

## City Administrator Report to Mayor & City Council

March 13, 2015, Edition No. 165

### WEEKLY UPDATE:

1. Budget: Attached is a digital copy of the powerpoint for your reference. Thank you again your commitment to the budget process. It is a great team effort.
2. Elections: Nancy has updated the attached election memo. The filing location for nomination papers has been changed by the State from the City Clerk's office to the County Auditor's office beginning with the 2015 election. Forms can still be picked up in the Finance Office. Staff is updating the website today.
3. IEDA: We may have a TIF request on next week's agenda for a local project as well as a resolution of support of their IEDA High Quality Jobs application. I am awaiting confirmation from IEDA that the application is complete and ready for the March board meeting. I will send details when available.
4. CNG: I have asked Jon Koch to prepare the attached memo related CNG and our refuse trucks. Jon is looking to attend the 4th Annual Natural Gas Vehicles Infrastructure Conference in June. We are not prepared to bring forward CNG vehicle options or bids at this point, but are working towards WPCP projects and solutions that will generate long-term CNG opportunities (including revenue and budget savings).
5. IMMI: Reminder - I will be attending (and presenting) at the Iowa Municipal Management Institute (IMMI) next week (Wednesday through Friday) and DPW Director Hill will be standing in for me at the City Council meeting.
6. Street Closure: Just a reminder that E. 9th Street will be closed between Walters and Lombard effective Monday, March 16, 2015 at 8:00 a.m. for sewer repair. It will be closed for approximately one week. Vehicles will be detoured via Walters, Dale Street, Lombard St, E. 9th. This detour will not allow for large trucks and signs will be posted at Park Ave and Washington Street, as well as, at 9th and Cypress.
7. Fact Sheet: Attached is the current draft of the Fact Sheet. This is a City project in conjunction with Bi-State and the Chamber. We hope to wrap this up in the next couple weeks.
8. Merit: Attached is a draft merit policy for implementation in FY 2015/16. Our intent was to keep it clear and concise. It notes the maximum amount of available funding which is limited to 30% of 1% of total base wages of full-time non-union employees at Step 5. All merit increase would require a written recommendation and City Administrator approval.
9. CP Railroad: We have a meeting scheduled with the CP at the end of March to review numerous issues - the rail, its raising, Mississippi Drive, Papoose Creek, the dredge line across Mad Creek and related issues. Our goal is to draft an MOA with the CP that addresses these issues and funding.
10. Cemetery: We should have draft contract to distribute next week for the proposed cemetery steps project that could allow the group to move forward

and at the same time better protecting city interests. Our insurance broker has review the current draft and we are adding those comments.

11. P&R: Reminder about the Operations Re-Leaf program. Trees are still available for purchase. A brief description of the project and the application for can be found at: <http://www.muscatineiowa.gov/25/Parks-Recreation>  
Additional program information can be found at: <http://www.alliantenergy.com/CommunityInvolvement/CommunityOutreach/OperationReLeaf/index.htm>.
12. RFQ: Audit Services and schedule for Audit Committee
13. Communications: The Communications Manager position has been posted and applications are due April 10th for a July 1 start date.
14. Solid Waste: March 30, 2015 - The Compost Site opens for the season. Sunday - Friday: Noon- 6:00 pm. and Saturday: 9:00 am - 6:00 pm. Items accepted are grass clippings, leaves, garden waste, brush, and trees. (No tree stumps are allowed) If a resident has questions about the tree stumps, have them direct them to the Transfer Station or [lliegois@muscatineiowa.gov](mailto:lliegois@muscatineiowa.gov).
15. Audit: Attached is the RFP for audit services for the five year period from FY 2015 through FY 2019. The tentative schedule for the RFP process and the mailing list for the RFP are also attached.
16. Spring Clean Up Week: April 20-24, 2015, is Spring Clean-up Week and attached is the program flyer.
17. Bi-State: Attached please find a copy of the *Commission in Review* for February 2014.
18. In-Depth: Upcoming In-Depth Sessions
  - a. APRIL
    - i. CIP (Annual Update)
    - ii. Schedule and process for Zoning Ordinance
    - iii. Musser to Wiggins Road Trail design, route and schedule changes
    - iv. Sidewalk Policy Draft (Tentative)
    - v. City Code Adoption (Tentative)