

City Administrator Report to Mayor & City Council

December 21, 2015, Edition No. 203

WEEKLY UPDATE:

1. Bruner: Per MCC - As you are aware, the MCC Baseball and Softball programs will come to an end as of May 31, 2016. MCC is requesting termination of the 2013-2022 Lease Agreement for Bruner Field between MCC, the City of Muscatine and the Muscatine Community School District. Please note the full twenty year lease totaling \$20.00 was paid in full by MCC to the city back in 2013. We do not request reimbursement. Secondly, the annual Memorandum regarding the upkeep of Bruner will also dissolve after payment and no later than May 31, 2016. Thank you for all your support over the years. We are meeting with MCSD and MCC to discuss how to budget for Bruner activities going forward.
2. CAT: The CIAT Committee working on the CAT Grant opportunity has met once and is working to identify the best components to include in an updated CAT grant application. The plan is to prepare for the April application period.
3. DPW: Kristy Korpi will be assisting at DPW for the short term in an administrative capacity (Interim DPW Director). Randy Hill will be available to assist with some administrative areas such as Bi-State and STP funding, but has indicated a willingness to return as part of the project management team. More details to follow.
4. CSO: Attached is a draft graph showing potential CSO phases and completion percentages. We will work with our financial consultants to update the CSO Financial Plan using this data in 2016 and then present the updated plan to council.
5. Refuse: The new automated truck is out on the streets and two days of training with the staff of Elliot Equipment was completed.
6. Housing: We had a Council member request a map with with estimated number and location of vacant but buildable lots in Muscatine. The attached map is what Andrew prepared through a quick GIS exercise. Summary of findings from City Planner Fangman: There are approximately 183 vacant but buildable lots in the City of Muscatine. I arrived at this figure by taking a list of vacant residential zoned parcels provided by MAGIC, and then eliminating all parcels over 1 acres in size (these parcels would likely be further subdivided prior to development), parcel smaller than 4,200 square feet (likely to small to be developed, even with a variance), parcels not adjacent to an improved street, parcels more than 150 feet from an existing sewer line, parcels in a floodplain, and parcel that are too steep to develop. The remaining 183 parcels are what is on the attached map. Of these 183 parcels: 39 would require a variance prior to development, 122 are within the 2013 Muscatine Housing Urban Revitalization Area, which provides tax incentives for the development of new homes, and 31 are in one of the Riverbend Subdivisions (where nearly all new home construction in Muscatine over the past few years has occurred).
7. CVB: Attached is the hotel/motel tax summary which has been updated for the

most recent quarter (July-September, 2015). Note that hotel/motel tax for that quarter is lower than that same quarter in 2014, but on track as noted earlier with 2011, 2012 and 2013.

ADDITIONAL:

Art Center HVAC Project:

Following is the draft schedule:

1. A&J completed draft of general conditions/insurance requirements and cost estimate by December 10, 2015
2. Staff review of estimate, general conditions/insurance requirements completed by December 17, 2015
3. Set Public Hearing for the HVAC Replacement and Miscellaneous Window Renovations February 18, 2016
4. A&J complete design and estimate for final owner review prior to release for bidding February 29, 2016
5. Public Hearing and Resolution Approving Plans, Specifications, Cost Estimate, Form of Contract and Setting a Bid Opening Date March 3, 2016
6. Release for bids and advertise project March 4, 2016
7. Pre-Bid conference at Art Center March 17, 2016
8. Receipt of Bids March 24, 2016
9. Resolution Awarding Contract April 7, 2016
10. Resolution Approving Contract and Bond April 21, 2016

Cemetery Steps Project:

Per the Cemetery Steps Group:

Per Jan Noll: The Friends of Greenwood Cemetery Steps Restoration project met with several department heads on 11/25/2015 to discuss our project. At that time we discussed the pathway that we are proposing from the top of the steps to the black-topped roadway in the area. We mentioned that we were using the original city pavers that were under the asphalt in the Fifth Street area where the city was working on the road and we are selling them as a fundraiser for the project.

Following the pathway discussion, it was brought to our attention that we should have written permission from city personnel to use these pavers in our project.

Therefore, our committee is asking you for that permission to continue to use the pavers in our fundraising efforts for the pathway at the cemetery.

If you have any questions, please contact me at your convenience.

