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City Administrator Report to Mayor & City Council

August 3, 2012, Edition No. 56

REPORT:

1. ATE: Please note that we received the following information from IDOT - The Iowa DOT has recently developed some new Automated Camera Enforcement Guidelines for use on the Primary Highway System. To view the new guidelines, click on the following link:
http://www.iowadot.gov/local_systems/mailling/2012/july/automated_enforcement_guidelines.pdf

The new guidelines were developed to ensure that automated camera enforcement will only be used at locations where there is a significant crash history or high-risk of such occurrences and that the systems will provide uniform notice and meet a high standard for operational practice. They also include a requirement for ongoing evaluation to measure the effectiveness of the systems on lowering traffic speeds and/or reducing crashes. Communities who currently have automated enforcement systems in place should take special notice of the annual reporting requirements listed on page 3.

2. Congressman Loeb sack: As noted earlier, we met with Congressman Loeb sack last Friday and had the opportunity to update the congressman on the JAG/Byrne grant, our forthcoming EPA request for an extension to our EPA CSO consent decree and the Mississippi Drive Corridor project.
3. Flood Meeting: Attached is the draft of the Scope of Work for the "Muscatine Urban Levee System" study. Shirley Johnson is heading the study for the Corps (also funded by the Corps) and proposed a stakeholders meeting in August - preferably one of the following days 14th, 15th, 16th, or 17th. We are looking to host the meeting at the Army National Guard facility. More information to follow.
4. Soccer Committee: The Soccer committee continues to meet. They have put together a brochure and are planning large and small business meetings/presentations. Additionally, the newspaper will place an editorial in support of the project with weekly or bi-monthly letters to the editor in support of the project. I have met with Dick Stanley, Gayle Roberts, Mike McKenna, and Gage Kent on the topic recently.
5. Meetings: Kent Corp. project update and tour, Journal- Steve Jameson (Soccer), Congressman Loeb sack, Art Center Director Selection Committee
6. City Code: We continue to work with the City Attorney on the Code. We have review a very preliminary update by conference call. In a few weeks I expect to one department one-on-one sessions with the City Attorney to

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

review another draft, Q&A, concerns, etc. Ultimately, we will plan to review the draft with the City Council at one or multiple work sessions.

7. Community Evacuation Plan (South End): Staff and the Red Cross are working to finalize an evacuation plan for the south end should we have a breach of the levee. Council and public information will follow once complete.
8. CA Annual Evaluation: We typically hold the CA evaluation in October. Attached is a copy of the evaluation form. I will send out more information as we get closer to October. First, I would like to know if the current form works for the Council or if you would prefer to see other samples.
9. Clark House: The Cell Tower lease on the Clark Tower is ending and the company would like to leave the equipment in place. The City will receive the Cell tower structure and equipment and receive \$17,000. The City may lease out the structure to other cell providers.
10. Golf Rounds: Please see the attached golf rounds to date.

Muscatine Urban Levee System
DRAFT
Scope of Work
22 May 2012

Project Title:

Evaluation of flooding scenarios and emergency planning assistance for urban levee systems – Muscatine, IA

Background: In December 2008 the City of Muscatine requested USACE assistance in planning for flooding of the Mississippi River if the levee was breached south of the city limits. The City of Muscatine has many businesses and industries in this area of the community and any breach would result in the flood waters backing into the city from the south. This concern was brought to their attention once again when discussing risk management options available if the above scenario actually occurred. While the City of Muscatine is protected by a FEMA accredited flood protection project, emergency response planning for events that exceed the design level of protection for the levee system will serve as a readiness measure to reduce future life and safety risks involved with flood events.

USACE was furnished a menu of the GIS data available through MAGIC (Muscatine Area Geographic Information Consortium) that might be useful for any type of flood inundation modeling. Industry makes business continuity plans and budgets for insurance required in the event of business interruption. The City is very focused on evacuation planning of the "Island and South End" neighborhoods. In order for any of City of Muscatine to get a sense of anticipated water levels and the time frame they have to act, they requested USACE assistance.

Description: The City of Muscatine has requested assistance in identifying and evaluating levee breach/overlapping scenarios to assist in their development of emergency action procedures including evacuation planning.

