



# **City of Muscatine Department Activity Report**



**November 2022**



**Carol Webb, City Administrator**

## **A message from the City Administrator**

November was a month of transition as we moved from autumn weather into the colder months. Our road maintenance crews were collecting leaves into December, investing over 867 hours in leaf collection in November alone. Leaves seemed to come in greater quantities than last season with crews making three or four passes through neighborhoods. Thank you for being patient with us as we worked on collecting leaves and preparing for our winter months!



The City Council spent some time in October and November setting their goals for the 2023 calendar year. The City Council conducted a goal-setting session on October 12, 2022 and officially adopted those goals at its November 3 regular meeting. During the goal-setting session, the Council identified major accomplishments of the City in 2022, reviewed various metrics associated with each of the City's priority areas (Vibrant, Safe, and Health Community, Reliable Public Infrastructure, and Customer Service), reviewed the status of the Council's 2022 goals, and identified goals for 2023 that align with the City's strategic plan adopted in 2020. The Mayor and City Council concluded that the City should start or continue various programs, policies, and initiatives. For example, the Council requested that City staff continue both leadership and customer service training in alignment with the Council's customer service priority. They also committed to continuing regular joint meetings with the Muscatine Community School District and the Muscatine County Board of Supervisors to identify and discuss overlapping priorities and opportunities for collaboration.

Under the Vibrant Community priority the Council directed staff to continue addressing nuisance properties within the community and to update both the City's Housing Study and Comprehensive Plan. The City conducted a housing study in 2017 that evaluated and identified strategies to address housing issues through the City. Over the last 5 years, the City has implemented many strategies to close the gap on needed housing of all types. It is now time to assess the progress we have made as a community and to focus on the right

tools for ensuring our housing needs are fully met in Muscatine. Following an update of the Housing Study, the City will update its Comprehensive Plan. A comprehensive plan sets the vision of what the community desires to become over the next 10 or more years and details specific policies, projects, and initiatives needed to make the vision a reality. The City's current comprehensive plan was last adopted in 2013 and is due for an update. You can review the current comprehensive plan on the City's website at <https://www.muscatineiowa.gov/518/Comprehensive-Plan>. Both the Housing Study and the Comprehensive Plan will include public engagement, so please watch for those opportunities in 2023.

Thank you for choosing Muscatine as your community. We are dedicated to service and welcome your feedback. You can click on the "Muscatine Connect" button on the City's main webpage and submit a compliment, request or concern.

**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@muscatineiowa.gov](mailto:feedback@muscatineiowa.gov).**

# Highlights of City Activity in November

**Department of Administration** - Presented 21 regular agenda items for consideration by City Council. Assisted in the preparation and presentation of three topics during the in-depth meeting including the Snow Pushback, Bee City USA, Art Center Institutional Plan..

**Department of Public Works** – Curbside leaf collection picked up 114 leaf box loads of leaves (29.5 were collection in October) with 867.2 employee hours accumulated. The curbside collection ends in December. The Solid Waste Division reported 304 stops during November for bulky waste collection with 183 pounds per stop collected.

**Finance Department** – Published the annual comprehensive financial report for the year ending June 30, 2022 (electronic version and hard copy version). Prepared and distributed budget files and instructions to all City departments to begin the FY 245 budget process.

**Community Development Department** – The Heart & Soul volunteers will continue to participate in local events to promote the project, but has begun working with the Muscatine High School language arts teachers and students to collect more in-depth stories and data. CD staff coordinated training for City personnel by Hopkins & Huebner on the legal requirements and operational considerations for issuing citations for noncompliance with City Codes.

**Housing Agency** – Both Clark House and Sunset Park were inspected by the U.S. Department of Housing and Urban Development representative under the NSPIRE pilot program. The MMHA volunteered to participate in the pilot to demonstrate and understand the new standards and the electronic system of recording both deficiencies and corrections.

**Parks and Recreation Department** – Leaf removal throughout our parks was a high priority in November. Staff worked hard on removing fallen leaves throughout our parks and utilized a vacuum from Public Works to remove the leaves. Staff met with the participants of the Festival of Lights and helped them prepare for their light displays. Staff began work on the replacement of the maintenance steps at Weed Park, and trimming trees throughout the parks. Staff also began its winter equipment maintenances to the Park Maintenance equipment.

**Fire Department** – Conducted a large scale house fire training exercise on November 28th on Cedar Street. The Fire Department was able to use a home slated for demolition to train rookies and veterans on fire suppression, search and rescue, and ladder and hose work in a two-story structure.

**Police Department** – On 11.23.22 Corporal Todd Koch performed foot patrol at 2902 Lucas St. (Church of Jesus Christ Latter-Day Saints). Cpl. Koch did so to counsel the church's youth group that was meeting at the time. He engaged the participants in a variety of subjects related to law enforcement as well as decision making in their daily lives. It was well received by church staff. He is commended for his initiative to counsel community youth and be a positive law enforcement professional to them.

**Human Resources Department** – One hundred seventeen applications were received for a variety of positions. Three new full time employees, including refuse truck driver, office assistant and engineer were onboarded. Human Resources also participated in the internal promotional processes for Roadway Maintenance and Engineering. This resulted in the promotion of four people.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine City Council Past/Present/Future

### November 3 Regular Meeting

- Resolution authorizing internal transfer of funds for Tax Incremental Projects
- Annual Tax Incremental Financing Rebate Obligations
- Resolution adopting Council Goals

### November 10 In-Depth Meeting

- Overview of Art Center Institutional Plan
- Possible changes to parking system
- Pollinator Program
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### November 17 Regular Meeting

- Public Hearing regarding sale of property at Lot 1 Arrowhead Lake.
- Resolutions (6) approving internal advances for Tax Incremental Urban Renewal Projects.
- Resolutions (13) for annual appropriation for Tax Incremental Financing (TIF) rebate obligations.
- Resolution adopting the Iowa League of Cities Record Retention Manual.
- Request to approve Annual Street Finance Report for Fiscal Year 2021/2022.

### December 1 Regular Meeting

- Resolution regarding sale of property at Lot 1 Arrowhead Lake.
- Extension of SRO agreement.

### December 8 In-Depth Meeting

- Updates to Nuisance Code
- Economic Development Policy

### December 15 Regular Meeting

- Indoor Sports Complex Destination Iowa Grant Application approval
- Extension of School Resource Officer agreement.
- Resolution setting public hearing on sewer lining project.
- Resolution adopting a Tax Increment Financing Policy.
- Request to authorize a letter of acceptance to IDOT for offer of Bridge Funding to replace the Park Avenue West Bridge over Mad Creek.

### January 5 Regular Meeting

- Request to approve contract with Nathan Pierce to create and install art entitled "Zenith" in the Mulberry Roundabout.
- Presentation on SeeClickFix implementation.

### January 12 In-Depth Meeting

- Discussion on child care.

### January 19 Regular Meeting

- 

### January 26 Special Meeting

- Opening session of budget discussions with the presentation of the budget overview.

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

# 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.



### November Highlights

- Presented 21 regular agenda items for consideration by City Council.
- Assisted in the preparation and presentation of three topics during the in-depth meeting including the Snow Pushback, Bee City USA, Art Center Institutional Plan.
- Responded to numerous citizen and City Council requests and concerns.

## Human Resources Division

### November Highlights

- One hundred seventeen applications were received for a variety of positions. Three new full time employees, including refuse truck driver, office assistant and engineer were onboarded. Human Resources also participated in the internal promotional processes for Roadway Maintenance and Engineering. This resulted in the promotion of four people.
- City employees completed a total of 47 online training sessions utilizing the updated safety training software.
- Three RFP responses were received and reviewed for the City's insurance broker services. Contending brokers will make presentations to the City's insurance committee in December.
- Human Resources staff has also been engaged in the open enrollment process for employee benefits. This process will be completed in December.

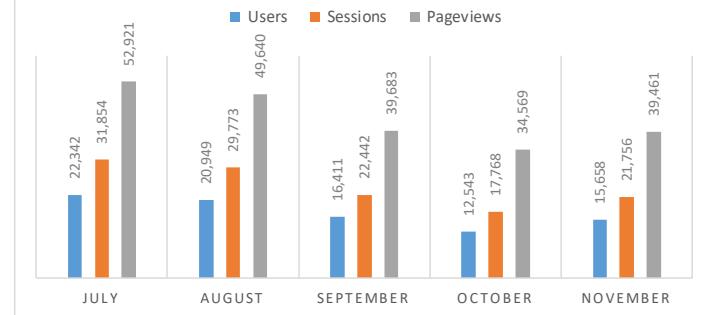
## Communications Division

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.

### November Highlights

- Project lead in the implementation of See-Click-Fix, an application that will enable better two-way communication with citizens.
- Continued preparation for the redesign of the City of Muscatine website.
- Continued monitoring for updates to Civic Clerk and implementation of those updates.
- A total of 25 press releases were produced and distributed to media and Notify Me subscribers.
- Hosted 10 GoToMeeting virtual meetings for various departments.
- Created 135 social media posts (55 Facebook, 38 Instagram, 38 Twitter, 1 LinkedIn, and 3 YouTube).
- Two "Muscatine In Focus" presentations.
- Ended the month of November with 9,537 (+54 from end of October) followers on Facebook, 1,515 (+10) on Instagram, 1,520 (-14) on Twitter, 414 (+0) on YouTube.
- Additionally, Muscatine Communication YouTube has 55 followers (-1), Muscatine Fire YouTube 45 (+0), Muscatine In Focus YouTube 36 (+2), Muscatine In Focus Facebook 81 (+7), and Our City Facebook 1,175 (-1).

