

## Administrative Assistance

*Personnel Assistance* – Develop job descriptions, classify job positions, and provide salary or wage surveys.

*Financial Services* – Payroll processing, accounting, and financial management.

*Desktop Publishing* – Design, edit, and print documents.

*Budget* – Federal and state money, fees for contractual services, and membership dues provide funding for Bi-State. The annual budget is approximately \$2 million.

*Member Dues* – Members with a population above 5,000 pay dues based on their total population. Members under 5,000 population pay a flat rate. Total member dues of about \$394,000 help leverage over \$795,000 in federal and state money.

## Mission

To help local governments work together and provide direct service to individual member governments.

## Governing Board

The Bi-State Commission consists of:

- 11 elected county board chairpersons and member representatives
- 14 mayors and other city elected officials
- 10 appointed representatives from the areas of local business, business loan programs, housing sector, human services, diversity, riverfront planning, and labor

## Location

Bi-State Regional Commission serves a five-county region, located in eastern Iowa and western Illinois, straddling the Mississippi River.



# Member Services Brochure

## Member Governments

<u>Henry County, IL</u>	<u>Muscatine County, IA</u>	<u>Scott County, IA</u>
Village of Alpha	City of Fruitland	City of Bettendorf
Village of Andover	City of Muscatine	City of Blue Grass
Village of Annawan	City of Nichols	City of Buffalo
Village of Atkinson	City of West Liberty	City of Davenport
Village of Cambridge	City of Wilton	City of Eldridge
City of Colona	<u>Rock Island County, IL</u>	City of LeClaire
City of Galva	Village of Andalusia	City of Long Grove
City of Geneseo	Village of Carbon Cliff	City of Maysville
City of Kewanee	Village of Coal Valley	City of McCausland
Village of Orion	Village of Cordova	City of Princeton
Village of Woodhull	City of East Moline	City of Riverdale
<u>Mercer County, IL*</u>	Village of Hampton	City of Walcott
City of Aledo	Village of Hillsdale	
City of Keithsburg	Village of Milan	
City of New Boston	City of Moline	
Village of Sherrard	Village of Oak Grove	
Village of Viola	Village of Port Byron	
Village of Windsor	Village of Rapids City	
	City of Rock Island	
	City of Silvis	

\*Not a member



Bi-State Regional Commission  
Offices are located on the third floor of the  
Rock Island County Office Building  
1504 Third Avenue  
Rock Island, IL 61201  
(309) 793-6300  
[www.bistateonline.org](http://www.bistateonline.org)



## Community Planning

Bi-State employees assist with Requests for Proposals, planning, development, and implementation of many community programs or projects such as the following.

**Plan Development** – Develop comprehensive, land use, sustainability, hazard mitigation, strategic, greenways, and park and recreation plans.

**Grants** – Write and administer grants for public safety, community and economic development, parks and recreation, transportation improvements or enhancements, hazard mitigation, etc.

**Surveys** – Develop and compile surveys and public input for plans or grants.

## Economic Development

**Comprehensive Economic Development Strategy (CEDS)** – Coordinate and prepare an annual report on the economic conditions of the region, as required by the federal Economic Development Administration (EDA).

**Revolving Loan Fund (RLF) Programs** – Provide gap financing for new or expanding businesses that create or keep jobs in Mercer, Muscatine, Rock Island, and Scott Counties.

**Community Fact Sheets/Brochures** – Develop publications with community data including population, employment, infrastructure, entertainment, education, cost of living, etc.

## Graphic Design Services

Staff designs promotional brochures, maps, newsletters, booklets, special events posters or flyers, logos, charts, advertisements, report covers, presentations, etc.

## GIS/Mapping Services

**Maps** – Create professional maps for use in planning documents, marketing and promotional pieces, site plans, and economic development materials, as well as maps for special events.

**Data** – Collect data from public and private partners, such as aerial imagery, parcel information and features, demographic and economic data, Census and political boundaries, floodplains, soils, wetlands, etc.

