

## City Administrator Report to Mayor & City Council

*April 15, 2016, Edition No. 217*

### WEEKLY UPDATE:

- Fire: Captain Hillard provided the following update to Chief Ewers: I met with Mr Mike Lesack who is the Director, CV Services for Mercy Hospital in Iowa City. Mr Lebsack was very appreciative of our ambulance service, EMT's, and the service we provide for Mercy Hospital. He stated numerous times how he had heard from various cardiologist and emergency department staff, different positive comments about our patient care and professionalism. He also stated that many of his colleagues have stated that they believe MFD is one of, if not the best ambulance service that they receive from all ambulance services that cross their doors. He also offered for us to have one of his staff cardiologist or other specialized physicians to come and do some classes for us. I thought this would be a great idea to have someone come in and explain first hand what helps them as we arrival at their hospital with time sensitive patients.
- Fire: Per Chief Ewers - We lost both our thermal image cameras at the Jackson St. fire. We were hoping we could find one or both during the investigation phase. Hartman and the investigation crew were not able to recover them. The roof and floor collapsed and they are burnt up in the debris. The insurance carrier was notified and it looks like we have \$ 5,000 deductible and insurance will pay the \$14,000 or \$ 15,000 to replace them - our cost is the \$ 5,000.
- Traffic Committee: Per the Committee - The City's Traffic Committee met on Tuesday, April 5th. A couple of issues were discussed that had been referred from the Mayor & Council via your office to the committee.
  - Special Parking Request: A request for special parking privileges for ministers, social workers, food pantry clients and disabled vets was addressed. The Traffic Committee has never supported special parking privileges for individuals or groups simply because there are too many eligible and deserving citizens. If you do this for one, then you do it for everyone. Suggestion: there are considerable parking spaces available in the old Post Office rear parking lot. We encourage people who work downtown to park elsewhere so convenient parking spaces for needy individuals are available. Reserving 5 spaces in the lot would be appropriate and allow food pantry users and disabled vets to park close. Social Workers at MCSA should find alternate parking. Likewise, we have repeatedly denied a request from a downtown Church to install permanent handicap signs on Sycamore for members of their congregation - except for rollout or temporary signs during services.
  - Diagonal Parking/One Way - Chestnut: The Traffic Committee reviewed the request from the Merchants, Non Profits and Residents of Pearl Plaza for diagonal parking and one way traffic flow on Chestnut from Alley #1 to 2nd Street. The focus seems to be with available parking. By creating diagonal parking on one side of Chestnut 3-4 additional parking spaces could be gained. The street is too narrow for diagonal parking on both sides. And since

this is a construction zone encouraging traffic with or without a one way designation is not desirable. As an alternative plan, the city could expand parking in the 2nd/Pine parking lot by 4+ stalls. This should be very acceptable to the Pearl Plaza group since the planned parking expansion is right across the street. Also, the city will re-stripe Linn Street for diagonal parking allowing employees at Pearl Plaza and other businesses in the area to park free at that location during the day. Staff is exploring the idea of adding additional diagonal parking on Iowa as it is a wider street.