### CITY OF MUSCATINE WEBSITE ANALYTICS



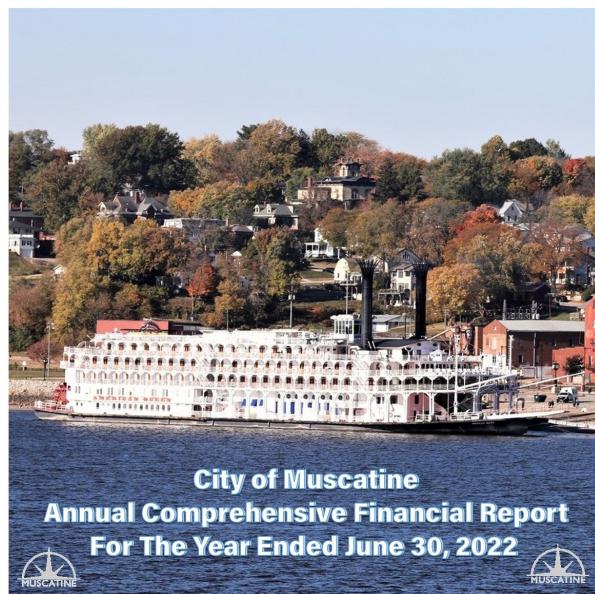
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Administration

## Finance/Parking Division

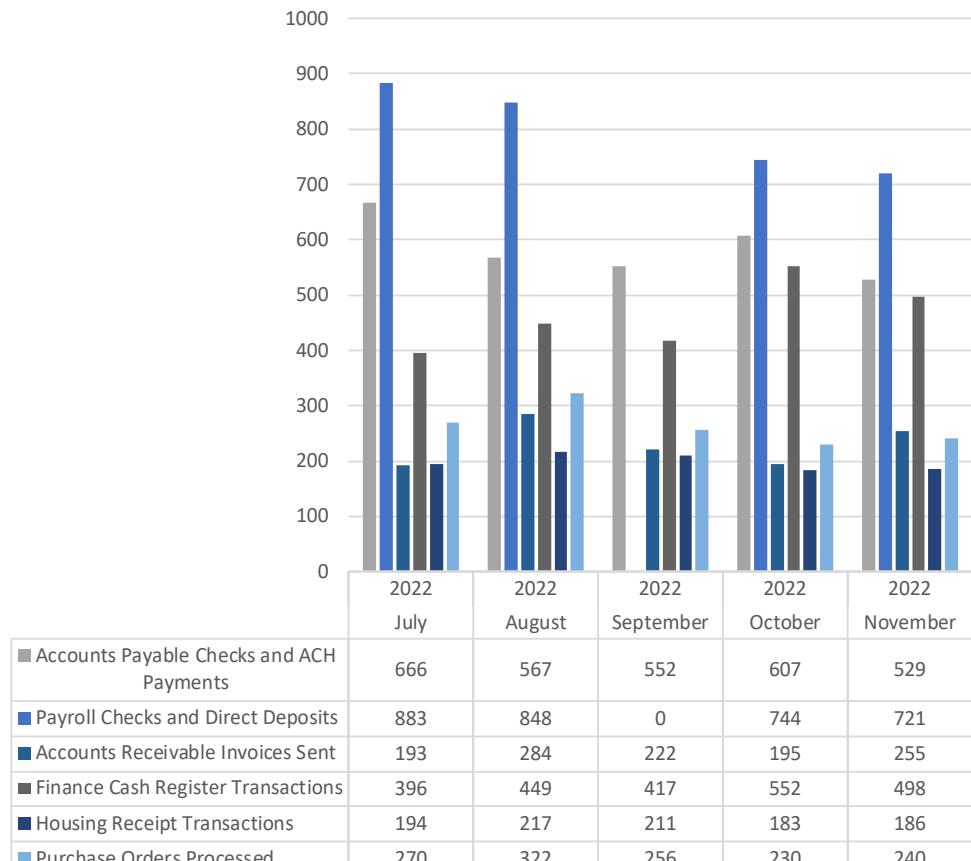
### November Highlights

- Continued submitting information to the State for FEMA grant reporting and responding to requests for additional information (Finance Director and Accounting Supervisor)
- Completed the final Statements and Notes to the Statements for the published annual comprehensive financial report and audit.
- Published the annual comprehensive financial report for the year ending June 30, 2022 (electronic version and hard copy version).
- Finance staff had a third meeting with MPW on their CIS conversion project. These discussions with MPW staff will continue until they go live (tentatively set for January).
- Interviewed applicants for the office assistant position (with Human Resources). New hire started December 5, 2022.
- Attended week long leadership communication training (Accounting Supervisor).
- Prepared the annual ambulance GEMT (Ground Emergency Transport) report and submitted it to the Fire chief (Accounting Supervisor).
- Prepared and distributed budget files and instructions to all City departments to begin the FY 24 budget process.
- Started the personnel costing for the FY 24 Budget for all City departments.
- Prepared financial information for the proposed Indoor Sports Facility (Finance Director).



**City of Muscatine  
Annual Comprehensive Financial Report  
For The Year Ended June 30, 2022**

### Monthly Activity Summary Report



■ Accounts Payable Checks and ACH Payments ■ Payroll Checks and Direct Deposits

■ Accounts Receivable Invoices Sent ■ Finance Cash Register Transactions

■ Housing Receipt Transactions ■ Purchase Orders Processed

Payroll checks and direct deposits for September 2022 included 3 payrolls.

# Department of Community Development

## Department of Community Development

### November Highlights

- Heart & Soul has moved on to Phase II of the project, story gathering. We continue to request residents complete survey available at <https://www.muscatineheartandsoul.org/adult-survey>. Participants will be entered into a drawing for Chamber Bucks.
- The Heart & Soul volunteers will continue to participate in local events to promote the project, but has begun working with the Muscatine High School language arts teachers and students to collect more in-depth stories and data.
- A Tier1 mini grant was awarded to support Shop with a Cop to support Holiday activities benefiting young residents of the Grandview Corridor.
- An application was submitted to the Iowa Economic Development Authority's Downtown Revitalization (Façade) Program for improvements to the 200 block of 2nd Street.
- Housing staff has continued to refer residents for occupancy at Colorado Loft, Grandview Lofts and Steamboat Village Apartments.
- CD staff coordinated training for City personnel by Hopkins & Huebner on the legal requirements and operational considerations for issuing citations for noncompliance with City Codes.

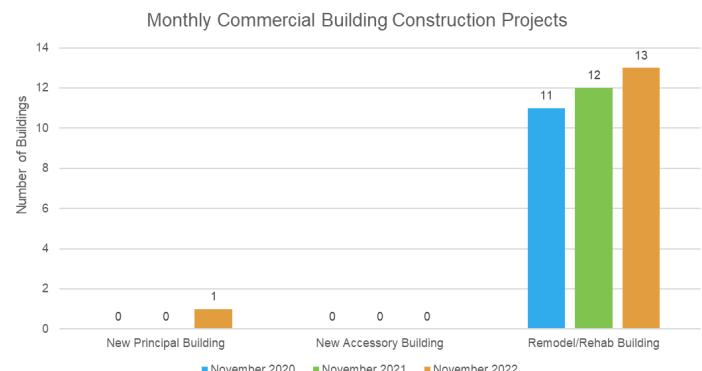
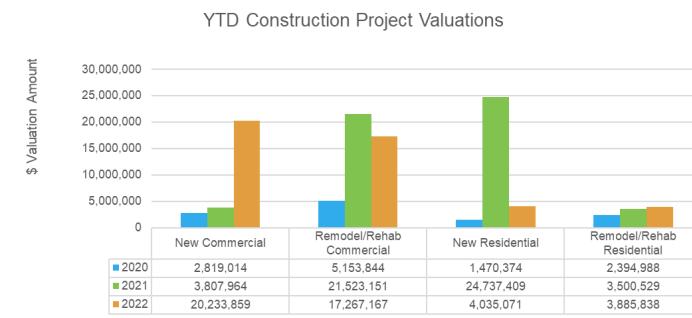
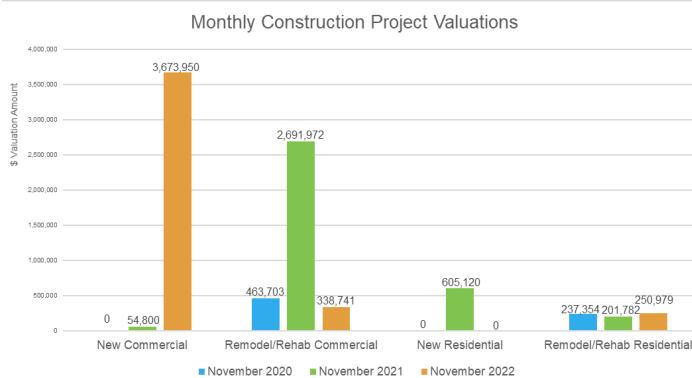
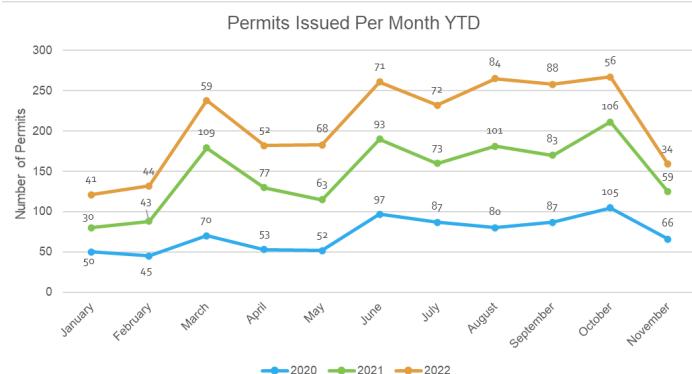
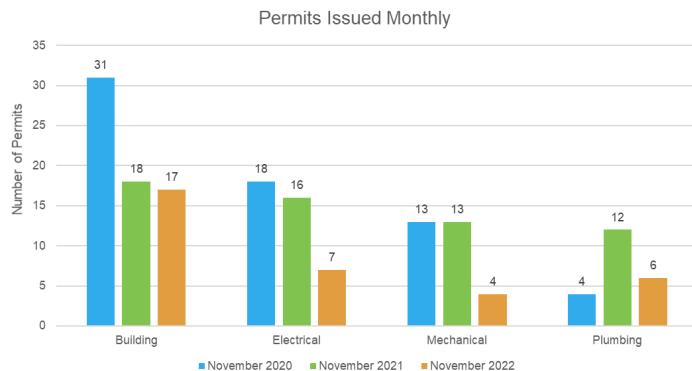
## Muscatine Municipal Housing Agency

