



City Administrator's Report June 2023



Department of Administration

City Administrator

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 51 agenda items for consideration by City Council during their regular meetings.
- Coordination of in-depth presentations on the disposal of city-owned property, contractor's meeting feedback, crime free multi-housing program, public art overview, and Central Business District Parking.
- Responded to numerous citizen and City Council requests and concerns.

Human Resources Division

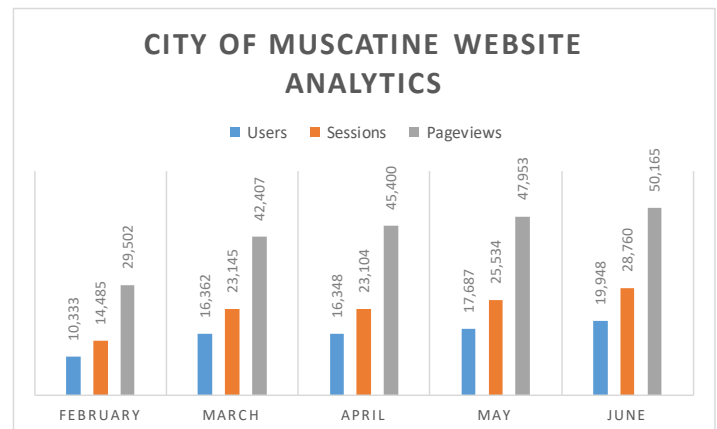
June Highlights

- The Human Resources Department received 109 applications in June for several positions including office assistant, part time ambulance attendant, transit driver, park maintenance supervisor, and a variety of seasonal positions.
- The employee recognition breakfast was held in June and 37 employees were recognized for their years of service. Six of these employees were recognized for 30 years or more.
- Eleven responses were received for the request for proposal for a compensation study. These responses were reviewed and the finalists interviewed for a recommendation to be made to the City Council at the first meeting in July.
- The annual process for renewal of the City's property, casualty, and liability coverages was completed in June, as were a variety of end of the year Human Resources activities.

Communications Division

June Highlights

- Continued monitoring and implementing updates to Civic Clerk and Muscatine Connect powered by SeeClickFix.
- Began process of implementing connector between SeeClickFix and PubWorks.
- Began process of implementation of Municode.
- A total of 33 press releases were produced and distributed to media and Notify Me subscribers.
- Seven virtual meetings held for various departments using GoToMeeting.
- Created 143 social media posts (64 Facebook, 44 Instagram, 32 Twitter, 0 LinkedIn, and 3 YouTube).
- Two "Muscatine In Focus" presentation.
- Ended the month of June with 10,394 (+745 from end of May) followers on Facebook, 1,564 (+3) on Instagram, 1,513 (+5) on Twitter, 333 on LinkedIn (+3), and 440 (+5) on YouTube.



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.

Department of Administration

Finance/Parking Division

Summary of Activities	July 2022	August 2022	Sept. 2022	Oct 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	Fiscal Year
Accounts Payable Checks & ACH Payments	666	567	552	607	529	486	597	504	553	596	574	633	6,824
Payroll Checks and Direct Deposits	883	848	1,174*	744	721	682	655	653	1,004*	732	757	854	7,529
Accounts Receivable Invoices Sent	193	284	222	195	255	278	141	172	196	180	188	308	2,612
Finance Cash Register Transactions	396	449	417	552	498	486	548	477	742	560	641	667	6,433
Housing Receipt Transactions	194	217	211	183	186	194	191	216	215	197	204	198	2,406
Purchase Orders Processed	270	322	256	230	240	259	246	228	248	217	285	290	3,091
* Payroll checks and direct deposits for September 2022 & March 2023 included 3 payrolls.													

