

City Administrator Report to Mayor & City Council

September 11, 2015, Edition No. 190

WEEKLY UPDATE:

1. Goals: Can you let me know if **Tuesday, October 27th or Thursday October 29th** will work better for our annual goal setting session. The session will start at 5:30PM in the Lower Level Conference Room.
2. Mulberry: Mulberry Avenue from Maple to Burnside will be closed from September 15-20 for asphalt milling and asphalt overlay work. Notice will be posted on the doors of residents in the area. Residents can contact DPW for with any questions.
3. Port Authority: Attached is a copy of the powerpoint presentation last night. We have a exciting opportunity for Muscatine and to support local industry, but also a lot of work yet to do. We'll keep you posted and involved as the process moves forward. We'll send out of copy of the IEDA study upon completion.
4. Fire Department Award: The Muscatine Fire Department has been awarded the 2014 Operation Life Safety Achievement Award which recognizes fire departments for having outstanding fire safety statistics and prevention programs. Please see the attached announcement.
5. Bonnie Drive: A ribbon cutting is planned for the Bonnie Drive Friendship House on 9/17 at 10am. Mayor and Council is invited to attend. You should receive a separate invite as well. A JPEG of the invite is attached.
6. Dashboards: OpenGov is a dashboard platform that integrates with our financial software. Staff are investigating OpenGov as a potential council, staff and public tool. Here is a link to a short video on the service: <https://vimeo.com/107004137>.
7. IRD Agreement Draft: Attached is the *draft* agreement between the developer and the city as it relates to disbursement of IRD H/M and sales tax proceeds as required by IEDA.
8. Community Development: Attached is a draft powerpoint looking at building permit and plan review fees. CD Director Gobin has prepared this preliminary presentation focusing on residential fees and will add a commercial component for review and discussion at the October In-Depth session. Any advance questions are appreciated and can be directed to Dave at dgobin@muscatineiowa.gov. Hiawatha will also be swapped out for Clinton in the model.
9. Community Development: As noted some weeks back, the Iowa Department of Inspections and Appeals (DIA) has decided to pull back health inspections in-house versus contracting. This will take effect on 10/1. One inspector will cover Muscatine and Clinton Counties. The City remains responsible for FOG (Fats, Oils, Grease), tattoo parlor, tanning parlor, and pool inspections.
10. Conferences: Reminder that I will be attending the Iowa League Conference July 23-25 and the ICMA Conference on July 28-30. I will be available by cell or email.

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

11. Healthy Living Festival: Here is the link to the event website: <http://www.healthylivingfest.com/kid-s-zone.html>.

ADDITIONAL INFORMATION:

Public Works - The following projects are identified for September 2015 (R. Hill):

1. Sign Reflectivity Study
 - a. Zone 5, final zone, is underway
2. Firing Range
 - a. Will work at the site in October
3. Sidewalks
 - a. Contract with All American Concrete
 - b. Work to be completed by end of October
4. 2015 Street Projects
 - a. Asphalt Overlay
 - Mulberry (Maple to Wier) remains
 - Overlay the WARECO alley next season
 - b. 9th & Cypress - Street Marking Experiment
 - c. 716 Wier - need to resolve storm water issue
5. 2015 Alley Reconstruction Program
 - a. #1 Alley between Locust & Spruce
 - b. Alley off Leroy - Temporary repair in 2015
 - core, base and millings in 2016
6. Late Summer/Early Fall 2015 Work
 - a. Repair Lower Lot Entrance
 - b. J. Edgmond/R. Howell - Warren Street Crossing Design Repair
 - c. Salt Unloading
 - d. Leaf collection equipment maintenance
 - e. Parking meter/signs installation
 - f. Get Excavation Permit for Public Works from Building & Zoning
 - g. Install guard rail at Kindler/Fulliam
 - h. 515 W. 2nd/Locust (Lande's) Alley & sidewalk reconstruction
7. Musser-Wiggens Road Trail
 - a. Finish clearing and grubbing before contract letting
 - b. Finish the trail around the Transfer Station

Communications Highlights (8/3 to 9/4):

Instagram: This new service went from 13 posts with 43 followers on Aug. 3, 2015 to 34 posts with 62 followers on Sept. 4. Most "likes" per post is 10.