## Intergovernmental Programs

**Drug/Alcohol Testing Consortium** – Provide local governments, school districts, and transit systems required testing to comply with the federal requirements for transportation workers working in safety-sensitive positions.

**Joint Purchasing Council** – Provide program coordination and bid preparation for the Council that jointly bids equipment, chemicals, and supplies, as requested by its member governments and associated agencies.

**Municipal Code Enforcement System (MUNICES)** – Coordinate judgement and settlements of minor municipal code violations for Illinois members to which local police or building/zoning departments refer cases.

**Riverfront Council** – Provide a local forum for information sharing and cooperation of riverfront enhancement in riverfront communities.

**Solid Waste Planning** – Coordinate with county-level solid waste agencies for planning, research, and funding opportunities.

Staff also provides support to other intergovernmental programs as developed.

## Transportation Planning

**Long Range Planning** – Create 20-year plans for transportation improvements.

**Short Range Planning** – Create the Transportation Improvement Plan (TIP), a four-year listing of transportation projects that shows the annual allocation of transportation dollars for the region.

**Transit Development Planning** – Identify alternative transportation choices and needs in the region.

**Mississippi River Bridge Monitoring** – Check and report bridge construction and maintenance schedules.

**Multi-Purpose Trail Planning** – Write trail plans, grants, and staff the Bi-State Regional Trail Committee.

**Traffic Safety** – Coordinate meetings of law enforcement and traffic engineers to identify traffic safety needs and projects in the region.

**Air Quality Planning** – Educate the public on standards and issues, and staff the Bi-State Air Quality Task Force.

**General Technical Assistance** – Provide corridor, capacity, and accident analysis.

## Data and Information Services

**U.S. Census Programs** – Provide help with understanding and analyzing U.S. Census data, local geography, Decennial Census, American Community Survey, population estimates, Census counts question resolution, special Census, boundary and annexation surveys, and commuting (Journey to Work) and others.

**Educational, Economic, and Employment Data** – Provide data and research on education; major employers; labor force, employment and unemployment; cost of living; consumer price index; income; and retail sales.

**BI-STATE SERVICES PROVIDED TO SCOTT COUNTY**  
**July 2020 – June 2021**

FY 22 Dues: \$69,620 (Reduced 10% in FY 21 and FY22 due to pandemic.  
Will increase with new 2020 population figures.)

**Core: Urban and Rural Transportation Planning**

- Coordinated transportation planning of the urban and rural areas which maintains the region's eligibility for federal/state highway funds, facilitating Mississippi River crossing improvement implementation. Completed the 2050 Long Range Transportation Plan. Continued updating network parcel-level data to improve modeling and calibration. Completed and published the Region 9 Long Range Transportation Plan. Completed annual Transportation Improvement Programs and Transportation Planning Work Programs for the Quad City Area and Region 9. Completed the Extreme Weather Transportation Resiliency Plan. Prepared a presentation for the Iowa DOT Commission regarding I-80 interchange and widening needs and other projects in the Iowa Quad Cities. Continued to maintain updates for I-74 project summary/fact sheet and participated in quarterly I-74 Advisory Committee meetings.
- Continued to conduct rural transit planning activities including holding meeting with transit managers and monitoring the need for updates to the Regional Transit Development Plan. Coordinated federal transportation programs for transit and distribution of Cares Act funding allocations to transit systems. Provided transit updates/impacts during the pandemic to the Emergency Operations Center. Coordinated updates on status of passenger rail implementation for members as requested. Staffed Drug and Alcohol Testing Consortium and addressed questions.
- Coordinated regional Bi-State Trail Committee meetings and trail discussion meetings throughout the County. Staff participated in Quad City Health Initiative meetings as they relate to the built environment and the Be Healthy QC Coalition. Continued updating interactive trail website including spot checking trails throughout the Region and coordinating efforts with member governments to maintain accurate trail information on the website. Completed trail related grant applications. Completed Iowa public health project to encourage sidewalks near retirement and elderly housing complexes.
- Participated in traffic safety interdisciplinary committee meetings. Maintained bridge construction information process. Conducted network and or traffic analysis for projects in the Region as requested.
- Continued Port Statistical efforts and coordinated a regional port webinar. Began working on an interactive port website for a 15 county area. Completed draft of new Quad City wall map.

