

City Administrator Report to Mayor & City Council *2017.12.01, Edition No. 288*

WEEKLY UPDATE:

- Bi-State: Please see the attached "Prior Year Activities and Accomplishments".
- MCSA: Please see the attached request to acquire property at 614 Mulberry Avenue.
- Property: Please see the attached MAGIC map and related information. The property owner is willing to donate the highlighted parcel to the City in exchange for a letter of donation. This will enhance the parcel we already own when we are ready to market this area for sale/development. Paperwork for council acceptance will be forthcoming.
- Goals: Attached are the revised DRAFT goals for council consideration at the December 7th City Council meeting.
- WPCP: Jon Koch provided the following update to IDNR - We have located pipe, it has been ordered and should be shipping by the end of the week or early next week. We located 26" pipe in California which sped up the process by almost 4 weeks (we were hearing that production runs for our pipe to be made would not start until January 1). Parts and fittings are now being ordered since we know what size we are dealing with and are about 4-5 days out. We have excavated both ends of the pipe and the area in the middle where some bends will have to be dealt with. The machine to pull the pipe, fittings and pipe should be here and staged ready for installation starting December 11th. We anticipate having the project completed by December 22nd at the latest. We are pleased that the pipe is a bit larger than we expected which will pump more volume. We will be running to a pipe not currently used in our head-box that will allow us to continue pumping without by-passing while we install the redundant pipe in the next few years.
- CSO: Attached please find the November 2017 West Hill projects monthly progress report. Karmen K. Heim, P.E., Stanley Consulting
- Budget: Attached is the current DRAFT budget calendar for the coming budget cycle.

Project Team Meeting - Wednesday, November 29, 2017 (RHill):

1. West Hill Sewer Separation:
 - a. All Streets are open
 - b. Wesley Church connections in progress
 - c. Punch List given to Contractor
 - d. Resolution Accepting Completed Work: January 2018
2. Mulberry Ave. Reconstruction Project:

- a. Contractor to receive a \$13K DOT concrete incentive bonus
 - b. Resolution Accepting Completed Work: December 2017
3. Mississippi Drive Corridor Project:
- a. Will open Mississippi Dr. from Broadway to Iowa Ave
 - December 8, 2017 at Close of Business
 - b. Access to Riverfront via Iowa Ave.
 - CP Rail still working on signals
 - Traffic signals required before opening Iowa Ave/Riverfront crossing
 - c. Holiday Stroll (Dec. 1st) - clean up construction site
 - d. No future meetings with business owners scheduled
 - e. Upcoming Work for November 30th - December 6th
 - Finish catch basins
 - Place 4" tile up bluff
 - Backfill
 - Install 6" conduit & quad duck from Linn to Broadway
 - Pour concrete median(s)
 - Prepare to open Mississippi Drive on December 8th
 - f. Conflicts:
 - CP Rail Quiet Zone foundations holding up sidewalk installation
 - Smith Contractor installing sidewalks and fencing
 - g. General Schedule:
 - December 11, 2017 Contractor to start work at Sycamore to Cedar
 - 2nd/Mulberry EA Clearance, Design, Change Order costs
 - Traffic Control Plan for HNI campus
4. Musser Public Library and HNI Community Center Project
- a. Pre-Construction Meeting on December 5, 2017
 - b. Shelving:
 - Final review of Layout Plan - December 5, 2017
 - Delivery lead time 6 - 8 weeks
 - c. Furnishings:
 - AllSteel/HNI - Library Staff - OPN meeting December 12, 2017
 - Final review of Layout Plan - December 19, 2017
 - d. Construction Start - December 2017
 - e. Construction Completion - March 2018
5. Riverside Park Master Plan
- a. Requesting a Development Plan Proposal - January 2018
6. Landfill Cell Construction
- a. Punch List given to Contractor
 - b. Resolution Accepting Completed Work - December 2017
7. Cleveland Ave. Reconstruction
- a. Punch List given to Contractor
 - b. Resolution Accepting Completed Work - December 2017
8. 2017/2018 Sidewalk Program

- a. Spring 2018 Project
 - b. Need to set up an inspection program
9. West Hill Sewer Separation Street Tree Restoration Project
- a. Parks & Recreation Project
 - b. No further information available
10. Grandview Ave. Reconstruction Design Proposal
- a. Set a meeting with Bolton-Menk for progress report - December 2017
11. 2nd/Mulberry Roundabout Design
- a. DOT is holding up the EA Clearance
 - b. Expect final EA clearance - December 2017
 - c. Finalize design - January 2018
 - d. Change Order - February 2018
12. West Side Trail
- a. Trail Committee meeting December 7, 2017
 - b. Public Meeting scheduled for December 13, 2017
13. Phase IV West Hill Sewer Separation Project
- a. 90% completed plans by December 25, 2017
 - b. Plans/Specs converted to SUDAS standards
 - c. Resolution Setting Public Hearing - December 4, 2018
14. Quiet Zone
- a. No action on fencing and sidewalk by Smith Feeding Contractor
 - b. CP Rail installing crossing signals at Iowa and Cedar
 - Expect completion by January 5, 2017
15. Future Projects
- a. Facilitate Plans for Carver Corner
 - b. Facilitate Plans for DOT Lake Park site
 - c. EPA proposed projects along Grandview Ave
 - d. City Hall Security
 - e. City Hall HVAC Envelope
 - f. Relocation of Dredge Spoils
 - g. Aerial Photography
16. TEAM Memo to City Administrator
- a. Update on 2017 Projects
 - b. Review of 2018 Projects
 - c. TEAM status
17. Continuity Planning & Succession Planning
- a. Update - how is it working
 - b. What's next
 - c. Lessons from 2017



Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer and Rock Island Counties, Illinois.

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Jason Gordon, Alderperson

Kerri Tompkins, Alderperson

Randy Moore, Citizen

City of Rock Island

Mike Thoms, Mayor

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Andalusia, Carbon Cliff,

Coal Valley, Cordova, Hampton,

Hillsdale, Milan, Oak Grove,

Port Byron, and Rapids City

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Cities of Aledo, Colona, Galva,

Geneseo; Villages of Alpha,

Andover, Annawan, Atkinson, Cambridge,

New Boston, Orion, Sherrard,

Viola, Windsor, and Woodhull

Kathy Carroll-Duda, Mayor, Geneseo

Cities of Blue Grass, Buffalo,

Eldridge, Fruitland, LeClaire,

Long Grove, McCausland,

Princeton, Riverdale, Walcott,

West Liberty, and Wilton

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COUNTY REPRESENTATIVES:

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Bill Stoermer

Jim Tank

Executive Director

Denise Bulat

MEMORANDUM

TO: Finance and Personnel Committee and Bi-State Members

FROM: Denise Bulat, Executive Director

DATE: November 17, 2017

RE: Prior Year Activities and Accomplishments

The Bi-State Regional Commission is completing our 51st year as a regional and metropolitan planning organization. We continue to coordinate a wide variety of projects and programs for our members while monitoring potential new service areas. With our mission to provide direct technical service to our members and to facilitate their joint efforts, we have continued outreach efforts to existing and new members to learn of their needs. Local governments in the Bi-State Region decided many years ago to address various transportation, land use development and environmental planning issues together and to explore efficiencies through programs such as joint purchasing. Today topics such as freight efficiencies, support of economic development, quality of life projects such a trail development and hazard mitigation planning are among the emphasis areas.

Bi-State continues to maintain our staffing level at a maximum of 22 employees and we have had the good fortune to have talented new hires while maintaining existing experienced staff. Our administrative systems and processes are very strong and will allow us to address new federal fiscal requirements with few internal modifications. As the needs of our members continue to change, we will strive to remain current and informed regarding new and existing issues, programs, and legislation impacting local government. Following are some specific areas regarding activities of the agency as a whole and Executive Director direct involvement.



TRANSPORTATION

- Facilitated communication of regional transportation priorities to Iowa and Illinois DOT's, state and federal legislators, outside organizations, media and the general public including Federal Highway Administration representatives and Iowa DOT Commission presentations.
- Continued to directly assist in transportation projects related to I-74 Bridge Corridor including the preparation of information updates, elected officials, and participation in Advisory Committee Meetings. Created historic overview of the I-74 project since its beginning with Bi-State and the state transportation department's and presented history to various groups. Assisted with logistics for I-74 groundbreaking and participated in partner meeting.
- Monitored new transportation act as it relates to pass through funding to local governments and large project discretionary grant programs through discussions with DOT and legislative staff.
- Continued to assist with implementation issues for the Buffalo to Muscatine trail MRT project. Participated in meetings related to Davenport trail plan. Supported onset of Henry and Muscatine County trail plans. Lead Rock Island County Forest Preserve/Trail Plan.
- Oversaw freight commodity study implementation issues including two presentation on the regional Muscatine Port to the Commission and facilitating special meetings with project sponsors and elected officials and staff.
- Assisted with facilitation and development of a regional freight forum and staffed first meeting.
- Encouraged requests for passenger rail project updates through ongoing contacts with Illinois DOT and potential presentation to Commission.
- Presented information to Transportation Research Board in Washington on Bi-State freight study lessons learned. Also presented at a multi-state Economic Development Freight Meeting on data related to freight issues and major transportation projects.
- Engaged the Upper Mississippi River Basin Association with the freight forum on data issues.
- Met with BNSF railroad on freight issues and crossing needs.