Facebook: Went from 1,488 page likes on Aug. 3, 2015 to 1,594 page likes on Sept. 4, 2015.

Engagement on Facebook: Post Reach Highlights (This month even more than July had multiple days in a week that had high post views, so there's been more consistency with higher numbers)

- Week of Aug. 3 - 2,880 post views on Aug. 8
- Week of Aug. 10 - 1,360 post views on Aug. 10
- Week of Aug. 17 - 3,235 post views on Aug. 19
- Week of Aug. 24 - 7,892 post views on Aug. 27
- Week of Aug. 31 - 7,341 post views on Sept. 4

*Weekly highlights only shows the highest point (day) of engagement for the week. The highlights do not show the total engagement for the week.

Highlight of posts with high levels of engagement:

1. Refuse Collection Program to deliver containers: 3,131 people reached, 155 likes, comments, shares
2. Part 1: Fire Department Blog Series: 5,526 people reached, 104 likes, comments, shares
3. Photo from today and Grossheim photo of trolley tracks comparing the track remnants of today and the tracks from the past: 4,017 people reached, 209 likes, comments, shares
4. Introducing School Resource Officers: 10,316 people reached, 601 likes, comments, shares
5. Congratulating Phil Schliesman of Hy-Vee on receiving the Legendary Customer Service Award: 9,766 people reached, 820 likes, comments, shares

Twitter: Went from 672 followers on Aug. 3, 2015 to 695 followers on Sept. 4, 2015.

Blog: 1,163 total views for Month of August

Highlight Post: Part 1 Fire Department post - How is the Fire Department Staffed: 616 views, Views to whole blog on homepage which includes all posts: 199

Press Releases: All releases were placed on website or blog as well as shared on social media. Some other organizations in Muscatine did share the releases on their social media outlets as well.

#1 - 8/5/15 - Wrote press release for Water Pollution Control Plant's 50 Year Celebration http://muscatinejournal.com/news/local/muscatine-water-pollution-control-plant-to-celebrate-th-anniversary/article_9a89229a-a413-5fd8-9aec-124b9ff479a4.html

#2 - 8/12/15 - Wrote press release for Recycle the Dress - Homecoming

#3 - 8/14/15 - Wrote follow up press release about Mayor Hopkins' trip to China for the opening of the Muscatine Center

#4 - 8/17/15 - New Hire Ky Cochran CVB Press Release

http://muscatinejournal.com/news/local/ky-cochran-named-new-cvb-director/article_0d711c3f-90e0-5def-9b94-5271fb9b2d2e.html

During the month of August, I also worked on planning and preparing for the Mississippi Drive Corridor Project Kick-off Event. The event ended up being very successful with a packed house of more than 160 people in attendance. There was a high level of participation and engagement.

In addition to the event, I worked to coordinate invitations and RSVPs for the 3 stakeholder meetings with Dan Burden and the Bolton & Menk team. We had a great turnout for those, with approximately 40 participants of the 65 we invited to the 2 community stakeholder meetings. The third stakeholder meeting was for City Staff.

On Thursday, Sept. 27, I traveled to Des Moines to attend a meet-up of communications managers and specialists who work for city governments in the Metro area. I was able to learn from those individuals as we had a round table discussion. It was extremely helpful to meet with those who hold a similar position in their city because we bounced ideas off of each other and some of them have since sent me communications plan ideas.

CITY OF MUSCATINE NOTICE

Weather permitting, asphalt milling and overlay will take place from September 15-20 on Mulberry Ave. from Maple Ave. to Burnside Ave. The contractor will first mill the old asphalt. After milling has been completed, crews will be laying new asphalt.