Estimated Engineering Work Plan: FY12-13

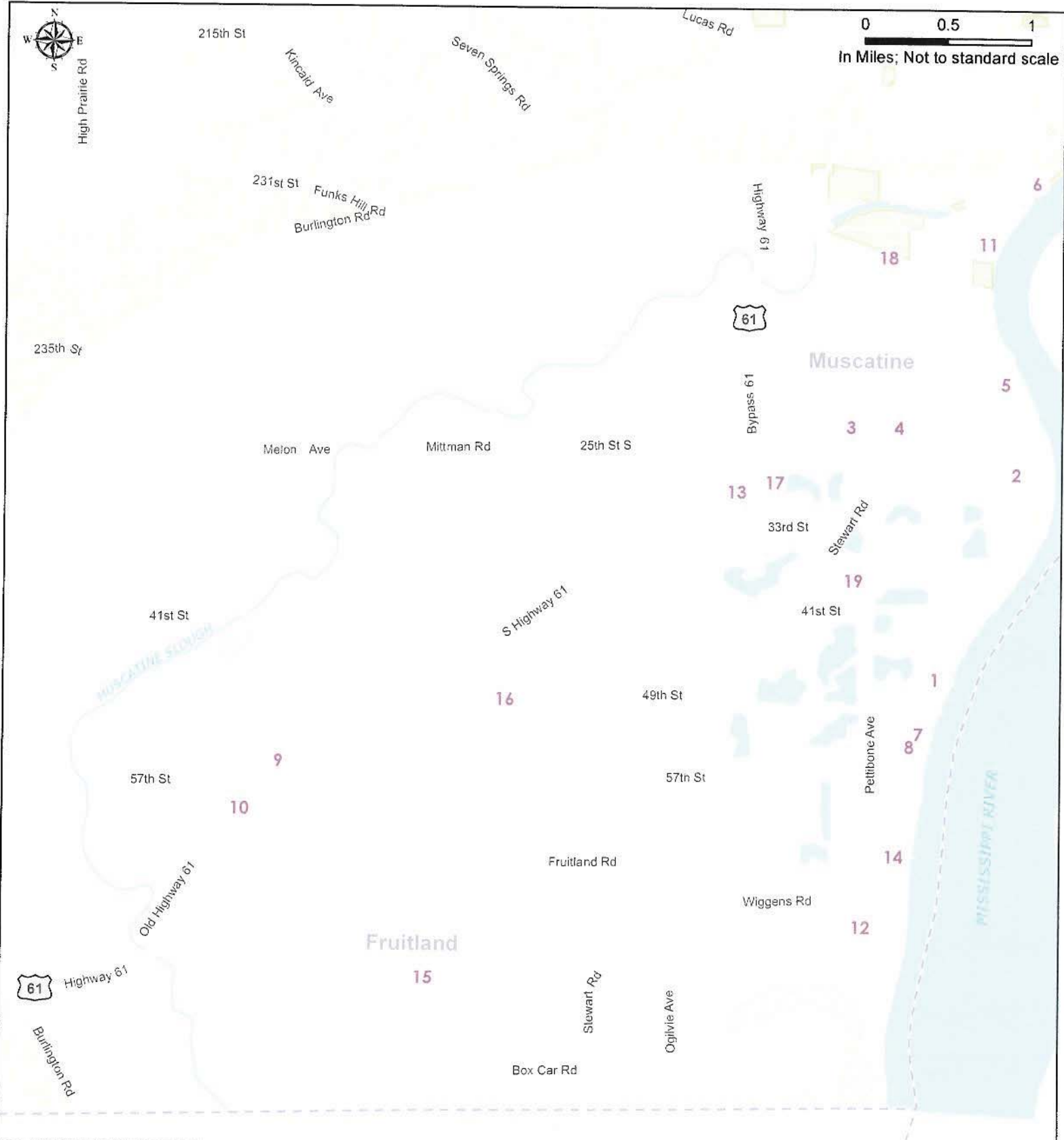
The work is separated into two phases that will likely be incrementally funded based upon availability of Flood Plain Management Services (FPMS) funding resources in FY12.

