



## City Administrator Report to Mayor & City Council

2018.12.07, Edition No. 331

### WEEKLY UPDATE:

- Goals: Attached are the revised goals adopted by council at last night's meeting. They will be uploaded to the website as well.
- Budget: the Budget Schedule is attached and begin January 24th at 5:30pm. Staff budget reviews begin on the 13th of December. It's that time of year again!
- Audit: At the Audit Committee meeting on November 29, 2018 Sarah Bohnsack of Bohnsack & Frommelt LLP, the City's auditors, reviewed the City's Comprehensive Annual Financial Report (CAFR), the management letter, and summary report. She reported that the City received an unmodified ("clean") opinion and that there were no audit findings again this year. The Audit Committee discussed the very positive audit report. It was noted that the Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Muscatine for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2017. This was the 24th consecutive year that the City has received this prestigious award. In order to be awarded a Certificate of Achievement, the City published an easily readable and efficiently organized CAFR. This report satisfied both GAAP (Generally Accepted Accounting Principles) and applicable legal requirements. The CAFR for the year ended June 30, 2018 will again be submitted for consideration for this award. The City of Muscatine is one of only 22 cities in the State of Iowa that received this award for the most recent year (year ended June 30, 2017). Congratulations to all City Staff and the Finance Department for their diligent efforts and work in coordinating with the Auditors. These are significant achievements!
- Holidays: The 2019 holiday schedule is attached.
- CSO: Please find attached the November 2018 progress report for the West Hill Projects. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants
- IDOT: Now that we have access to the site, we are utilizing it for salt storage, other storage, and short term needs but are working with departments to evaluate the site, begin preparing estimates and we hope to at least include some basics in the CIP. We may have additional space, as DPW has come up with some alternative ideas for storm water that may have a larger impact for the area. That discussion is tentative for next week.
- Compost Site: Staff did add some Saturday hours on the 15th from 9am to 3pm for those that could not make it during the week. The press release also has the final leaf pick up schedule. Please see attached.

### Additional Information

The following are the notes from the Project Management Meeting held on Thursday, December 6th:

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

1. Phase IVA - West Hill Sewer Separation:
  - a. Updated work accomplishments:
    - i. Final sewer service connection completed
    - ii. W. 7th:
      - Pulled all traffic controls
      - Accepted Occupancy
      - Opened Street to Traffic and residents
    - iii. Alley approaches paved
  - b. Upcoming Work:
    - i. Erosion control
    - ii. Hydro seeding
  - c. Substantial Completion Achieved per contractor
  - d. Punch List provided to contractor
  - e. January 3, 2019: Resolution Accepting Completed Work
2. Mississippi Drive Corridor Project:
  - a. Updated work accomplishments:
    - i. E. 2nd Street cleaned and open to traffic
  - b. Upcoming Work:
    - i. Electrical conduit wires still being pulled
    - ii. Traffic control signs need changed
    - iii. Paint stripes scheduled for Tuesday, December 11th
    - iv. Punch List to be provided contractor on December 7th
    - v. Contractor laydown area at Carver Corner:
      - Remove crushed concrete
      - Use millings at access roads at fill site
      - Finish clearing site
    - vi. Additional work beyond contract:
      - Channel Armoring of Mad Creek
      - Move dirt pile at Fridley's to Fill site
    - vii. Hold Contract open until April 26th to complete work
3. Riverside Park Master Plan:
  - a. Reviewing options for beer Garden and Truck Vendors
  - b. Reviewing options for an Entertainment area
  - c. Recommended restroom locations: Riverview Center/Papoose Pump Station
  - d. Winter 2019 Development Project
4. Grandview Ave. Reconstruction Project;
  - a. Next Staff/Consultant meeting is December 11th
  - b. Council presentation is December 13th
  - c. Schedule Options:
    - i. April Bid Letting:
      - Most likely will not happen
      - Property acquisitions on-going
    - ii. Late Summer/Early Fall Bid Letting:
      - Very Possible
      - Lock in 2019 prices

- Allow for a Late Start Date (March 2020)
- Contractor locks in large two year project ('20 & '21) early
- Possible benefits - better prices