Thank you-

Jan Noll
Committee Member
Friends of Greenwood Cemetery Steps

Follow up Per Randy Hill:

It would seem you have a great fund raising idea with the Purington Pavers. Can you provide just a few more details:

- a. width and distance for the use of the pavers
- b. when you need them
- c. confirmation that they will be used on public right-of-way

If I know the approximate width and distance then we can calculate a pretty accurate estimate of how many you will need. This is important because the city can place a "Not too Exceed" amount of bricks to make available. This is done to ensure that people do not divert them for their personal patios etc.

You (Friends of the Cemetery Steps) will be required to sort the bricks. You will want to do this because there are a variety of styles. Also, many of the pavers have asphalt on them and would not look attractive or be good candidates for engraving. City staff can probably help you with palates and delivery of the bricks once they have been sorted and palatized.

Finally, when I get the information from you regarding the width/distance, then we will take this request to the Muscatine City Council and declare the Purington's as "Surplus Property". This will make it more official.

Good Luck on your Project. If I can help further, please let me know.



September 8, 2015

City of Muscatine
Attn: Rich Klimes
215 Sycamore Street
Muscatine, IA .52761

Dear Mr. Klimes,

As you are aware, the College Baseball and Softball programs will come to an end as of May 31st 2016. We are requesting termination of the 2013-2022 Lease Agreement for Bruner Field between MCC, the City of Muscatine and the Muscatine Community School District. Please note the full twenty year lease totaling \$20.00 was paid in full by MCC to the city back in 2013. We do not request reimbursement.

Secondly, the annual Memoradum regarding the upkeep of Bruner will also dissolve after payment and no later than May 31st, 2016. Please invoice for the total amount as soon as you are able.

Lastly, Kent Stein practices and game fee will be completed prior to May 31st 2016. Please send the field prep charges at the completion of our games (tentatively set for end of April).

Thank you for all your support over the years. If you have any questions and/or concerns, please feel free to call me at any time.

Sincerely,

Naomi DeWinter
President

cc: Greg Mandsager, City Administrator
Nick Gow, Athletic Facilities Mgr
Jerry Riibe, MCSD Superintendent
Andy Werling, MHS Athletic Director

MCC OUTREACH CENTER
1208 Colton Street
Columbus Junction, IA 52737
563-288-6012

MUSCATINE COMMUNITY COLLEGE
152 Colorado Street, Muscatine, IA 52761-5396
563-288-6001 ♦ FAX 563-288-6104
Toll-free 1-888-336-3907 ♦ www.eicc.edu

MCC WILTON CENTER
1215 Cypress Street
Wilton, IA 52778
563-288-6012

Proposed Phase Schedule and Construction Costs

Time	Year	% of Time Spent to 2028	Phase Complete	Non-Escalated Million's \$ Spent	% Spent	% of Construction Dollars Spent	Escalated Million's \$ Spent
2012	1	6%					
2013	2	12%	1	3.69	10.2%	10.2%	3.69
2014	3	18%	2	3.69	10.2%	20.4%	3.69
2015	4	24%	3A	1.36	3.8%	24.2%	1.36
2016	5	29%	3B	1.64	4.5%	28.7%	1.64
2017	6	35%	3C	1.98	5.5%	34.2%	1.98
2018	7	41%	4A	2.12	5.9%	40.0%	2.68
2019	8	47%	4B	1.72	4.7%	44.8%	2.24
2020	9	53%	4C	1.89	5.2%	50.0%	2.54
2021	10	59%	5A	1.50	4.1%	54.1%	2.08
2022	11	65%	5B, 5C	2.87	7.9%	62.1%	4.09
2023	12	71%	6A	2.53	7.0%	69.1%	3.72
2024	13	76%	6B	2.32	6.4%	75.5%	3.51
2025	14	82%	6C	3.02	8.3%	83.8%	4.70
2026	15	88%	6D	2.57	7.1%	90.9%	4.12
2027	16	94%	6E, PS	3.29	9.1%	100.0%	5.43
2028	17	100%					

36.18

47.48

**City of Muscatine
Hotel/Motel Tax Receipts
1981 Through the Quarter Ended September 30, 2015
Calendar Year Basis**

(Reflects Sales Tax for the Quarter Indicated Received by the City in the Following Quarter)