June Highlights

- Continued submitting required documentation for the Hershey Manor HVAC & Window project reimbursement requests from the re-financed loan proceeds held by Grandbridge Financial
- Published the electronic version of the FY 2023/2024 Budget, posted it on the City's website, and submitted it to GFOA for consideration for the Distinguished Budget Presentation Award.
- Published hard copies of the 2023/2024 budget book.
- Began preparing for the FY2023 audit; Auditors were on site 1 day in June for preliminary work.
- Reviewed proposals received for the Compensation Study; member of Committee to rank proposals and interview 3 firms (Finance Director)
- Worked with PFM to prepare information needed to submit the SRF Loan application to IFA for Phases 6-A and 6-B of the West Hill Sewer Separation project (Finance Director).
- Oversaw the training of staff of other departments on the initial bids requested through the online IonWave electronic bidding system (Finance Director).
- Participated in the virtual demo of the Pet Data system proposed for the City (Finance Director and IT Manager)

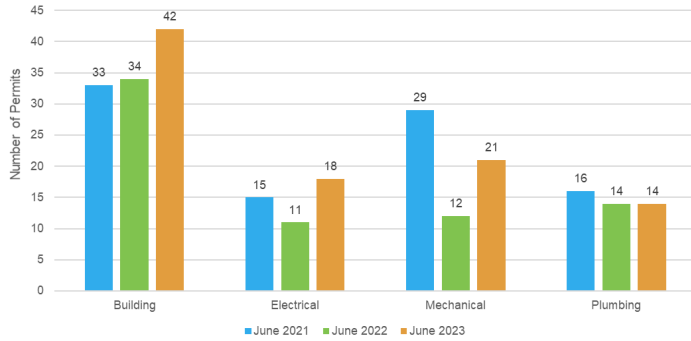
City of Muscatine, Iowa



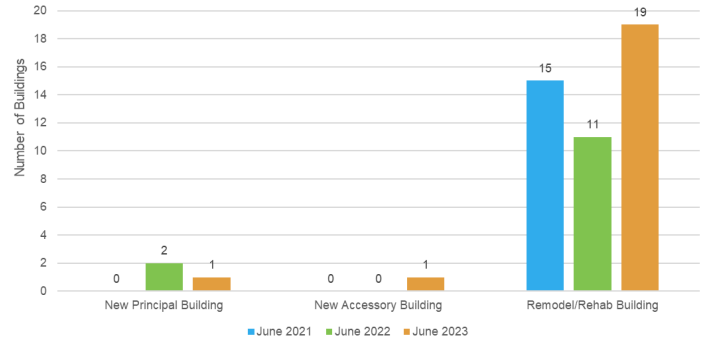
Annual Budget Fiscal Year 2023/2024

Department of Community Development

Permits Issued Monthly

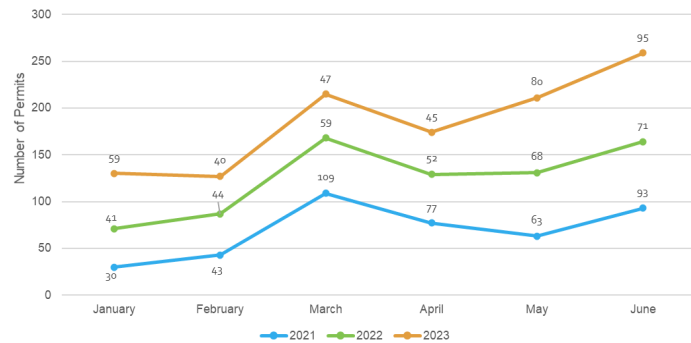


Monthly Commercial Building Construction Projects

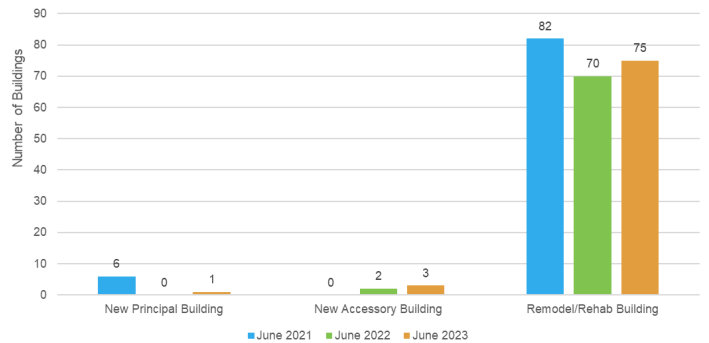


- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations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