- ED: Micropolitan Statistical Areas - 2016 Economic Strength Ranking <http://www.policom.com/MicroRank.htm>. Good news as reported at the Chamber Dinner.
- ATE Audio Link: Here is a link of a radio interview with the IDOT that you may find interesting: <http://m.whoradio.iheart.com/onair/simon-conway-42296/full-interview-with-iowa-dot-director-13423048/> IRD Agreement
- City Policy: Attached is a copy of the city's open records policy for the examination and copying of records.
- Green Streets: The green streets work shop was held April 12th and 13th. This free resource from EPA will provide the city recommended action steps in pursuing a green complete streets policy and could lead to additional resources for the community. A memo from the meetings is due in the next 4-6 weeks.
- RR: Jim: Community Development Director Gobin received a response by phone from the IDOT RR division regarding the status of our Quiet Zone application... officially referred to as Section 130 Federal-Aid Safety Funding for pedestrian crossings. Since we were not funded in 2015, I confirmed that our application was rolled into 2016 and is still active. It will be considered this Fall. We will be competing against 130 applications and \$25M in Federal funding. If we are not funded this round, the application will continue to be rolled into the next year for up to 10 years. This process could go on for years but at least we are in the queue.
- MPW Sewer Issues and Commercial Trash: MPW brought to the attention of City Staff an issue with sewer billing of around 30 plus accounts (residential and commercial). The Finance Department is coordinating with MPW to review the matter and will schedule a time at a future in-depth session to review the matter with Council. Additionally, we are completing a thorough review of the City's commercial dumpster accounts and will report our findings to Council at a future In-depth session.
- CSO: Attached please find the March 2016 West Hill Sewer Separation Project Progress Report provided by Karmen Heim, P.E., Senior Environmental Engineer, Stanley Consultants.
- Meter Vandalism: Per Finance - We've had more parking meter vandalism. These are in Lot 2 across from Pearl Plaza. It looks like 3 meters had lighters or something else burn the meter faces. While the meter mechanisms appear to be undamaged, the meter casings have to be replaced so the time remaining can be read. We have put out information on the recent episodes of vandalism
- CVB: From the CVB...March 2016 update attached. This week's update: Girls Getaway was extremely successful! It was a good, fun day and all the businesses. 40% of the participants were from out of town, 15% from out of county, with a couple out of state attendees. RAGBRAI is really picking up speed now. Check out the theme on the Facebook page. Second Saturday was approved by council and

the website is live ([muscatineseccondsaturday.com](http://muscatineseccondsaturday.com)). We'll be making a big marketing push going forward. Rich Klimes introduced me to the people running tournaments at the soccer complex and Kent Stein this year and we have begun to follow up.



**Director's Report**  
Prepared and compiled by Ky Cochran  
on Friday, April 1, 2016

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## **MARCH BY THE NUMBERS**

### **Website**

**Visitors:** 1,911 visits and 1,594 unique visitors/14,646 visits FYTD (14,263 total last fiscal year)

**Pageviews:** 3,688 pageviews & 3,034 unique pageviews/ 31,638 pageviews & 25,153 unique pageviews FYTD (40,854 pageviews & 30,790 unique pageviews total last fiscal year)

**Avg. duration:** 1 min. 41 seconds

**Bounced:** 63% (left site after one page)

**Top referrer s:** 873 from search engines, 451 direct entry, 152 other websites, 435 campaigns

**Events submitted:** 4

### **Email marketing**

**E-newsletter (monthly):** 114 opens/ 312 sent

**Special Edition E-newsletter:** 124 opens/322 sent

**Lodging Specials (bi-weekly):** 0 emails

**Sign-ups:** 19

### **Social media**

**Facebook likes:** 52 new (1,231 total).

**Twitter followers:** 10 new (496 total).

**Instagram followers:** 11 new (182 total).

### **Blog**

**Posts:** 1 (7 FYTD)

**Views:** 232 (1,005 FYTD)

**Visitors:** 78 (283 FYTD)

## **Visitors and Dining and Lodging guides**

**VG Distributed:** 245/5,576 FYTD (4,397 remaining).

**DLG Distributed:** 114/2,662 FYTD (2,338 remaining).

**Online VG requests:** 14/?FYTD

## **Groups**

**Tours:** 0 //5 FYTD

- **July 27** — Iowa 150 Reunion Tour (bike tour from Iowa City to DC) . 50 people.
- **Sept. 17** – Military Veteran reunion tour stops in Muscatine. 40 people.
- **Oct. 21** – Gary Block Tour group. Max of 28 rooms. – **OVERNIGHT STOP**
- **Feb. 23-26** – China Broadcasting Chinese Orchestra

### **Group Schedule:**

- **July 29** – RAGBRAI

### **UPCOMING EVENTS (SEE WEBSITE FOR COMPLETE LIST)**

- Pearl City Picnic – May 14
- Melon City Criterium – May 29
- Second Saturday – June 11 (July 9, August 13, September 10, October 8)
- Soapbox Derby – July 4
- RAGBRAI – July 30 (will also have riders in town July 22)
- College Search Kickoff – July 29-31

**CITY OF MUSCATINE  
POLICY FOR EXAMINATION OR COPYING OF RECORDS**

**GENERAL POLICY:**

It is the policy of the City of Muscatine to meet all reasonable requests for information and documents within the constraints of Iowa Code Chapter 22. The purpose of this policy is to fix fees for public examination and photocopying.

