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City Administrator Report to Mayor & City Council

November 19, 2012, Edition No. 67

REPORT:

1. ATE: We received \$39,395 from GATSO today. City revenue, net of GATSO's fee, is \$25,868. The updated spreadsheet is also attached.
2. Fire Engine: Engine 2 is out of service and we are receiving costs for repair (engine related). This engine is to be replaced with the upcoming purchase, but was to remain at Station #2 as a backup. Cost are forthcoming.
3. FD Staffing: Chief Ewers will be presenting a staffing request for discussion at the December in-depth (the addition of a 40-hour position). As reported earlier, the Chief has had a trial in place and would now like to bring what he has learned forward for discussion. Attached are some previous notes from the trial period. An update memo of the request will be forthcoming as part of the in-depth agenda.
4. PD: The Police Department received word that they were successfully reaccredited with CALEA. Please see the attached press release.
5. Ambulance Service Award: Here is the link for the Journal Article if you have not had a chance to review:
http://muscatinejournal.com/news/local/muscatine-ems-at-your-service/article_a86cc47c-2ece-11e2-a2af-001a4bcf887a.html
6. Emergency Planning (Flood): The final draft of our evacuation plan has now been published to the City's website. This will be an item we will look for comment on at the next meeting of the Muscatine Island Urban Levee System Stakeholder Group in June 2013. It will be available on the fire department website at www.muscatineiowa.gov or at <http://muscatineiowa.gov/index.aspx?NID=548>.
7. Downtown: The notices and follow up in the downtown have had great success in cleaning up 2nd street. This week staff noted four violations and will follow up with the landlords. Efforts will continue in the downtown, including the alleys and rooftops (weeds, garbage, etc.). This has been a joint effort between Community Development and the Transfer Station. We certainly appreciate the cooperation we are receiving from our downtown neighbors!
8. WPCP: Please see the attached update on the WPCP project from Director Kirby. I'd also like to note that Roger Kirby will be retiring as Director of the WPCP on 12/31/12. We'd certainly like to congratulate Roger on his retirement and thank Roger for his service to the City of Muscatine. Also, congratulations are due to Jon Koch (Asst Director) who will be coming on board as WPCP Director as of January 1, 2013.
9. Fire Station II: Please see the following project status update submitted by Chief Ewers. Here's an overview on the status of the Station 2 project.

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

- Substantial completion occurred on June 1, 2012. Final acceptance has not occurred yet.
- We still have an outstanding punch list that needs resolved, including the panels. According to letter to First Construction punch list was suppose to be completed by 11/19 along with sample patch area for control sample. As of 5:11 pm on 11/19/12 it's not completed. FCG expects to be onsite Monday the 26th to begin patch-work. A letter has been sent to FCG's bonding company to notify them of the failure to comply with the current schedule.
- Bi fold doors damaged from water damage still not replaced as of 11/19/12. As of last Thursday, FCG claimed to have the replacement door in procession but the assigned installer was out of the office, ill, for two days.
- Sprinkler system still has minor leak on apparatus floor by drain. VGI design is alerted of this item. Hometown believes they have completed the work per documents.
- Invision is still waiting on the AIA close out documents from First Construction. Per FCG, documents will be received by tomorrow.
- We still need the O&M manuals. This is part of the project closeout documents.
- LEED is updated and packet was sent to me today 11/19/12. I need to review and log in online on the LEED website and check reviewed and then can be submitted for review. Currently we are submitting 58 credits. Basic certification is 40-49 pts and Silver certification is 50-59 pts. We are submitting a strong Silver. The estimated time line for hearing back is around the first of the year.
- We are still waiting on the as built drawings. (new drawings showing the change orders). This is also part of the project closeout documents.
- Team Services is performing additional testing on the pre-cast panels. What is the status of core sample drilling and testing? I need to check on them on their progress.
- First Construction has been paid up to date with their pay app submittals. Currently we still have the retainage on the project. What is this amount? According to pay app 14, there should be \$64,628.80 left in the retainage.