**Core: Economic Development**

- Completed the FY 2021 regional economic development strategy update. Staff responded to data questions on an ongoing basis and continued Census 2020 complete count efforts. Staff prepared amendment applications for Rock Island and Henry County enterprise zones and created web based interactive enterprise zone map. Staff supported and or prepared updates for various regional economic development plans – Henry County, Muscatine Fact Sheet, etc.
- Continued staffing Economic Development Administration Cares Act Revolving Loan Funds (RLF) and approved four RLF loans.
- Staff wrote two Economic Development Administration grants and conducted follow-up for the grants. Staff attended national level meetings for the National Association of Development Organizations. Provided economic analysis through Implan tool as requested including for Rock Island Arsenal.

### **Core: Regional**

- Facilitated Iowa Intergovernmental Committee meetings and requested follow-up efforts. Assisted with dissemination of American Rescue Plan information to members and fielded questions.
- Conducted three zoning reviews.
- Coordinated joint purchasing program for equipment and supplies purchases. Items included copier paper, turf chemicals, janitorial supplies, can liners, and ice melt in which Scott County participated. Items continue you to be nearly 25 to 50 percent savings from advertised web prices.
- Completed Rock Island and Muscatine County Hazard Mitigation Plans. Participated in Quad City Emergency Coalition meetings. Assisted with grant application for FEMA funding to update the Scott County Emergency Mitigation Plan. Participated in Red Cross Board and outreach meetings.
- Maintained the region's solid waste plan as required by the Iowa Department of Natural Resources including coordination of the regional solid waste plan update for SWAP grants.
- Continued staffing of the Air Quality Task Force and monitoring National Ambient Air Quality Standards.
- Coordinated Quad City Riverfront Council meetings and participated in trail and wayfinding efforts. Assisted with coordination of the Scott County Resource Enhancement and Protection program meeting. Completed two updates to the Public Officials Directory and one update to the Regional Salary Survey. Continued to serve Nahant Marsh with trail and planning suggestions. Participated in Lower Cedar Watershed meetings.

### **Other/Contracts**

- Provided payroll and accounting management for Scott County Kids. Participated in site audits for grantees and application review process. Staff monthly meeting with DCAT and ECI coordinators. Staffed the Scott County Kids audit. Completed strategic plan update for DCAT. Supported Scott County Housing Council activities with accounting support. Staffed Scott County Housing Council audit. Participate in Scott County Housing loan and grant committee.
- Continued to manage legislative technical assistance contract for the Rock Island Arsenal.

