

**May 2022**

**City  
Department  
Activity  
Report**

**Carol Webb,  
City Administrator**



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

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The City Administrator's Monthly Report is intended to provide a brief summary of City activities, with links to additional information where possible. Due to the variety and complexity of City functions, however, the report is not all-encompassing. Please always feel free to contact the City of Muscatine for more information or with questions or concerns. View past and upcoming events on the City's calendar. Any feedback can be provided to the City Administrator's office by sending an email to [feedback@muscataineiowa.gov](mailto:feedback@muscataineiowa.gov).

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## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### From the City Administrator

In this May 2022 edition of the City Administrator's monthly report you will see that the City team has been busy on a variety of activities!

Our Finance department finalized the Fiscal Year 2022/2023 annual budget document, which can be found on the City's website at <https://muscatineiowa.gov/DocumentCenter/View/26934/FY-2022-2023-Budget-Book-PDF>. Included in the budget is a budget message (page 17) that summarizes the budgeting process, guiding principles, key themes, and other important information regarding the City's budget for the upcoming fiscal year. Objectives identified in the budget are aligned with the City's strategic priorities, which include a safe, vibrant, and healthy community.

The City's budget represents the implementation of its strategic plan. In Fiscal Year 2021/2022, the City accomplished numerous goals in alignment with the strategic plan, including updates to a variety of policies, implementation of new programs, and sustaining current programs. Examples include completion of the 2nd Street Streetscape Project, adoption of a property maintenance



code, an update to animal ordinances, continuation of community-oriented policing, initiation of construction of new recreational amenities in Musser, Kent-Stein, and Taylor Parks, hosting numerous special events in city parks and facilities, and ongoing implementation of the Council-adopted Housing Plan. These are just a few of the many examples of the accomplishments that we are celebrating as a City Council and staff team!

While the City accomplished much in the past year, we have more opportunity in the coming year to contribute to City Council's priorities. Goals include completing the Grandview Avenue Roadway Project, continuing efforts on the development of new housing projects, focusing on economic development, initiating an update of the City's comprehensive plan, and many other goals that are funded through the City's annual budget.

We look forward to continuing the good progress that is happening in our community and I am excited for the bright future in Muscatine.

If you have questions/concerns, you may reach out to the City at [feedback@muscatineiowa.gov](mailto:feedback@muscatineiowa.gov).



## **Highlights of City Activity**

**Department of Administration** - Presented 40 regular agenda items for consideration by City Council. Provided presentations to City Council on 2022 Muscatine Community Survey Results, City of Muscatine Smoking Policy changes, Trap-Neuter-Return program for Community Cats, update on process for establishing Utility Vehicle Code.

**Department of Public Works** – The Solid Waste Division collected 715 tons of curbside trash, 106 tons of curbside recycling, and 560 items for the Bulky Waste curbside collection program during May, serving 106 customers.

**Finance Department** – Prepared Budget Amendment #2 for Fiscal Year 22 and prepared the required public notice for public hearing. Continued working with the City's bond attorney and financial consultant on documents needed for June 2022 bond issue (bids were awarded May 19, 2022).

**Community Development Department** – Office coordinator continued to build reports and processes to enable the permitting module of SmartGov to go live on June 6. Iowa Economic Development Authority team completed a three-day assessment of the Downtown area that included two days of meetings with individuals engaged or vested in downtown redevelopment.

**Housing Agency** – The average occupancy for all 3 properties is 97%. Two-Step Ahead classes were conducted for renters. A briefing for priority applicants was held (those experiencing homelessness or enrolled in Fueling the Future).

**Parks and Recreation Department** – The Rose Garden at Weed Park is in bloom! Hanging baskets were put into place on 2nd Street. The Mississippi Mist opened for the season prior to Memorial Day. Shelters, Pearl City Station and the Riverview Center had great usage in the month of May with the great weather. Staff worked hard at preparing the Muscatine Aquatic Center for its opening. Playgrounds throughout the parks are open and are seeing great usage with the warming temperatures. The sand volleyball and tennis courts are up and running for the season, and leagues have already begun. The City of Muscatine received a \$5,000 Community Forestry Grant from the IDNR, with a match of \$5,000 from

HNI Corporation. The City also received a \$5,000 Alliant Energy Branching Out grant. With the help of almost 100 volunteers from HNI, and the opportunity for two Eagle Scouts to complete their required project, 54 trees were planted throughout our parks on May 20-21!

**Fire Department** – The Fire Engine Committee went to the Pierce Factory in Wisconsin to finalize and sign off on the build specs for the new engine. It is slated to be built this fall and scheduled for us to do the final inspection and acceptance in October, 2022. The National Community Survey results came out and the Fire Department garnered positive reviews. About 8 in 10 provided strong ratings for the City's fire services and ambulance services.

**Police Department** – Officers spent an evening with Big Brothers/Big Sisters group who came to the PD for a dinner. On May 20, 2022 Sergeant Minnat Patel, Officers Cesar Cabrera, Whitni Pena, Nicole Blum, Ashley Hahnbaum, and Kassy Middagh participated in the Heroes Dodgeball game at Jefferson School. Officers gave out popcorn at all the elementary schools on the last day of school with Prevent Violence Coalition. Lieutenant Ryan Buss bought food for a mother and her 3 children who were stranded at the Public Safety Building.

**Human Resources Department** – The Human Resources Department conducted onboarding for five new employees. HR Department staff also assisted in the testing, interview, and hiring process for Fire Fighter. A software program has been selected for on-line applications and onboarding. The implementation process will begin in June. Another session of week long leadership training was completed in May. Seven supervisors from throughout the City participated in this class.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Highlights of Muscatine City Council

### May 5 Regular Meeting

- Public Hearing on proposed zoning change for the 1900 block of West Stewart Road.
- Proclamation of EMS Week
- Resolutions setting Public Hearing for Amendment #2 to the FY21-22 budget.
- Resolution setting Public Hearing on amendment to the Urban Renewal Plan for Love's, McKee, and Merge Projects.
- Resolution awarding contract for widening the airport taxiway.
- Resolution setting date of Bond Sale and approving POS and electronic Bidding.
- Awarding of Asbestos Abatement Contract for demolished building at Carver Corner.

### May 12 Special Meeting

- Public Hearing for PHA Annual Plan
- Resolution approving PHA Annual Plan

### May 12 In Depth-Meeting

- Presentation on results from Community Survey.
- Presentation on potential code for ATV/UTV regulations.
- Presentation on feral and/or community cats.
- Presentation and discussion of smoking on city property.

### May 19 Regular Meeting

- Public Hearing on Amendment #2 to the FY21-22 Budget.
- Resolution approving contract and bond for widening the airport taxiway
- Presentation of Bond bids received and award and resolution authoring issuance proceedings.



Note that this list is not all inclusive and only notes major discussion items. Please consult the published Council Agenda at <https://www.muscatineiowa.gov/86/Agendas-Minutes> or view Council meetings at <https://www.youtube.com/user/CityofMuscatine>

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# *Upcoming for the Muscatine City Council*

### **June 2 Regular Meeting**

- Public Hearing on amendments to the Urban Renewal Plan for Love's, McKee, and Merge Projects.
- Resolution approving amendments to the Urban Renewal Plan for Love's, McKee, and Merge Projects.
- Resolution setting a Public Hearing approving a development agreement for Love's Project.
- Resolution setting a Public Hearing establishing a TIF District at Carver Corner.
- Resolution setting a Public Hearing regarding Community Cats Ordinance.
- Final closing on Bond Sale.
- Appointment of new members to various boards.
- Accept \$200,000 downtown housing grant.

### **June 9 Special Meeting**

- Public Hearing amending the Urban Renewal Plan for Love's, McKee, and Merge projects.
- Public Hearing approving a Development Agreement for Love's Project.
- Resolution approving amendments to the Urban Renewal Plan for Love's, McKee, and Merge projects.
- Resolution approving a Development Agreement for the Love's project.

### **June 9 In-Depth Meeting**

- Update on Sister Cities
- Update on MSORT
- Update on Fulliam Reconstruction Project
- Overview of Sidewalk and Pedestrian Programs
- Overview of fireworks regulations and enforcement.

### **June 16 Regular Meeting**

- Public Hearing regarding Community Cats Ordinance.DOT Supplemental Agreement for maintenance of primary roads.
- Insurance renewal IMWCA/ICAP
- Resolution setting public hearing on plans, specifications, form of contract, an cost estimates for proposed 67th Avenue Sidewalk Improvement Project.
- Resolution setting public hearing on application for Community Development Block Grant Funds to support the Mulberry Neighborhood Revitalization Pilot Project.



### **July 7 Regular Meeting**

- Public hearing on plans, specifications, form of contract, an cost estimates for proposed 67th Avenue Sidewalk Improvement Project.
- Public hearing on application for Community Development Block Grant Funds to support the Mulberry Neighborhood Revitalization Pilot Project.
- Resolution setting public hearing on Kent-McGee Development Agreement.
- First Reading of ordinance regarding Community Cats.

### **July 14 In-Depth Meeting**

- Presentation on proposed revisions to Snow Emergency Ordinance.
- Update on the Rules of Procedure for City Council.
- Update on Capital Improvement Plan.

### **July 21 Regular Meeting**

- Public hearing on Kent-McGee Development Agreement.
- Resolution approving Kent-McGee Development Agreement.
- Second Reding of ordinance regarding Community Cats.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Administration | City Administrator's Office

The City Administrator's office is responsible for the overall management and administrative coordination of the activities of the City of Muscatine. The Office focuses on providing transparent and efficient city services that meet or exceed community expectations.

#### May Highlights

- Presented 40 regular agenda items for consideration by City Council
- Provided presentations to City Council on 2022 Muscatine Community Survey Results, City of Muscatine Smoking Policy changes, Trap-Neuter-Return program for Community Cats, update on process for establishing Utility Vehicle Code.
- Responded to numerous citizen and City Council requests and concerns.



### Department of Administration | Human Resources Division



#### May Highlights –

- The Human Resources Department conducted onboarding for five new employees. HR Department staff also assisted in the testing, interview, and hiring process for Fire Fighter.

- Another session of week-long leadership training was completed in May. Seven supervisors from throughout the City participated in this class.
- WorkingWellMuscatine completed its first set of recommendations for the month of May about how to Move More, Eat Well, Feel Better in honor of Mental Health Awareness Month. The Healthy Hometown committee also met and will be updated smoking policy to City Council in the near future.
- A software program has been selected for online applications and onboarding. The implementation process will begin in June.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Administration | Finance Division

| <b>Monthly Activity Summary Report</b>   |                      |                      |                     |                      |                   |                   |                 |
|--|----------------------|----------------------|---------------------|----------------------|-------------------|-------------------|-----------------|
| Summary of Activities for the Month of:  | <b>November 2021</b> | <b>December 2021</b> | <b>January 2022</b> | <b>February 2022</b> | <b>March 2022</b> | <b>April 2022</b> | <b>May 2022</b> |
| Accounts Payable Checks and ACH Payments | 531                  | 506                  | 532                 | 487                  | 523               | 584               | 540             |
| Payroll Checks and Direct Deposits       | 711                  | 682                  | 645                 | 650                  | 661               | 1052*             | 774             |
| Accounts Receivable Invoices Sent        | 186                  | 261                  | 186                 | 205                  | 160               | 194               | 189             |
| Finance Cash Register Transactions       | 413                  | 423                  | 465                 | 505                  | 564               | 468               | 525             |
| Housing Receipt Transactions             | 196                  | 193                  | 198                 | 198                  | 193               | 197               | 192             |
| Purchase Orders Processed                | 268                  | 215                  | 215                 | 203                  | 252               | 200               | 233             |

\* Payroll checks for April 2022 include three (3) payrolls.