Contractor will lay asphalt on one side of the road at a time. Setting time will take approximately 8 hours.

No cars can be parked on the street from September 15-20. Once the streets have been milled and crews begin laying the new asphalt, you will not be able to leave or enter your driveways. Please find alternate parking.

Please obey all barricades and signs and do not drive on freshly laid asphalt.

Normal construction hours are from 7:00 am to 7:00 pm. However, they may start earlier and work a little later to get this done as quickly as possible.

If you have any questions, please contact Randy Howell at 563-263-8933 at the City Public Works Department.

Thank you for your patience.

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Muscatine Intermodal Container Port Project



Muscatine Intermodal Container Port Project

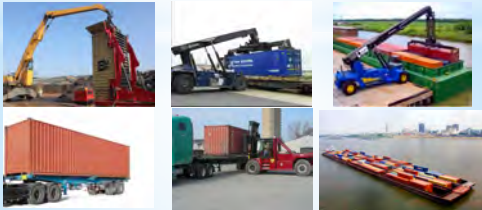
OBJECTIVES:

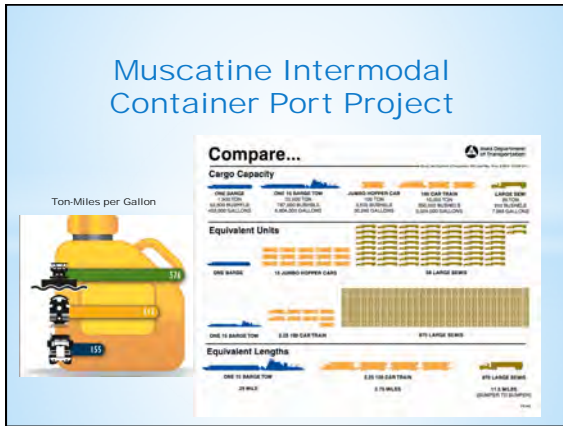
- To demonstrate the benefit of higher utilization of water transportation for the economic development of Eastern Iowa & Western Illinois
- To be based and led by the Muscatine Community
- To install and promote an intermodal container port in Muscatine to serve Iowa & Illinois

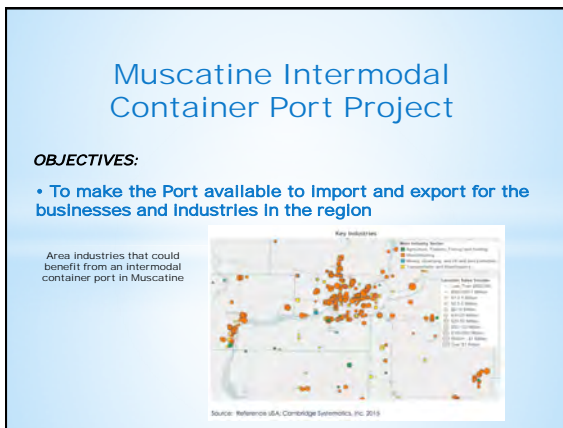
Muscatine Intermodal Container Port Project

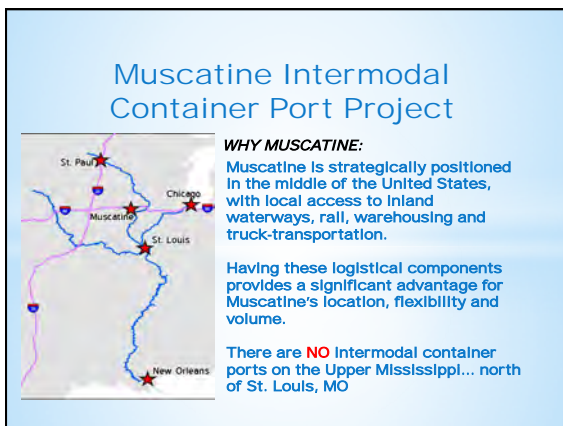
WHAT'S INTERMODAL:

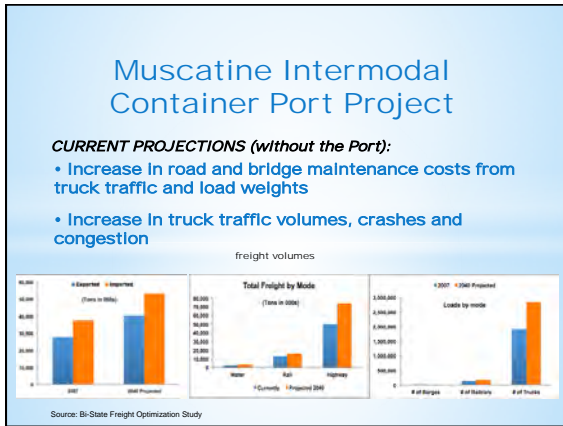
Freight carried in an interchangeable container using multiple modes of transportation (rail, barge and truck), without the handling of the freight itself when changing modes

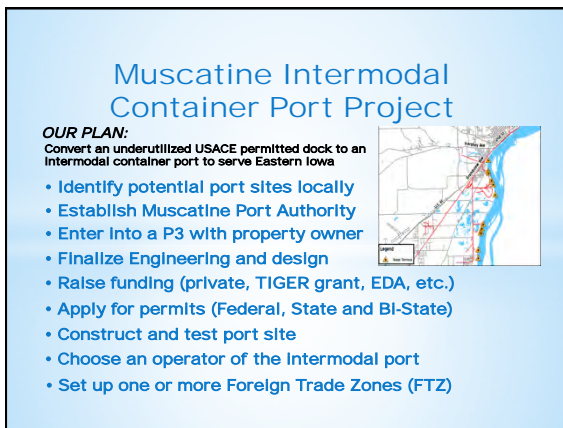
















Announcing the 2014 *Life Safety Achievement* Award

September 1, 2015

Jerry Ewers
Muscatine Fire Department
312 E 5th St
Muscatine, IA 52761

Dear Chief:

Congratulations! Your fire department has been awarded the 2014 Operation Life Safety ***Life Safety Achievement*** Award, presented jointly by the National Association of State Fire Marshals Fire Research & Education Foundation and Grinnell Mutual Reinsurance Company.

Since 1994, ***Life Safety Achievement*** (LSA) Award has recognized fire departments for having outstanding fire safety statistics and prevention programs during the preceding calendar year. In recognition of the proactive fire prevention efforts that your organization has made toward improving your community's fire and life safety behaviors, we are pleased to present you with the ***2014 Life Safety Achievement*** Award.

Since its inception, the ***Life Safety Achievement*** Award has been granted to fire departments across the country that have achieved zero fire deaths in the previous calendar year. Recognizing that zero fire deaths in 2014 may not fully reflect a fire departments prevention efforts and may be beyond their control, criteria were revised to include those that record a 10 percent reduction in fire fatalities as well as requiring documentation of an active and effective fire prevention program.

For many years, the Grinnell Mutual Reinsurance Company has sponsored this prestigious Award and has done so again this year. Enclosed you will find a certificate suitable for framing that recognizes your department's accomplishments, signed by your State Fire Marshal, the President of the National Association of State Fire Marshals (NASFM) Fire Research & Education Foundation and the President of Grinnell Mutual Reinsurance Company. In addition, we are providing you with a news release template that you can customize and use for informing your community of your significant fire prevention efforts, in time for Fire Prevention Week, October 4 - 10, 2015.

We congratulate you for the substantial commitment that you have made to make your community safer, and we thank you for participating in the ***Life Safety Achievement*** Award program.

If you have any questions about the Award, please submit your inquiry to the NASFM Fire Research & Education Foundation general help line at admin@firemarshals.org

Sincerely,

A handwritten signature in black ink, appearing to read "Butch Browning".