### November Highlights

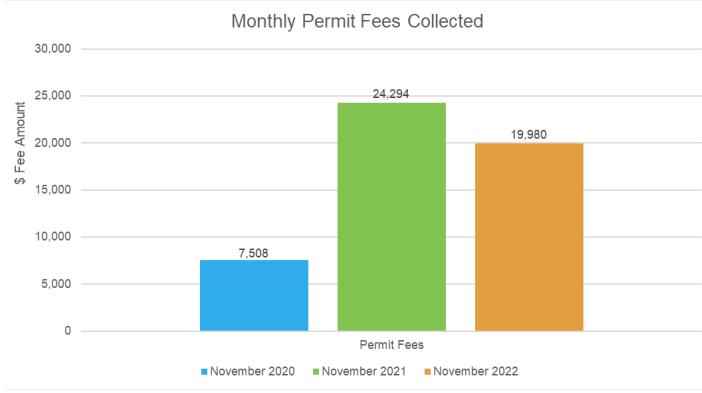
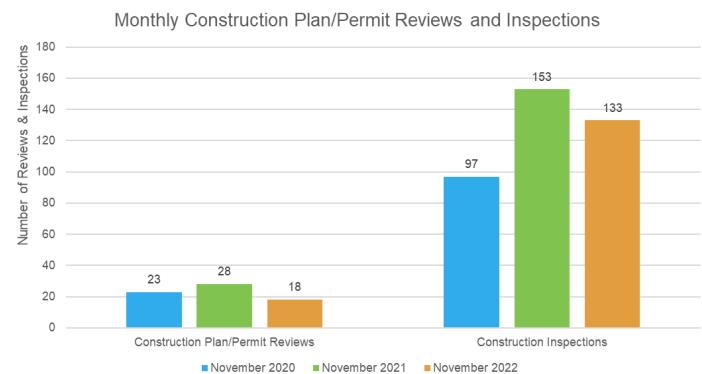
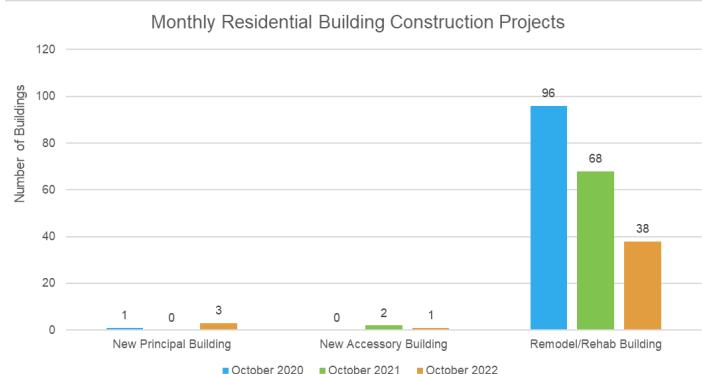
- Elibeth Cruz, joined the Housing team as a Housing Specialist/Family Self-Sufficiency (FSS) Coordinator. Together the FSS Coordinators have been working to reengage clients and the Program Coordinating Committee (partner agencies) under the new rules.
- The Housing Programs Supervisor again received a big thank you from a client for her work getting the household into a quality, affordable housing situation.
- Both Clark House and Sunset Park were inspected by the U.S. Department of Housing and Urban Development representative under the NSPIRE pilot program. The MMHA volunteered to participate in the pilot to demonstrate and understand the new standards and the electronic system of recording both deficiencies and corrections.
- The Director presented to the statewide continuum of care on how to partner with PHAs to increase housing opportunities for households most in need.
- 248 households were invited to 3 briefings with 125 attendees.
- 53 families had a voucher in November, allowing them to search for a housing unit that meets their needs.
- 117 work orders were received, with an average completion time of 1.2 days
- Completed the turnover of 3 units, after significant delays for supplies and services.
- Paid \$138,179 to private landlords and utilities on behalf of assisted clients
- \$5,033 was deposited into escrow accounts for families working toward self-sufficiency
- Earned \$19,162 after an 82% proration of administrative fees

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Community Development

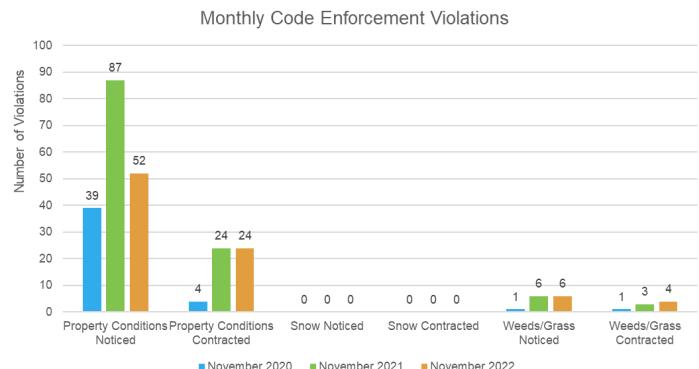
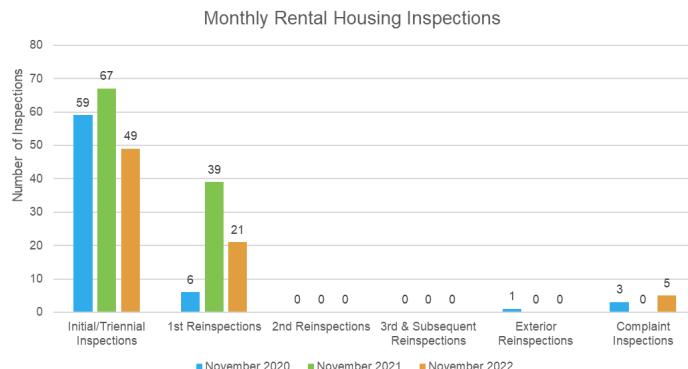


- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations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

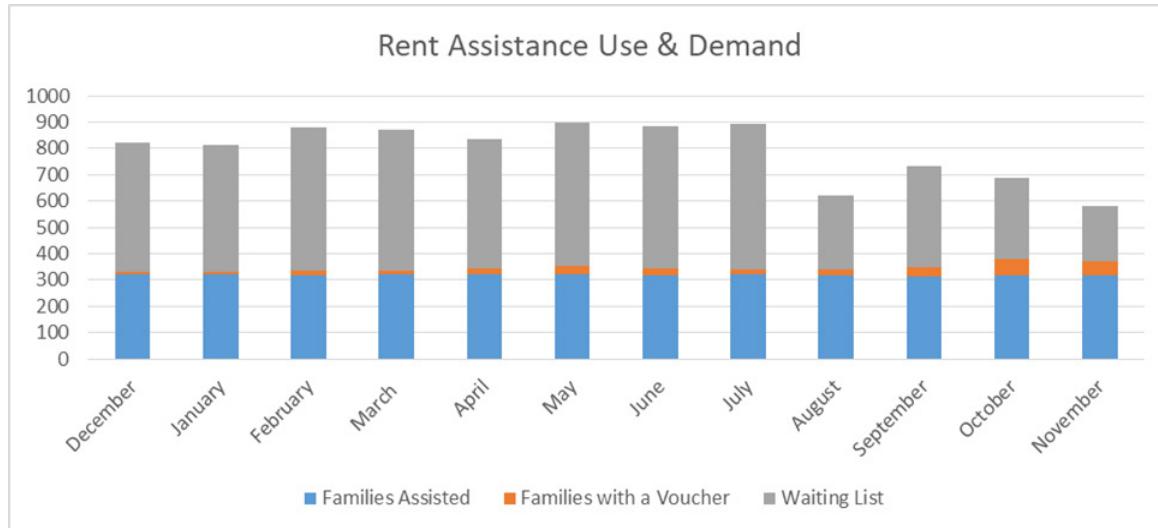
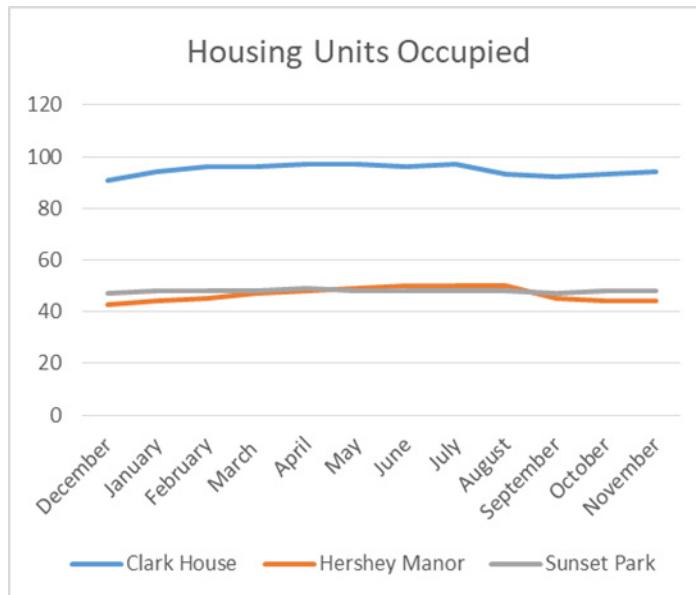


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# 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.