#### **Department highlights for the month of May:**

- Staff trained new Meter Attendant.
- Prepared Budget Amendment #2 for FY22 and the required notice for public hearing.
- Continued working with the City's bond attorney and financial consultant on the documents needed for the June 2022 bond issue.
- Continued submitting information to the State for FEMA grant reporting and responding to requests for additional information. (Finance Director and Accounting Supervisor)
- Hershey Refinancing calls with Grandbridge, attorneys, Housing staff, and Finance staff to discuss information needed to complete the refinancing. Prepared and submitted required information needed from Finance.
- Attended the Governmental Roundtable in Des Moines (Finance Director and Account Supervisor).
- Started preparing the budget document for publication.

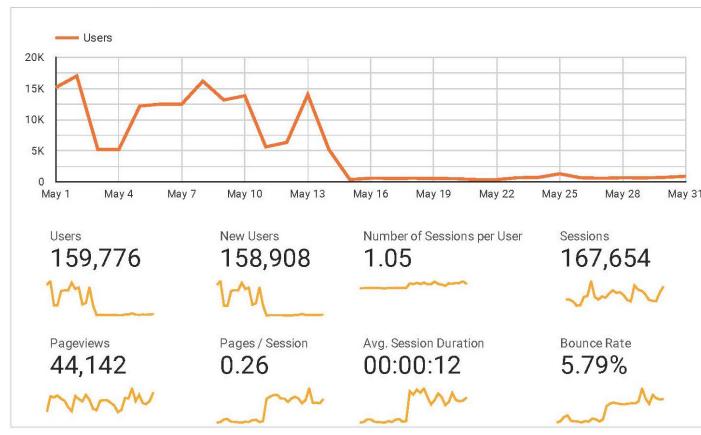
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Administration | Communications Division

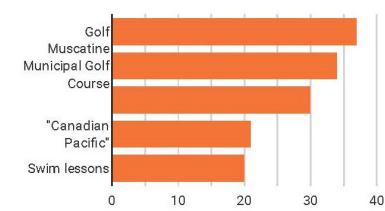
The goal of the Communication Division is to provide up-to-date and timely information to the citizens of Muscatine, and to provide a user

friendly website for citizens to find and download various information specific to their needs.

### Your audience at a glance

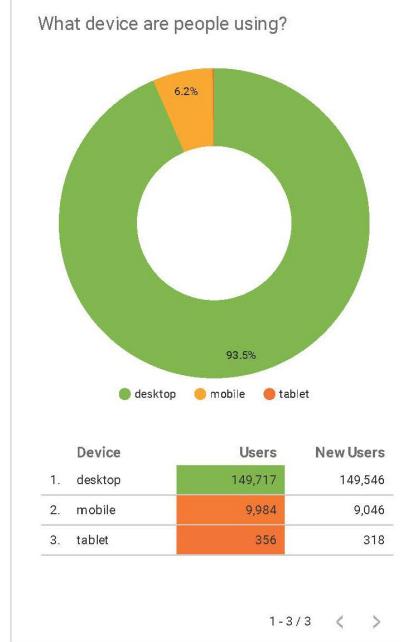


### Search Term

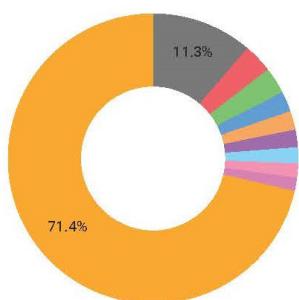


| Search Term                 | Pageviews |
|-----------------------------|-----------|
| 1. Golf                     | 37        |
| 2. Muscatine Municipal G... | 34        |
| 3. City General Contractor  | 30        |
| 4. "Canadian Pacific"       | 21        |
| 5. Swim lessons             | 20        |

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### Which page is the most popular?



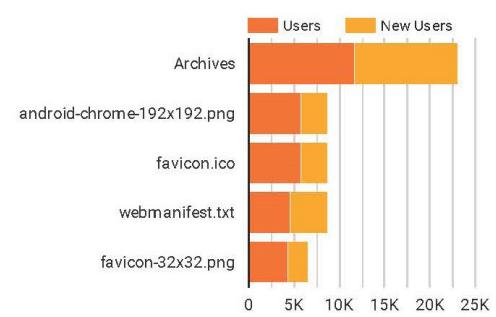
| Page                              | Pageviews |
|-----------------------------------|-----------|
| 1. /                              | 4,926     |
| 2. /facilities/facility/detail... | 1,414     |
| 3. /jobs.aspx                     | 1,300     |
| 4. /76/Muscatine-Transfe...       | 978       |
| 5. /171/Muscatine-Munic...        | 912       |
| 6. /25/Parks-Recreati...          | 848       |
| 7. /239/Compost-Facility          | 776       |
| 8. /17/Police-Department          | 691       |
| 9. /461/Parking-Payments          | 655       |
| 10. /1063/ATE-Mobile-Spee...      | 597       |

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### May Highlights

- A total of 26 news releases were produced and distributed to media and Notify Me subscribers.
- Hosted 15 GoToMeeting Virtual meetings for various departments.
- Created 142 social media posts (43 Facebook, 45 Instagram, 45 Twitter, 1 LinkedIn, and 8 YouTube).
- Assisted with the production of three "Muscatine In Focus" presentations.
- Ended month with 9,125 followers on Facebook, 1,473 on Instagram, 1,524 on Twitter, 404 on YouTube.
- Additionally, Muscatine Communication YouTube has 56 followers, Muscatine Fire YouTube 37, Muscatine In Focus YouTube 32, Muscatine In Focus Facebook 54, and Our City Facebook 1,181.

### Most popular pages with title breakdown

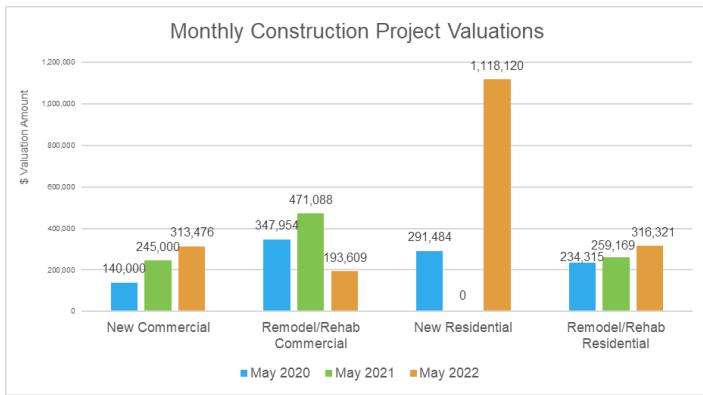
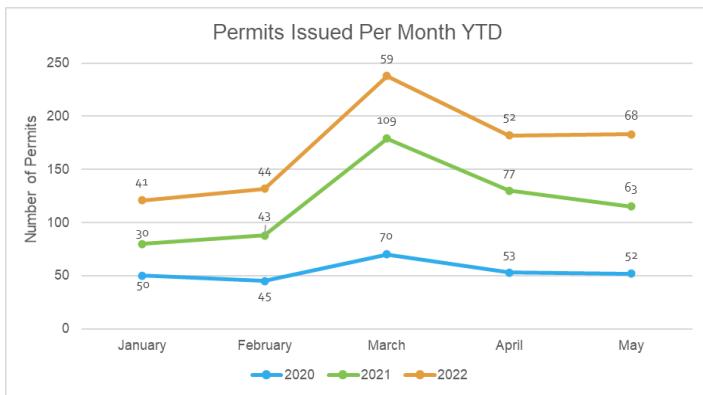


| Page Title                      | Pageviews |
|---------------------------------|-----------|
| 1. Muscatine, IA - Official ... | 4,972     |
| 2. News Flash • Muscatin...     | 3,293     |
| 3. Facilities • Muscatine, I... | 3,265     |
| 4. Job Postings • Muscati...    | 2,597     |
| 5. Search • Muscatine, IA • ... | 1,692     |
| 6. Archive Center • Muscat...   | 1,501     |
| 7. Staff Directory • Muscat...  | 1,115     |
| 8. MUSCATINE Transfer S...      | 979       |
| 9. ATE Mobile Speed Enfo...     | 920       |
| 10. Muscatine Municipal G...    | 913       |

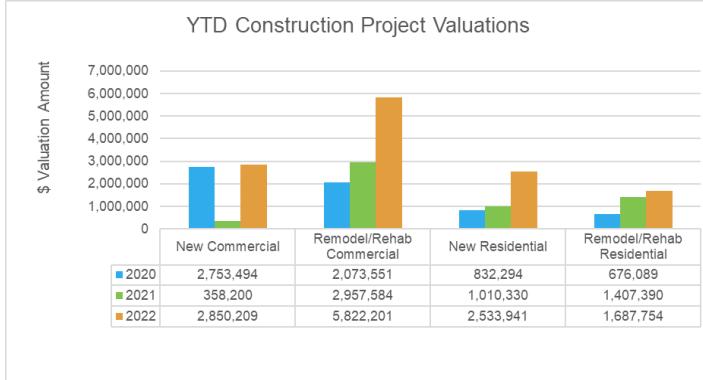
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## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

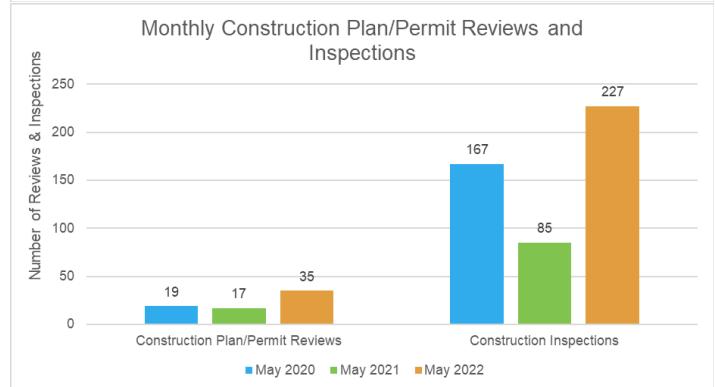
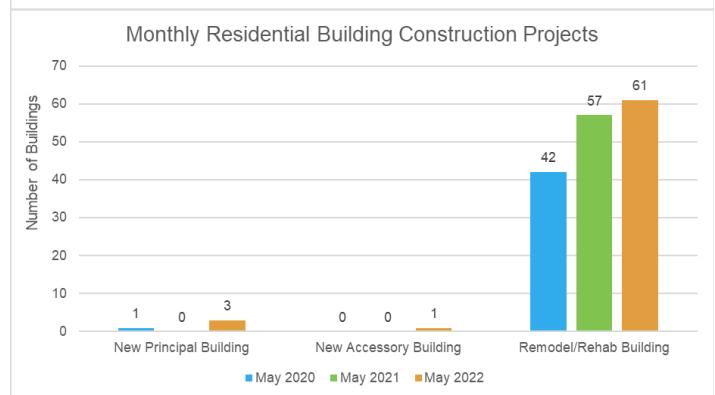
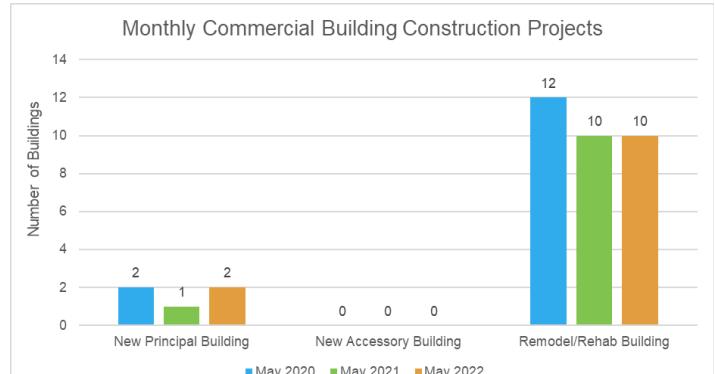
### Department of Community Development