Butch Browning
President
NASFM Fire Research & Education Foundation

FOR IMMEDIATE RELEASE

[Fire Department] Earns Life Safety Achievement Award

The [Fire Department] was recently presented with a Life Safety Achievement Award for its fire prevention accomplishments in 2014 by the National Association of State Fire Marshals (NASFM) Fire Research and Education Foundation in partnership with Grinnell Mutual Reinsurance Company. The award was announced by H. Butch Browning, President of the NASFM Fire Research and Education Foundation.

"When we hear the fire truck coming down the street and see its lights, we know firefighters are responding to someone in trouble. What we don't know is that these unsung heroes are doing a lot of things behind the scenes that save lives," said David Miller, Assistant Vice President of Special Investigations at Grinnell Mutual. "The Life Safety Achievement Award recognizes fire departments for their fire prevention programs that have been proven to save lives year after year."

Since 1994, the Life Safety Achievement Award has recognized local fire prevention efforts that have contributed to reducing the number of lives lost in residential fires. The [Fire Department] is one of 96 fire departments across the United States to receive the award this year for recording zero fire deaths in 2014 or reducing fire deaths by at least 10 percent during the year. In addition, award recipients documented active and effective fire prevention programs as well as a clear commitment to reducing the number of house fires in the community.

Although residential fires in the U.S. account for only 20 percent of all fires, they result in 80 percent of all fire deaths. The NASFM Fire Research and Education Foundation is committed to reducing that number.

"Experience tells us that fire prevention activity and public education can significantly reduce life and property loss from residential fires," Browning said. "Prevention and education are very cost effective compared to the traditional approach of relying on fire suppression. The Life Safety Achievement Award recognizes fire departments for their fire prevention efforts and encourages them to continually improve upon those efforts."

About NASFM Fire Research & Education Foundation

The NASFM Fire Research & Education Foundation is a public interest group whose mission is to reduce residential fire deaths and injuries. The Foundation advocates the use of residential fire sprinklers, smoke alarms, carbon monoxide detectors and teaching people fire-safe behavior. The Foundation assists fire departments with implementing residential sprinkler/smoke alarm programs on a local basis. The Foundation's partners include the United States Fire Administration, the National Association of State Fire Marshals and private industry/associations with an interest in and commitment to residential fire safety.

About Grinnell Mutual

Grinnell Mutual Reinsurance Company, in business since 1909, provides reinsurance for farm

mutual insurance companies and property and casualty insurance products through more than 1,600 independent agents in 12 Midwestern states. Grinnell Mutual is the 123rd largest property-casualty insurance company in the United States and the largest primary reinsurer of farm mutual companies in North America.

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FOR MORE INFORMATION CONTACT:

Jim Narva, Executive Director

NASFM Fire Research and Education Foundation

Email: jnarva@narvaassociates.com

NASFM Fire Research & Education Foundation website: www.firemarshals.org

***The 2014 Life Safety Achievement award has been sponsored by a grant from the
Grinnell Mutual Reinsurance Company***



2014 Life Safety Achievement Award

This certificate is awarded to

Muscatine Fire Department

For your outstanding efforts on behalf of fire and life safety

September 1, 2015

Burch Browning, President
NASFM Fire Research & Education Foundation

Larry Jansen, President & CEO
Grinnell Mutual Reinsurance Company



*The City of Muscatine
Invites You to Attend the
Opening of the
Sino-U.S. Friendship House
Thursday, September 17, 2015
10:00 a.m.*

*2911 Bonnie Drive
Muscatine, Iowa*

*The opening will serve to both recognize and
reinforce Muscatine's relationship with China and
President Xi Jin Ping.*

*RSVP to Emily at efogren@muscatineia.gov or
at 563-264-1550.*

兹定于九月十七日（周四）上午10:00，
国爱荷华州马斯卡廷市 No.2911 Bonnie Drive
马斯卡廷市政府主持举办“中美友谊屋”正式
开放的欢迎仪式。

1985年习近平曾经住过三天两晚的马斯
卡廷市，已被当地市政府命名为“中美友谊屋”，
即日起正式向全世界游客免费开放。游客将有机会
重温当年习主席的友谊之旅！欢迎各位的莅临！

We have the honor to inform you that Opening Ceremony of Sino-U.S. Friendship House, which is hosted by the city government of Muscatine, Iowa, at No.2911 Bonnie Drive, Muscatine, Iowa, U.S. will be held at 10:00 am 17th September (Thursday). We hereby sincerely invite you to participate in this essential and important event.