Phase 1: Remainder of FY12

- Identification of potential failure scenarios in consultation with City and other stakeholders. Mid-August 2012, a discovery meeting will be held with stakeholders to determine three study reaches (upper, middle, and lower) and most likely breach locations within each reach. Muscatine Area Geographic Information Consortium (MAGIC) will provide levee system map book to use during discovery meeting. USACE and City will collaborate in the preparation of a study kick-off PowerPoint presentation.
- Review past Upper Mississippi River levee failure and overtopping events to develop breach formation parameters for sand levees, earthen levees, and floodwalls. USACE geotechnical contribution involves support to development of levee breach parameters.
- Development of a GIS database of local topography, transportation systems and aerial photography to support evaluation in Phase 2 (the City maintains a database that can provide much of this information).

Phase 2: FY13 (October 2012 to October 2013)

- Hydraulic work would include hydraulic modeling for breach and overtopping analysis to develop time series inundation mapping. Hydraulic analysis will include computing and displaying rates of levee system flood water inundation and flood water evacuation.
- Study deliverables will include the analysis and documentation of failure scenarios and develop timing and inundation mapping to serve as input for the city and other stakeholder's emergency preparedness planning, including evacuation routes and procedures.



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|-------------------------------|-------------------------------------|-------------------------------|
| 1 CK PROCESSING | MUSCATINE ISLAND FLOOD STUDY | 13 GRANDVIEW WELL FIELD (MPW) |
| 2 POWER PLANT (MPW) | 8 RIVER TRADING COMPANY | 14 AGRILIANCE |
| 3 UNION TANK | 9 MUSCATINE MUNICIPAL AIRPORT | 15 CITY OF FRUITLAND |
| 4 MUSCO SPORTS LIGHTING | 10 ARMY NATIONAL GUARD | 16 PROGRESS PARK |
| 5 KENT CORPORATION | 11 AGRI GRAIN MARKETING | 17 HAHN READY MIX |
| 6 MCKEE BUTTON COMPANY | 12 MONSANTO CORPORATION | 18 MUSCATINE WPCP |
| 7 K.A. STEEL CHEMICAL COMPANY | | 19 NORTHERN GRAVEL |

**PERFORMANCE EVALUATION
MUNICIPAL CHIEF EXECUTIVE**

PLANNING – ability to anticipate and analyze problems; maps effective solutions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ORGANIZING – ability to arrange work and efficiently apply resources.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SUPERVISION – builds and motivates a team, provides direction, monitors and adjusts performance as necessary.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

DELEGATION – effectively assigns work to others and builds their skills.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

TIMING, i.e., opportunist – makes decisions when sufficient information is available, implements action when conditions are ripe for success.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

FINANCIAL MANAGEMENT - accurately and concisely reports (and projects) the financial condition; management practices and policies are designed to maintain (or achieve) a sound long-range financial condition – uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

FORGES COMPROMISES – has the ability to resolve the numerous conflicts inherent in municipal government.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ANALYTICAL – in making decisions considers the best available facts.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SENSITIVITY – listens and understands the positions and circumstances of others.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH GOVERNING BODY – accurately interprets the direction given by the governing body; keeps you well informed with concise oral and written communication.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH THE PUBLIC – is open and available to the public, takes their concerns and problems seriously, recognizes the public’s right and need to be well informed; is visible in the community.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH EMPLOYEES - provides sufficient information to keep the employees productive, motivated and part of the team; understands their concerns.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

CREATIVE – ability to reach for effective and, when necessary, inventive solutions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HONEST/FAIR – consistently open and straightforward.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ADAPTABLE – responds positively to a changing world and changing local conditions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

RESILIENT – energy and motivation maintained in spite of constant demands.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HUMOR – maintains and shares an appropriate sense of humor to lighten the load.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HIRING – recognizes the value of excellent employees and uses all reasonable efforts to ensure that the best available individuals are recruited and hired.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

RISK MANAGEMENT – implements effective programs to limit liability and loss.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

LEADERSHIP – guides effectively.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ACCEPTS DIRECTION – aggressively responds to the direction of the majority of the governing body – not sidetracked by the minority but recognizes their concern.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ETHICAL – conforms to the high standards of municipal services.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

JOB KNOWLEDGE – has a solid understanding of all phases of municipal government.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

PROFESSIONAL DEVELOPMENT – takes action to acquire new knowledge and skills.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SUCCESSFUL – in spite of limited resources.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

OPERATIONAL EFFICIENCY – obtains the best possible end result for the money spent.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

CREDITS GOVERNING BODY – credits municipal accomplishments to the policy makers; does not feed a personal ego.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

QUALITY OF MUNICIPAL SERVICES – how well do the direct services provided meet the needs of the community?