\*2022 New Residential Valuation includes Mechanical Permit for Grandview Senior Loft Apartments – Building Permit was issued in June 2021

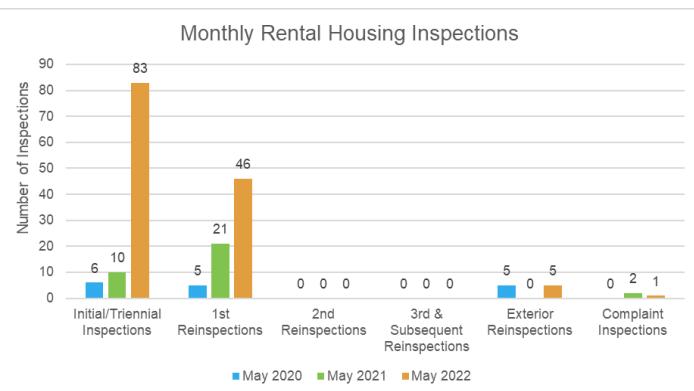


- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations whether it be for a remodel or repair.

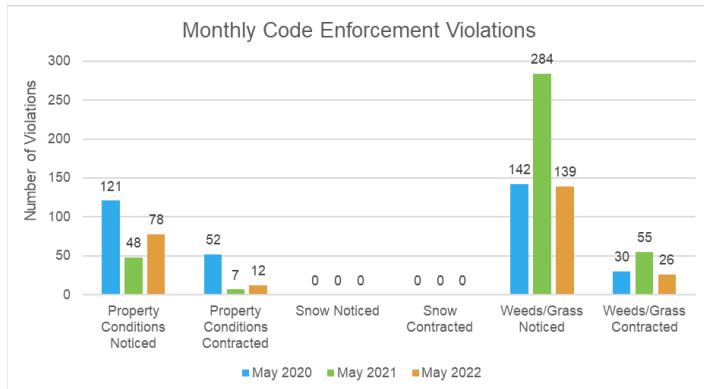


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Community Development

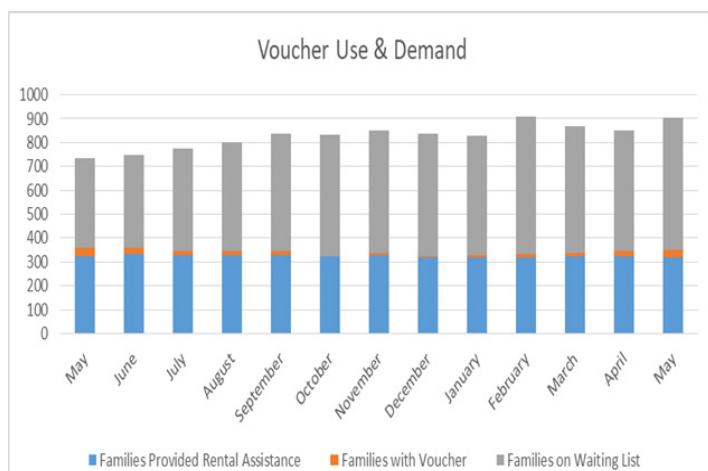


Property Conditions defined as Nuisance Abatements and other Code Violations including but not limited to dangerous tree trimming/removal, zoning regulation violations, etc.



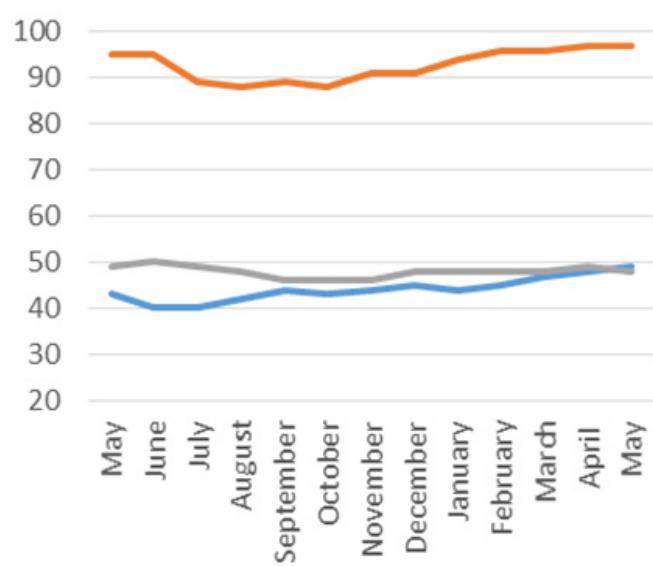
#### Department of Community Development

- The Office Coordinator continued to build reports and processes to enable the permitting module of SmartGov to go live in June 6.
- Code Enforcement and administrative staff attended the ICMA Nuisance Conference, where information regarding best practices and policies was presented. This information is being used to evaluate options to improve local responses to code violations and abandoned properties.
- Property owners in the east 200 block of 2nd Street were invited to a kick off meeting for a Downtown Revitalization Project (façade improvement) and the contracted architect met with 9 owners to review design ideas.
- A team from the Iowa Economic Development Authority was in town this month to complete a 3 day downtown assessment. Activities included a community meeting, 2 days of meetings with individuals engaged or vested in downtown redevelopment, and a public presentation of the findings and anticipated recommendations. The Downtown Assessment Team will issue a full report sometime in June.



#### Muscatine Municipal Housing Agency

- MMHA had 32 vouchers on the street at the end of the month, allowing families to find units to rent with assistance.
- Two Step-Ahead (renter) Classes were conducted.
- A briefing was for priority applicants (those in experiencing homelessness or enrolled in Fueling the Future).
- Paid \$140,880 to private landlords and utilities on behalf of assisted clients
- \$5,727 was deposited into escrow accounts for families working toward self-sufficiency
- Received \$19,344 in administrative fees based on the 82% proration of fees earned
- Completed 194 work orders with an average turn-around time of 1 day.
- Maintained a 97% occupancy rate for all 3 properties.



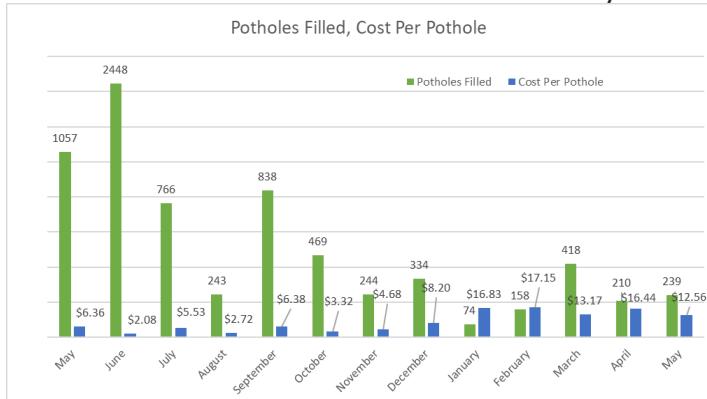
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Public Works

The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down into subdivisions. For the purpose of the monthly report there will be several divisions that will be reporting consistently, while others may only be reporting on special events or accomplishments.

### **Roadway Maintenance Division Report:**

Roadway Maintenance includes activities related to street repairs, snow removal, traffic control, and street cleaning. They are responsible for over 254 lane miles of streets within the city limits.



This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box.

### **Building and Grounds Activities:**

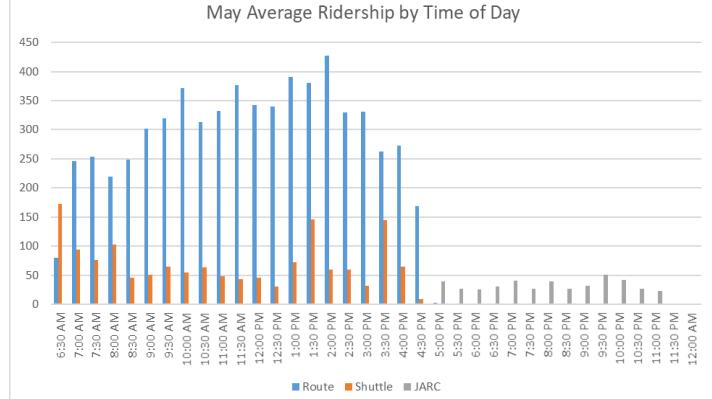
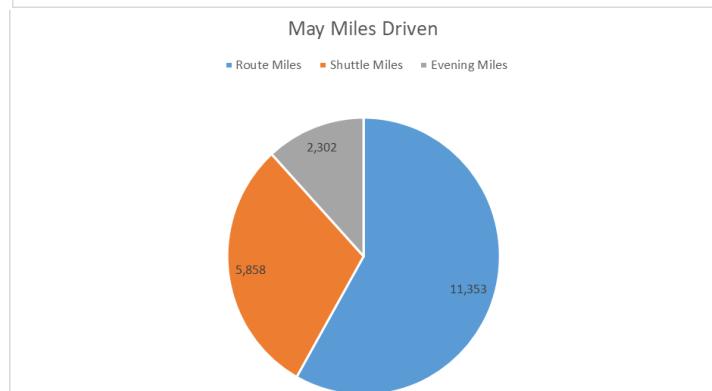
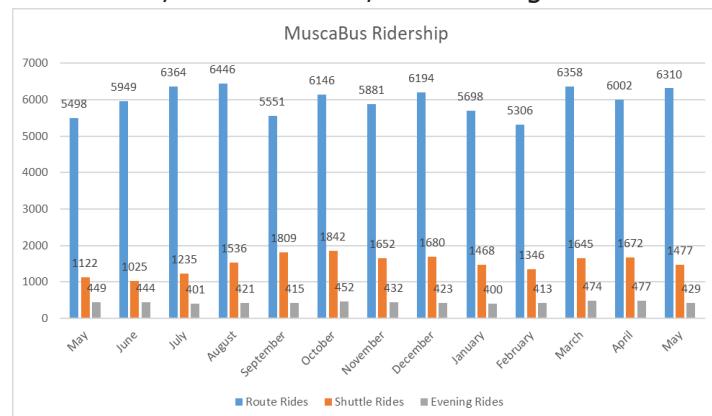
This month, in addition to their regular duties including cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff have been completing multiple projects including: installed window air conditioning units, installed elevator directional signs, stripped, sanded and refinished woodwork at City Hall; cleaned out planters, backfilled holes around Musco lights, fixed the sprinkler system in the storage garage, replaced three exhaust motors, helped with city auction items and repaired lights in the Collection & Drainage building at Public Works; repaired several humidifiers, replaced sewer lines in the carriage house, repaired the weed eater and cut down and cleaned up 12 large trees at the Art Center; repaired air conditioning units at the south fire station;

repaired air conditioning units and turned on the irrigation system at the library.