ECONOMIC DEVELOPMENT

- Continued to serve on the Quad City Revolving Loan Fund Board and received EDA approval of the revisions to the new loan plan document. Provided information on Mercer and Muscatine County members as requested regarding the Mercer – Muscatine County Revolving Loan Fund loan.
- Continued to assist with loan plan update for Henry County Revolving Loan Fund Coordinator as they also received approval of their plan.
- Continued regional outreach meetings for Henry, Mercer and Muscatine Counties for the Comprehensive Economic Development Strategy update and assisted with document preparation.
- Presented information to the Illinois American Planning Association on regional approaches to economic development and large infrastructure projects.
- Participated in and reported to Henry County Economic Development Partnership meetings and facilitated/staffed materials preparation for Springfield trip.

- Assisted with Illinois Reverse Resource Fair.
- Provided information to various members on potential economic development planning services through Bi-State.
- Completed economic development study for Aledo, Illinois.
- Continued support for economic development training for staff members for Midwest certification, and Iowa Economic Development Authority. Continued as a Board member of the National Association of Development Organizations and attended annual board members meeting.
- Assisted with follow-up discussions with DCEO and community partners regarding 2016 Enterprise Zone applications and began assistance for new Illinois Enterprise Zone applications due in December 2017.
- Continued to participate in advisory committee meetings for the QC Vision.
- Assisted with continuation of legislative support activities for the Rock Island Arsenal and assisted with annual dinner for federal staff. Participated in Rock Island Arsenal Alliance meetings. Institutionalized annual Commission presentation from Arsenal Commander.

HEALTH AND ENVIRONMENT

- Continued to encourage staff use of teleconferencing and webinars to reduce travel costs including staff preparation of a grant request to improve video teleconferencing capabilities.
- Participated in ongoing discussions regarding potential watershed planning in Muscatine and Scott Counties. Continued to support staff certification in floodplain management.
- Completed follow-up activities related to health grant for Buffalo, Iowa to build a walking trail with exercise stations.
- Supported staff participation in Iowa Live Well events and Alternative Transportation Week.
- Continued to serve as a board member of the Quad City Health Initiative (QCHI) and serve on the Executive Committee.
- Continued to Chair Be Healthy Quad City Coalition which includes efforts related to the built environment and monitored staff progress with the Partners in Community Health Grant and assistance with strategic planning activities.
- Assisted with Complete Streets Phase 2 policy grant for Muscatine and Scott Counties by providing examples of sidewalk policies to staff.
- Worked with member mayors and Quad City Convention and Visitors Bureau to prepare for 2018 annual conference of the Mississippi River Cities and Towns Initiative. Prepared three grants for conference funding with one being successful thus far.
- Served on the Nahant Marsh Advisory Board and marketing committees and successfully assisted with signage issues.

EMERGENCY PLANNING

- Continued as Chair of the Red Cross Outreach Committee including chairing regional governance board to facilitate strengthening Red Cross and local government relationships. Began outreach activities related to Sound The Alarm to install fire alarms in the Region.

- Supported staff efforts to update Scott County Hazard Mitigation Plans and clarified update needs related to funding.
- Coordinated Quad City Interoperability Communications (QCIC) Network Board, updates/meetings as needed.
- Updating Bi-State Continuity of Operations Plan based on new IT back-up capabilities for the agency thru the QCIC network.

OUTREACH

- Continued to support hosting American Planning Association (APA) webinars and Association of Pedestrian and Bicycle Professionals webinars to members.
- Continued facilitating monthly intergovernmental meetings of chief elected officials and or administrative staff to provide networking opportunity and discuss key issues related to transportation, air quality, economic development, telecommunication, Rock Island Arsenal, etc.
- Orientated over 10 new members of the Bi-State Regional Commission.
- Held Freedom of Information Act and Open Meeting Act training for Illinois members.
- Provided service presentations and other information to councils, boards and/or chief elected and/or administrative officials directly by Executive Director and or Department Heads. Two new members of Bi-State joined the agency including Fruitland and Nichols. Planning staff continued to strengthen their liaison assignments for each municipal government. Resulting projects include: grant applications, planning documents, data research and participation in joint purchasing. Some specific project results include a REAP grant for McCausland, an event map for Aledo, a zoning ordinance for LeClaire, a CDBG grant for Windsor, a Forest Preserve plan for Rock Island, and a comprehensive plan for Walcott.
- Continued as member of the Iowa Association of Regional Councils and director position on Illinois Association of Regional Councils/Executive Committee member.
- Participated in Junior Achievement at 4th Grade Level on regional planning.
- Served on United Way, American Heart Association and Girl Scout Committees. (Others noted earlier were Red Cross, Quad City Health Initiative, National Association of Development Organizations and Nahant Marsh.)
- Named to Northern Illinois University Masters in Public Administration Board.

ADMINISTRATION AND TRAINING

- Continued membership in the International City Managers Association (ICMA) and Iowa and Illinois Associations. Attended Illinois Winter Conference.
- Attended ICMA annual meeting and National Association of Regional Councils Directors meeting in San Antonio. Attended National Association of Development Organizations Board meeting in Charleston. These provided information on visualization of data, staff engagement ideas, and ways to support military installations.
- Continued to support CPR and AED training for staff.
- Continued to implement staff identified interests:
 - Implementation of new personnel evaluation system.
 - Distributed Iowa Association of Regional Councils staff salary survey and updated staff salary schedule through the Finance and Personnel Committee. Created third planner position.