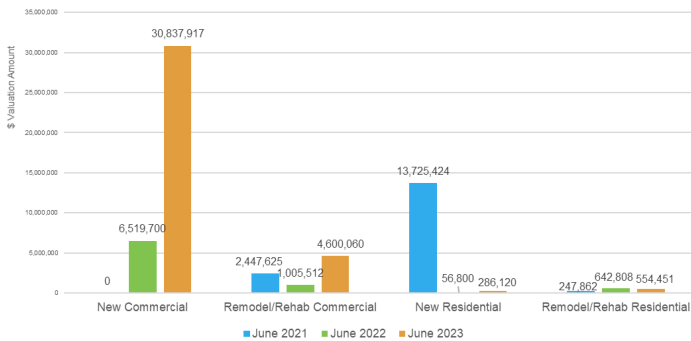
Permits Issued Per Month YTD



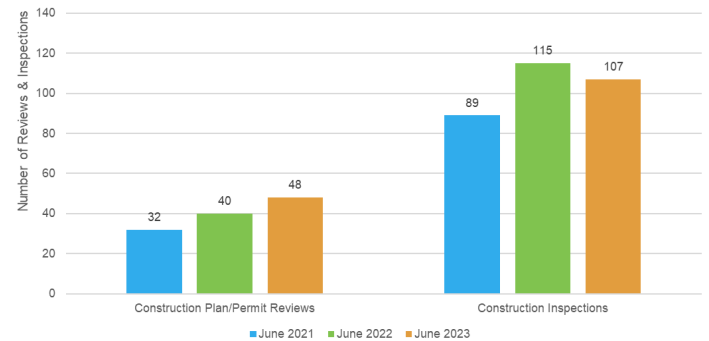
Monthly Residential Building Construction Projects



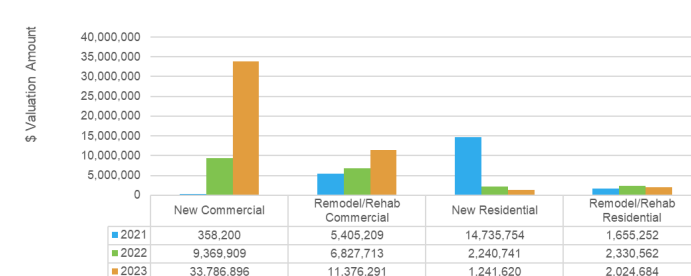
Monthly Construction Project Valuations



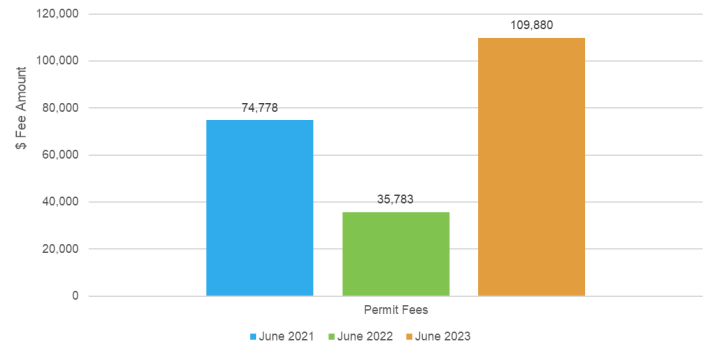
Monthly Construction Plan/Permit Reviews and Inspections