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

<u>Date Range</u>		<u>Collections</u>		<u>GATSO Fee</u>	<u>Net City</u>	<u>Fiscal Year</u>	<u>Cumulative</u>
<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Number</u>	<u>(\$27/pd ticket)</u>	<u>Revenue</u>	<u>Amount (City)</u>	<u>Total (City)</u>
<u>FY 2010/2011</u>							
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
<u>FY 2011/2012</u>							
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
Total - FY 2011/2012		\$ 1,059,320.00	13,509	\$ 364,743.00	\$ 694,577.00	Fiscal Year total before MCA collections	
<u>FY 2012/2013</u>							
7/1/2012	7/10/2012	\$ 40,360.00	517	\$ 13,959.00	\$ 26,401.00	\$ 26,401.00	1,048,044.00
7/11/2012	7/26/2012	56,520.00	723	19,521.00	36,999.00	63,400.00	1,085,043.00
7/27/2012	8/10/2012	52,805.00	668	18,036.00	34,769.00	98,169.00	1,119,812.00
8/11/2012	8/26/2012	44,170.00	559	15,093.00	29,077.00	127,246.00	1,148,889.00
8/27/2012	9/10/2012	49,420.00	624	16,848.00	32,572.00	159,818.00	1,181,461.00

9/11/2012	9/26/2012	56,340.00	709	19,143.00	37,197.00	197,015.00	1,218,658.00
9/27/2012	10/10/2012	45,655.00	581	15,687.00	29,968.00	226,983.00	1,248,626.00
10/11/2012	10/27/2012	52,895.00	676	18,252.00	34,643.00	261,626.00	1,283,269.00
10/28/2012	11/10/2012	39,395.00	501	13,527.00	25,868.00	287,494.00	1,309,137.00

Total - FY 2011/2012	<u>\$ 437,560.00</u>	<u>5,558</u>	<u>\$ 150,066.00</u>	<u>\$ 287,494.00</u>
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Fiscal Year total before
MCA collections

Total to Date	<u><u>\$ 1,311,710.00</u></u>	<u><u>16,800</u></u>	<u><u>\$ 453,600.00</u></u>	<u><u>\$ 858,110.00</u></u>
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City of Muscatine
Automated Traffic Enforcement System
Summary of Tickets Forwarded to MCA Collection Service

Date to MCA	Unpaid Amounts to MCA from GATSO				MCA Collections					MEMO Number Canceled
	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 pmts)				
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 pmts)				
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 pmts)				
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 pmts)				
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 pmts)				
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 pmts)				
7/30/2012	259	3,554	29,040	397,885.00	(Jan collections)	112	703	9,725.62	62,649.45	0
8/30/2012	336	3,890	37,905	435,790.00		(75 full or pd in full pmts)				
9/27/2012	313	4,203	35,320	471,110.00	GATSO Portion of Collections		703	(12,879.00)	49,770.45	
10/26/2012	218	4,421	24,255	495,365.00	July-Jan (477 tickets)					
					(Feb collections)	115	818	10,182.02	59,952.47	1
						(93 full or pd in full pmts)				
					(Mar collections)	85	903	7,449.22	67,401.69	0
						(63 full or pd in full pmts)				
					(Apr collections)	98	1,001	8,054.93	75,456.62	2
						(65 full or pd in full pmts)				
					(May collections)	98	1,099	7,988.47	83,445.09	3
						(65 full or pd in full pmts)				
					(Jun collections)	107	1,206	8,403.18	91,848.27	1
						(68 full or pd in full pmts)				
					GATSO Portion of Collections		1,206	(9,747.00)	82,101.27	
					Feb-June (361 tickets)					
									Fiscal Year net total	
									Cumulative	
					(July collections)	110	1,316	8,892.61	90,993.88	