	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
Quarter Ended:										
March 31	N/A	\$ 19,232.96	\$ 18,681.98	\$ 20,297.13	\$ 18,009.11	\$ 16,709.02	\$ 17,009.89	\$ 17,569.02	\$ 23,469.48	\$ 26,448.19
June 30	22,524.49	21,870.19	21,848.36	21,360.82	20,456.33	16,722.85	17,434.77	20,999.14	24,891.65	30,498.07
September 30	22,943.58	22,440.75	22,663.46	22,541.57	21,131.85	20,424.40	17,824.69	26,701.15	29,046.75	32,003.03
December 31	20,019.16	17,739.93	20,000.55	18,367.11	15,842.84	14,163.27	21,787.58	21,108.93	23,155.62	22,971.37
Totals	\$ 65,487.23	\$ 81,283.83	\$ 83,194.35	\$ 82,566.63	\$ 75,440.13	\$ 68,019.54	\$ 74,056.93	\$ 86,378.24	\$ 100,563.50	\$ 111,920.66

	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Quarter Ended:										
March 31	\$ 24,305.78	\$ 27,711.87	\$ 60,894.40	\$ 24,483.42	\$ 44,578.12	\$ 51,405.94	\$ 54,742.68	\$ 61,102.75	\$ 67,404.48	\$ 59,417.74
June 30	31,847.41	54,074.28	56,858.82	82,397.18	76,758.21	68,952.70	74,099.44	82,774.25	73,742.69	74,119.67
September 30	34,881.63	62,854.35	67,253.12	79,392.19	70,042.93	78,281.78	76,141.18	86,567.88	96,915.22	76,958.27
December 31	25,472.90	33,368.49	55,666.56	42,913.95	66,771.86	60,657.31	66,553.96	71,106.50	63,865.01	78,280.53
Totals	\$ 116,507.72	\$ 178,008.99	\$ 240,672.90	\$ 229,186.74	\$ 258,151.12	\$ 259,297.73	\$ 271,537.26	\$ 301,551.38	\$ 301,927.40	\$ 288,776.21

	<u>2001 (#3)</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Quarter Ended:										
March 31	\$ 69,292.78	\$ 58,990.57	\$ 57,351.91	\$ 69,710.27	\$ 79,835.21	\$ 72,552.48	\$ 71,768.06	\$ 67,766.16	\$ 66,267.81	\$ 61,255.18
June 30	106,317.92	77,900.53	80,745.70	91,181.51	93,847.60	90,337.59	100,316.37	91,518.91	78,997.38	92,787.24
September 30	76,274.37	72,877.04	81,699.38	84,352.24	75,707.03	92,400.28	108,581.41	122,708.53	89,635.77	92,418.76
December 31	63,041.37	63,679.21	68,206.60	69,540.31	67,478.39	74,333.00	98,387.80	76,380.57	58,594.48	73,512.88
Totals	\$ 314,926.44	\$ 273,447.35	\$ 288,003.59	\$ 314,784.33	\$ 316,868.23	\$ 329,623.35	\$ 379,053.64	\$ 358,374.17	\$ 293,495.44	\$ 319,974.06

	<u>2011 (#4)</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Quarter Ended:					
March 31	\$ 97,259.96	\$ 65,312.80	\$ 76,008.31	\$ 87,924.55	\$ 61,324.69
June 30	100,472.96	88,516.82	100,435.65	114,264.99	80,769.29
September 30	78,823.22 *	89,285.49	96,330.15	123,794.51	110,093.27
December 31	115,118.50 *	69,971.65	116,521.58	87,980.48	
Totals	\$ 391,674.64	\$ 313,086.76	\$ 389,295.69	\$ 413,964.53	\$ 252,187.25

