
City Administrator Report to Mayor & City Council

2018.05.04, Edition No. 307

WEEKLY UPDATE:

- MFPSI: Please find attached the MFPSI Board Meeting Agenda for the forthcoming meeting on May 17, 2018.
- MCSA: Please see the attached update from MCSA.
- CSO: Please find attached the April 2018 progress report for the West Hill Projects. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants
- Budget: The electronic 2018/2019 Budget is now available on the City website. The hard copies (generally one per department) will be distributed in the next weeks.
- OpenGov: Finance will be adding 7-8 new metrics shortly to the OpenGov webpage. From there, we will be working through each department adding various public facing metrics. We are working through once issue with OpenGov (annual v. fiscal year) as most of our other metrics are maintained on an annual basis.

Additional Information:

Projects: The following notes are from the Team Meeting held on Wednesday, May 3, 2018 (RHill):

1. Phase III - West Hill Sewer Separation:
 - a. Outstanding issues:
 - i. Legal
 - ii. Liquidated Damages
 - iii. Final Pay App
 - b. May 17th - Resolution Accepting Completed Work
2. Phase IV - West Hill Sewer Separation:
 - a. KMA working on 7th from Cedar to Iowa
 - b. Underground work underway
 - c. Most milling completed
3. Mulberry Ave. Reconstruction Project:
 - a. DOT loose ends
4. Mississippi Drive Corridor Project:
 - a. Work underway on E. 2nd
 - i. Finish storm sewer installation from Oak to Orange
 - b. Grading completed from Sycamore to Walnut
 - c. Subdrain completed from Sycamore to Walnut
 - d. Electrical/Ductbank installation to Walnut
 - e. Pouring curb from Cedar to Sycamore

- f. Pave Mississippi Dr. from Sycamore to Walnut (May 7th - 11th)
 - g. Next Business Owners meeting: May 24th
- 5. Musser Public Library and HNI Community Center:
 - a. Punch list items underway
 - b. Furniture deliveries underway
 - c. Shelving installation - May 29th
 - d. May 17, 2018 - Resolution Accepting Completed Work
 - e. June 15, 2018 - Operational
- 6. Riverside Park Master Plan:
 - a. Awaiting proposal from SEH for a Development Plan
- 7. 2017/2018 Sidewalk Program:
 - a. Reassessment of Priorities for '17/'18 Sidewalk Program needed
- 8. Grandview Ave. Reconstruction Project:
 - a. Project now a part of the SWAP program
 - b. Need to confirm with Bi-State an additional \$1.5 million of STIP funds
 - c. May 16th - next monthly meeting
 - d. May 24th - next Public meeting
 - e. August 2018 - First DOT submittal
 - f. 2/19/19 - Tentative Bid Letting Date
- 9. 2nd/Mulberry Roundabout Design:
 - a. Acquisition issues
 - b. Project Timeline Under review
- 10. West Side Tail:
 - a. Route options are still under consideration
 - b. Environmental Phase I Cultural Resources survey needed
- 11. Quiet Zone:
 - a. Not completed
 - b. Need quotes from Smith & Castle for crossing adjustments
- 12. Second Street Connector Design:
 - a. Awaiting Bolton-Menk Proposal
 - b. Mulberry to Pine
- 13. KS Park to Deep Lakes Trail:
 - a. Awaiting final DOT audit
- 14. DOT Lake Park Blvd site
 - a. Acquisition strategy
 - b. Needs Assessment
 - c. Survey for retention basin
 - d. Development Plan
- 15. Other 2018/19 Related Projects:
 - a. Carver Corner Development
 - b. Old Library Disposition
 - c. Roundabout - Houser/Fulliam
 - d. Park Ave. 3 Lane reconfiguration & reconstruction
 - e. Aerial photography
 - f. 38/61 Connector Plan

16. 2019 Projects:

- a. *Grandview Ave.*
- b. *Roundabout at 2nd/Mulberry*
- c. *Westside Trail*
- d. *Phase 4B Sewer Separation*
- e. *Park Ave. 3 lane reconfiguration & reconstruction*
- f. *Roundabout at Fulliam/Houser*
- g. *Riverside Park Development*
- h. *DOT Lake Park Facility*
- i. *2nd Street Connection*

Library: Following are the notes from the meeting on Wednesday, May 2, 2018 (RHill):