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Parks and Recreation

### Park Administration Division

The main office is open to the public with regular office hours Monday-Friday 8 a.m. to 5 p.m. There continues 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@muscatineiowa.gov](mailto:parksoffice@muscatineiowa.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	121 reservations taken in 2022
Riverview Center Reservations	106 reservations taken in 2022
Shelter Reservations	317 reservations taken in 2022
Dog Park Passes	183 passes sold for 2022

### Park Maintenance Division

Leaf removal throughout our parks was a high priority in November. Staff worked hard on removing fallen leaves throughout our parks and utilized a vacuum from Public Works to remove the leaves. Staff met with the participants of the Festival of Lights and helped them prepare for their light displays. Staff began work on the replacement of the maintenance steps at Weed Park, and trimming trees throughout the parks. Staff also began its winter equipment maintenances to the Park Maintenance equipment.

Subject	Result
Trees	106 trees planted in 2022

### Cemetery Division

Greenwood Cemetery remains open to the public for walkers, bicyclists and the community's cemetery needs. The Cemetery Steps are also open for public use. Staff continued to work on leaf removal throughout the Cemetery. Staff prepared the Cemetery for the Veterans Day services.

Subject	Result
Burials	5 Burials Took Place
Burial Spaces	32 Burial Spaces Sold

### Boat Harbor/Marina Divisions

The Boat Harbor and Marina Operations had a successful year of operations in 2022 with the help of low river levels throughout the season.

Subject	Result
Long Dock Slips (48 Available)	25 Long Dock Slips Rented
Houseboat Dock Slips (8 Available)	2 Houseboat Slips Rented

### Recreation Division

Youth and adult recreation programs and special events continue to be offered. Current programs taking place include Youth Gymnastics, Adult Volleyball Leagues and the Walking Club. The Turkey Trot was held on Saturday, November 19 with 46 people attending. The Parks and Recreation Department would like to thank the Muscatine Running Club for partnering with us to host the event.

Subject	Result
Youth Program Participation	791 participation occurrences in November
Adult Program Participation	888 participation occurrences in November

### Aquatics Division

The Aquatic Center closed for the season on September 5. The Aquatic Center Entrance Roof Repair, Deck Caulking Replacement and Waterslide Restoration projects were completed this fall. Facility winterization has been completed.

### Wellness Division

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program continues throughout the year. Flu Shot clinics were held on October 21 and vouchers will be available for employees, spouses and retirees through November 30. An Employee Blood Drive was held on November 28 with six units being donated to ImpactLife. Hearing tests are in the process of being scheduled.

Subject	Result
Participation	11 participation occurrences in November

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Parks and Recreation

### Kent Stein Division

Kent Stein Park closed for the season on November 6th. Staff continued to aerify fields and common area and then over seeded thin areas. Bullpens and grass arcs were edged. Crews continued to add ag lime material on fence lines to keep balls for going under them. Staff trimmed all grass and perennials for the winter months, preparing for new growth in the spring. Diamond #4 was deep tined and topdressed. Seasonal mowers finished off their season by mulching leaves. Staff from Kent Stein/Soccer and other areas of Parks and Recreation started to renovate diamond #16 per approved capital funding. Tasks included digging infield area out 6-8 inches, installing drainage, grading sub-grade to drain per plan, and installing new ag lime. Existing ag lime from diamond #16 was able to be utilized on other fields. Water was shut off to all facilities and restrooms. Restroom and concession areas were blown out with air to protect them in the off season. Staff was able to cut up some of the downed trees from previous storms along the railroad tracks.

### Soccer Complex Division

The soccer complex closed on November 6th, after the Pearl City Soccer Club adult league completed their championship game on Saturday November 5th. Staff deep tined most of the soccer fields and both main soccer complex and soccer west facilities. All sprinkler heads were marked for aerification process and future maintenance tasks. Staff topdressed all fields with 450 tons of sand. This process helps the growing process of the plant as well as the drainage process in the future while providing protection during the winter months. Seasonal mowers finished off their season by mulching leaves. All soccer goal nets were removed and goals were placed in the goal storage areas. Staff completed winter preparations to complex i.e., trimming grasses, daylilies, and hostas, mulching leaves and cleaning up sand from topdressing. Restroom and concession areas were blown out with air to protect them in the off season.

### Golf Divisions

The Fall Special continued into November and when weather permitted, it was a continuing success. The new simulator was delivered towards the end of the month and the process of putting it up and installing the software began. Maintenance staff winterized the irrigation system. Winter equipment maintenance and painting has started. Greens, tees, fairways and collars were sprayed for winter disease.

Subject	Result
Outings	27 Outings Scheduled for 2022
Leagues	5 Leagues Scheduled for 2022
Season Passes	197 Sold for 2022
Rounds	908 Rounds played in November

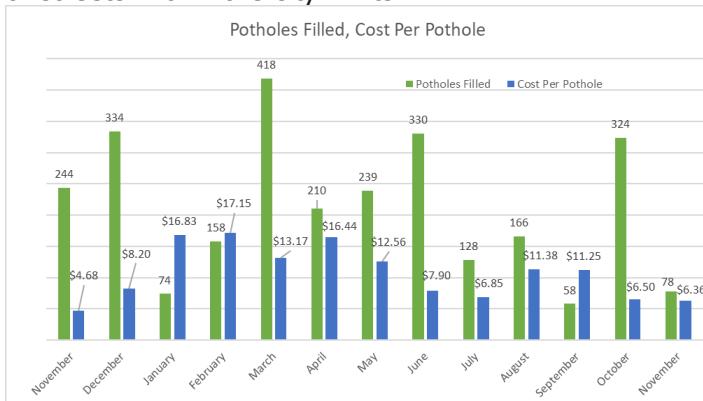
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Public Works

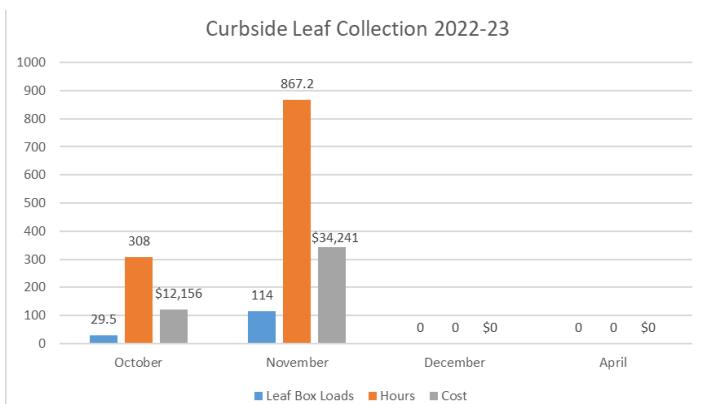
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down 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.



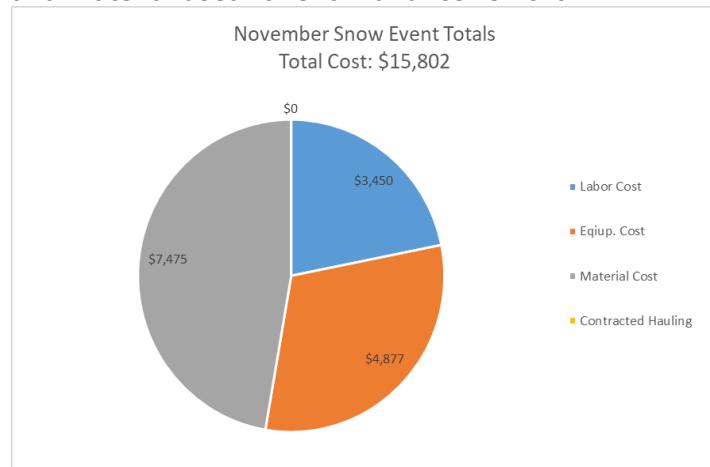
This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box. Beginning in April of 2022, we began tracking pavement repairs separately from potholes. This has lowered the pothole numbers as many of them were previously counted in larger pavement patches.



This chart indicates the number of leaf loads collected and the hours of work and cost associated with the

curbside leaf collection program. One leaf box load is approximately 20 cubic yards of compacted leaves.

The chart below shows the amount of time, equipment and material used for snow and ice removal.