YTD Construction Project Valuations

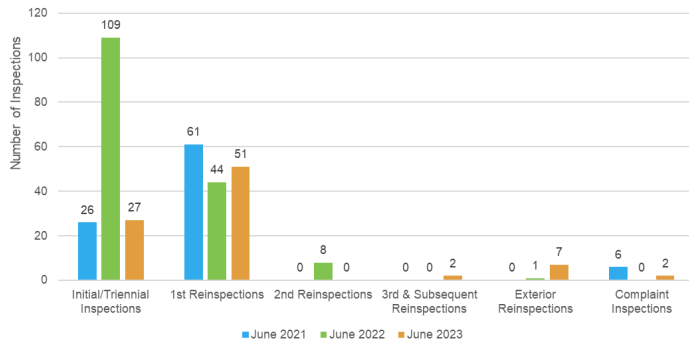


Monthly Permit Fees Collected



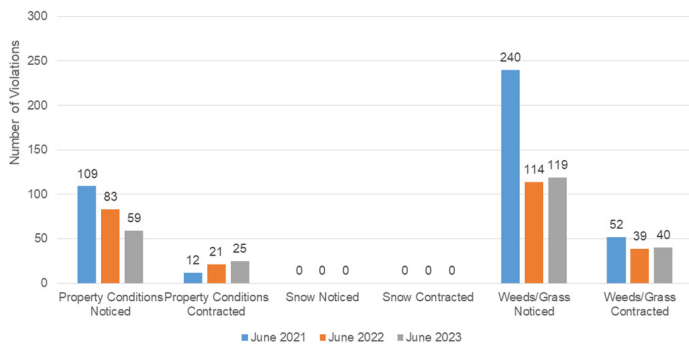
Department of Community Development

Monthly Rental Housing Inspections



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

Monthly Code Enforcement Violations



Department of Community Development

- The Department is preparing for the demolition of 2 unsafe structures in August, including 1905 Hershey 1200 Iowa Ave.
- Finalized the sale of the property at Hershey and Houser.
- Four more property maintenance notices are being prepared, bring the total to 30 notices of violations being sent with the results of 5 have been remediated, seven working with staff on remediation plans, four are in the process of being sold, one planned for demolition in August, one under the final notice, and six property owners being issued citations.
- The first property maintenance citation case will be heard by the Courts July 7; five other cases are scheduled for August.
- Staff worked with Public Works and the Parks Department investigating options to resolve a driving hazard caused by overgrown vegetation at the corner of Colorado and University. The property is outside of the City limits, but ultimately Matt Whitlow got it taken care of.
- Staff hosted an education and outreach session on the proposed adoption of the 2021 building codes for contractors.

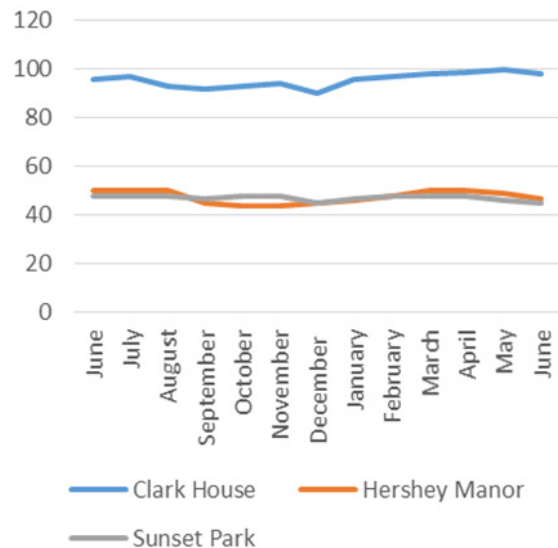
Muscatine Municipal Housing Agency

- 262 families were invited to the next Housing Choice Voucher briefing, the first step to getting rental assistance.
- MMHA was allocated 5 Stability Vouchers for the purpose of providing supportive housing opportunities to individuals recovering from homelessness.
- Eight families began receiving rental assistance
- Two families enrolled in the Family Self Sufficiency Program.
- Twenty-nine households attended 4 Housing Counseling

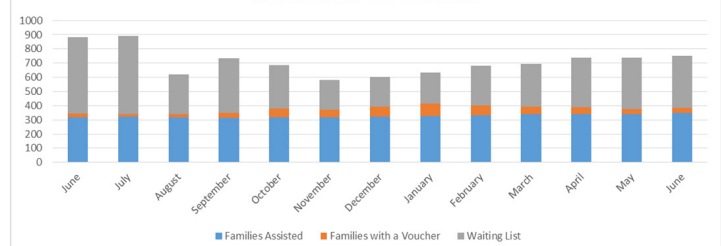
classes, 8 in the first-time homebuyer course and 21 in three Step Ahead, Renter Education.