This local-style dwelling house in Muscatine where President Xi Jinping lived in for three days and two nights in 1985, has been named U.S. Sino-U.S. Friendship House by the local municipal government. From this today, Sino-U.S. Friendship House will be officially open to the visitors all over the world for free. Therefore, visitors will have an opportunity to experience the friendship trip of Xi when he was a local party official.

We look forward to your presence!



MUSCATINE RIVERVIEW REINVESTMENT DISTRICT
DEVELOPMENT AGREEMENT

This Development Agreement (“Agreement”) is entered into between the City of Muscatine, Iowa (the “City”) and Riverview Hotel Development, (the “Company”) as of the ____ day of _____, 2015 (the “Commencement Date”).

WHEREAS, the City has established the Muscatine Riverview Reinvestment District (the “Reinvestment District”) the legal description of which is set forth on Exhibit A hereto; and

WHEREAS, the Company owns certain real property (the “Property”) situated in the Reinvestment District and the Company has proposed to undertake the development of a conference center/hotel facility and related parking improvements (the “Project”) on the Property; and

WHEREAS, the Company has requested that the City provide financial assistance in the form of payments from the proceeds (the “Reinvestment District Proceeds”) received from the State of Iowa in connection with the establishment of the Reinvestment District to be used by the Company in defraying the costs of planning, professional services, land acquisition, constructing, operating and maintaining the Project; and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Company’s Covenants

1. Project. The Company agrees to cause the completion of the Project on the Property and to ensure that the completed Project is used in the operations of a hotel and conference center throughout the Term, as hereinafter defined, of this Agreement. The Company will complete the Project in accordance with the detailed district plan (the “District Plan”) attached hereto as Exhibit B, which District Plan submitted to the Iowa Economic Development Authority with the City’s Reinvestment District Final Application. It is anticipated that the Company will invest not less than \$41,000,000 into the development of the Project. The Project will be completed and placed into service by no later than December 31, 2016.

The Project shall be comprised of (i) a 11,500 square foot conference center with an attached hotel comprised of not less than 112 guest rooms; (ii) a 1.5 story controlled access parking structure with an estimated 106 spaces; and (iii) a controlled access parking lot with an estimated 59 spaces.

In the construction of the Project and affiliated development of the Property, the Company shall meet all municipal regulations, including, but not limited to, building code, fire code, zoning, platting and hard surfacing requirements.

2. **Compliance with TIF Development Agreement.** The Company hereby agrees to comply with the terms of a certain development agreement (the “TIF Development Agreement”) attached hereto as Exhibit C between the Company and the City dated December 18, 2014, the terms of which are deemed to be incorporated herein by reference and made a part hereof.

3. **Demonstration of Project Costs.** The Company agrees to demonstrate, to the satisfaction of the City, the total actual costs (the “Project Costs”) incurred in carrying out the Project.

4 **Reinvestment District Proceeds.** The Company hereby agrees to receive the Reinvestment District Proceeds and apply them to defraying the costs of the Project.

5. **Remedy.** The Company hereby acknowledges that failure to comply with the requirements of this Section A, will result in the City having the right to withhold Payments under Section B of this Agreement at its sole discretion.

B. City’s Obligations

1. **Compliance with Reinvestment District Contract.** The City hereby agrees to enter into and comply with the terms of a certain Reinvestment District Contract, attached hereto as Exhibit D, with the Iowa Economic Development Authority.

2. **Compliance with TIF Development Agreement.** The City hereby agrees to comply with the terms the TIF Development Agreement.