In addition, staff worked on the electrical circuits for the 2nd Street power kiosks, and continue mowing and trimming around city buildings. They also cut keys for other departments and moved the lift for the Parks Department. Staff continue to utilize the PubWorks asset management software and are now using it to create preventive maintenance work orders, standard operating procedures, and lock out-tag out procedures.

### **Transit Summary of Operations:**

MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Public Works

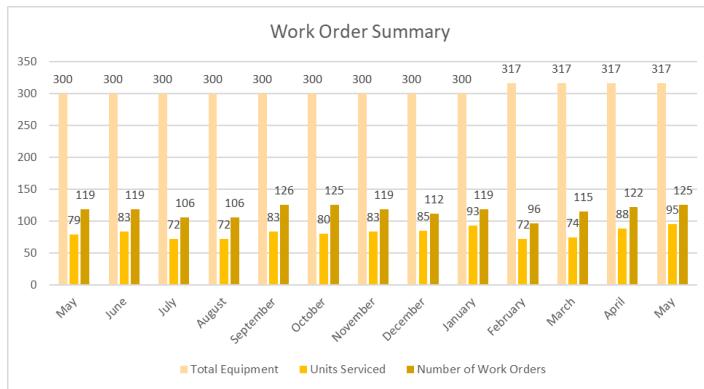
#### Engineering Division Report:

The following table describes current and proposed construction projects and their status.:

| Project Name                       | Project Start | Percent Complete | Project Notes                          |
|------------------------------------|---------------|------------------|--|
| Concrete Full Depth Patch          | March 2022    | 85%              | Pathcing began March 21                |
| Asphalt Street/Alley Overlay       | November 2021 | 49%              | 6 alleys, 3 streets completed          |
| Grandview Reconstruction           | May 2021      | 71%              | Paving Musser to Houser                |
| West Hill Sewer Separation Phase 5 | April 2021    | 48%              | Sewer on Climer, and on 8th and Locust |
| Park Avenue 4 to 3 lane            | March 2021    | 99%              | Punch List                             |
| 2nd Street Streetscape             | March 2021    | 98%              | Punch List                             |

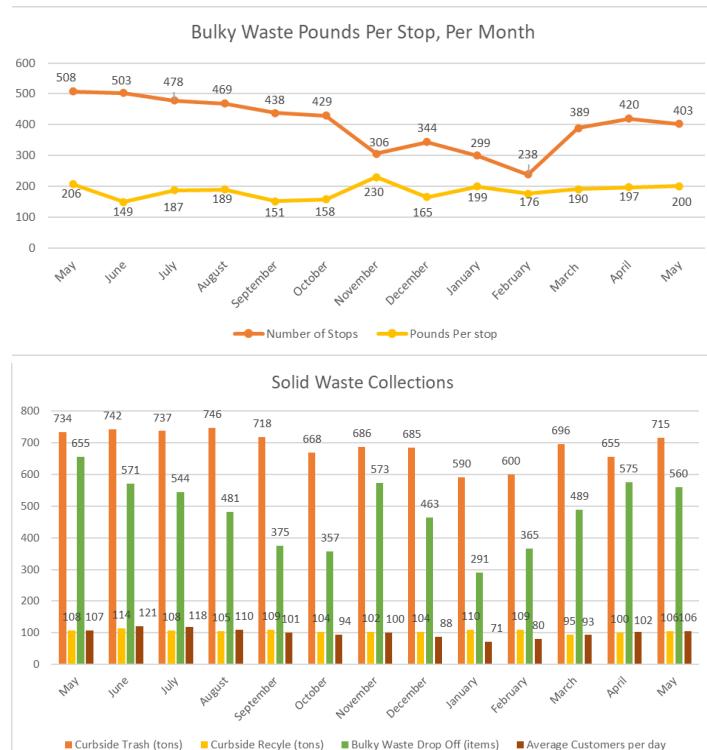
#### Vehicle Maintenance Division Report:

The Vehicle Maintenance Division services and repairs approximately 317 pieces of equipment and vehicles from all city departments with the exception of the Fire Department, Soccer, and WPCP.



#### Solid Waste Division Report:

The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



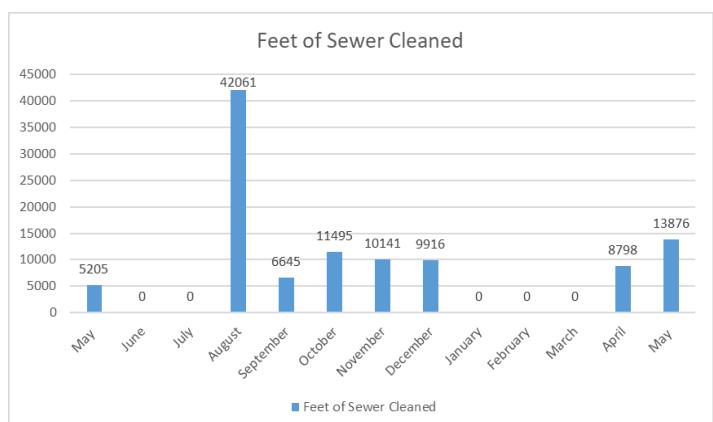
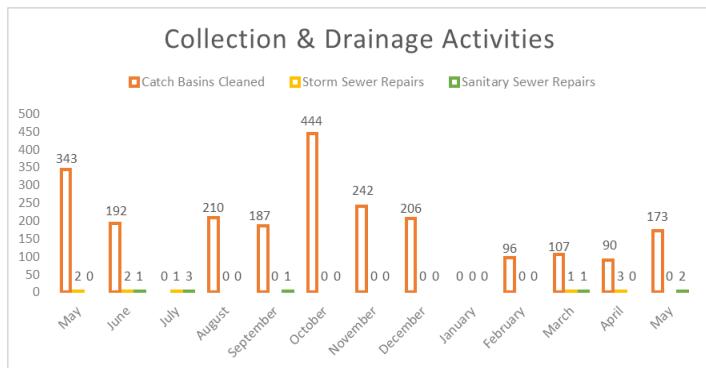
This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste and recyclables. Also included is the average number of customers per day at the Transfer Station.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Public Works

#### Collection & Drainage Division Report:

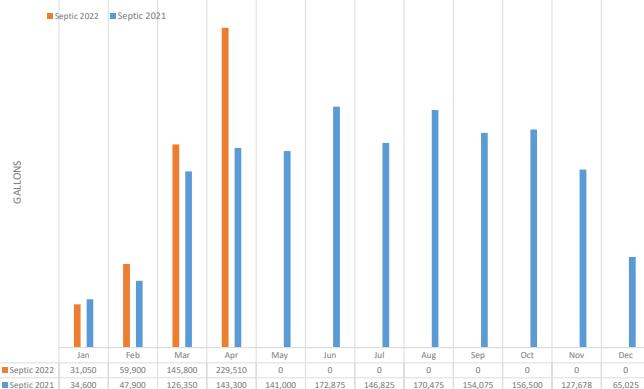
The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 stormwater catch basins, 112 miles of sanitary sewer and 68 miles of storm sewer pipe.



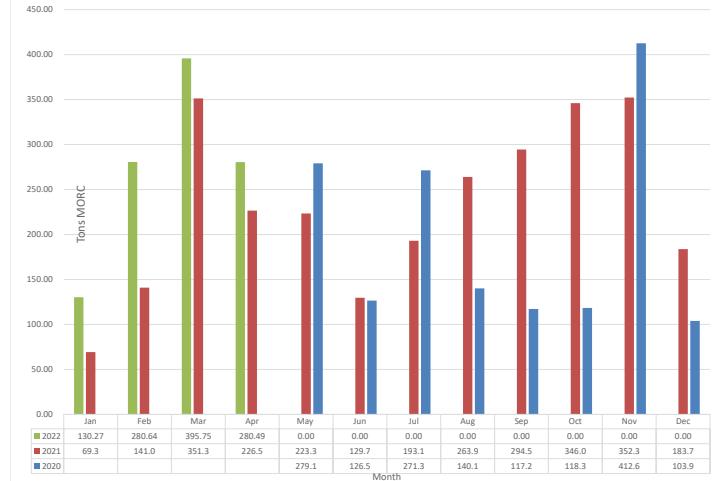
# REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