- An application for additional downpayment assistance funds was submitted to the Iowa Finance Authority.
- An application for \$3.2 million was submitted under HUD's Lead Hazard Reduction and Healthy Homes grant programs. The program would assist 65 homes in Census Tract 508 within the 4 year grant term.
- The window replacement at Hershey Manor was put on hold due to the need to complete repairs to the structure and necessary materials being back-ordered approximately 8 weeks.
- We had an overall occupancy of 95% for June.
- Completed the turnover of 2 units.
- Completion of work orders remained consistent with 120 work orders completed within 1 day on average.
- Paid more than \$153,847 for housing and utility assistance on behalf of 348 families
- \$6,817 was deposited into escrow accounts for families working toward self-sufficiency
- Earned \$25,320 with a 97% proration of administrative fees

Housing Units Occupied



Rent Assistance Use & Demand



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 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@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	15 Reservations in June
Riverview Center	16 Reservations in June
Shelters	70 Reservations in June
Dog Park Passes	105 Passes Sold in June

Park Maintenance Division

With the completion of last year's tree grants, staff is working hard on keeping the trees watered throughout the hot and dry summer months. Downtown 2nd street landscape beds got fresh plants and are being watered regularly. Buildings, shelters, trails, open green spaces, and playgrounds have been used heavily during the great weather the past few months, and staff is working hard to provide quality services and facilities to these amenities. The Parks and Recreation sand volleyball league started in June, and staff is grooming the courts weekly for the league. The Mississippi Mist and Taylor Park Splash Pad were opened to the public during the month of June, and we are seeing a lot of great usage! The Park Maintenance division has been working with and helping prepare for special events throughout our park sites including disc golf tournaments, private weddings, car shows, run/walks, and 4th of July activities. Through the United Way Intern Day of Caring program, all of the landscape beds on the Riverfront were cleaned out and mulched!

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. Foundation installations and repairs were made to several gravesites. New mulch was added to the Chapel and entrances to brighten up the landscaping.

Subject	Result
Cremains	2 burials in June
Full Casket	2 burials in June
County Assisted	0 burials in June
Grave Spaces	9 sold in June
Niche Spaces	0 sold in June

Boat Harbor/Marina Divisions

Long Dock and Houseboat Dock boat slips are available for rent for the 2023 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 Marina Operations continues to provide fuel, oil and pump out services to boaters. Hours for the Marina Operations are Friday from 5:00pm – 7:00pm and Saturday and Sunday's from 10:00am – 2:00pm. Fuel is also available during the weekdays by calling the Parks and Recreation office at (563) 263-0241 between the hours of 10:00 a.m. and 11:00 a.m.

Subject	Result
Long Dock Slips (48 Available)	21 Rented for 2023
Houseboat Dock Slips (8 Available)	2 Rented for 2023

Recreation Division

Youth and adult recreation programs and special events continue to be offered. Current programs taking place include Youth Gymnastics, Tee-Ball, BlastBall, Youth Pickleball Lessons, Adult Pickleball League, Youth Tennis Lessons, Intern Sand Volleyball League, Adult Sand Volleyball League and the Walking Club. The Parks and Recreation Department is excited to partner with the Musser Public Library to offer some outdoor activities and an outdoor play challenge as part of the Summer Reading program. Two park pop-up events were held as part of this program in June and saw 92 participants.

Department of Parks and Recreation

Subject	Result
Youth Program Participation	1,210 occurrences in June
Adult Program Participation	1,098 occurrences in June

Aquatics Division

The Aquatic Center opened for the season on May 27. The Shallow Area Play Structure slide was replaced prior to opening day. Swim lessons are scheduled to begin on Monday, June 12. Private pool rentals and Multi-Purpose Room rentals continue to be taken.