- Supported recognition of the staff anniversaries through gift card funded by Executive Director.
- Conducted entertaining retreat for staff Niabi Zoo to learn about one of the Region's assets.
- Provided staff leadership training through consultant used by the Iowa and Illinois Association of Regional Councils and EDA.
- Supported staff aesthetic improvements to office space and requested cleaning services as needed.
- Continued use of remote file access for managers including personal use.
- Encouraged move to new telephone system which will be implemented within next two months through partnership with Scott County.
- Supported continued use of ESRI Community Analyst as a data tool for members.
- Continued some file reduction needs and began electronic conversion.
- Supported automation and update of regional data website.

FUTURE ACTIVITIES

Transportation

- Continue to communicate status of I-74 Bridge project regarding construction issues and coordinate multijurisdictional discussions regarding projects of impact.
- Continue to staff and coordinate Bi-State Freight Forum and promote identification of key freight issues and needs in the region. Determine need for rail crossing study.
- Continue to support regional Muscatine Port Facility development thru meetings, presentations and grant support.
- Continue to monitor FASTLANE infrastructure funding.
- Continue to support trail development throughout the Bi-State Region and completion of trail plans for Henry, Muscatine and Rock Island Counties.

Economic Development

- Support economic development related projects for members especially in regard to utilization of RLF funds and EDA grant applications. Conduct outreach to lenders regarding RLF funding availability.
- Continue to assist in regional outreach for the Comprehensive Economic Strategy and implement new requirements.
- Continue to support member government activities identified in QC Vision as needed.
- Update Muscatine RLF plan.
- Facilitate completion of 2017 Quad City Enterprise Zone applications.
- Assist with coordination of the 2018 Mississippi River Cities and Towns annual conference.

Health and Environment

- Monitor air and environmental standards and communicate/assist with impacts on the Region.
- Facilitate wellness with Bi-State staff and within the Region. Continue to support alternative transportation week for staff.

- Facilitate expansion and maintenance of interactive trail website to entire Bi-State Region.
- Participate in watershed planning in Muscatine and Scott Counties and water quality issues in Western Illinois.
- Continue to support and co-chair Quad City Food Hub and participate on Nahant Marsh board.

Emergency Planning

- Support Quad City Interoperability Communications (QCIC) Network activities as needed.
- Continue to serve Red Cross regional outreach efforts and implementation of Sound the Alarm event.
- Update Bi-State Continuity of Operation Plan as needed.
- Monitor need for emergency training for staff and continue to support CPR training.

Outreach

- Participate in the Iowa and Illinois Association of Regional Councils meetings.
- Participate and or coordinate staff participation in legislative trips for regional projects and local government support.
- Provide service presentations to councils, boards and/or chief elected officials for members, non-members and other organizations. Provide information on staff availability for presentations on regional projects and programs to service clubs.
- Continue to serve on community associations and boards as appropriate.

Administration and Training

- Seek at least two professional development opportunities through the International City Managers and Administrators Association, the National Association of Development Organization, National Association of Regional Councils or other regional planning agencies.
- Support staff training and certification and general staff training sessions.
- Continue to reduce paper files through electronic scanning.
- Monitor need to update Continuity of Operation Plan.
- Acquire staff ergonomic training and OSHA training for appropriate staff.



November 16, 2017

Mr. Gregg Mandsager
City Of Muscatine
City Hall
215 Sycamore Street
Muscatine, IA 52761

Dear Mr. Mandsager and Members of the Muscatine City Council,

Muscatine Center for Social Action (MCSA) would like to declare its interest and potential intent in acquire the property located at 614 Mulberry Ave, Muscatine Iowa, in order to convert it to quality affordable housing. MCSA intends to provide ongoing support services to tenants and intends to place tenants in the property that are already utilizing downtown resources and that do not require private transport at time of placement.