## Water Resource & Recovery Facility

### MUSCATINE WRRF HAULED SEPTAGE WASTE 2022



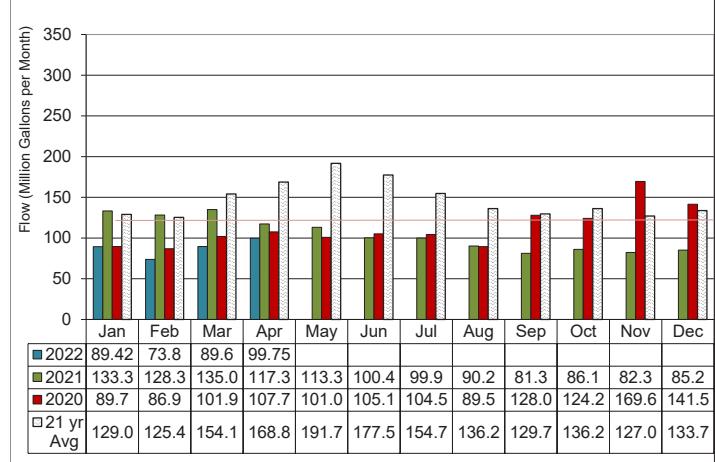
### Muscatine WRRF Monthly MORC Loading



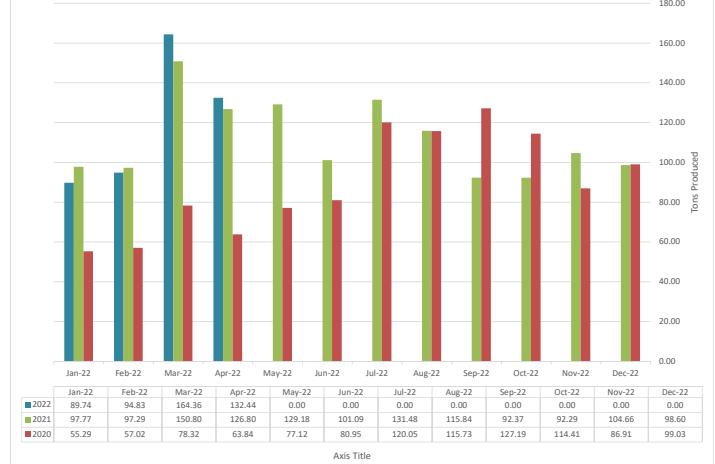
### MUSCATINE WRRF HAULED FOG - HIGH STRENGTH WASTE 2022



### Muscatine WRRF Total Flow per Month



### Muscatine WRRF Monthly Total Sludge Production



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Fire Department



#### Fire Department Monthly Report By: Chief Jerry Ewers

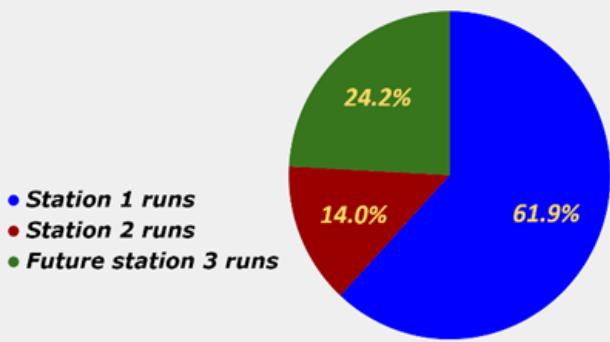
#### Staff Updates & Kudos

- Firefighter Dan Deckert was sworn in at the June 2nd council meeting

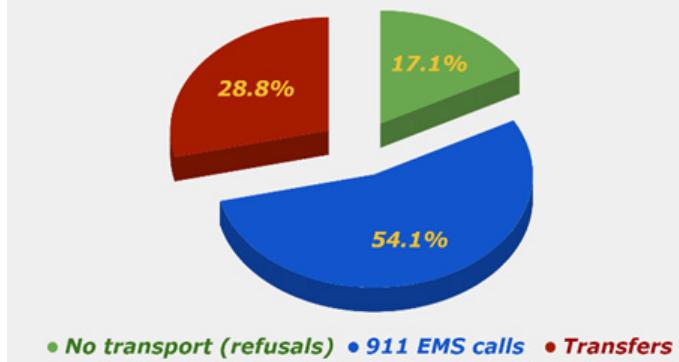
#### May 2022 Highlights

- The Fire Engine Committee went to the Pierce Factory in Wisconsin to finalize and sign off on the build specs for the new engine. It is slated to be built this fall and scheduled for us to do the final inspection and acceptance in October, 2022.
- The National Community Survey results came out and the Fire Department garnered positive reviews. About 8 in 10 provided strong ratings for the City's fire services and ambulance services.
- Recognized EMS Week May 15-21, 2022.

**Calls per Coverage Area - May 2022**



**EMS Call Types - May 2022**



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Fire Department

#### **Demand for Services / Response Activity**

|                                  | Avg. Per Day | Monthly Totals | YTD Totals   |
|----------------------------------|--------------|----------------|--------------|
| <b>Fire Responses</b>            | <b>2.19</b>  | <b>68</b>      | <b>364</b>   |
| <b>911 EMS Responses</b>         | <b>10.26</b> | <b>318</b>     | <b>1,328</b> |
| <b>Out of Town Transfers</b>     | <b>3.35</b>  | <b>104</b>     | <b>504</b>   |
| <b>Local Transfers</b>           | <b>0.45</b>  | <b>14</b>      | <b>63</b>    |
| <b>Total Responses</b>           | <b>16.26</b> | <b>504</b>     | <b>2259</b>  |
|                                  | Avg. Per Day | Monthly Totals | YTD Totals   |
| Urban Response Time              |              | 92.9%          | 92.2%        |
| Goal - 90% within 9 min or less  |              |                |              |
| Rural Response Time              |              | 972%           | 94.2%        |
| Goal - 90% within 15 min or less |              |                |              |

#### **Staff Training**

| Type                                | Monthly         | YTD            |
|-------------------------------------|-----------------|----------------|
| Recruit /Probationary               | 23.45           | 595.9          |
| Fire Suppression                    | 354.2           | 1,353.95       |
| EMS / Medical Related               | 175.5           | 1,046.5        |
| Technical/Rescue                    | 135.3           | 897.25         |
| Driver/Operator                     | 33.3            | 125.9          |
| Professional Development/Leadership | 82              | 286.3          |
| Paramedic Program                   | 288             | 1,376          |
| <b>Totals</b>                       | <b>1,091.75</b> | <b>5,681.8</b> |

#### **Vehicle & Equipment Maintenance**

|   | Monthly         | YTD             |
|---|-----------------|-----------------|
| Fire Vehicle Miles Driven                   | 4,663           | 15,056          |
| Ambulance Miles Driven                      | 11,662          | 54,869          |
| <b>Total Miles Driven</b>                   | <b>16,325</b>   | <b>69,925</b>   |
| Work Orders Completed (PPE,Vehicles,Equip.) | 47              | 296             |
| Gallons of Diesel Fuel Dispensed            | 495.90          | 2,106.10        |
| Gallons of Gasoline Dispensed               | 1,517.80        | 7,326.60        |
| <b>Total Gallons of Fuel Dispensed</b>      | <b>2,013.70</b> | <b>9,432.70</b> |

#### **Prevention, Education and Outreach**

|                           | Month | YTD |                                 | Month | YTD |
|---------------------------|-------|-----|---------------------------------|-------|-----|
| <b>Fire Inspections</b>   | 13    | 75  | <b>Plan Reviews/Site Visits</b> | 8     | 38  |
| <b>Fire Reinspections</b> | 15    | 57  | <b>Fire Investigations</b>      | 5     | 30  |
| <b>Educational Events</b> | 5     | 19  | <b>Permits Issued</b>           | 184   | 795 |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

#### May Highlights

- The PD hosted our monthly Coffee with a Cop at Farmers Market downtown
- Street Crimes Officers Casey Jensen and Britt Jameson arrested two subjects for Robbery. There were three victims in the case.
- On May 11, 2022 Detective DeVrieze and Detective Jensen searched a two (2) mile area on Highway 61 and located a handgun that had been used in a Robbery.
- On May 25, 2022 Officer Jacob Elliott applied for a search warrant and was granted such warrant and arrest warrant for a Burglary case.
- On May 25, 2022 Sergeant John Hesseling used his tracking skills to locate a subject wanted for a Burglary warrant. Sgt. Hesseling interviewed subject and during the course of interview located stolen items from another case after confession.
- Street Crimes Officer Casey Jensen was granted a search warrant on vehicle used in a crime involving a firearm. Subject located firearm and charges filed.
- Detectives DeVrieze, Joe Roseman, and Adam Rasibek assisted the Postal Service on a federal case involving a fraudulent life insurance payment. Detective Raisbeck, Detective Roseman, and Detective DeVrieze helped with the Safety Plan, executing a search warrant, interviews, and the seizure of property including two (2) cars.
- The Police Department observed National Police Week
- The Police Department participated in a Multijurisdictional Governors Traffic Safety Bureau event with Muscatine County Sheriff's Dept., Wilton PD, and Iowa State Patrol.
- Officers spent evening with Big Brothers/Big Sisters group who came to the PD for a dinner.



- On May 20, 2022 Sergeant Minnat Patel, Officers Cesar Cabrera, Whitni Pena, Nicole Blum, Ashley Hahnbaum, and Kassy Middagh participated in the Heroes Dodgeball game at Jefferson School.
- Corporals Jolisa Colman and Matt Horton participated in the Special Olympics Torch Run/Ride Bike by riding their bikes.
- Officers gave out popcorn at all the elementary schools on the last day of school with Prevent Violence Coalition
- Sergeant Greg Hazelett instructed for two Defensive Tactics classes for 35 Muscatine Power and Water employees.
- Lieutenant Ryan Buss bought food for a mother and her 3 children who were stranded at the Public Safety Building.

#### Staff Updates

- Police recruits Ashley Hahnbaum and Austin Engleking started the Cedar Rapids Police Department Academy June 6, 2022 class.
- Officers Kassy Middagh and Darran Riitchie are in Field Training Program
  - The department is currently down one (1) officer due to an unanticipated retirement in April.