3. **Payments of Reinvestment District Proceeds.** In recognition of the Company’s obligations set out above, the City agrees to remit payment of the Reinvestment District Proceeds received pursuant to the Reinvestment District Contract to the Company during the Term of this Agreement (as hereinafter defined), pursuant to Chapters 15A and 15J of the Code of Iowa, provided however that the aggregate, total amount of the payments (the “Payments”) shall not exceed the lesser of (i) the Project Costs, or (ii) \$10,000,000.

4. **Timing of Payments and Payment Amounts.** Each Payment shall be in an amount equal to the amount of Reinvestment District Proceeds received by the City in connection with the Project. The City will remit the Payments to the Company within thirty days of receipt by the City from the Iowa Department of Revenue of Reinvestment District Proceeds into the City’s reinvestment project fund established pursuant to Iowa Code Section 15J.7. Pursuant to the Reinvestment District Contract, the date upon which the calculation of Reinvestment District Proceeds for the Reinvestment District will begin on July 1, 2017, and the termination of the calculation of such Reinvestment District Proceeds is July 1, 2037. Accordingly, the City will make Payments to the Company during such timeframe.

C. Administrative Provisions

1. Assignment. This Agreement may not be amended or assigned by either party without the prior written consent of the other party. However, the City hereby gives its permission that the Company's rights to receive the Payments hereunder may be assigned by the Company to any "affiliate" or a private lender, as security on a credit facility taken in connection with the acquisition of the Property and/or the construction of the Project, without further action on the part of the City.

2. Successors. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. Term. The term (the "Term") of this Agreement shall commence on the Commencement Date and end on the date on which the last Payment is made by the City to the Company under Section B.2 above.

4. Choice of Law. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Company have caused this Agreement to be signed in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF MUSCATINE, IOWA

By: _____
Mayor

Attest:

City Clerk

RIVERVIEW HOTEL DEVELOPMENT

By: _____

By: _____

EXHIBIT A:

LEGAL DESCRIPTION OF THE REINVESTMENT DISTRICT

EXHIBIT B:

DISTRICT PLAN

EXHIBIT C:

TIF DEVELOPMENT AGREEMENT

EXHIBIT D:

REINVESTMENT DISTRICT CONTRACT



Building Fee Schedule

FYE 2016 Proposed Changes



- Last known fee schedule change was 2005
- There has been an increase in the number of inspections per permit due to changes in regulations over the last 10 years
- Proposed fee schedule brings Muscatine in line with comparable growing communities which now include Iowa City, Davenport and Cedar Rapids