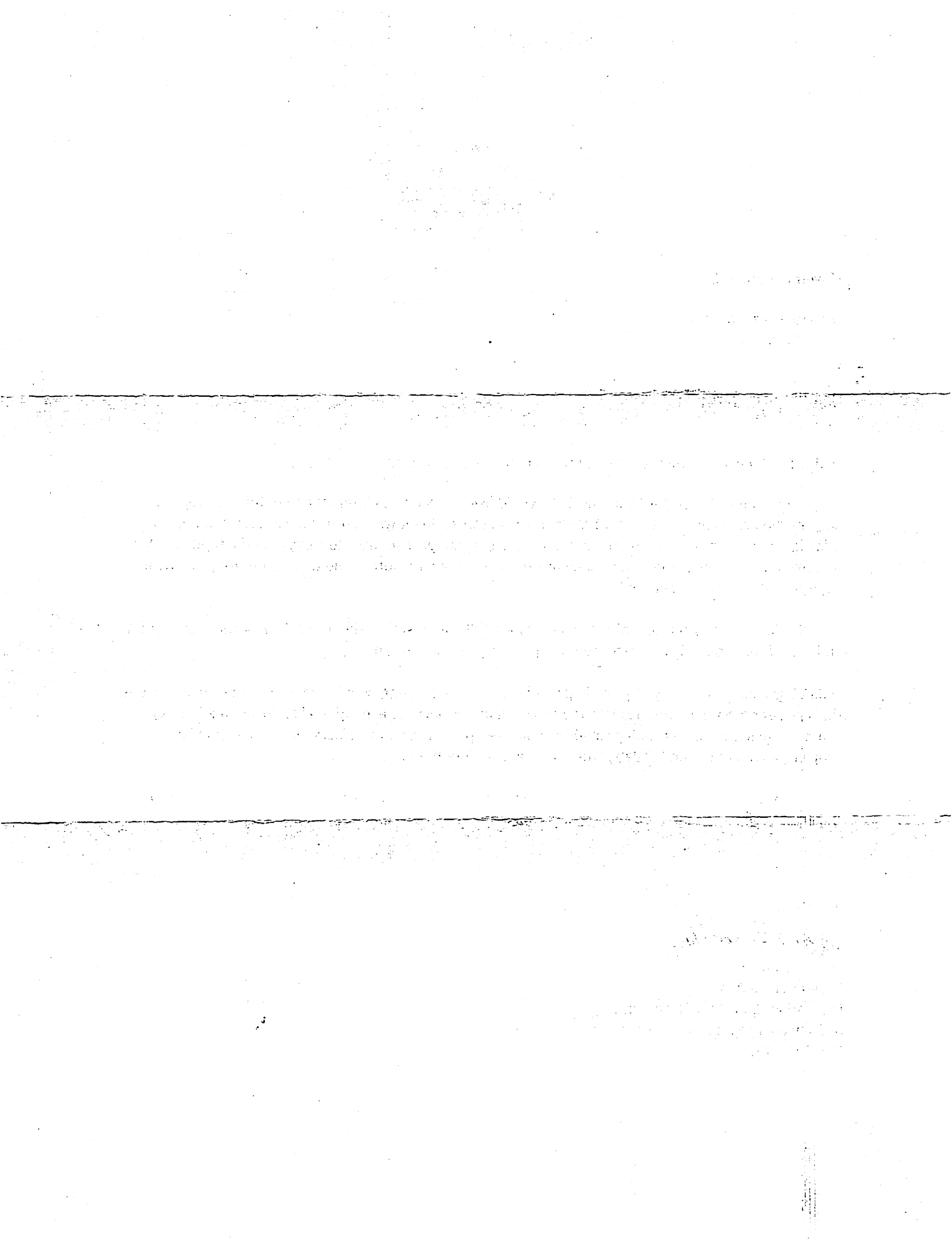
As a charitable non-profit organization, we respectfully request that the property be donated to MCSA and would seek to apply for corresponding property tax exemption.

MCSA has a 26 year history of providing stable supportive housing with 51 units at scattered properties throughout Muscatine. It is our intention to evaluate projects to expand quality affordable housing inventory in Muscatine including rehabbing blighted properties and participating in new building projects, as resources and collaborative partners are identified.

Please feel free to contact me with any questions or comments you may have or to set up a time for MCSA representatives to view the property and confirm our aforementioned intentions.

Sincerely,

Scott J. Dahlke
Program Director
Muscatine Center for Social Action
312 Iowa Ave Muscatine, 52761
563-264-3278

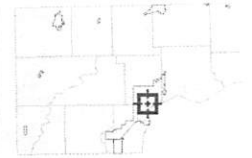




Muscatine Area Geographic Information Consortium (MAGIC)



Overview



Legend

- Corporate Limits
- Political Township
- Dimension Leader**
- 2
- 3
- Parcels**
- Roads**
- <all other values>
- Airport Runway
- City Street
- County Road
- Neighbor County
- Private Drive
- State Highway
- Treadway
- US Highway
- US Hwy - Divided

Parcel ID	0835358010	Alternate ID	RMCMUU-0835358010	Owner Address	HEIN RONALD L
Sec/Twp/Rng	35-77-2W	Class	R - RESIDENTIAL		2160 215TH ST
Property Address		Acreage	n/a		MUSCATINE IA 52761
District	MCMUU - MUSCATINE CITY/MUSCATINE SCH/MUSCATINE FIRE				
Brief Tax Description	LOT 1 BLK 137				
	(Note: Not to be used on legal documents)				

Date created: 11/28/2017
 Last Data Uploaded: 11/28/2017 12:13:03 AM



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Muscatine Area Geographic Information Consortium (MAGIC)