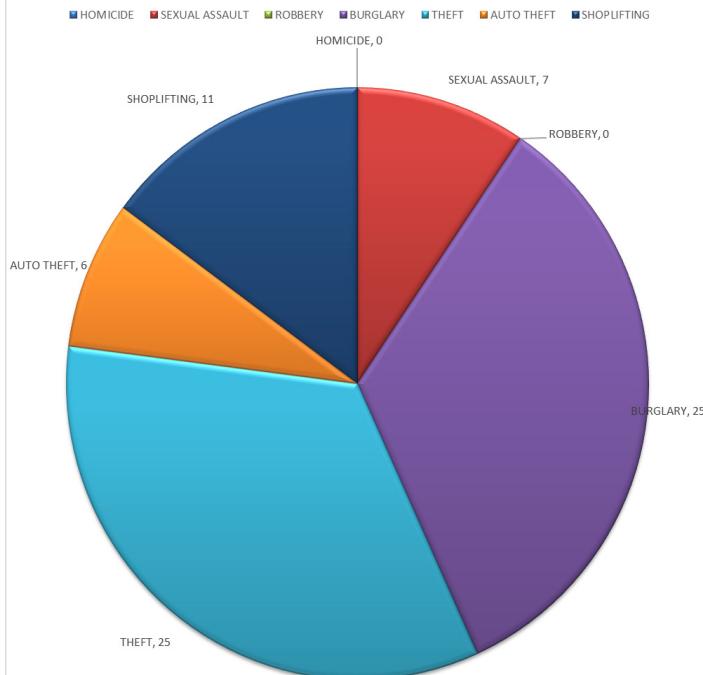


# REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

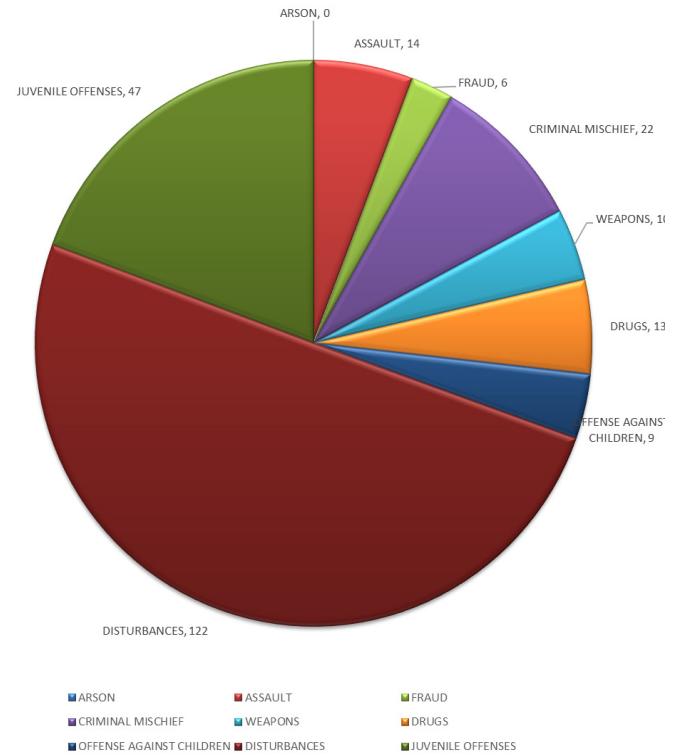
## Muscatine Police Department

### MUSCATINE POLICE DEPARTMENT END OF YEAR STATISTICS

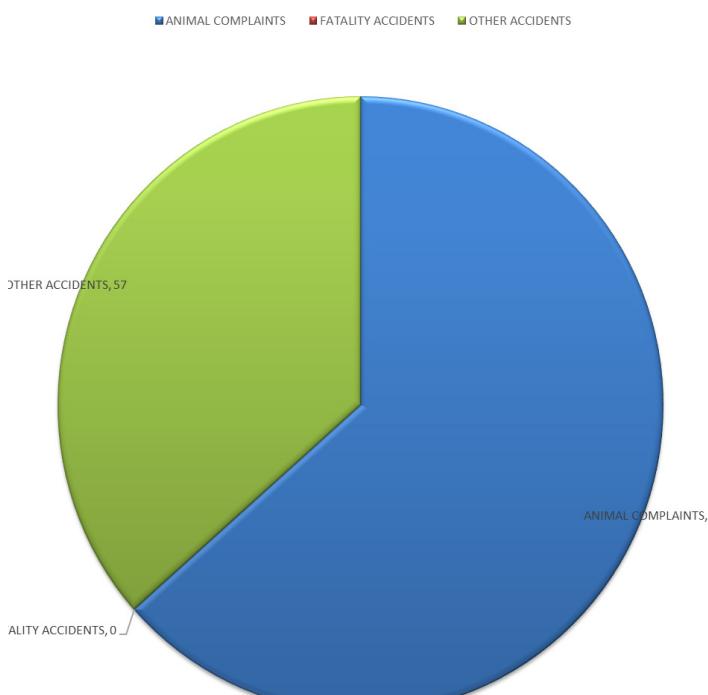
#### Class I Calls



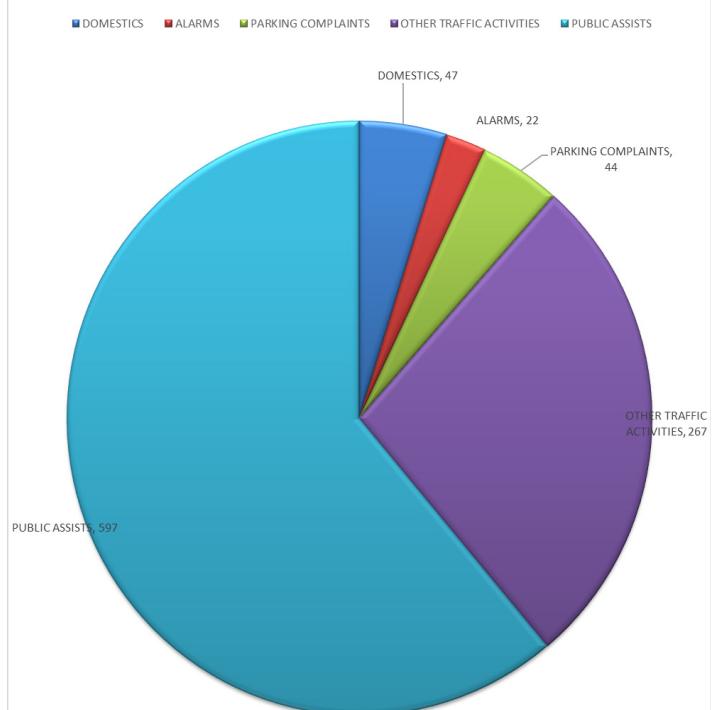
#### Class II Calls



#### Class IV Calls



#### Class V Calls



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

#### MUSCATINE POLICE DEPARTMENT CALLS FOR SERVICE

| CALL TYPE      | YEAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | YEAR TO DATE  |
|----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|
| HOMICIDE       | 2022 | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     |     | 0             |
|                | 2021 | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     |     | 0             |
| SEXUAL ASSAULT | 2022 | 4   | 9   | 9   | 3   | 7   |     |     |     |     |     |     |     | 32            |
|                | 2021 | 3   | 4   | 5   | 14  | 8   |     |     |     |     |     |     |     | 34            |
| ROBBERY        | 2022 | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     |     | 0             |
|                | 2021 | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     |     | 0             |
| BURGLARY       | 2022 | 16  | 11  | 24  | 41  | 25  |     |     |     |     |     |     |     | 117           |
|                | 2021 | 14  | 16  | 14  | 21  | 28  |     |     |     |     |     |     |     | 93            |
| THEFT          | 2022 | 16  | 16  | 25  | 18  | 25  |     |     |     |     |     |     |     | 100           |
|                | 2021 | 23  | 15  | 30  | 27  | 23  |     |     |     |     |     |     |     | 118           |
| AUTO THEFT     | 2022 | 2   | 4   | 9   | 14  | 6   |     |     |     |     |     |     |     | 35            |
|                | 2021 | 6   | 5   | 3   | 6   | 5   |     |     |     |     |     |     |     | 25            |
| SHOPLIFTING    | 2022 | 5   | 13  | 17  | 10  | 11  |     |     |     |     |     |     |     | 56            |
|                | 2021 | 8   | 8   | 12  | 11  | 8   |     |     |     |     |     |     |     | 47            |
|                |      |     |     |     |     |     |     |     |     |     |     |     |     | Class I Total |
|                |      |     |     |     |     |     |     |     |     |     |     |     |     | 340           |

|                           |      |    |    |     |     |     |  |  |  |  |  |  |  |                 |
|---------------------------|------|----|----|-----|-----|-----|--|--|--|--|--|--|--|-----------------|
| ARSON                     | 2022 | 0  | 0  | 0   | 0   | 0   |  |  |  |  |  |  |  | 0               |
|                           | 2021 | 0  | 0  | 0   | 0   | 0   |  |  |  |  |  |  |  | 0               |
| ASSAULT                   | 2022 | 9  | 8  | 15  | 25  | 14  |  |  |  |  |  |  |  | 71              |
|                           | 2021 | 7  | 4  | 18  | 10  | 8   |  |  |  |  |  |  |  | 47              |
| FRAUD                     | 2022 | 10 | 15 | 11  | 12  | 6   |  |  |  |  |  |  |  | 54              |
|                           | 2021 | 12 | 14 | 18  | 22  | 15  |  |  |  |  |  |  |  | 81              |
| CRIMINAL MISCHIEF         | 2022 | 21 | 19 | 17  | 25  | 22  |  |  |  |  |  |  |  | 104             |
|                           | 2021 | 11 | 11 | 11  | 15  | 26  |  |  |  |  |  |  |  | 74              |
| WEAPONS                   | 2022 | 0  | 5  | 2   | 4   | 10  |  |  |  |  |  |  |  | 21              |
|                           | 2021 | 7  | 1  | 3   | 5   | 5   |  |  |  |  |  |  |  | 21              |
| NARCOTICS/DRUGS           | 2022 | 6  | 9  | 15  | 9   | 13  |  |  |  |  |  |  |  | 52              |
|                           | 2021 | 7  | 15 | 4   | 13  | 9   |  |  |  |  |  |  |  | 48              |
| OFFENSES AGAINST CHILDREN | 2022 | 8  | 2  | 6   | 6   | 9   |  |  |  |  |  |  |  | 31              |
|                           | 2021 | 4  | 5  | 8   | 10  | 7   |  |  |  |  |  |  |  | 34              |
| DISTURBANCES              | 2022 | 75 | 42 | 111 | 118 | 122 |  |  |  |  |  |  |  | 468             |
|                           | 2021 | 89 | 91 | 112 | 103 | 114 |  |  |  |  |  |  |  | 509             |
| JUVENILE OFFENSES         | 2022 | 29 | 29 | 38  | 64  | 47  |  |  |  |  |  |  |  | 207             |
| RUNAWAYS                  | 2021 | 21 | 15 | 43  | 31  | 28  |  |  |  |  |  |  |  | 138             |
|                           |      |    |    |     |     |     |  |  |  |  |  |  |  | Class II Totals |
|                           |      |    |    |     |     |     |  |  |  |  |  |  |  | 1008            |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

| CITY/TOWN            | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL<br>OF CALLS |                     |
|----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|---------------------|
|                      |      |     |     |     |     |     |     |     |     |     |     |     |                   |                     |
| ANIMAL<br>COMPLAINTS | 2022 | 116 | 67  | 120 | 99  | 99  |     |     |     |     |     |     |                   | 501                 |
|                      | 2021 | 56  | 62  | 82  | 80  | 72  |     |     |     |     |     |     |                   | 352                 |
| FATALITY ACCIDENT    | 2022 | 0   | 0   | 0   | 0   | 0   |     |     |     |     |     |     |                   | 0                   |
|                      | 2021 | 0   | 0   | 0   | 0   | 2   |     |     |     |     |     |     |                   | 2                   |
| OTHER ACCIDENTS      | 2022 | 64  | 53  | 59  | 68  | 57  |     |     |     |     |     |     |                   | 301                 |
|                      | 2021 | 67  | 76  | 49  | 36  | 58  |     |     |     |     |     |     |                   | 286                 |
|                      |      |     |     |     |     |     |     |     |     |     |     |     |                   | Class IV Totals 802 |

| CITY/TOWN                      | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL<br>OF CALLS |     |
|--------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|-----|
|                                |      |     |     |     |     |     |     |     |     |     |     |     |                   |     |
| OPERATING WHILE<br>INTOXICATED | 2022 | 4   | 3   | 5   | 6   | 3   |     |     |     |     |     |     |                   | 21  |
|                                | 2021 | 4   | 6   | 5   | 5   | 9   |     |     |     |     |     |     |                   | 29  |
| TRAFFIC CITATIONS<br>ISSUED    | 2022 | 98  | 163 | 189 | 146 | 175 |     |     |     |     |     |     |                   | 771 |
|                                | 2021 | 166 | 130 | 165 | 140 | 182 |     |     |     |     |     |     |                   | 783 |
| ADULT ARRESTS                  | 2022 | 93  | 90  | 117 | 105 | 112 |     |     |     |     |     |     |                   | 517 |
|                                | 2021 | 100 | 118 | 86  | 110 | 128 |     |     |     |     |     |     |                   | 542 |
| JUVENILE ARRESTS               | 2022 | 13  | 8   | 10  | 12  | 6   |     |     |     |     |     |     |                   | 49  |
|                                | 2021 | 5   | 5   | 9   | 15  | 9   |     |     |     |     |     |     |                   | 43  |
| TOTAL ARREST                   | 2022 | 106 | 98  | 127 | 117 | 118 | 0   | 0   | 0   | 0   | 0   | 0   | 0                 | 566 |
|                                | 2021 | 105 | 123 | 95  | 125 | 137 | 0   | 0   | 0   | 0   | 0   | 0   | 0                 | 585 |