Subject	Result
Lifeguards	30 Lifeguards hired
Pool Party Reservations	73 Pool Parties Booked
Swim Lesson Enrollment	342 Swim Lesson Registrations

Wellness Division

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program continues throughout the year. Staff is collecting survey responses from employees and establishing a Wellness Committee in an effort to reorganize the Wellness program mix.

Subject	Result
Participation	7 occurrences in June

Kent Stein Division

Kent Stein Park hosted several tournaments for both baseball and softball in the month of June. The Red, White, and Blue Softball Tournament lead off the month by hosting 76 games. The second weekend of June, Muscatine High School hosted a one-day tournament. There were six teams and they utilized two diamonds. TBT Sports hosted the Battle on the Mississippi for the third weekend series. There were 44 teams with 88 games played on 10 diamonds. During the regular week Kent Stein Park continues to host our local organizations: MYB (Muscatine Youth Baseball), MBA (Muscatine Baseball Academy), Cardinals/Iconiz Katz baseball, Muscatine Sluggers baseball, Special Olympics adult softball, MGSA (Muscatine Girls Softball Association), Muskies Prospects softball, Monster's 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 these facilities as issues arise with usage. Some tasks include leveling fields once every two weeks, adding Ag Lime under the fence row to prevent balls from rolling under, installing missile markers to assist crews chalking fields, edging grass arches, and power washing around concession stands, walkways, and restrooms.

Soccer Complex Division

Games continue to be underway at the main complex for the following groups: Pearl City Soccer Club (youth and adult leagues), Muscatine Soccer Club (youth and adult leagues), EIYSL and ISA. Schedules are posted daily at the kiosk to allow for drop in usage. Staff continues to make improvements to the park, some examples include: edging drain covers for the ease of flow for water, raising the sprinkler heads for better playability, edging valve box lids for easier access when servicing the sprinklers, and sodding areas of weak, thin grass.

Golf Divisions

The golf course had another good month due to great weather pretty much all month. We hosted the Muskies Prospect Softball outing and Bullpen Outing. The course remained busy throughout the month and had great play each and every day. Staff continue to fertilize tees, collars, fairways, and rough. Greens were verticut and sanded to smooth out the surface to maximize performance for golfers. Staff continued to take down dead trees with the goal of planting new ones in the fall and all sprinkler heads were cut around to make mowing easier for staff.

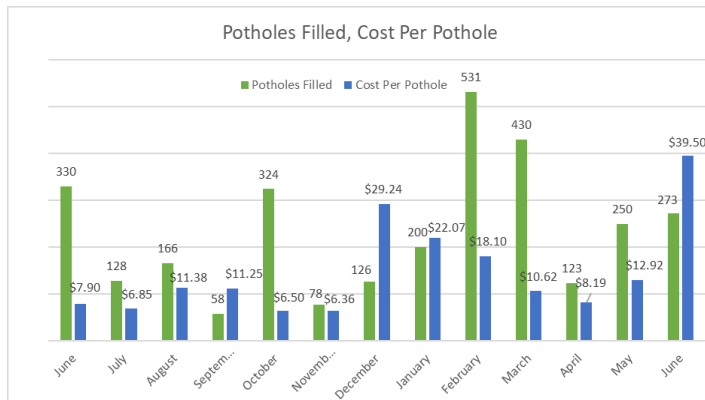
Subject	Result
Outings	18 Outings Scheduled for 2023
Leagues	6 Leagues Scheduled for 2023
Season Passes	202 Season Passes Sold for 2023
Rounds Played	4,639 rounds played in June

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 June 2023:

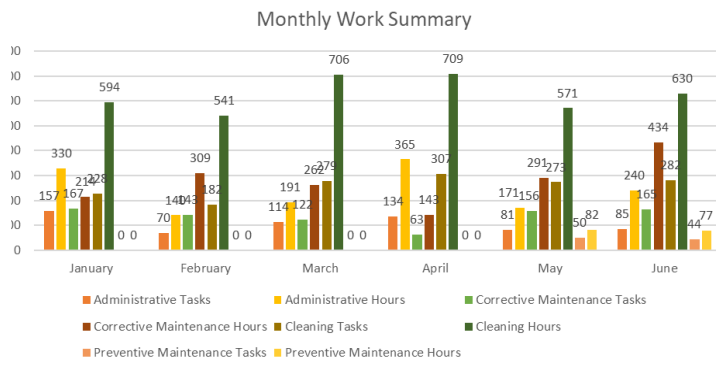
Roadway Maintenance includes activities related to street repairs, snow removal, traffic control, and street cleaning. They are responsible for over 254 lane miles of streets within the city limits.



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.

Building and Grounds Activities June 2023:

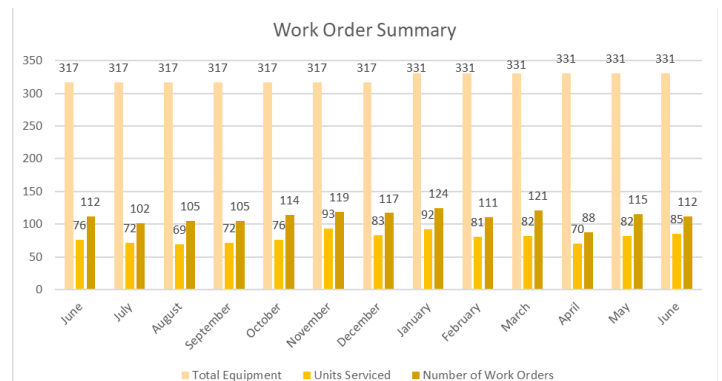
The Buildings and Grounds Division of the Public Works Department is responsible for the upkeep and repair of city facilities, grounds, and equipment. The division is responsible for maintaining the following facilities and grounds: Art Center, City Hall, Library, Public Safety Building, Public Works, South Fire Station, and certain maintenance functions at the Airport.



This chart indicates the number of work activities and the hours committed to them per month. Administrative tasks include ordering equipment and materials, requesting and receiving bids and quotes for work or supplies, project oversight, delivery of building supplies, training and paid time off. Corrective maintenance tasks are unscheduled repairs or work done on as-needed or emergency basis. Preventive maintenance tasks include routine, scheduled maintenance items and building cleaning and janitorial services.

Vehicle Maintenance Division June 2023:

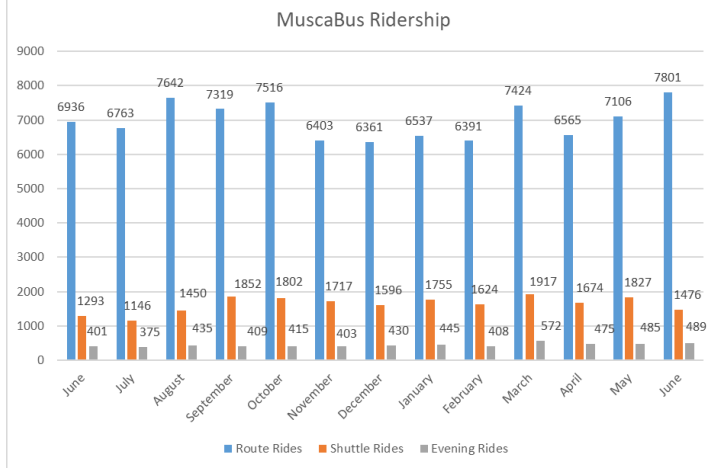
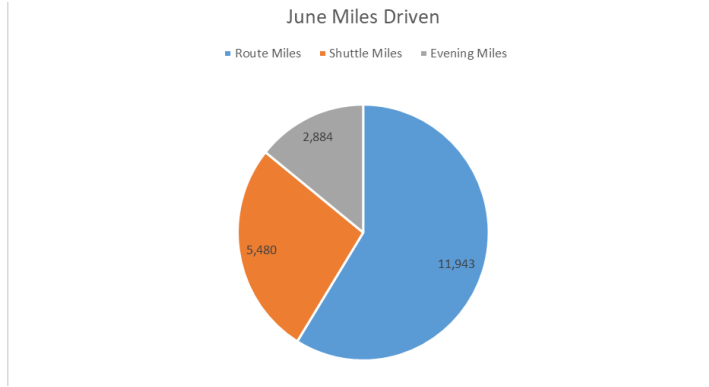
The Vehicle Maintenance Division services and repairs approximately 331 pieces of equipment and vehicles from all city departments with the exception of the fire trucks and ambulances.