Hampton Inn
opened late in
2010

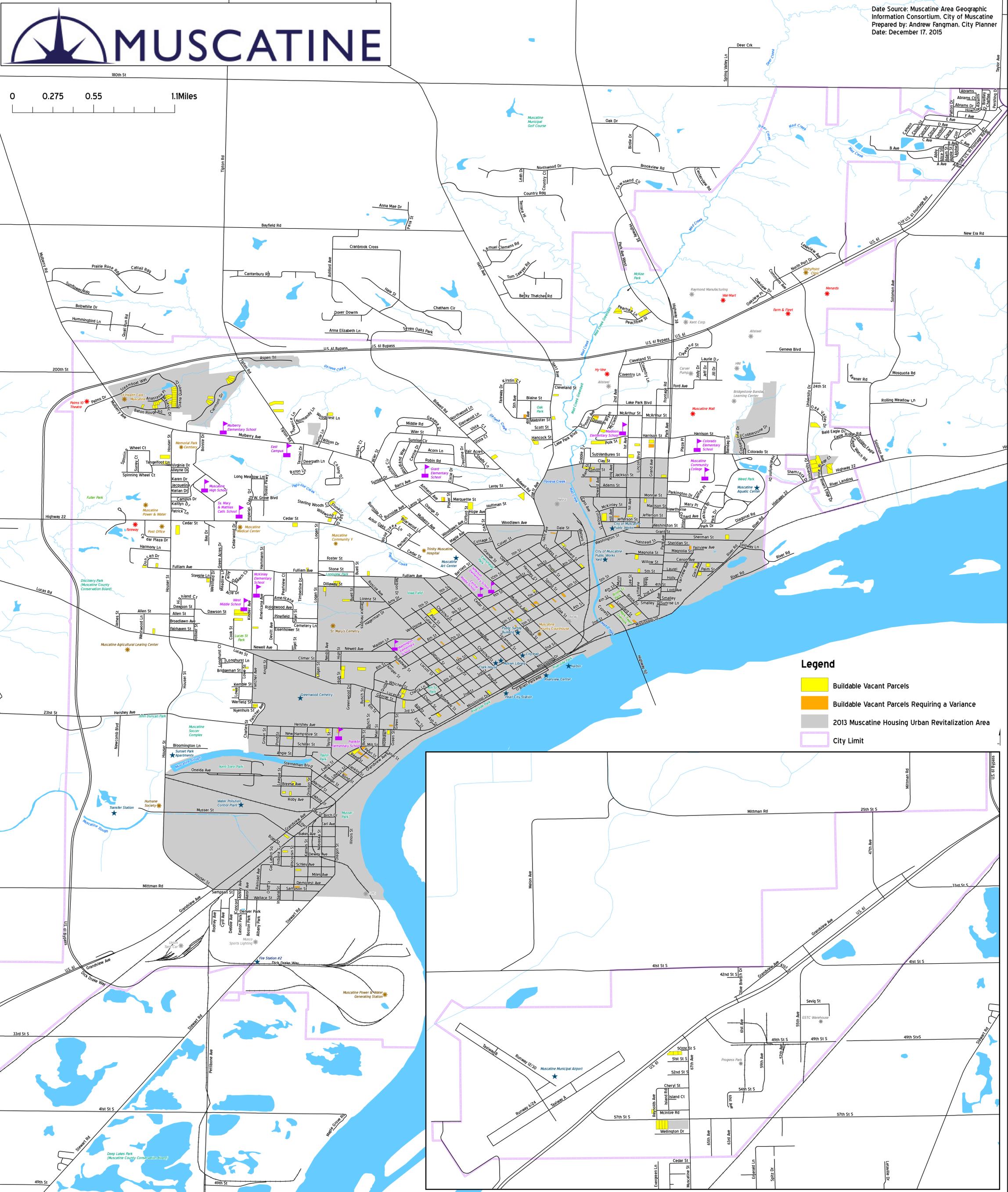
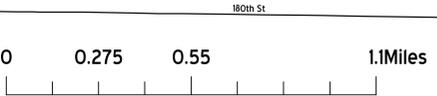
* One permit had not
finished processing for
the 9/30/11 quarter; funds were
included in the next quarter

Notes:

1. Hotel/motel tax implemented 4-1-81 at a rate of 4%.
2. Hotel/motel tax increased to 7% effective 4-1-92
3. Hotel/motel tax for quarter ended June 30, 2001 included \$21,705.23 for prior quarters per State (late payments plus interest).
4. Hotel/motel tax for quarter ended March 31, 2011 includes \$5,345.83 for the prior quarter.

**Prepared/Updated by: City Finance Dept. (NL)
Date: 12-18-15**

MUSCATINE



Legend

- Buildable Vacant Parcels
- Buildable Vacant Parcels Requiring a Variance
- 2013 Muscatine Housing Urban Revitalization Area
- City Limit