| CITY/TOWN                           | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL<br>OF CALLS |                     |
|-------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|---------------------|
|                                     |      |     |     |     |     |     |     |     |     |     |     |     |                   |                     |
| DOMESTICS                           | 2022 | 29  | 22  | 36  | 31  | 47  |     |     |     |     |     |     |                   | 165                 |
|                                     | 2021 | 34  | 38  | 33  | 48  | 41  |     |     |     |     |     |     |                   | 194                 |
| ALARMS                              | 2022 | 25  | 39  | 20  | 13  | 22  |     |     |     |     |     |     |                   | 119                 |
|                                     | 2021 | 17  | 12  | 15  | 13  | 16  |     |     |     |     |     |     |                   | 73                  |
| PARKING<br>COMPLAINTS               | 2022 | 55  | 37  | 49  | 57  | 44  |     |     |     |     |     |     |                   | 242                 |
|                                     | 2021 | 237 | 114 | 69  | 49  | 35  |     |     |     |     |     |     |                   | 504                 |
| OTHER TRAFFIC<br>RELATED ACTIVITIES | 2022 | 197 | 229 | 278 | 186 | 267 |     |     |     |     |     |     |                   | 1157                |
|                                     | 2021 | 232 | 221 | 303 | 244 | 276 |     |     |     |     |     |     |                   | 1276                |
| PUBLIC ASSISTS                      | 2022 | 413 | 415 | 484 | 544 | 597 |     |     |     |     |     |     |                   | 2453                |
|                                     | 2021 | 491 | 420 | 446 | 492 | 569 |     |     |     |     |     |     |                   | 2418                |
|                                     |      |     |     |     |     |     |     |     |     |     |     |     |                   | Class V Totals 4136 |

| CITY/TOWN      | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL<br>OF CALLS |      |
|----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|------|
|                |      |     |     |     |     |     |     |     |     |     |     |     |                   |      |
| ADMINISTRATIVE | 2022 | 373 | 316 | 367 | 352 | 378 |     |     |     |     |     |     |                   | 1786 |
|                | 2021 | 232 | 289 | 334 | 314 | 267 |     |     |     |     |     |     |                   | 1436 |

| CITY/TOWN                    | JAN  | FEB  | MAR  | APR  | MAY  | JUN  | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL<br>OF CALLS |      |
|------------------------------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|-------------------|------|
|                              |      |      |      |      |      |      |     |     |     |     |     |     |                   |      |
| *TOTAL REQUEST<br>FOR POLICE | 2022 | 1473 | 1360 | 1712 | 1699 | 1828 | 0   | 0   | 0   | 0   | 0   | 0   | 0                 | 8072 |
|                              | 2021 | 1578 | 1436 | 1612 | 1564 | 1620 | 0   | 0   | 0   | 0   | 0   | 0   | 0                 | 7810 |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Parks and Recreation Department

#### Park Administration Division

The main office is open to the public with regular office hours Monday-Friday 8 am to 12 pm and 1 pm to 5 pm. There continue to be many requests to hold special events on public property. The complete special event listing can be found at our [website](#). If you wish to hold a special event within the parks system, please contact our office at 563-263-0241 or by email at [parksoffice@muscataineiowa.gov](mailto:parksoffice@muscataineiowa.gov). Please enjoy the many services provided through the Parks and Recreation Department and contact us to let us know about your experiences as we love to hear from you!

| Subject                         | Result                         |
|---------------------------------|--------------------------------|
| Pearl City Station Reservations | 94 reservations taken in 2022  |
| Riverview Center Reservations   | 80 reservations taken in 2022  |
| Shelter Reservations            | 208 reservations taken in 2022 |
| Dog Park Passes                 | 122 passes sold for 2022       |

#### Park Maintenance Division

The Rose Garden at Weed Park is in bloom! Hanging baskets were put into place on 2nd Street. We look forward to watching them continue to grow and expand, and add a great décor to downtown Muscatine. The Mississippi Mist opened for the season prior to Memorial Day. Shelters, Pearl City Station and the Riverview Center had great usage in the month of May with the great weather. Staff worked hard at preparing the Muscatine Aquatic Center for its opening. Playgrounds throughout the parks are open and are seeing great usage with the warming temperatures. The sand volleyball and tennis courts are up and running for the season, and leagues have already begun. The City of Muscatine received a \$5,000 Community Forestry Grant from the IDNR, with a match of \$5,000 from HNI Corporation. The City also received a \$5,000 Alliant Energy Branching Out grant. With the help of almost 100 volunteers from HNI, and the opportunity for two Eagle Scouts to complete their required project, 54 trees were planted throughout our parks on May 20-21!

| Subject               | Result |
|-----------------------|--------|
| Trees planted in 2022 | 64     |



#### Cemetery Division

Greenwood Cemetery remains open to the public for Greenwood Cemetery remains open to the public for walkers, bicyclists and the community's cemetery needs. Staff put in a lot of time and hard work to ensure the Cemetery was in great shape leading into the Memorial Day Weekend. Staff also completed the spring foundation pours. The Muscatine VFW held a Memorial Day celebration at the Cemetery with a great turnout for the event. The Cemetery steps remain open to the public, and staff recently trimmed back several trees above the steps to give it better visibility from top to bottom.

| Subject       | Result               |
|---------------|----------------------|
| Burials       | 2 Burials Took Place |
| Burial Spaces | 6 Burial Spaces Sold |

#### Boat Harbor/Marina Divisions

Long Dock and Houseboat Dock boat slips are available for rent for the 2022 season. Please contact the parks and recreation office for more information or to make arrangements. The harbor opened for the season in April, and no floods are predicted in the near future. The gas dock was installed prior to Memorial Day and the Marina Operations began servicing boaters on Memorial Day weekend. Hours for the Marina Operations are Friday from 5-7 pm and Saturday and Sunday's from 10:00 am – 2:00 pm. Requests for fueling and pump out services outside of these hours may be made by contacting the parks and recreation office at 563-263-0241.

| Subject                            | Result                    |
|------------------------------------|---------------------------|
| Long Dock Slips (48 Available)     | 19 Long Dock Slips Rented |
| Houseboat Dock Slips (8 Available) | 1 Houseboat Slips Rented  |

#### Recreation Division

Youth and adult recreation programs and special events continue to be offered. Current programs taking place include Gymnastics, Sand Volleyball and the Walking Club. The Melon City Bike Rodeo and Family Bike Ride held on May 19 saw 30 people. Summer programs are scheduled to begin on June 13 with program registrations being taken now in the Parks and Recreation office and online.

| Subject                     | Result                   |
|-----------------------------|--------------------------|
| Youth Program Participation | 332 occurrences in March |
| Adult Program Participation | 233 occurrences in March |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Parks and Recreation Department

### Aquatics Division

The Aquatic Center opened for the season on Saturday, May 28. A Lifeguarding class is scheduled at the Aquatic Center May 31-June 3. Swim lessons are scheduled to begin on Monday, June 13 with both semi-private classes and American Red Cross Learn-to-Swim classes for ages infant and older. Pool Parties and Multi-Purpose Room Rentals continue to be taken.

| Subject                 | Result                      |
|-------------------------|-----------------------------|
| Lifeguards              | 31 Lifeguards Hired         |
| Pool Party Reservations | 59 Pool Parties Booked      |
| Swim Lesson Enrollments | 245 Swim Lesson Enrollments |

### Wellness Division

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program and weekly Wellness Wednesday newsletters continue throughout the year. Biometric screenings are in the process of being scheduled.

| Subject       | Result                  |
|---------------|-------------------------|
| Participation | 14 occurrences in April |

### Kent Stein Division

Kent Stein Park hosted its second baseball tournament of the 2022 season. The Muskie Slugfest started the weekend series off with 78 teams, 122 games on 13 fields. During the regular week Kent Stein Park hosts our local MYB (Muscatine Youth Baseball), MBA (Muscatine Baseball Academy, Cardinals/Iconiz Katz Baseball, MGSA (Muscatine Girls Softball Association), Muskies Prospects Softball, Monster's softball, Wicked Softball, Muscatine High school softball, Muscatine high school baseball, and adult softball (3 divisions- Men's, Women's, and Co-ed). Staff continues to make improvements to the facilities as issues come up from usage. Staff continues to improve the facilities by maintaining the restrooms, preparing the fields for games and practices and making adjustments on fields for different groups. Practices and games are underway, generally speaking Monday thru Thursday we have heavy use on every diamond during the week and then diamonds loosen up for the weekend, unless there is a tournament. Which then allows more drop in usage. With college and high school students and staff being out for the summer we have been able to fill most of our positions.

| Subject                       | Result                     |
|-------------------------------|----------------------------|
| Seasonal Employee Recruitment | 9 Seasonal Employees Hired |

### Soccer Complex Division

Soccer Complex- We continue to have groups playing games, Muscatine High School – Boys and Girls, The Community YMCA, Pearl City Soccer Club, Muscatine Soccer Club, EIYSL, ISA, and both adult leagues. ISA has utilized our complex for two of the weekends in May. With Soccer West being open for practices we have a near full complex 3- 4 days per week. We do post schedules daily to allow users to see what is reserved and what can be used for drop in usage. We are still continuing to raise the sprinkler heads that have settled. We place new mulch in the parking lot beds. Staff continues to prepare fields with seeding thin areas and fertilizing all fields. We have a steady 12-14 fields that get painted weekly for games at the main Soccer complex. With college and high school students and staff out for the summer we have been able to fill all of our positions.

| Subject                       | Result                     |
|-------------------------------|----------------------------|
| Seasonal Employee Recruitment | 8 Seasonal Employees Hired |

### Soccer Events Division

The 26th Annual College Search Kickoff is scheduled to take place July 21st-24th, 2022 and registrations are currently underway. Staff continues to actively recruit college coaches and teams. It is our hope to have 150 plus college coaches and 60 plus teams attend the event.

| Subject         | Result                        |
|-----------------|-------------------------------|
| College Coaches | 54 College Coaches Registered |
| Soccer Teams    | 16 Teams Registered           |

### Golf Divisions

The Muscatine Municipal Golf Course got back on track with rounds in May and saw an increase in rounds and merchandise sales in the Golf Shop over 2021. The weather played a huge role in that. College aged kids have started to make their way back to work now that school is over for the summer. We will continue to work hard on our Customer Service and continue to grow as a staff as we enter our busy season. Tees, collar, approaches and fairways continue to be fertilized with weed control. Bunker work is currently taking place and will continue through the month of May. Bids will soon be sent out for a new finishing mower for around trees and other tight areas.