### Building and Grounds Activities:

This month, in addition to their regular duties of cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff has completed multiple projects including: helping the Housing Department with 24 hour notices at the Clark House, constructed and installed a temporary ramp at the side alley entrance, and replaced relief valves at City Hall; repaired light fixtures in the vehicle maintenance area and storage garage, assisted with pick up of surplus auction items, and helped the Street Department with leaf collection at Public Works; began replacement of stairwell lighting by installing new LED fixtures, repaired an overhead garage door, moved a washing machine and dryer from the basement to the living quarters, repaired the dryer, fixed door locks, and provided an emergency service call for the heating and cooling system at the Public Safety Building.

Staff collected, serviced and stored all mowers and weed eaters and delivered snow blowers to all city buildings. Staff also repaired taxiway lighting at the Airport. They also cut keys and repaired locks for other departments at multiple buildings. 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.

Contracted projects being overseen by the Building & Grounds Staff include: completion of the shower

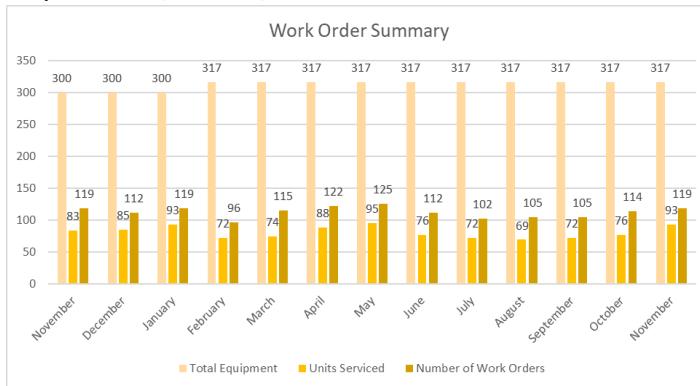
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Public Works

remodel in the Fire Department at the Public Safety Building, Key Card Access Control installation at City Hall, and City Hall Front Porch Repairs.

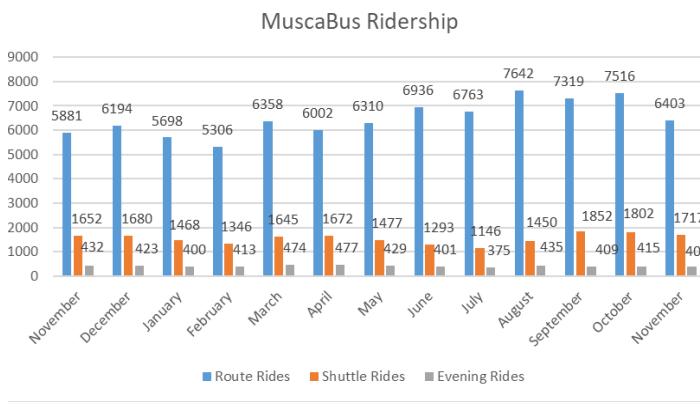
### Vehicle Maintenance Division Report:

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.



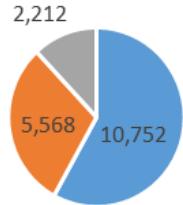
### Transit Summary of Operations:

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

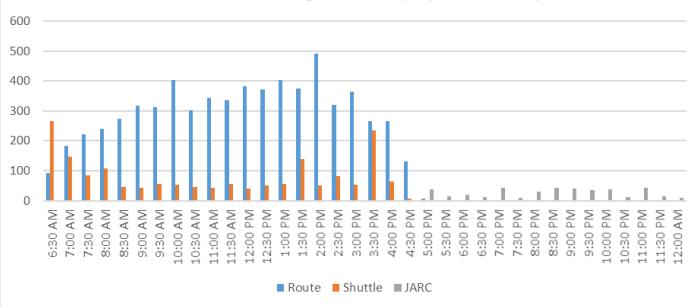


### November Miles Driven

■ Route Miles ■ Shuttle Miles ■ Evening Miles



November Average Ridership by Time of Day

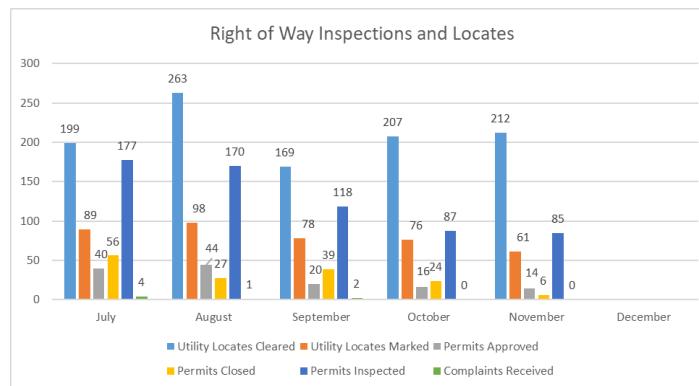


### Engineering Division Report:

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

Project Name	Project Start	Percent Complete	Project Notes
67th Street Sidewalk	September 2022	16%	Project Grading, Sidewalk Paving
Grandview Reconstruction	May 2021	95%	Sidewalks
West Hill Sewer Separation Phase 5	April 2021	62%	Sewer on Climer and Lucas
Park Avenue 4 to 3 lane	March 2021	99%	Punch List
2nd Street Streetscape	March 2021	99%	Punch List

The following chart describes the monthly activities of the Right of Way Inspector:



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Department of Public Works

### 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.

Bulky Waste Pounds Per Stop, Per Month



Solid Waste Collections



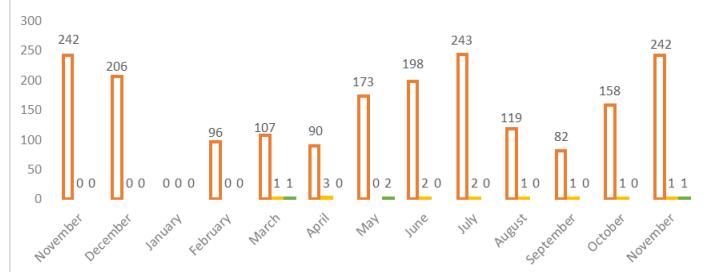
This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste and recyclables. Also included is the average number of customers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

### Collection & Drainage Division Report:

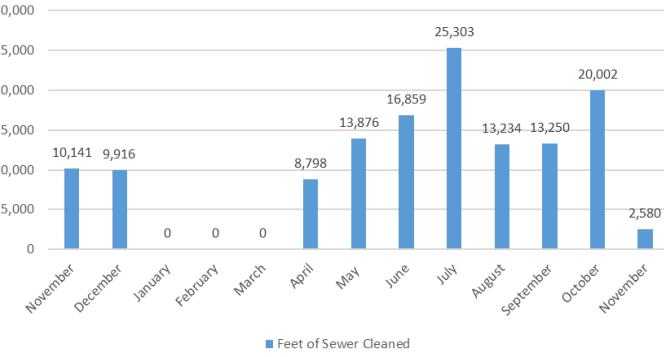
The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 stormwater catch basins, 112 miles of sanitary sewer and 68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

Collection & Drainage Activities

Legend: Catch Basins Cleaned (Orange), Storm Sewer Repairs (Yellow), Sanitary Sewer Repairs (Green)