Summary

Parcel ID 0835358010
Alternate ID RMCMMU-0835358010
Property Address
Sec/Twp/Rng 35-77-2W
Brief Tax Description LOT 1 BLK 137
 (Note: Not to be used on legal documents)
Deed Book/Page 310-233 (02261985)
Contract Book/Page N/A
Gross Acres 0.00
Net Acres 0.00
Class R - Residential (For Assessment Purpose)
Zoning R3-Single Family Residence
Taxing District MCMUU - MUSCATINE CITY/MUSCATINE SCH/MUSCATINE FIRE
School District MUSCATINE SCHOOL

Owner

Deed Holder Hein Ronald L 2160 215th St Muscatine IA 52761	Contract Holder	Mailing Address
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Land

Lot Area 0.19 Acres ; 8,276 SF

Valuation

	2017	2016	2015	2014
Classification	Residential	Residential	Residential	Residential
+ Assessed Land Value	\$500	\$500	\$500	\$500
+ Assessed Building Value	\$0	\$0	\$0	\$0
+ Assessed Dwelling Value	\$0	\$0	\$0	\$0
+ Exempt Value	\$0	\$0	\$0	\$0
= Gross Assessed Value	\$500	\$500	\$500	\$500
- Exempt Value	\$0	\$0	\$0	\$0
= Net Assessed Value	\$500	\$500	\$500	\$500

Taxation

	2016	2015	2014
	Pay 2017-2018	Pay 2016-2017	Pay 2015-2016
+ Taxable Building Value	\$0	\$0	\$0
+ Taxable Dwelling Value	\$0	\$0	\$0
+ Taxable Land Value	\$285	\$278	\$279
= Gross Taxable Value	\$285	\$278	\$279
- Military Credit	\$0	\$0	\$0
= Net Taxable Value	\$285	\$278	\$279
x Levy Rate (per \$1000 of value)	39.66546	40.65482	40.84594
= Gross Taxes Due	\$11.30	\$11.30	\$11.40
- Ag Land Credit	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	\$0.00
= Net Taxes Due	\$12.00	\$12.00	\$12.00

Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2016	March 2018	\$6	No		273192
	September 2017	\$6	Yes	09/30/2017	
2015	March 2017	\$6	Yes	03/24/2017	241707
	September 2016	\$6	Yes	11/28/2016	
2014	March 2016	\$6	Yes	03/21/2016	209485
	September 2015	\$6	Yes	09/29/2015	

**City of Muscatine
Goals
Adopted 2017-XX-XX**

Ongoing Opportunities

- Attract employees that work in Muscatine, but do not live in Muscatine. Focus on new employees entering the Muscatine workforce.
- Partner with local organizations and governments to combine services or cooperate where feasible and appropriate.
- Position the City to address potential shortfalls in revenue due to state and federal mandates, work to leverage local funding with grants, ~~and increase the City's General Fund Balance.~~
- Work to retain Tax Increment Financing (TIF) as a municipal economic development tool.
- Increase community awareness and engagement (Tell Muscatine's story).

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Council and Management Agenda 2018-19

Community and Economic Development

- Evaluate areas, programs and opportunities for economic development
 - Update the City's Urban Renewal and Revitalization Areas (TIF and Tax Abatement)
 - Industrial Park (South End) – Create new TIF District
 - Highway 38-61 Industrial Park/Mixed Use Development
 - Create new TIF and tax abatement districts
 - Create a downtown façade program
- Market economic development programs
 - Budget for and create/review website and signage opportunities.
 - Work with local banks, real estate companies and others to promote plans and incentives
- Develop Port based upon feasibility study results:
 - Research and prepare grants USEDA, TIGER, USDOT, FEMA, etc.) 2017
 - Permitting and environmental review 2018
 - Engineering/Design for related infrastructure: 2018/19
 - Construction to follow permitting and environmental clearance
- Develop vision and prepare RFP for the redevelopment of the "Carver Corner" area
- Adopt policies or guidelines on public art and communications on city-owned land and rights-of-way (CIAT or Council Subcommittee).
- Develop a comprehensive plan or vision for the downtown.
 - Design and construct 2nd Street "Streetscape" project addressing stormwater at the same time

Housing

- Promote infill opportunities and evaluate opportunities to improve current housing stock (voluntary and involuntary opportunities), including the adoption of a property maintenance code and non-residential design guidelines
- Review and sell, redevelop, repurpose or demolish nuisance and city-owned properties (create assets versus liabilities),
- Implement and market the Housing Demand Study(Downtown, Single Family, Multi Family, Pocket Neighborhoods, etc.)
 - Conduct community presentations that communicate the need
 - Add web and social media content
 - Assemble developable sites
 - Identify public, private and partnership opportunities
 - Identify infrastructure needs and code changes to implement study

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Programs and Services

- Complete the rewrite of the 1974 Zoning Ordinance
 - Sign regulations, property maintenance codes, home-based businesses, and form based zoning
 - Develop a youth diversion program for at risk youth in cooperation with the Police Department, School District, Juvenile Probation and other parties. Educate and train staff.

