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## City Administrator Report to Mayor & City Council

*October 31, 2013, Edition No. 104*

### REPORT:

1. Negotiations: Please remember to mark your calendars for the exempt union negotiation sessions to be held in November.
2. City Administrator Evaluation: Just a reminder that the City Administrator evaluation is scheduled in November. We will hold a Closed Session at 5:30pm in the Lower Conference Room prior to the November 14th meeting (**11/14 at 5:30**). The evaluation form and supplemental information were sent out previously. Please return by email or by hard copy between **November 7-9**. This will allow time to collate and copy for the meeting.
3. Budget: Attached is a copy of the schedule for the upcoming 2014/2015 budget process.
4. ATE: The City Council resolution regarding ATEs was forwarded to Rep. Lofgren as well as the Chairs of both legislative transportation committees. In addition, the resolution was submitted to IDOT as part of the rulemaking process. Here are the links to the ISU CTRE studies on ATEs as well as the link to the IDOT rules that was sent out earlier. The CTRE link is on the left side of web page - <http://www.muscatineiowa.gov/index.aspx?NID=541>. Link to proposed rules - <https://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/ARC.1037C.pdf>.
5. Fire Department: The department held graduation this past week for the 2nd Annual Citizens Fire Academy. The department will be doing a press release to the Journal with a group photo. The academy was another successful event and we received great feedback from the group. They will continue to be able to perform ride alongs with us until the next CFA academy next fall.
6. Fire Station 2: The City has received a copy of the framed award from the AIA for Invision for a "Merit Award of Excellence" for the architecture design on the Station 2 project. The award can be viewed at the City Administrator's office, but will be eventually be displayed in the meeting room at Station 2. The Fire Station 2 project is essentially complete and ready for close out. If you have not been down to the station, I would encourage you to do so. The exterior looks substantially better. We are looking to obtain a maintenance bond or similar solution for the exterior maintenance of the the facility (cosmetic issue).
7. Blue Zones: Per our discussion last week, I have asked the Blue Zones and IISC representatives if we could receive regular updates on the projects. Both groups we happy to assist and will provide written updates on a monthly basis.
  1. Attached is an update that we received on the outdoor dining committee. There is a committee looking at additional outdoor dining opportunities...downtown, sidewalks, parking areas, riverfront. Depending on interest and location...it may or may not require city action. For example, the City already permits vendors on the riverfront. Depending on interest, it looks like they are targeting a trial in spring 2014.
  2. Per the Blue Zones Team: We're very excited to share this video of Kickoff highlights - you will be inspired! Dan Buettner, Dan Burden, May Odell, Gary

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

Carlson and others have very positive things to say about Muscatine. Please like and share with your network. It will help people see the positive changes happening in our community. For some, it will help them see Muscatine in a whole new light. Here is a link to the video on our Facebook page and on Youtube. Use what works for you. Facebook: Kickoff Highlights: [www.facebook.com/photo.php?v=10151738754015949](http://www.facebook.com/photo.php?v=10151738754015949), Youtube: Kickoff Highlights: <http://youtu.be/kvdqKtMKIPU>

8. Project Signs: Public Works Director Hill is coordinating with the project engineer and contractors on the Cedar Street, Colorado Street and CSO project to provide a "project sign" detailing who is involved, costs, and whom to contact for more information. Thought we would try a new route to get additional information out to the public.
9. Census: The U. S. Census Bureau has suspended the Boundary and Annexation Survey (BAS) in fiscal year (FY) 2014, which means that the annexation from Ripleys will not be added to our estimated population until 2015. This does not affect state RUTF dollars, but may impact federal grant applications (minimal if any impact). We simply will not have an official, updated US Census estimate in 2014.
10. Council Meetings: Here is a tentative schedule for upcoming regular, in-depth and special meetings:
  1. November: CIAT/IISC and Blue Zones update, Roundabout presentation, Complete Streets Policy, City Administrator Evaluation
  2. December: Capital Improvement Plan (CIP)

**CITY OF MUSCATINE  
2014/2015 ANNUAL BUDGET  
PREPARATION CALENDAR**

October 7, 2013	City department heads' strategic planning session.
October 24, 2013	City Council Goals and Objectives session.
November 8, 2013	Budget manual with appropriate worksheets and expenditure reports distributed to Department Heads. Computer files emailed to departments.
November 15, 2013	Full-time personnel schedule (Form 3) and part-time and temporary personnel schedules (Form 4A and 4B) submitted to the Finance Department.
November 15, 2013	Schedule for overtime pay, holiday pay and other pay (Form 5) submitted to Finance Department.
November 22, 2013	Capital outlay requests pertaining to government building improvements which are part of Building and Grounds operations submitted to the Public Works Director.
December 10, 2013	Summary of personnel costs on Form 2 and detail personnel sheets distributed to operating departments.
December 13, 2013	Completed status quo budget requests and agency subsidy requests for General Fund submitted to the Finance Department and City Administrator's Office.  Capital Outlay requests for current year and proposed FY2014/2015 for General Fund submitted to Finance Department <u>and</u> City Administrator's Office.
December 17, 2013	Departmental meetings regarding proposed budgets for FY2014/2015 begin with the City Administrator and Finance Director.
December 20, 2013	Completed status quo budget requests for Enterprise, Housing, and Internal Service Funds submitted to Finance Department and City Administrator's Office.  Capital Outlay requests for current year and proposed FY2014/2015 for Enterprise, Housing, and Internal Service Funds submitted to Finance Department and City Administrator's Office.
January 30, 2014	City Council overview of proposed General Fund budget.
January 30, 2014	Proposed City General Fund budget submitted to the City Council.

February 1 - February 15, 2014	City Council in-depth review of operating department budget requests.
February 18, 2014	Set public hearing
March 6, 2014	Public hearing regarding proposed budget for FY2014/2015
March 6, 2014	Adoption of the budget by City Council.
March 15, 2014	Approved budget filed with the County Auditor for certification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

Dear \_\_\_\_\_;

In cooperation with the City of Muscatine, the Blue Zones Project Muscatine is planning to encourage more casual outdoor dining in street side areas such as planter areas, parking spaces, or along side buildings. Your restaurant is on East Second, Iowa Avenue, or Downtown Mulberry which is where the program will begin.

For the first phase, we are polling locally owned eating establishments for ideas and interest.

There are several considerations before the project moves forward, and we invite your ideas.

- 1) Start-up costs that could be \$2,500 or more including tables, chairs, planters, fences.
- 2) Ability to do a Spring 2014 start up.
- 3) Seasonal clean up and storage of outdoor materials.

Would you be interested in having outdoor dining in front of or near the front of your restaurant?

We enclosed a brief interest form for you to return in the enclosed stamped envelope. Please return it whether you are interested or not to:

Joni Axel  
Blue Zones Project Muscatine  
208 West Second Street Suite 211  
Muscatine, IA 52761 or [joni.axel@healthways.com](mailto:joni.axel@healthways.com)

Thanks,  
Community Policy Committee Blue Zones Project Muscatine  
Ann Bahn, Chair Outdoor Dining sub-group



Sponsored by



Date

We are interested in outdoor dining for our restaurant and we are willing to accept the responsibilities. We will attend a meeting to further plan this initiative.

\_\_\_\_\_  
Restaurant Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

We are not interested in this at this time.