5. 2nd/Mulberry Roundabout Project:
  - a. Property acquisition being finalized
  - b. Process:
    - i. Acquire Property
    - ii. Raze existing structures
    - iii. Bid Project
    - iv. Construction
  - c. Ideal Schedule:
    - i. Acquire property by December 30, 2018
    - ii. Simultaneously:
      - Prepare RFP for demolition
      - Move forward with February/March bid letting
      - April Construction
  - d. Complications:
    - i. If condemnation process is used, this sets schedule back by 60+ days
6. Westside Trail:
  - a. DOT review of Environmental Phase I archaeological impact is problematic
  - b. Developer has given assurances for a trail route behind Crossroads
  - c. Soccer Complex Parking Lot/Trail work nearing completion
  - d. City/DOT still debating the need of a 10' vs. 8' sidewalk on Houser north of Lucas
  - e. Schedule:
    - i. January/February - Public Hearing/Approving Plans & Specs
    - ii. February Bid Letting
    - iii. March - Awarding/Approving Contract
    - iv. April Construction
7. 2nd Street Improvement Project/Design:
  - a. December 13th: final review of Scope of Services
  - b. January 2019: Council approval of RFP Agreement
  - c. Design during 2019
8. Kent-Stein to Deep Lakes Trail:
  - a. Preparing documentation for final audit
9. DOT Lake Park Blvd site:
  - a. Getting rekeyed to allow access to buildings
  - b. Departments tour scheduled
  - c. Provide Site Analysis report
  - d. Design renovations
  - e. Construction

10. Carver Corner Development
    - a. Initial Goals:
      - i. Highest and Best Use Development
      - ii. Attract more people to live in Muscatine
      - iii. Make it unique from CBD
    - b. Process:
      - i. Seek additional opinions for best use
      - ii. Discuss the need for a financial consultant
      - iii. Finalize a "best use" list
      - iv. Discuss with City Council
      - v. Develop RFP
  11. Old Library Site:
    - a. City to consider development options
  12. 2018 Full Depth Program:
    - a. Houser, Logan, Park Ave. West & 2nd Ave under construction
  13. City Hall Security:
    - a. 2019/2020 Budget - Oak Doors
    - b. Other protection funds in place
  14. Phase V - West Hill Sewer Separation Design:
    - a. January 24, 2019 - Next Meeting with Stanley
    - b. Phase V Televising completed
  15. Park Ave. Three Lane Configuration Project:
    - a. Cost to be divided between City/State/DOT
      - i. MPW Scope of Services and Budget Commitments
    - b. Shive-Hattery needs to provide DOT with Correspondence
    - c. Shive-Hattery needs to provide a revised design schedule
    - d. Project needs staff review
    - e. Council approval required
  16. Fulliam/Houser Roundabout:
    - a. Shive Hattery design
    - b. Cost - 100% State funded
    - c. OVERRUNS covered by City
    - d. Bid in spring
    - e. Constructed in summer 2019
- 2019 Projects:
- a. Grandview Ave (???)
  - b. Westside Trail
  - c. Phase IVB West Hill Sewer Separation
  - d. Park Ave. three lane configuration
  - e. Roundabout at Fulliam/Houser
  - f. Riverside Park Development
  - g. DOT Lake Park Facility design/construction

- h. 2nd Street Improvement Project Design
- i. HVAC Envelope - City Hall
- j. Roundabout at 2nd/Mulberry
- k. Carver Corner Development Process
- l. Phase V West Hill Sewer Separation design
- m. Old Library site development
- n. 2019 Full Depth Patch Program
- o. Extension of Briar's Ditch design

**City of Muscatine  
Goals  
Adopted 2018.12.06**

**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. Explore opportunities for joint meetings.
- 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).

**Council and Management Agenda 2019-20**

**Community and Economic Development**

- Evaluate areas, programs and opportunities for economic development
  - Monitor the City's Urban Renewal and Revitalization Areas (TIF and Tax Abatement)
  - Evaluate the new Federal Opportunity Zones rules and potential to participate
  - Industrial Park (South End) – Create new TIF District
  - Highway 38-61 Industrial Park/Mixed Use development and infrastructure
  - 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
- Monitor Port opportunities based upon feasibility study results:
  - Monitor infrastructure grant opportunities
  - Review final feasibility and partnership opportunities
- Develop vision and prepare RFP for the redevelopment of the "Carver Corner" area and "old" library.
- 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 and our gateways
  - Design and construct 2<sup>nd</sup> Street "Streetscape" project addressing stormwater at the same time

