Standard	Varies

## Library

The Library has no federal or state mandates. There are standards to be accredited, but the standards are very low and libraries do not have to be accredited. Accreditation is strictly voluntary. Iowa is not a strong library state. We actually have more libraries than Texas because any volunteer fire station with a shelf of books counts as a library. It's an issue for the library community.

## Art Center

Art Center Director Barb Christensen stated there are no state or federal mandates for the Art Center that she can think of at this time.

## **Community Development**

Following are the three most significant P&Z related mandates.

(Please note a side or related issue - the requirement for a resolution to set a public hearing could be significant state mandate is the practice based on requirements in state law. Iowa is first state where I (City Planner Andrew Fangman) have encountered where it's necessary for city council to pass a resolution to establish a public hearing. In some other states a public hearing can be, with the proper public notification, be placed on the agenda the same as any other agenda item. There is a monetary cost to taking this extra step of passing a resolution to set a public hearing, but more significant is that it adds at least 2 weeks to a large number of things that move through council.)

Flood Planning Regulations - In order for City of Muscatine residents and businesses to be able to continue to participate in the National Flood Insurance Program, the City of Muscatine was required adopt legally enforceable floodplain management regulations that are compliant with Title 44 Code of Federal Regulations 60.3, and use the Flood Insurance Rate Maps issued by FEMA. The City of Muscatine's current floodplain management regulations can be found in Chapters 4 and 5 of Title 10 of the City Code of Muscatine. Prior to adoption of a revised flood plain regulations last year they were submitted to the Iowa Department of Natural Resources for their review and determination that they are compliant with Title 44 Code of Federal Regulations 60.3

The Airport Zoning District - In order to continue to receive FAA funding for the airport, specific land use regulations in the immediate vicinity of the airport are required. These requirements are contained within and applied through the airport zoning district. These land use requirements are intended ensure that land use surrounding the airport does not interfere with it's safe operation

The Comprehensive Plan - The Iowa Smart Planning Act was signed into law on April 26, 2010. The legislation, found in Iowa State Code Chapter 18B: Land Use – Smart Planning, has three components two of which directly impact the creation of the City of Muscatine's new comprehensive plan:

- The legislation articulates ten Iowa Smart Planning Principles for application in local comprehensive plan development and public investment decision-making, and
- It provides comprehensive planning guidance for cities and counties.

The Iowa Smart Planning Act does not mandate how communities plan or the content of a community's comprehensive plan, rather it articulates ten smart planning principles that consideration must be given to, but are not required for adoption. It also contains 13 elements that a community may but not is required to include in its comprehensive plan.

The first major section of the Iowa Smart Planning Act outlines ten Iowa Smart Planning Principles. These principles must be considered and may be applied when

local governments and state agencies deliberate all appropriate planning, zoning, development, and resource management decisions. Application of these principles is intended to produce greater economic opportunity, enhance environmental integrity, improve public health outcomes, and safeguard Iowa's quality of life. The principles also address the need for fair and equitable decision-making processes. Language was included in the Act stipulating that application of Smart Planning Principles does not expand nor reduce the authority of state and local governments and other public entities to exercise eminent domain. The Iowa Smart Planning Principles are as follows:

1. Collaboration
2. Efficiency, Transparency, and Consistency
3. Clean, Renewable, and Efficient Energy
4. Occupational Diversity
5. Revitalization
6. Housing Diversity
7. Community Character
8. Natural Resources and Agricultural Protection
9. Sustainable Design
10. Transportation Diversity.