**CUSTODIAN OF RECORDS:**

While the overall custodian of the City's records is the City Administrator, a request to view or a request for a copy of a public record shall be directed to the custodian of the public records for the applicable City department. They are as follows:

<i>Department:</i>	<i>Custodian:</i>	<i>Location</i>
Fire Department	Fire Chief	312 E 5 <sup>th</sup> Street
Police Department	Police Chief	312 E 5 <sup>th</sup> Street
Public Works	Director of Public Works	1459 Washington Street
All other City Departments	City Administrator	215 Sycamore Street

**PROVISIONS:**

- This policy is not intended to preclude verbal responses to routine requests for information.
- This policy applies to all municipal records except requests for police department accident reports, medical and fire reports, and fire investigation reports, which are subject to separate policies.
- If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply:
  - a. Fees for photocopies: **\$.25** per page for black and white copies and **\$1.00** per page for color copies.
  - b. Fee for records provided on a CD is \$10.00.
- 4. If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff time involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:
  - Hourly rate for clerical time needed to make photocopies or copying to a CD - **\$24.00** (prorated to the nearest fifteen (15) minutes)

- Hourly rate for professional staff time - Effective hourly rate of staff member for time needed to produce or review the documents (prorated to the nearest fifteen (15) minutes)
  - Routinely prepared or bound reports - Actual cost to produce
  - Special requests for records mapping requests, and other non-traditional methods of providing information may incur additional costs.
5. The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.
  6. The custodian of the requested records will attempt to fill record requests in a timely manner, not to exceed fourteen (14) working days, unless an issue arising concerning the disclosure of records exempt from Chapter 22. These records include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, and/or names and addresses of complainants.
  7. All open records requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.

**CITY OF MUSCATINE  
REQUEST FORM TO EXAMINE OR COPY RECORDS**

Description of Record Requested:

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Requester and Record Identification\*

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Name of Requester

Address

Telephone No.

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Signature of Requester\*

If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

\*This information is not required but will be used to provide a response and/or in the event clarification is needed.





## PROJECT STATUS REPORT

**Project Name:** City of Muscatine -  
West Hill Sewer Separation **Month:** March 2016

**Prepared By:** Stanley Consultants **Project Number:** SCI: 17660.30.02, 17660.40.00

“PHASE” refers to Design Package/Construction Contract

### **Progress for Last Month (March 2016):**

#### **PHASE 3 (Phase 3A, 3B, 3C):**

##### **Phase 3A/3B – Construction:**

- Project coordination as needed
- Attend Phase 3B Pre-Con and weekly progress meetings
- Attend special contractor meeting on man sand topic.
- Coordination with included Phase 3B contract interpretations on sewer to Alley #4/Locust.

##### **PHASE 4 Planning:**

- Project coordination on planning and survey schedule.

### **Work Items for Coming Month (April 2016):**

#### **PHASE 3 (3A, 3B, 3C) - Construction:**

- Address any Phase 3A or 3B construction coordination topics
- Attend future contractor/city coordination meetings

#### **PHASE 4 – Planning:**

- Attend West Hill Planning/Finance meeting – April 6
- Address feedback and requests from April 6<sup>th</sup> meeting
- Planning Schedule for Phase 4
  - Authorize Phase 4 for Survey – December 2015 – January 2016
  - Survey to be Completed – June 2016
  - Concept Design and Estimate – June through December 2016
  - Final Design - 2017
  - Bid and Construction - 2018

### **Key Issues & Information Required**

- Determine feasibility of moving ahead with survey for Phase 4. Survey duration expected to take 4- 6 months. Design survey completion date will shift accordingly until the survey work can be authorized. Survey has not been authorized to date.

### **Critical Information**

- None



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