## **Housing**

- Promote and communicate 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 potential for low income assistance for property maintenance (i.e. CDBG)
- Budget for or identify grants for building demolition and/or acquisition
- Work with community and neighborhood stakeholders to develop plans to improve and revitalize specifically targeted areas in partnership with community stakeholders to leverage infrastructure improvements, aesthetic enhancements, incentives, and land use regulations processes.
- Review and sell, redevelop, repurpose or demolish nuisance and city-owned properties (create assets versus liabilities)
- Market the Housing Demand Study (Downtown, Single Family, Multi Family, Pocket Neighborhoods, etc.)
  - Identify public, private and partnership opportunities
  - Identify infrastructure needs and code changes to implement study

## **Programs and Services**

- Monitor and review the youth diversion program for at risk youth in cooperation with the Police Department, School District, Juvenile Probation and other parties. Educate and train staff. Review opportunities to incorporate a high risk youth program
- Continue to educate staff and council on security issues (active killer, etc.). Review and complete security upgrades at City Hall and all City facilities
- Review and assess IT staffing and security needs, including the potential to outsource adding staffing needs.

## **Marketing, Communication, and Engagement**

- Review (make it our own), prioritize, 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)
- Market the many good things happening in Muscatine
- 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”
- Strengthen community service partnerships

### **Continuous Service Improvement (Processes, Technology and Efficiency)**

- Improve organizational effectiveness, efficiency, cooperation and transparency and customer service
- 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)
- Continue to support LEAN initiatives and city-wide process improvements
  - Rework and present training to employees (ongoing process)
  - Identify employees across departments who have an interest in training and reinvigorating the program
  - Benchmark with local businesses and the Iowa Lean Consortium

### **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.

### **Key Projects, Programs and Placemaking**

- 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.
- Implement the CIP with focus on existing infrastructure
- Mississippi Drive
  - Construct 2<sup>nd</sup> and Mulberry, Carver Corner (at time of redevelopment), and review options for Broadway to Carver Corner.
- Grandview Avenue (2019-20)
- Park Avenue reconstruction from the bridge to Colorado Street.
- 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)
  - Complete implementation of Pearls of Progress CAT Grant (Trail)
- Combined Sewer Overflow (CSO) (Multiple phases through 2028), Phase 4 2018-2020
- City Hall HVAC and building envelope plan
- Riverfront Master Plan – Develop Implementation Strategy



- Construct 2<sup>nd</sup> Street “Streetscape” Plan and scope
- WRRF (Water Resource and Recovery Facility) Phase 2 Waste to Energy Project
- Reforestation (Grants, CSO, Downtown, Riverfront, Grandview, right-of-way, EAB)
- Review and discuss options for city-wide Stormwater and Sewer opportunities
- Create master plan for the former IDOT maintenance facility for public safety and public works needs as well as to implement a regional stormwater management area (infiltration and retention)
- Community needs and feasibility assessment on indoor infrastructure for youth, adult, family, recreation, performing arts and banquet activities and programming
- Review budget and funding opportunities to allow street repair and maintenance (i.e. full depth patch work) to begin in March or April.

**PROPOSED 2019/2020 CITY COUNCIL BUDGET SCHEDULE  
CITY HALL CONFERENCE ROOM**

<b>Date</b>	<b>Time</b>	<b>Department/Agency</b>
Thursday, January 24, 2019	5:30 p.m.	General Fund Overview to City Council
Saturday, January 26, 2019	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 28, 2019	5:30 p.m. to 8:30 p.m.	Parks Administration Park Maintenance Aquatic Center Recreation Soccer Kent Stein Wellness Cemetery Golf Course Boat Harbor Marina Soccer Events
Tuesday, January 29, 2019	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, January 31, 2019	5:30 p.m. to 7:00 p.m.	Chamber Senior Resources Humane Society MCSA
Saturday, February 2, 2019	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 5, 2019	5:30 p.m. to 8:30 p.m.	Capital/Debt/TIF/RUT Local Option Review
Wednesday, February 6, 2019	5:30 p.m. to 8:30 p.m.	Review & Discussion Decisions for Public Hearing (may continue to February 9th)
Saturday, February 9, 2019	8:00 a.m. to 4:00 p.m.	Final Decisions for Public Hearing (extra meeting unless concluded February 6th)
Thursday, February 14, 2019	7:00 p.m.	Set Public Hearing
March 7th, 2019 (Council Chambers)		Public Hearing & Adoption
March 15, 2019		Approved budget filed with County Auditor for certification