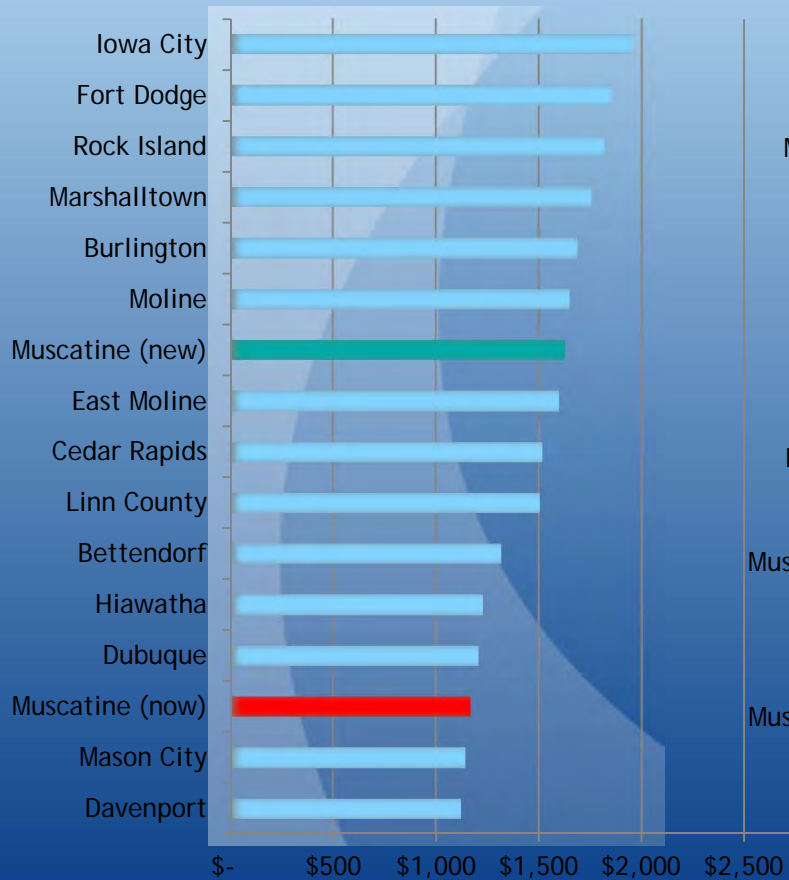


FYE 2016 Building Program Changes

- Installing a new electronic inspection system for field use... this improves field efficiency and permit tracking
- Adding a building plan review process, which is different from the site plan review, reduces the number of on-site inspections
- Developing the ability for the public to access, order and pay for permits on-line... for more user friendly transactions



Comparison by City



Comparison by Market Area



Comparison by Like-Sized Cities





Market Area Cities

	Moline	East Moline	Davenport	Rock Island	Iowa City	Cedar Rapids	Dubuque	Linn County
building	\$1,428.00	\$1,389.00	\$950.00	\$1,549.81	\$1,650.60	\$1,244.80	\$889.25	\$1,231.00
plumbing	\$109.00	\$95.00	\$106.45	\$99.00	\$100.00	\$72.00	\$72.00	\$90.00
electrical	\$111.11	\$111.11	\$61.67	\$84.33	\$100.00	\$125.00	\$163.33	\$90.00
mechanical	\$86.50	\$100.00	\$90.95	\$82.24	\$100.00	\$74.00	\$80.50	\$90.00
	\$1,648.11	\$1,595.11	\$1,118.12	\$1,815.38	\$1,950.60	\$1,515.80	\$1,205.08	\$1,501.00

Like-Sized Cities

	Burlington	Fort Dodge	Mason City	Marshalltown	Hiawatha	Bettendorf	Muscatine (now)	Muscatine (new)
building	\$1,591.00	\$1,495.75	\$1,037.30	\$1,441.00	\$977.00	\$1,001.00	\$1,097.50	\$1,443.98
plumbing	\$45.00	\$67.50	\$65.00	\$128.03	\$80.00	\$97.50	\$45.00	\$80.00
electrical	\$25.00	\$272.22	\$20.00	\$79.44	\$90.00	\$77.00	\$25.00	\$100.00
mechanical	\$25.00	\$15.00	\$20.00	\$106.33	\$80.00	\$138.50	\$40.00	\$80.00
	\$1,686.00	\$1,850.47	\$1,142.30	\$1,754.80	\$1,227.00	\$1,314.00	\$1,167.50	\$1,623.98

Comparisons based on the building costs for a typical \$175,000 new house construction with attached garage and includes plumbing, electrical and mechanical permits.



FYE 2016 Building Program Fee Changes

	Muscatine (current)	Muscatine (proposed)
Building Permits (base fee less than \$500)	\$57	\$69
Site Plan Review (commercial only)	\$100	\$100
Building Plan Review (percent of building permit)	-- %	45%
Sub-Permit Fees		
Base Electrical (< 1000 sq. ft.)	\$25	\$70
Base Plumbing	\$ 5/fixture	\$70
Base Mechanical	\$20	\$70
Roofing	valuation	\$100
Siding	valuation	\$100
Re-Inspection	\$ --	\$50/hour
After-hour Inspections	\$ --	\$50/hour
Demolition	valuation	\$100
Permit Extension	50% of permit	\$50 admin fee
Temporary CO	\$ --	\$50