| Subject       | Result                        |
|---------------|-------------------------------|
| Outings       | 15 Outings Scheduled for 2022 |
| Leagues       | 5 Leagues Scheduled for 2022  |
| Season Passes | 194 Sold for 2022             |
| Rounds        | 3,565 Rounds Played           |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Musser Public Library & HNI Community Center

| <b>Circulation Statistics</b> |             |                      |             |
|-------------------------------|-------------|----------------------|-------------|
| <b>PRINTED MATERIALS</b>      | <b>2022</b> | <b>TOTAL TO DATE</b> | <b>2021</b> |
| ADULT BOOK                    | 3,891       | 37,306               | 3,108       |
| YOUNG ADULT BOOKS             | 291         | 2,784                | 247         |
| JUVENILE BOOKS                | 5,078       | 52,923               | 3,562       |
| MAGAZINES                     | 130         | 1,921                | 162         |
| OTHER                         | 48          | 369                  | 28          |
| <b>RECORDED MATERIALS</b>     |             |                      |             |
| MP3 BOOKS                     | 1           | 8                    | 0           |
| DIGI-BOOKS/PLAYAWAY           | 8           | 138                  | 20          |
| RECORDED BOOKS                | 265         | 2,637                | 232         |
| CD's                          | 478         | 3,558                | 224         |
| ADULT KITS AND JKITS          | 2           | 46                   | 12          |
| <b>A-V MEDIA</b>              |             |                      |             |
| EQUIPMENT                     | 7           | 127                  | 12          |
| MICROFILM                     | 2           | 8                    | 2           |
| VIDEOGAMES                    | 130         | 1,209                | 91          |
| DVDS                          | 3,369       | 28,925               | 2,049       |
| BLU-RAY                       | 99          | 892                  | 45          |
| <b>ONLINE</b>                 |             |                      |             |
| INTERNET COMPUTER USAGE       | 609         | 5,905                | 407         |
| WIFI USAGE                    | 6,257       | 51,655               | 6,071       |
| DATABASE USAGE                | 10,903      | 124,916              | 11,350      |
| E AUDIO                       | 516         | 4,931                | 494         |
| E BOOKS                       | 667         | 7,328                | 757         |
| E MAGAZINES                   | 281         | 2,923                | 186         |
| E MUSIC/STREAM-ING            | 1,591       | 15,713               | 1,389       |
| <b>TOTAL CIRCULATION</b>      | 34,623      |                      | 30,448      |
| <b>PREVIOUS CIRCULATION</b>   | 311,639     |                      | 337,966     |
| <b>TOTAL CIRC. TO DATE</b>    | 346,262     |                      | 368,414     |

| <b>Circulation Statistics</b>   |             |  |                       |
|---------------------------------|-------------|--|-----------------------|
| <b>INTER-LOANS</b>              | <b>2022</b> | <b>TOTAL TO DATE</b>                   | <b>2021</b>           |
| RS BORROWED                     | 1,885       | 17,327                                 | 1,541                 |
| RS SENT                         | 1,199       | 11,659                                 | 1,205                 |
| SILO BORROWED                   | 0           | 40                                     | 3                     |
| SILO SENT                       | 24          | 204                                    | 11                    |
| OCLC BORROWED                   | 41          | 374                                    | 0                     |
| OCLC SENT                       | 15          | 150                                    | 0                     |
| <b>TOTAL</b>                    | 3,164       |  | 2,760                 |
| <b>PROGRAMMING</b>              |             |  |                       |
| CHILDRENS PROGRAMS              | 10          | 380 In-person 5-virtual                | 12 virtual            |
| CHILDREN PRG ATTEND.            | 925         | 9,783 (IP)<br>989 one-min<br>5,887 raw | 99 one-min<br>685 raw |
| TEEN PROGRAMS                   | 0           | 2                                      | 0                     |
| TEEN PRG ATTENDANCE             | 0           | 20                                     | 0                     |
| ADULT PROGRAMS                  | 1           | 15                                     | 1                     |
| ADULT PRG ATTENDANCE            | 8           | 261                                    | 6                     |
| TECHNOLOGY CLASSES              | 1           | 8                                      | 0                     |
| CLASS ATTENDANCE                | 1           | 8                                      | 0                     |
| <b>BUILDING USAGE (WALK-IN)</b> | 8,071       | 94,184                                 | 6,865                 |
| MEETING ROOMS USAGE             | 481         | 6,661                                  | 362                   |
| <b>REFERENCE</b>                |             |  |                       |
| REFERENCE QUESTIONS             | 254         | 2,999                                  | 160                   |
| TECHNICAL QUESTIONS             | 102         | 1,763                                  | 100                   |
| DIRECTIONAL QUESTIONS           | 106         | 1,983                                  | 178                   |
| <b>TOTAL</b>                    | 462         |  | 438                   |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Musser Public Library & HNI Community Center

| <b>Circulation Statistics</b> |    |     |    |
|-------------------------------|----|-----|----|
| EXAMS PROCTORED               | 0  | 0   | 0  |
| NOTARY PUBLIC USAGE           | 15 | 145 | 13 |
| GENEALOGY RESEARCHERS         | 6  | 45  | 4  |
| GENEALOGY INTERLOANS          | 0  | 0   | 0  |
| RESEARCH/OBIT REQUESTS        | 6  | 59  | 5  |
| PHOTO PRINTS ORDERED          | 6  | 44  | 1  |

| <b>Database Usage</b>       |                |                        |               |
|-----------------------------|----------------|------------------------|---------------|
|                             | <b>2022</b>    |                        | <b>2021</b>   |
| Ancestry Library Edition    | 1,136          |                        | 50            |
| ContentDM Images            | 1,011          |                        | 1,154         |
| Gale                        | 0              |                        | 0             |
| Gale Forms                  | 0              |                        | 1             |
| Heritage Quest              | 359            |                        | 203           |
| Learning Express            | 0              |                        | 0             |
| Newspaper Archive           | 1,665          |                        | 3,097         |
| Newspaper.com Musc. Journal | 1,281          |                        | 1,176         |
| New York Times              | 1,891          |                        | 2,278         |
| Niche Academy               | 11             |                        | 9             |
| Novelist                    | 119            |                        | 103           |
| RefUSA                      | 6              |                        | 5             |
| Sanborn Maps                | 0              |                        | 34            |
| Transparent Language        | 5              |                        | 0             |
| Value Line                  | 3,326          |                        | 3,234         |
| Wall Street Journal         | 93             |                        | 0             |
| <b>TOTAL</b>                | <b>10,903</b>  |                        | <b>11,350</b> |
|                             |                |                        |               |
|                             |                |                        |               |
|                             | <b>LIKES</b>   |                        |               |
| <b>FACEBOOK</b>             | <b>5,809</b>   |                        |               |
|                             |                |                        |               |
|                             | <b>VISITS</b>  | <b>UNIQUE VISITORS</b> |               |
| <b>WEBSITE</b>              | <b>11,632</b>  | <b>11,249</b>          |               |
|                             |                |                        |               |
|                             | <b>FOLLOWS</b> |                        |               |
| <b>TWITTER</b>              | <b>943</b>     |                        |               |

| <b>Patron Statistics</b> |              |               |               |
|--------------------------|--------------|---------------|---------------|
|                          | <b>ADDED</b> | <b>TOTAL</b>  | <b>2021</b>   |
| Adult Residents          | 51           | 14,887        | 14,911        |
| Computer Use Only        | 0            | 358           | 342           |
| Juv Residents            | 22           | 2,542         | 2,330         |
| IL (Contract)            | 0            | 677           | 672           |
| Open Access              | 8            | 1,057         | 990           |
| New Borrower             | 7            | 382           | 322           |
| Other                    | 0            | 168           | 165           |
| <b>TOTAL</b>             | <b>88</b>    | <b>20,071</b> | <b>19,732</b> |

| <b>Home Delivery Statistics</b>              |             |              |             |
|--|-------------|--------------|-------------|
| (already included in circulation statistics) |             |              |             |
|  | <b>2022</b> | <b>TOTAL</b> | <b>2021</b> |
| Materials Circulated                         | 121         | 1,372        | 148         |
| Visits                                       | 25          | 412          | 30          |
| Clients                                      | 40          |              | 41          |
| Volunteers                                   | 1           |              | 1           |

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine Art Center

### From the Muscatine Art Center

For a complete list of exhibitions, classes, programs, and projects at the Muscatine Art Center, request a copy of the quarterly newsletter or subscribe to the monthly e-newsletter by contacting [art@muscataineiowa.gov](mailto:art@muscataineiowa.gov).

### EXHIBITIONS



“Where Children Sleep: Photographs by James Mollison” is organized by Curatorial Exhibitions, Pasadena, California.

**Where Children Sleep:  
Photographs by James Mollison**

**May 26 - August 21, 2022**

**MUSCATINE  
ART  
CENTER**



Prena, 14  
Kathmandu, Nepal

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Art Center



Sanctuary of the Sun #69



Sanctuary of the Sun #2

#### **William Havlicek: Sanctuary of the Sun Series**

**June 2 - September 11, 2022**

**Meet the Artist**

June 2 - 5 to 6 p.m.

Free Admission

#### **UPCOMING CLASSES and ACTIVITIES**

##### *For Kids*



Introduce your children (ages 2 to 7) to the world of art with free art classes. Each class consists of a story and two art projects! Please note that the summer class schedule has changed. If you are not able to attend, ask staff about picking up a "Take & Make" project to complete at home. Classes meet most **Wednesdays from 9:30 - 10:15 a.m. and Thursdays from 3:30 - 4:15 p.m., and now some Tuesdays from 9:30 - 10:15 a.m.** Classes are FREE! Call 563-263-8282 to register. The theme for June is "Under the Sea", and the theme for July is "Where I Live".

**Happy Birthday, Jim Dine! - Saturday, June 18, 1:30 - 2:30 p.m.**

Jim Dine is an American artist whose work includes painting, drawing, printmaking, sculpture, and photography. Dine has been associated with numerous art movements throughout his career. Much of his art focuses on self-reflection and includes numerous motifs such as hearts. **Join Miss Julie Saturday, June 18** to celebrate Dine's birthday by creating a painting inspired by the artist. Please register by June 16.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

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### Muscatine Art Center

#### Visiting Artist Summer Workshops for Kids

The Visiting Artist Summer Workshops for Kids are back this summer at the Muscatine Art Center! These workshops are supported by Quad City Arts, through the Arts Dollars re-granting program, supported by the Illinois Arts Council Agency and the Hubbell-Waterman Foundation. The program aims to fund special art projects throughout the Quad Cities and surrounding communities. These workshops are FREE of charge, but advanced registration is required.

*June 29 - July 1, 1:00 - 2:00 p.m.: Creepy Crawlers with Mary Alice Sessler and Nancy Foxen*

*July 7 & July 8, 1:00 - 3:00 p.m.: Hand Puppets with Eulenspiegel Puppet Theater*

*July 16, 1:30 - 3:30 p.m.: Mandalas with Danna Fruetel*

#### July 4<sup>th</sup> "Take & Makes" - *available June 24 - July 3*

Stop by the Muscatine Art Center during open hours and grab a "Take & Make" bag. Each bag contains a few projects that you can complete at home with just a few additional supplies. These bags are free to pick up while supplies last.

#### For Families

##### *Family Picnic - Friday, June 24, 11:00 a.m. - 1:00 p.m.*

This June, gather your family and some snacks and join us for a family picnic! Families are encouraged to spread out on the Muscatine Art Center lawn while enjoying calliope music, free ice cream, window painting, and "Take & Make" projects to complete at home. There is no registration for this free event. Free ice cream sponsored by Kent Corporation.

#### For Adults

#### Thursday Night Makerspace

Join our Program Coordinator Katy on select Thursday nights to create fun projects to decorate your home or give as gifts. Painted signs, keychains, fabric bowls, stepping stones, and more - there's always something new to try! Fees are \$15 or \$13.50 for Friends members, and all supplies are included. Advanced registration required. Class fee must be paid upon registration to secure your spot.

*Thursday, June 16, 5:15 - 6:45 p.m.: Garden Stepping Stones*

#### Red Barn Studio

Local artist Vada Baker gives step-by-step instructions on how to complete your project. Create a project just like Vada or add your own personal flair. Learn new techniques and have all your questions answered in this fun studio class you won't want to miss! Fees are \$15 or \$13.50 for Friends members, and all supplies are included. Advanced registration required. Class fee must be paid upon registration to secure your spot. Now offered on Sundays.

*Sunday, June 12, 1:30 - 2:45 p.m.: Eagle-Painted Feathers*

*Sunday, July 10, 1:30 - 2:45 p.m.: Polymer Clay Blue Bird Pin*