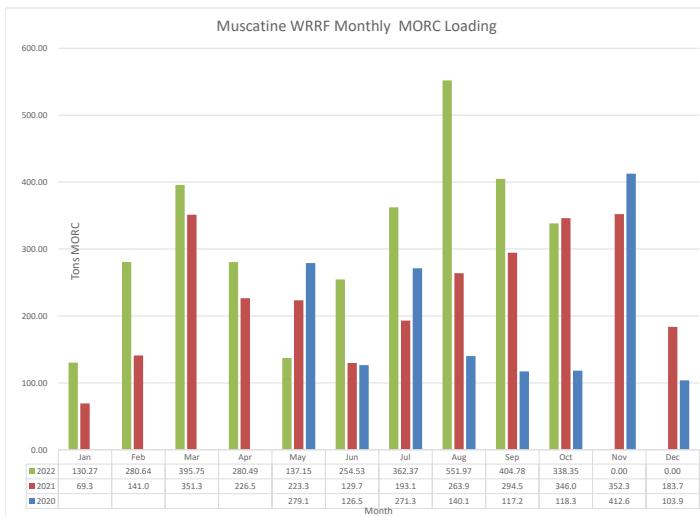
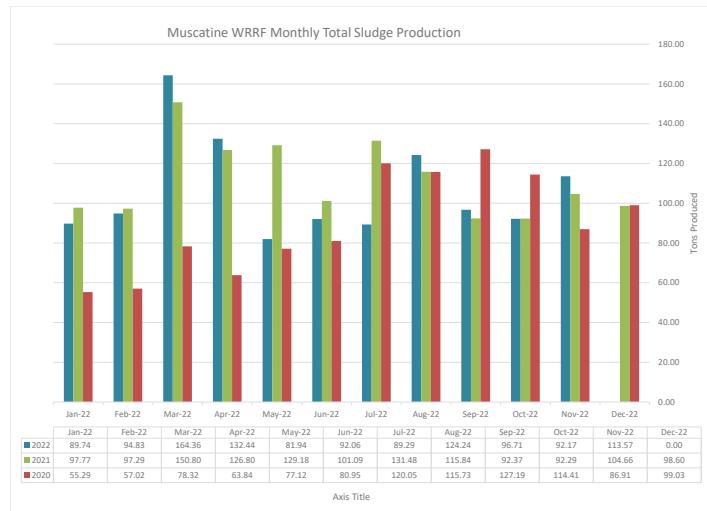
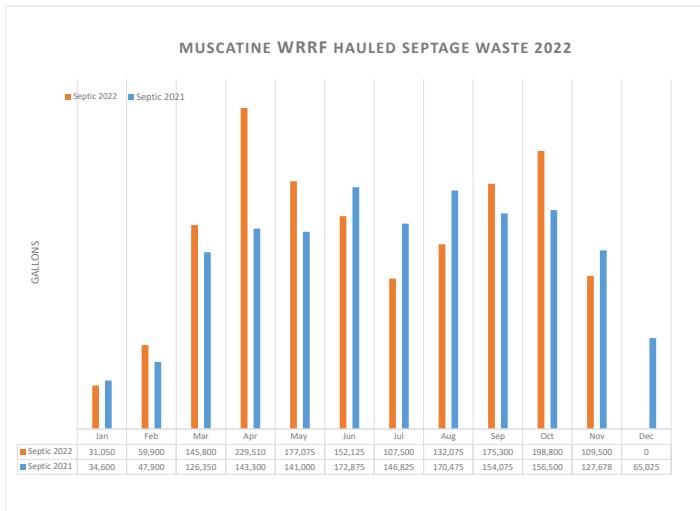
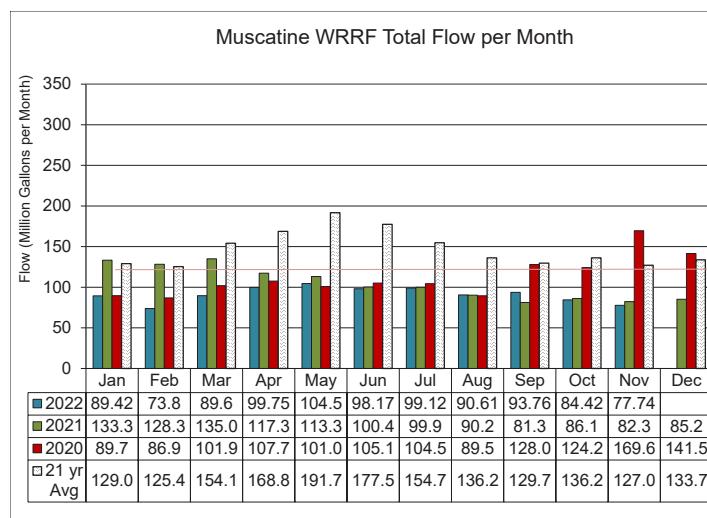
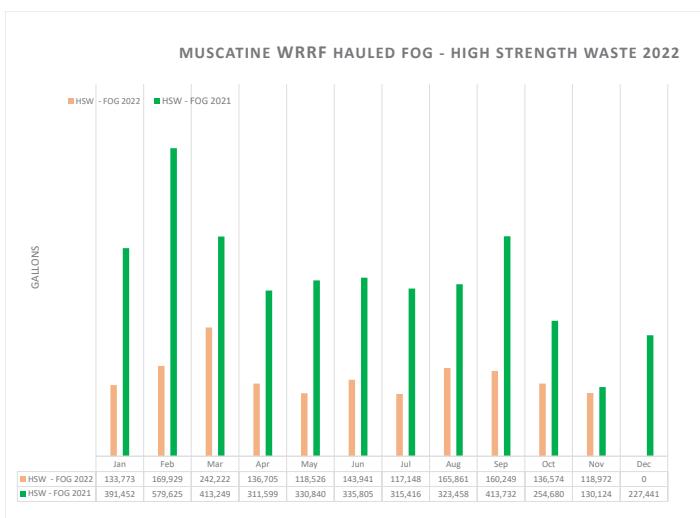


Feet of Sewer Cleaned



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Water Pollution Control Plant



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine Fire Department

### November 2022 Highlights

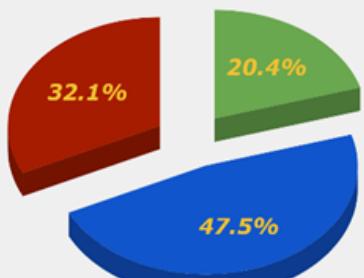
- Conducted a large scale house fire training exercise on November 28th on Cedar Street.
- Fire Department staff members performed the annual fitness testing in November.

### Staff Updates & Kudos

- Swearing in ceremony was held on November 17th for Firefighter Donald Peterson during the City Council meeting.

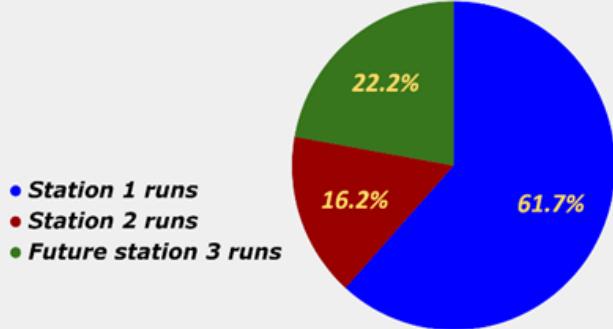


### EMS Call Types - November 2022



- No transport (refusals)
- 911 EMS calls transported
- Transfers

### Calls per Coverage Area - November 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>2.16</b>	<b>65</b>	<b>742</b>
<b>911 EMS Responses</b>	<b>11.27</b>	<b>338</b>	<b>3,216</b>
<b>Out of Town Transfers</b>	<b>3.90</b>	<b>117</b>	<b>1,217</b>
<b>Local Transfers</b>	<b>0.57</b>	<b>17</b>	<b>149</b>
<b>Total Responses</b>	<b>17.90</b>	<b>537</b>	<b>5,324</b>
	Avg. Per Day	Monthly Totals	YTD Totals
Urban Response Time		91.6%	92.9%
Goal - 90% within 9 min or less			
Rural Response Time		97.9%	95.6%
Goal - 90% within 15 min or less			

### Staff Training

Type	Monthly	YTD
Recruit /Probationary	16.35	1,631.6
Fire Suppression	485.55	2,648.3
EMS / Medical Related	86.8	1,408.85
Technical/Rescue	34.3	1,430.85
Driver/Operator	4	233.3
Professional Development/Leadership	44.3	408.65
Paramedic Program	360	3,016
<b>Totals</b>	<b>1,031.3</b>	<b>10,777.55</b>

### Vehicle & Equipment Maintenance

	Monthly	YTD
Fire Vehicle Miles Driven	3,656	35,648
Ambulance Miles Driven	12,405	131,681
<b>Total Miles Driven</b>	<b>16,061</b>	<b>167,329</b>
Work Orders Completed (PPE,Vehicles,Equip.)	53	593
Gallons of Diesel Fuel Dispensed	558.80	5,125.10
Gallons of Gasoline Dispensed	1,632.20	16,797.90
<b>Total Gallons of Fuel Dispensed</b>	<b>2,191.00</b>	<b>21,923.00</b>

### Prevention, Education and Outreach

	Month	YTD		Month	YTD
<b>Fire Inspections</b>	1	157	<b>Plan Reviews/Site Visits</b>	13	232
<b>Fire Reinspections</b>	7	122	<b>Fire Investigations</b>	4	65
<b>Educational Events</b>	0	44	<b>Permits Issued</b>	8	1,085

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine Police Department

### November Highlights

- The PD hosted our monthly Coffee with a Cop.
- On 11.23.22 Corporal Todd Koch performed foot patrol at 2902 Lucas St. (Church of Jesus Christ Latter-Day Saints). Cpl. Koch did so to counsel the church's youth group that was meeting at the time. He engaged the participants in a variety of subjects related to law enforcement as well as decision making in their daily lives. It was well received by church staff. He is commended for his initiative to counsel community youth and be a positive law enforcement professional to them.
- The PD assisted in locating and referring families in need to the Knights of Columbus to distribute meals for these families during the Thanksgiving holiday.
- Corporal Matt Wilkinson and Officer Darran Ritchie replaced a light bulb on a vehicle during a traffic stop.
- Corporal Matt Wilkinson put a license plate on a vehicle after a traffic stop since the occupants did not have access to a tool to attach it correctly.
- The PD did a Code Blue for a family that lost their house due to a fire.

### Staff Updates

- Police recruit Ashley Hahnbaum is in her third step of the field training program.
- The department hired two (2) officers that will attend the Iowa Law Enforcement Academy in January 2023.