- 1. Furnishings:
 - a. May 7th and May 9th next delivery dates
- 2. Shelving:
 - a. No changes - on schedule
- 3. Construction:
 - a. Punch list items
 - b. Cleanup
 - c. May 17th: Resolution Accepting Completed Work
- 4. "The Story":
 - a. Pam/Hill Project
 - b. Low priority at this time
- 5. Vending Operations:
 - a. Begin installation May 7th
- 6. Signage:
 - a. May 3rd: Request Authorization to Issue a Purchase Order
- 7. Parking Lot:
 - a. 2 additional Handicap spaces
 - b. Restripe parking stalls
- 8. Disposition of Surplus Property:
 - a. No changes
- 9. Moving:
 - a. Library to close May 18th
 - b. Operational June 15th
- 10. Request for Conference Room:
 - a. May 24th for Grandview Ave Public Meeting
- 11. Future Meetings:
 - a. Meeting with Library Board on May 16th
 - b. Meet one more time in June

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA**
THURSDAY, MAY 17, 2018 10:00 am

LOCATION: MFPSI OFFICES 7155 LAKE DRIVE SUITE 201, WEST DES MOINES, IA, 50266
OFFICE PHONE: (888) 254-9200

PRELIMINARY AGENDA [See Notes 1, 2, 3, 4 below]

MANAGERS

A. SERVICE FIRMS REVIEW: INVESTMENT MANAGERS

CONSENT ITEMS

MINUTES B. MINUTES AND SCHEDULES

1. REVIEW & APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
2. SCHEDULES – CALENDARS – CONTRACT SUMMARY

ACTIVITY C. BENEFIT ACTIVITY REPORTS

1. COMMUNICATION PROGRAM ACTIVITY
2. DROP PROGRAM ACTIVITY UPDATE
3. SUSPENSION & WITHHOLDING REPORT

PROJECTS D. DEVELOPMENT PROGRAM REPORTS

1. LEGISLATIVE REPORT
2. LOCAL REAL ESTATE INVESTMENT UPDATE

DISCUSSION/ACTION ITEMS

E. FINANCIAL REPORTS

1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET
2. MEDICAL BOARD CONTRACT UPDATE

F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS

- 1) Administration Goals
- 2) P.Kay Cmelik – GFOA Conference Summary
- 3) Eric Hartman – Conference Request

- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES
- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (NONE)
- I. INVESTMENT PROGRAM UPDATE
 - 1) Emerging Market Debt Recommendation
- J. INVESTMENT PERFORMANCE REPORT
- K. ACTUARIAL EXPERIENCE STUDY
- L. BOARD EDUCATION: DISABILITY

NOTES: 1) Subject to additions & modifications as topics develop. At the discretion of the Chairperson of the Board, the scheduling of individual subjects during the meeting may be adjusted to facilitate the efficient utilization of time. 2) You are hereby notified that the above named public body will hold a meeting at the dates, time and place specified. A vote may be considered to go into closed session pursuant to Iowa Code 21.5(c)(f). 3) Consent Agenda: Subjects that require only consent or approval by the Board of Trustees, including informational topics. Subjects upon which information is provided for the Board but which will not be reviewed at the Board meeting except at the request of an individual Board member or the administration. 4) The Board of Trustees will work through the agenda until completion. Breaks will occur periodically as deemed necessary by the Board chairperson.

NEXT BOARD MEETING: June 28, 2018



312 Iowa Avenue
Muscatine, Iowa 52761

Funding Provided By:
United Way 
United Way of Muscatine

April 12th, 2018

Mr. Gregg Mandsager
215 Sycamore Street
Muscatine, IA 52761

Dear Mr. Mandsager,

We are pleased to report on the service that MCSA's Homeless Prevention Program (HPP) provided to clients of the Muscatine Municipal Housing Agency (MMHA) during the first quarter of 2018:

- HPP received 18 referrals from MMHA.
- 17 of the families leased with section 8 vouchers or Public Housing.
- 16 families retained housing.
- 17 families received supportive services.
- 10 families received financial assistance to assist in maintaining their housing.
- The average length of service to MMHA households was 16 days.

With a total of 18 MMHA referrals in the first quarter of 2018, this equates to 34% of the total households HPP has served. To date, we have served 53 families in Muscatine.

We look forward to our continued partnership with Muscatine Municipal Housing Agency and its clients.

Sincerely,



Haylie Franklin
MCSA Housing Stability Navigator

2018 Section 8 Homeless Prevention Report

| Quarter | New MMHA Referrals | Housing | Average Length (Days) of Assistance to Each Household | Assisted to Lease Through Referral Program | Households Receiving MMHA Financial Assistance | Households Receiving Support Services | Homeless Prevention New Referrals |
|--------------|--------------------|---------|---|--|--|---------------------------------------|-----------------------------------|
| Q1 | 18 | 16 | 16 | 17 | 6 | 10 | 17 |
| Q2 | | | | | | | 53 |
| Q3 | | | | | | | |
| Q4 | | | | | | | |
| Total | | | | | | | |