	Unacceptable	Poor	Marginally Acceptable	Acceptable	Good	Very Good	Excellent
Street Maintenance							
Police Services							
Fire-EMS							
Parks							
Recreation							
Water and Sewer							
Land Use							
Animal Control							
Construction & Engineering							

NEW OBJECTIVES – list new priorities you think should be emphasized.

AREAS IN NEED OF IMPROVEMENT.

STRENGTHS – list other strengths.

Signature of Evaluator

Evaluation Period

Date

MUSCATINE MUNICIPAL GOLF COURSE
ROUNDS PLAYED

	2003	YTD	2004	YTD	2005	YTD	2006	YTD	2007	YTD	2008	YTD	2009	YTD	2010	YTD	2011	YTD	2012	YTD
MARCH	1,153	1,153	726	726	963	963	561	561	857	857	738	738	1,151	1,151	1,608	1,608	1093	1,093	2,401	2,401
APRIL	3,266	4,419	3,573	4,299	3,426	4,389	3,294	3,855	2,483	3,340	2,569	3,307	3,028	4,179	3,928	5,536	2777	3,870	3,340	5,741
MAY	5,682	10,101	4,802	9,101	4,852	9,241	4,622	8,477	4,300	7,640	4,589	7,896	5,072	9,251	4,616	10,152	4586	8,456	5,361	11,102
JUNE	5,976	16,077	5,496	14,597	5,442	14,683	5,327	13,804	4,655	12,295	5,624	13,520	5,666	14,917	5,065	15,217	5111	13,567	5746	16,848
JULY	6,571	22,648	5,574	20,171	5,584	20,267	5,745	19,549	5,210	17,505	6,379	19,899	6,623	21,540	5,343	20,560	5471	19,038	5159	22,007
AUGUST	5,864	28,512	5,363	25,534	5,490	25,757	5,142	24,691	4,853	22,358	5,753	25,652	5,334	26,874	5,030	25,590	5550	24,588		22,007
SEPTEMBER	4,081	32,593	4,184	29,718	3,924	29,681	4,038	28,729	3,709	26,067	3,812	29,464	4,320	31,194	3,818	29,408	3283	27,871		22,007
OCTOBER	2,839	35,432	2,283	32,001	2,571	32,252	2,010	30,739	2,711	28,778	2,438	31,902	1,676	32,870	2,865	32,273	2615	30,486		22,007
NOVEMBER	557	35989	767	32,768	943	33,195	1,086	31,825	970	29,748	785	32,687	1897	34,767	1,101	33,374	1005	31,491		22,007
TOTAL - YTD		<u>35,989</u>		<u>32,768</u>		<u>33,195</u>		<u>31,825</u>		<u>29,748</u>		<u>32,687</u>		<u>34,767</u>		<u>33,374</u>		<u>31,491</u>		<u>22,007</u>

PLAYERS ON SEASON PASSES

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
ADULT	151	168	170	155	141	100	116	154	126	134
SENIOR	58	67	71	80	78	68	78	70	66	82
JUNIOR	41	52	39	50	36	23	29	20	21	24
COLLEGE	NA	NA	NA	NA	1	7	13	10	10	7
FAMILY	NA	NA	NA	NA	NA	66	56	58	54	51
TOTAL	250	287	280	285	256	264	292	312	277	298

10year Average YTD avg

March	1125	1125
April	3168	4293
May	4848	9142
June	5411	14552
July	5766	20318
Aug	5375	25694
Sept	3908	29601
Oct	2445	32047
Nov	1012	33059
Total	33059	