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Marketing, Communication, and Engagement

- Develop and implement a marketing plan for the City of Muscatine in cooperation with the Greater Muscatine Chamber of Commerce and Industry (GMCCI), Muscatine School District, Muscatine Community College, Muscatine Power and Water, Unity Point - Trinity Muscatine, and the Convention and Visitors Bureau (CVB)
- Enhance the City's website, expand the use of social media tools for public communication, and explore opportunities for a city mobile application (app)
- Continue communication efforts with a focus on increasing transparency and ease of use. Investigate and develop dashboards (visual metrics) for public, council and staff use (i.e. Opengov.com or internal program)

Continuous Service Improvement (Processes, Technology and Efficiency)

- Improve organizational effectiveness and efficiency
- Bring technology to the field (drive efficiency)
- Work with GMCCI, downtown businesses and residents to create a clean and inviting environment downtown and other areas in need (i.e. gateways and major corridors)
- Evaluate LEAN in local government and whether to continue the initiative and if so, in what format

Sustainability

- Develop a Sustainable Muscatine program and the associated policies to incorporate community sustainability principles of economic prosperity, environmental integrity and

cultural vibrancy into the City Comprehensive Plan. This will integrate public, private and non-profit groups as well as individuals to build sustainability practices into planning, budgeting, facilities and operations locally and regionally.

- Establish a broad-based stakeholder group or committee to draft guidance documents or policies.
- Evaluate “green” facility initiatives (solar power, lighting, automated lighting, etc.)

Key Projects, Programs and Placemaking

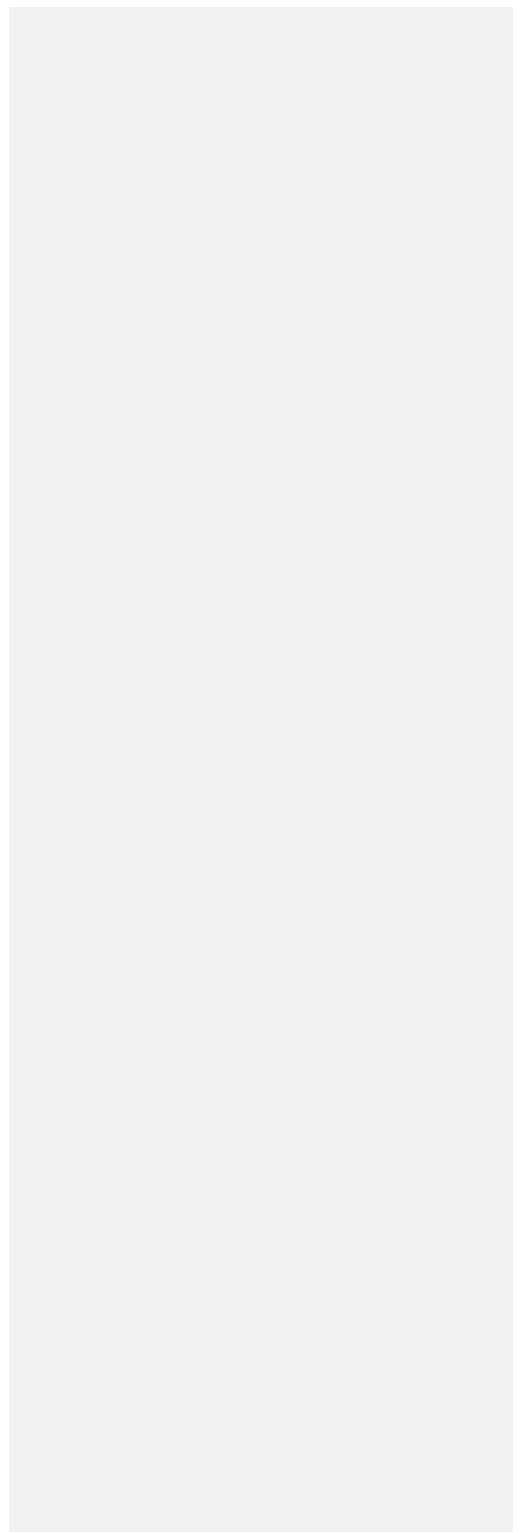
- Develop a plan for the renewal of the Local Option Sales Tax continuing its focus on sewer separation and streets
- Infrastructure: Maximize current resources, look for operational efficiencies, focus on preventive and deferred maintenance, and look for “green” initiatives that are feasible and demonstrate long-term benefits.
- Update and Implement CIP with focus on existing infrastructure
- Mississippi Drive (2018-19)
 - Finalize 2nd and Mulberry, Carver Corner, and Broadway to Carver Corner
- Grandview Avenue (2019-20)
- Explore Placemaking projects – develop and maintain local amenities for residents that attract and retain a quality workforce (aesthetics, pocket parks, native plantings, low maintenance, appropriate trees)
 - Implement Pearls of Progress CAT Grant
- Combined Sewer Overflow (CSO) (Multiple phases through 2028), Phase 4 2018
- City Hall HVAC and building envelope plan
- Riverfront Master Plan – Develop Implementation Strategy and work to implement low cost items
- Develop 2nd Street “Streetscape” Plan and scope
- WPCP Receiving Station and Waste to Energy Project
- Library Transition to the new Musser Public Library and HNI Community Center
- Review opportunities for reuse of the “old” Musser Public Library building or site
- Reforestation (Grants, CSO, Downtown, Riverfront, Grandview, right-of-way, EAB)
- Solid Waste Operations Review/Evaluation
- Review and discuss options for city-wide Stormwater and Sewer Issues
- Rezone and work to acquire IDOT maintenance facility for public safety and public works needs as well as to implement a regional stormwater management area (infiltration and retention)