		(74 full or pd in full pmts)		
(Aug collections)	108	1,424	9,295.97	100,289.85
		(79 full or pd in full pmts)		
(Sept collections)	111	1,535	10,174.39	110,464.24
		(80 full or pd in full pmts)		
(Oct collections)	125	1,660	10,852.47	121,316.71
		(87 full or pd in full pmts)		



FIRE DEPARTMENT

12 Month 40 Hour Position Trial

Accomplishments / Responsibilities

- Organized and gathered material for ISO rating review – We are now ISO# 3 (*Success*)
- Implemented fire inspection program into new FH Software and Billing
- Implemented maintenance records into new FH Software
- Implemented EMS & Fire training records into new FH Software
- Researched and acquired cash register for ambulance billing and new fees that went into affect July 1st, which is compatible with the new FH software for invoicing fees for permits, inspections, site assessment reviews, and copies of reports. Created training to staff on system.
- Inspection Program scheduling reorganized to ensure proposed revenue from new fire inspection fees (*Revenues will be higher than budgeted*)
- Permit Required Confined Space – Created and sent letters out to businesses and maintained contracts and invoices. (*Revenues will be higher than budgeted*)
- Hazard Mitigation Grant – NOI to apply was successful. Grant to upgrade outdoor storm warning sirens successful. New sirens installed prior to July 1. (*Budget obj. success.*)
- Training Program – Collaborated with officers and TI's and created a three year rotation of training to meet mandated objectives (Budget objective for FY 11/12)
- Reformatted all updated all SOP's and Rules and Regs to accreditation formatting style
- Taught a 40 hour Fire Officer 1 certification class to 10 employees.
- Continued to maintain and oversee Part Time Ambulance Attendant Program

Benefits

- Consistency and continuity with dissemination of information to each shift
- Conduit between Fire Chief and Management Staff (AC's and Captain's)
- Second in command of department
- Filling the void of not having a designated assistant, Fire Marshal, and Training Officer

Issues with no day staff

- Fire Chief is a one man show
- Only part time secretary and billing manager in station when Chief is out of building; 24 hour shift personnel are out of building on calls, performing inspections, pub ed, etc.. No one present for walk in traffic or to handle phone call requests.
- Muscatine is very progressive and a leader in the ambulance industry, but as a fire service we are frowned on by our peers for being the only paid department in the state that doesn't have a designated 40 hour Position for a Fire Marshal or Training Officer. Prevention and Education is the key to our industry and we aren't designating our resources to those functions properly
- In the Fire Service, not having a Fire Marshal or Training Officer is like for a City Administrator not having a Public Works Director or Finance Director and you just fill

the void and assume the responsibilities

- As an example, the Police Chief has three assistants working days helping with administration of the department. AC Sergeant, Captain Snider, and LT Hill.

Comparisons

Iowa Fire Based EMS Departments

Fire Department	Total Uniformed Personnel	Total Day (40 hr) Staff – Uniformed	24 hour Shift Personnel – Max	24 hour Shift Personnel – Min Manning	40 Hr Training Officer Position	40 Hr Fire Marshal Position
Burlington	46	1-Chief, 2-Deputy 1-Fire Marshal	14	10	Yes	Yes
Clinton	45	1-Chief 1-Fire Marshal 1-Training Officer	14	11	Yes	Yes
Mason City	44	1-Chief 2-District Chiefs 1 EMS Captain	13	10	Yes	Yes
Muscatine	36	1 – Chief	2 shifts – 12 1 shift – 11	9	No	No

Fire Department VS Police Department

40 hrs	Fire Chief		Police Chief
			AC
			Captain
			Lt.
Shift Work	AC		Lt
	Captain		Sargent
	Lt.		Corporal
	FF's		PO's

Staffing Issues

- Short staffed compared to our peers
- Shift officers only work 10 days per month – can't expect them to come in on their days off to accomplish work, which means issues such as code enforcement, complaints, training, and investigations aren't efficient since they have to be delayed.
- Can't meet NFPA 1710 for Staffing of Career Departments