## **2019 Holiday Schedule**

Tuesday, January 1 – New Year's Day

Monday, February 18 – President's Day

Monday, May 27 – Memorial Day

Tuesday, July 4 – Independence Day

Monday, September 2 – Labor Day

Monday, November 11 – Veteran's Day

Thursday/Friday, November 28/29 – Thanksgiving

Tuesday/Wednesday, December 24/25 - Christmas



## PROJECT STATUS REPORT

**Project Name:** City of Muscatine - West Hill Sewer Separation **Month:** November 2018

**Prepared By:** Stanley Consultants **Project Number:** SCI: 17660: 30.02, 42.00; 43.00  
"PHASE" refers to Design Package/Construction Contract

### **Progress for Last Month (November 2018):**

#### **Phase 4 – Construction:**

- Attended construction progress meetings.
- Provided summary of substantial completion requirements.

#### **Phase 5 – Planning:**

- Project reporting and program maintenance
- Papoose Creek pump research and letter. Submitted Nov 1.
- Attended quarterly utility meeting. Nov 6
- Coordinate with proposed televising work. Approved at Council Nov 15.
- Phase 5 monthly update meeting – Nov 29, prepare and follow-up.
- Coordinate with Matt Chandler on Phase 5 topics.

#### **Phase 3 – Construction:**

- Nov 15 deposition and preparation.

### **Work Items for Coming Month (December 2018):**

#### **Phase 4 – Construction:**

- Provide construction services as needed
  - Answer questions during construction
  - Assist with shop drawing review
  - Attend progress meetings, and periodically visit site
  - Interpret drawings and specifications
  - Assist with instructions to contractor and change orders.
  - Review material provided by KMA on RCP pipe testing.

#### **Phase 5 – Planning:**

- Program Maintenance
  - Continue periodic discussion on Phase 5 to keep on track.
  - Coordinate with City and KMA on televising
  - Review televising data/report. Review property research of LWBS area performed by Martin and Whitacre.
  - Advise City on recommended plan for PH5 survey.
  - Prepare list of potential challenges in Phase 5 (Lucas/Climer area)

#### **Phase 3 – Construction Closeout:**

- Assist as needed.



## PROJECT STATUS REPORT

### Phase 5 – Planning Schedule

Duration	Date	Task
1 year	2018 - 2019	Planning (To Determine location of next Phase)
6 months	May 2019 - Oct 2019	Survey (For Concept and All of Design)
5 months	Nov 2019 - March 2020	Concept Design (25% design and cost estimate)
6 months	April 2020 - Sept 2020	Preliminary (65% and 95% Designs)
3 months	Oct 2020 - Dec 2020	Final (to 100% Design)
2 months	Jan / Feb 2021	Bid Phase 5 (Advertise to Award)
2 – 3 years	March 2021 – 2022/2023	Construction Start of Phase 5 (Notice to Proceed)

### Key Issues & Information Required / Critical Information:

- None.



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## CITY OF MUSCATINE PRESS RELEASE

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**FOR IMMEDIATE RELEASE  
NOVEMBER 29, 2018**

### **COMPOST SITE TO CLOSE FOR SEASON AFTER DECEMBER 15**

*Site to be open weekdays for next two weeks, weekends to be determined*

**MUSCATINE, Iowa** – The compost site at the City of Muscatine Recycling Center and Transfer Station will operate on a limited schedule for the next two weeks before officially closing for the season on December 15, 2018.

The compost site gates will be open on weekdays from 7 a.m. to 3:30 p.m. with the site unattended. Anyone wishing to obtain firewood during these hours or in need of further assistance should check in first with the scale attendant at the Transfer Station.

The site will be closed this weekend (Dec. 1-2) and a decision will be made late next week whether to open the site the following weekend (Dec. 8-9).

The final day of the season for the compost site will be on Saturday, Dec. 15, with the site open and attended from 9 a.m. to 3 p.m.

For further assistance, contact the Recycling Center and Transfer Station at 563-263-9689.