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Pride in Muscatine

- Work to develop a positive reputation for Muscatine in the region
- Work to create strong community and neighborhood events with active participants
- Encourage participation in Muscatine, whether it be in local government or with any of the other numerous opportunities
- Create or improve public gathering places
- Work to create a strong sense of community
- Work to have more people calling Muscatine their “hometown”

- Market the many good things happening in Muscatine
- Strengthen community service partnerships





PROJECT STATUS REPORT

Project Name: City of Muscatine - West Hill Sewer Separation **Month:** November 2017

Prepared By: Stanley Consultants **Project Number:** SCI: 17660: 30.02, 42.00

"PHASE" refers to Design Package/Construction Contract

Progress for Last Month (November 2017):

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

Phase 3A/3B/3C – Construction:

- Attended periodic phase 3C construction progress meetings

Phase 4 Final Design:

- Prepared for, attended, and produced notes for multiple design review meetings Oct 31, Nov 14, and Nov 28.
- Performed follow up tasks to meeting discussions.
- Continue with design and contract document production
- Coordination with MPW

Work Items for Coming Month (December 2017):

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

- Attend Phase 3C coordination meetings.
- Assist as requested with construction topics.
- Phase 3C substantial completion request from Hagerty was submitted to City dated Nov 22.

PHASE 4 – Final Design:

- Continue design tasks and seek city input as needed.
- Submit status 90% design submittal for City review prior to Christmas holiday.
- Schedule for Phase 4
 - Pre-final – 90% design submittal – Dec 22
 - Final – Signed and Sealed ready to advertise – Feb 15
 - Bid Opening – March 21
 - Construction of Phase 4A begins – May 2018

Key Issues & Information Required:

- Design input from City as requested.

Critical Information:

- None.

**PROPOSED 2018/2019 CITY COUNCIL BUDGET SCHEDULE
CITY HALL CONFERENCE ROOM**

Date	Time	Department/Agency
Thursday, January 25, 2018	5:30 p.m.	General Fund Overview to City Council
Saturday, January 27, 2018	8:00 a.m. to 4:00 p.m.	City Council Budget Review Legal Services City Administrator Human Resources Risk Management Finance Information Technology Community Development Airport/Airport Subsidy Police Operations Animal Control Library Operations Cablevision Art Center Fire Operations Ambulance
Monday, January 29, 2018	5:30 p.m. to 8:30 p.m.	Parks Administration Park Maintenance Swimming Pools Recreation Soccer Kent Stein Wellness Cemetery Golf Course Boat Harbor Marina
Tuesday, January 30, 2018	5:30 to 8:30 p.m.	Public Works Administration Engineering Roadway Maintenance Traffic Control Snow and Ice Street Cleaning Building & Grounds Collection & Drainage Equipment Services Equipment Replacement

Date	Time	Department/Agency
Thursday, February 1, 2018 (City Council meeting)	5:30 p.m. to 7:00 p.m.	Chamber CVB Senior Resources Humane Society MCSA
Saturday, February 3, 2018	8:00 a.m. to 4:00 p.m.	Iowa Legislators Transit Parking Refuse Collection Landfill Transfer Station WPCP Storm Water Housing Review & Discussions Begin – General Fund
Tuesday, February 6, 2018	5:30 p.m. to 8:30 p.m.	Capital/Debt/TIF/RUT Local Option Review
Wednesday, February 7, 2018	5:30 p.m. to 8:30 p.m.	Review & Discussion Decisions for Public Hearing (may continue to February 10th)
Saturday, February 10, 2018	8:00 a.m. to 4:00 p.m.	Final Decisions for Public Hearing (extra meeting unless concluded February 7th)
Tuesday, February 13, 2018	5:30 p.m. to 6:00 p.m.	Set Public Hearing
Thursday, March 1, 2018		Public Hearing & Adoption
March 15, 2018		Approved budget filed with County Auditor for certification