**TENTATIVE JOINT PURCHASING COUNCIL SCHEDULE - BID OPEN DATE FY 2022 (July 1, 2021 - June 30, 2022)**

Name of Bid	Bid process begins/ Order forms sent to JPC members	Orders Forms Due to Bi-State before:	Bids Mailed to Vendors	Bid Opening - 2:00 p.m.	Bid Results To Bid Participants	Award the Bid/Post on Website/Notify Vendors	Vendor(s) Awarded	Purchase Order Due Date – PO's to Bi-State before:	Estimated Delivery Date/Time*	Bid Participants	Estimated Total Purchase
CY 2022 Calendars	6/4/21	6/17/21	6/18/21	7/21/21	7/26/21	8/2/21		8/23/21	About 9/24/21		
2021 Fall Printer Supplies	6/3/2021	6/16/21	6/17/21	7/28/21	7/29/21	7/30/21		Participants send direct to Vendors as needed	3 days - Prices good 8/1/2021-1/31/2022		
2021 Fall Copier Paper	7/7/21	7/22/21	7/27/21	8/18/21	8/20/21	8/24/21		9/7/21	About 10/11/21		
Ice Melt	7/21/21	8/11/21	8/12/21	9/2/21	9/3/21	9/6/21		9/16/21	About 10/22/21		
CY 2022 Water Treatment Chemicals	8/20/21	9/17/21	9/28/21	11/1/21	11/5/21	12/1/21		Participants send direct to Vendors as needed	Calendar Year 2022		
Sign Posts	9/10/21	10/1/21	10/14/21	11/16/21	11/19/21	11/23/21		12/16/21	As requested on PO		
Sign Materials	9/10/21	10/1/21	10/14/21	11/16/21	11/19/21	11/23/21		12/16/21	As requested on PO		
2021 Winter Copier Paper	9/3/21	9/17/21	9/22/21	10/13/21	10/15/21	10/20/21		11/5/21	About 12/30/2021		
2022 Turf Chemicals & Seed	10/8/21	*mtg 10/26/21 11/5/21	11/12/21	12/13/21	1/3/22	Mtg to award bid 1/12/22		2/11/22	About 3/11/2022 or as designated		
2022 Janitorial Supplies	10/15/21	11/12/21	11/24/21	1/6/22	1/21/22 Sample viewing 1/24 – 28/22	2/3/22		2/22/22	By April 1, 2022		
2022 Can Liners	10/15/21	11/12/21	11/24/21	1/6/22	1/21/22 Sample viewing 1/24 – 28/22	2/3/22		2/22/22	By April 1, 2022		
2022 Food Service & Misc. Supplies	10/15/21	11/12/21	11/24/21	1/6/22	1/21/22 Sample viewing 1/24 – 28/22	2/3/22		2/22/22	By April 1, 2022		
2022 Spring Printer Supplies	1/3/22	1/10/22	1/11/22	1/27/22	1/28/22	2/2/22		Participants send direct to Vendors as needed	3 days - Prices good 2/1/2022-7/31/2022		
2022 Spring Copier Paper	1/10/22	1/25/22	1/28/22	2/17/22	2/21/22	2/24/22		3/11/2022	About 5/1/2022		
2022 Utility Supply Bid	3/2/22	3/22/22	3/25/22	4/16/22	4/20/22	4/25/22		Participants. send direct to Vendors	3 weeks after PO received		

\*Delivery dates are approximate. Actual delivery date may be different.

\*Turf Chemical Bid Meeting at 10:00 am. Gather quantities and new items for this bid.

<b>Joint Purchasing Council</b>	
<b>Fiscal Year</b>	<b>Total Estimated Purchases</b>
2020	\$2,046,708.93
2019	\$2,192,776.64
2018	\$2,206,033.83
2017	\$1,875,944.40
2016	\$2,246,159.73
2015	\$2,562,399.74
2014	\$2,371,103.77
2013	\$2,316,084.24
2012	\$2,357,611.40
2011	\$1,976,881.17
2010	\$2,251,407.00
2009	\$2,657,767.70
2008	\$1,954,587.70
2007	\$1,901,001.82
2006	\$1,710,524.67
2005	\$1,544,868.80
2004	\$1,377,996.34
2003	\$1,315,981.49
2002	\$1,191,194.35
2001	\$1,286,138.16
2000	\$1,176,913.90
1999	\$1,142,855.91
1998	\$1,046,332.62
1997	\$1,100,475.79
1996	\$1,162,541.79
1995	\$955,940.43
1994	\$885,259.98
1993	\$880,886.00
1992	\$823,469.00
1991	\$1,151,061.00
1990	\$713,850.00
1989	\$79,755.09
1988	\$65,465.00
1987	\$66,661.06
<b>Total</b>	<b>\$50,594,639.45</b>

2017 - \$274,683.00 drop in total cost of water treatment chemicals.