## 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	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT	2022	4	9	9	3	7	12	4	7	11	11	7		84
	2021	3	4	5	14	8	6	11	9	3	4	7		74
ROBBERY	2022	0	0	0	0	0	1	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	2022	16	11	24	41	25	26	18	31	18	19	28		257
	2021	14	16	14	21	28	27	26	18	17	28	21		230
THEFT	2022	16	16	25	18	25	36	36	32	35	31	25		295
	2021	23	15	30	27	23	37	33	39	17	30	32		306
AUTO THEFT	2022	2	4	9	14	6	5	10	4	7	8	13		82
	2021	6	5	3	6	5	7	10	7	4	5	4		62
SHOPLIFTING	2022	5	13	17	10	11	9	16	18	7	13	15		134
	2021	8	8	12	11	8	8	6	8	9	17	11		106
													Class I Total	853

ARSON	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSAULT	2022	9	8	15	25	14	29	18	21	14	16	13		182
	2021	7	4	18	10	8	18	14	17	13	8	14		131
FRAUD	2022	10	15	11	12	6	12	25	19	13	18	14		155
	2021	12	14	18	22	15	19	16	19	12	15	15		177
CRIMINAL MISCHIEF	2022	21	19	17	25	22	36	22	22	22	15	19		240
	2021	11	11	11	15	26	35	21	20	25	21	24		220
WEAPONS	2022	0	5	2	4	10	5	4	4	5	7	8		54
	2021	7	1	3	5	5	1	5	7	13	8	9		64
NARCOTICS/DRUGS	2022	6	9	15	9	13	11	9	8	11	8	10		109
	2021	7	15	4	13	9	13	14	14	14	10	5		118
OFFENSES AGAINST CHILDREN	2022	8	2	6	6	9	5	9	8	7	11	2		73
	2021	4	5	8	10	7	10	8	5	11	9	7		84
DISTURBANCES	2022	75	42	111	118	122	134	191	139	118	93	64		1207
	2021	89	91	112	103	114	189	185	109	99	106	92		1289
JUVENILE OFFENSES	2022	29	29	38	64	47	39	32	45	47	47	39		456
RUNAWAYS	2021	21	15	43	31	28	32	56	41	39	38	35		379
													Class II Totals	2476

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscantine Police Department

ANIMAL COMPLAINTS	2022	116	67	120	99	99	126	122	115	96	88	79		1127
	2021	56	62	82	80	72	84	77	95	99	78	53		838
FATALITY ACCIDENT	2022	0	0	0	0	0	0	0	0	1	0	0		1
	2021	0	0	0	0	2	0	0	0	0	0	0		2
OTHER ACCIDENTS	2022	64	53	59	68	57	69	68	62	47	82	68		697
	2021	67	76	49	36	58	60	58	68	69	75	66		682
													Class IV Totals	1825

DOMESTICS	2022	29	22	36	31	47	51	53	46	37	38	34		424
	2021	34	38	33	48	41	48	53	52	60	48	36		491
ALARMS	2022	25	39	20	13	22	24	25	22	20	28	16		254
	2021	17	12	15	13	16	24	26	25	20	18	12		198
PARKING COMPLAINTS	2022	55	37	49	57	44	71	55	41	50	43	40		542
	2021	237	114	69	49	35	48	52	41	48	43	65		801
OTHER TRAFFIC RELATED ACTIVITIES	2022	197	229	278	186	267	242	352	275	256	286	282		2850
	2021	232	221	303	244	276	231	261	266	286	296	252		2868
PUBLIC ASSISTS	2022	413	415	484	544	597	511	618	664	622	543	502		5913
	2021	491	420	446	492	569	532	538	541	505	472	412		5418
													Class V Totals	9983

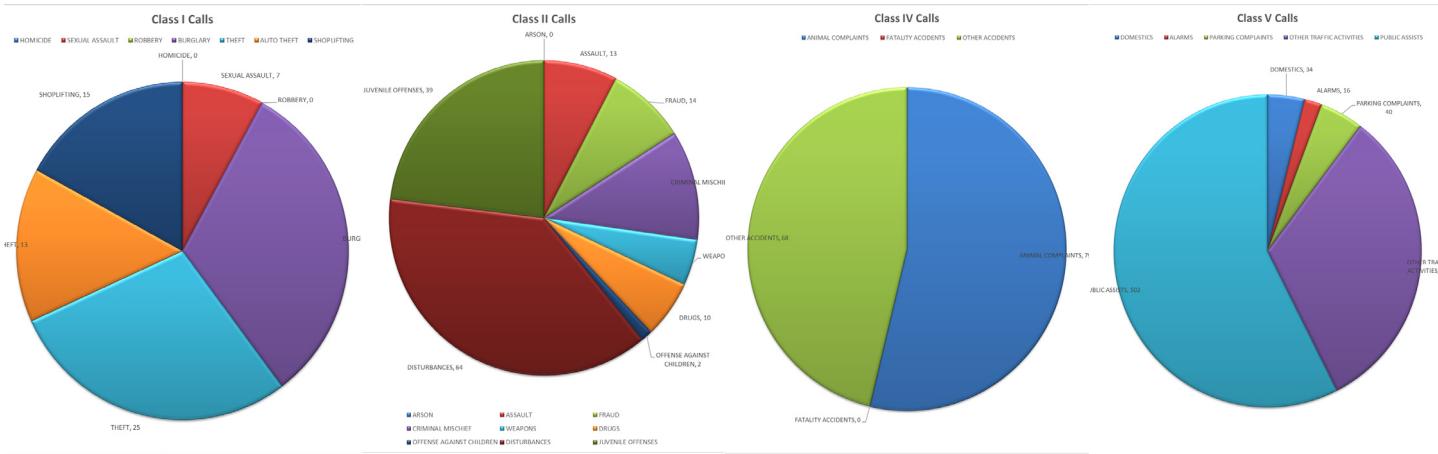
OPERATING WHILE INTOXICATED	2022	4	3	5	6	3	8	6	6	4	4	1		50
	2021	4	6	5	5	9	6	7	6	8	7	7		70
TRAFFIC CITATIONS ISSUED	2022	98	163	189	146	175	120	151	181	152	130	142		1647
	2021	166	130	165	140	182	170	165	176	185	203	146		1828
ADULT ARRESTS	2022	93	90	117	105	112	99	120	119	106	96	73		1130
	2021	100	118	86	110	128	106	131	108	96	113	105		1201
JUVENILE ARRESTS	2022	13	8	10	12	6	20	5	17	19	16	19		145
	2021	5	5	9	15	9	6	14	8	19	21	11		122
TOTAL ARREST	2022	106	98	127	117	118	119	125	136	125	112	92	0	1275
	2021	105	123	95	125	137	112	145	116	115	134	116	0	1323
ADMINISTRATIVE	2022	373	316	367	352	378	504	463	415	393	352	319		4232
	2021	232	289	334	314	267	333	390	332	375	327	257		3450

TOTAL REQUEST FOR POLICE	2022	1473	1360	1712	1699	1828	1958	2150	1998	1837	1757	1597	0	19369
	2021	1578	1436	1612	1564	1620	1762	1860	1733	1738	1656	1429	0	17988