- First arriving crew of 4 personnel must arrive within 4 min (can meet this from PSB)
- All crews (full response) with a minimum of 15 must arrive within 8 min (Can't meet a minimum of 15 personnel)
- Programs and department responsibilities are pushed all the way down to FF level
- Lost three positions over the years through attrition. Fire Marshal, Fire Inspector, and Training Officer positions became vacant due to retirements at budget times and weren't filled
- Departments usually utilize constant staffing or overstaffing. We utilized constant staffing that truly relies on overtime and mutual aid to accomplish the job

Proposal

- Restructure positions
 - Move a current Assistant Chief (AC) to days
 - Rename AC's to Battalion Chief (BC's) (who is technically a shift commander)
 - When Billing Manager retires restructure to lower pay class
 - Eliminate one Mechanic Position
- Potential Cost Saving Offsets
 - Will save on holiday payout since day position doesn't receive holiday pay
 - Will save on Billing Manager salary (\$ 65,449 to \$ 37,731 step 1)
 - Will save on eliminating one FF/Mechanic (\$ 3,536)

Recommendation

- Continue as is with trial period of 40 Hr position and acting positions for backfilling spots
- Will continue to seek additional staffing, including 40 hour position during budget submittals

Muscatine Police Department
Media Release
November 20, 2012

On Saturday, November 17, 2012 the City of Muscatine Police Department was awarded National Reaccreditation from the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A) during the organization's annual fall conference in Jacksonville, Florida.

Chief Brett Talkington, along with Sergeant Chad Said, Accreditation Manager, appeared before the commission to complete the reaccreditation process. The assessors verified that the department meets the highest professional standards, proving the MPD is in voluntary compliance with the 188 law enforcement accreditation standards. The standards reflect the current thinking and experience of law enforcement practitioners and researchers. Major Law enforcement associations, leading educational and training institutions, governmental agencies, as well as law enforcement executives internationally, acknowledge CALEA's Standards for Law Enforcement Agencies and its Accreditation Program as benchmarks for today's law enforcement agency. Muscatine Police Department received initial accreditation in 2000.

Brett Talkington
Chief of Police
Muscatine Police Department



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WATER POLLUTION CONTROL

MEMORANDUM

To: Gregg Mandsager, City Administrator

From: Roger Kirby, Director WPCP

Date: November 20, 2012

Re: WPCP Renovation Project Update

Renovation of the WPCP was substantially completed on September 27, 2011. The main reason for not closing out the project is because of a problem in the design of the four effluent pumps that are scheduled to be replaced. Following are the issues that still need to be resolved:

- Two of the four pumps were replaced, but the large pump failed and the small pump will not pump to designed capacity. After a great amount of investigation and re-design, three new pumps were ordered and are in production. The pumps were delayed but the latest delivery date given to us is November 29, 2012. Once a confirmation delivery date is determined, Williams Brothers and the sub contractors will be back on site and complete all minor punch list items as well as the installation of the pumps and related work required for their operation. We are attempting to sell the original pumps on a couple of public auction sites for V & K Engineers. The ending date of the latest auction is November 27, 2012. Our payment will be determined after those results are obtained.
- We have been negotiating with Williams Brothers on a number of issues that were in disagreement concerning the payment and the amount for approximately eleven different claims. A lump sum amount of \$25,036 has been agreed upon to resolve all of the financially related claims of both the contractor and the city. A change order No. 9 is being prepared for council approval. We feel this is the most beneficial resolution rather than going to court. Matt Brick has been involved in this settlement and agrees this is our best option.
- One other issue that is being worked on by our engineer and pump supplier is the operation of new Thickened Waste Activated Sludge (TWAS) pumps. The pumps are tripping out under high pressure and also ruining the disc components of the pumps. We are not accepting the operation of these pumps under the existing conditions. On November 27, 2012 our engineer and a representative of the pump manufacturer will be on site to resolve the problems we have been experiencing.
- We are hoping to get all items resolved before the end of the year but it depends on the delivery of the pumps and the availability of the contractors.

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