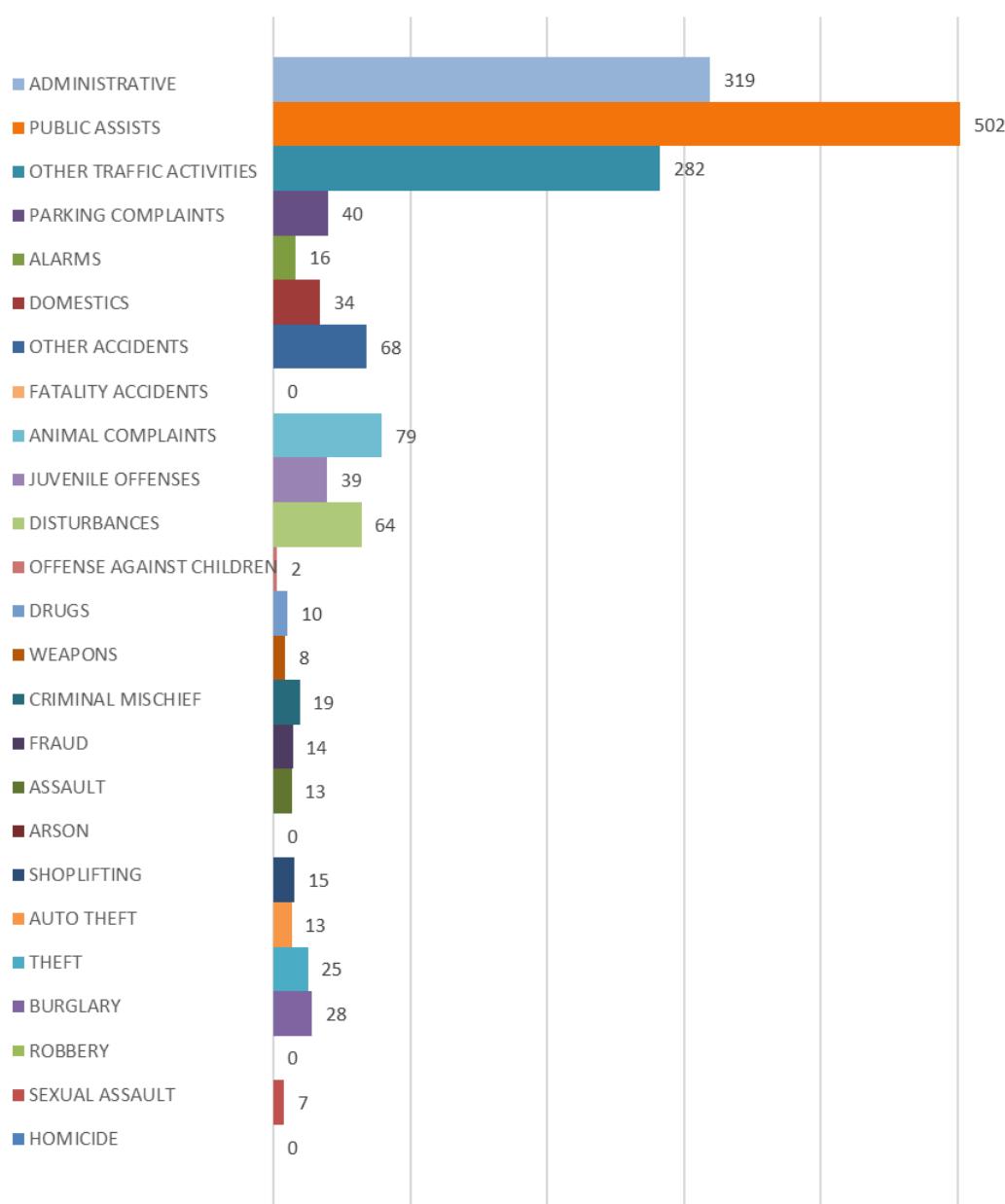
MUSCATINE POLICE DEPARTMENT CALLS FOR SERVICE

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine Police Department



### Muscatine PD Calls for Service-November 2022



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS



Musser Public  
**Library**

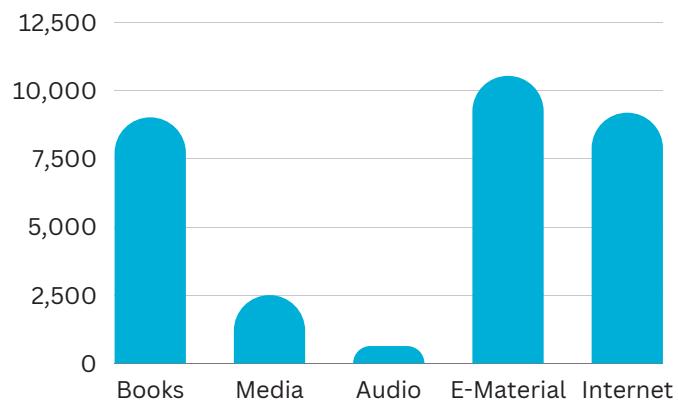
### MONTHLY STORY

PEOPLE LOVE WHAT WE DO.  
AND THEY LOVE SHARING THAT WITH US!

We have had mother/daughter book club for a while. The mothers and daughters read a book together each month and then we meet and do an activity. I create collectible pins for each book we read together. The participants always tell me how much they love the pins. Hearing that makes my day. Plus it keeps them coming back."

from a Children's Staff Member

This month, people checked out almost 32,000 items in the library and online.



PEOPLE ASK US A LOT OF QUESTIONS.



WE ANSWERED  
403 QUESTIONS  
THIS MONTH.

WE'VE CHECKED OUT  
132 ITEMS TO OUR  
HOMEBOUND  
PATRONS!

AND WATCHED US ON TV.

10 new shows debuted  
118 different shows aired  
204 total programs  
136 hours of programming  
36.5 minutes - average length of program



THEY CAME TO OUR PROGRAMS FOR  
ALL AGES.



PHONE: (563) 263-3065  
[WWW.MUSSERPUBLICLIBRARY.ORG](http://WWW.MUSSERPUBLICLIBRARY.ORG)

PEOPLE VISITED US ONLINE, TOO.

 6,006 LIKES ON FACEBOOK  
 9,092 VISITS TO OUR  
WEBSITE

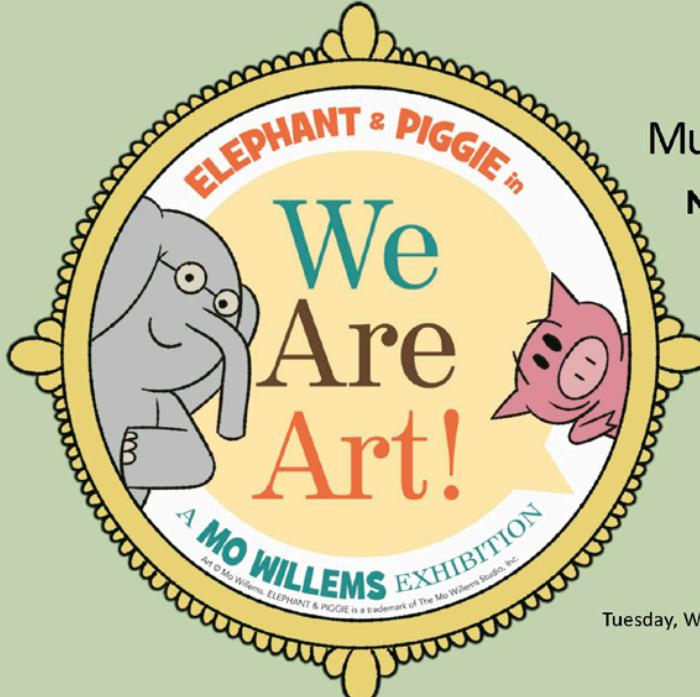
Did you know that  
20,498 people  
have a Musser  
Public Library  
card? It can be  
used at our  
library and all of  
the RiverShare  
Libraries!

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### 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



On view at the  
Muscatine Art Center  
**November 3, 2022-  
February 5, 2023**  
Free admission  
Tuesday, Wednesday, Friday: 10 a.m. to 5 p.m.  
Thursday: 10 a.m. to 7 p.m.  
Saturday & Sunday: 1 to 5 p.m.

This exhibition features Willems' original black-and-white line drawings from all 25 *Elephant and Piggie* books supplemented with digitally-colored final renderings. Early sketches, dummy books, and size charts reveal Willems' methodical working process.

*Elephant & Piggie in WE ARE ART! (A Mo Willems Exhibition)* is organized by  
The Eric Carle Museum of Picture Book Art, Amherst, Massachusetts.

[muscataineartcenter.org](http://muscataineartcenter.org) | 563-263-8282 | Muscatine, IA





## Great Leaders of the Indian Nation: McKenney & Hall Portraits

On view through March 5, 2023 in the Central Hall on the second floor of the historic house.

Muscatine Art Center - 1314 Mulberry Avenue - 563.263.8282 - [muscataineartcenter.org](http://muscataineartcenter.org)

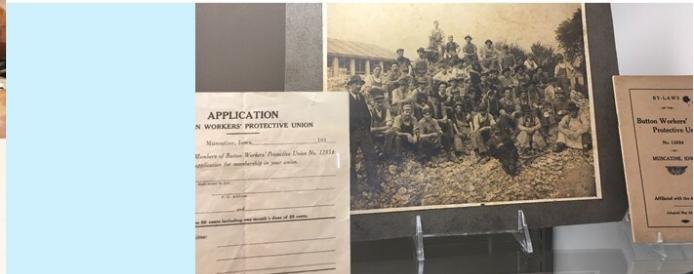


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS



# Muscatine's Pearl Button Industry

on view in the Local History Room  
Historic House – Second Floor



# Muscatine County Arts Council Call for Entries - Art Array 2023

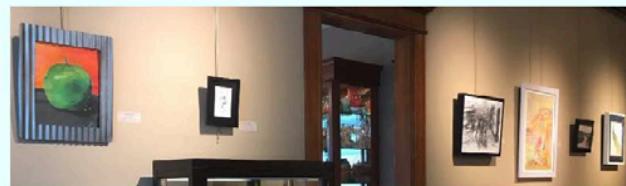
The Muscatine County Arts Council (MCAC) invites all artists within a 50-mile radius of Muscatine to submit their two dimensional artwork for consideration in their juried art exhibition, Art Array 2023. Artists may submit up to two original pieces for consideration by January 13, 2023. Jurors are Lisa Powell, Assistant Professor, Muscatine Community College and members of the Muscatine Community College Art Club. The jurors will select recipients for cash prizes, scoring entries on originality of concept, technique, and impact. To participate, artists must submit the application form and digital image of the work, along with a \$25 per entry fee. The exhibition will open on March 17<sup>th</sup> and be on view through May 28<sup>th</sup>, 2023. First prize is \$500; second place is \$300; and third place is \$200. The reception is scheduled for Thursday, March 16<sup>th</sup> from 5:15 to 6:30 p.m.

For more information, visit the "Artists" page of the Muscatine Art Center's website ([www.muscatineartcenter.org/artists](http://www.muscatineartcenter.org/artists)) or the Muscatine County Arts Council's Facebook page.

Muscatine County Arts Council

[muscatineartscouncil.org](http://muscatineartscouncil.org)

P.O. Box 815 • Muscatine IA 52761-0815



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

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### UPCOMING CLASSES and ACTIVITIES

#### *Free 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. Classes are FREE! Call 563-263-8282 to register. The theme for December is "Let It Snow", and the theme for January is "Fairy Tales".

#### *Free For Families*

##### **Holiday Take & Make Bags**

**Available December 13 - 23**

Can't make it to class? No problem! Stop by the Muscatine Art Center during open hours and grab a Take & Make bag full of supplies to make several themed projects. These bags are free to pick up while supplies last.

##### **Elephant & Piggie You Are Invited to a PJ Party!**

**Thursday, January 12, 5:30 - 7:00 p.m.**

You are invited to a PJ Party with Elephant & Piggie! Don your comfiest PJ's and stop by the Muscatine Art Center on the evening of January 12<sup>th</sup> to meet Elephant & Piggie! Enjoy yummy snacks, fun crafts, and story time at 5:45 and 6:30 p.m. No registration required for this free family event. This event is co-sponsored by Musser Public Library.

##### **Kids Open Studio**

**Saturday, January 14, 1:30 - 3:00 p.m.**

Do you have an artistic child who needs a creative outlet? If so, stop by and let's get creative! Join Program Coordinator Katy in the studio for a Kids Open Studio! Kids and their families can drop in anytime between 1:30 and 3:00 p.m. on Saturday, January 14 to try their hands at different crafts and art projects provided. Try one, or try them all! No experience is necessary, and registrations are not required for this free drop-in workshop. Projects appropriate for ages 4 - 14.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