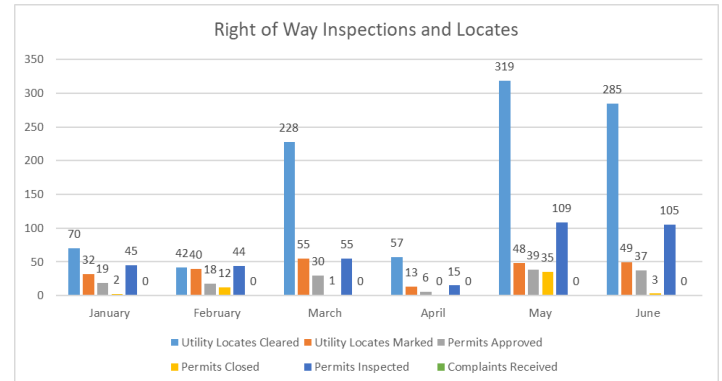
Department of Public Works

Transit Summary of Operations for June 2023:

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



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



This chart is begin capped at six month intervals so that the numbers are legible.

Engineering Division June 2023:

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

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

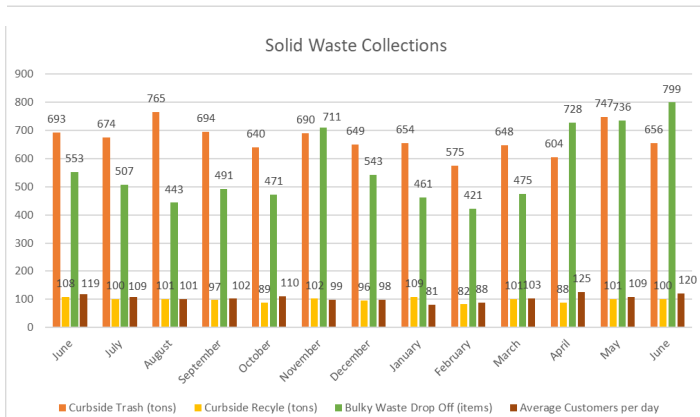
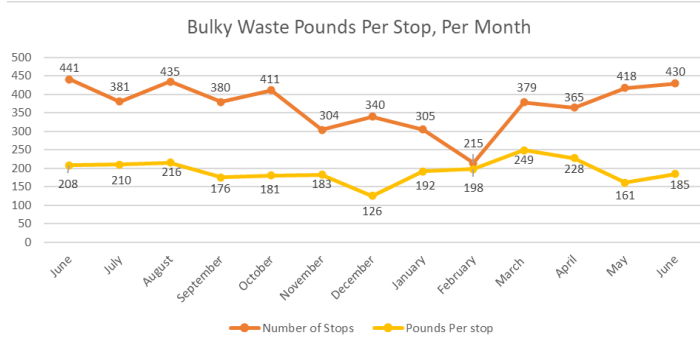
This chart is begin capped at six month intervals so that the numbers are legible.

Project Name	Project Start	Percent Complete	Project Notes
Grandview Reconstruction	May 2021	99%	Punch List
West Hill Sewer Separation Phase 5	April 2021	75%	Sewer on Climer and Lucas
Park Avenue 4 to 3 lane	March 2021	99%	Punch List
Fulliam Reconstruction Phase 1	June 2023	10%	Subgrade Preparation

Department of Public Works

Solid Waste Division Report June 2023:

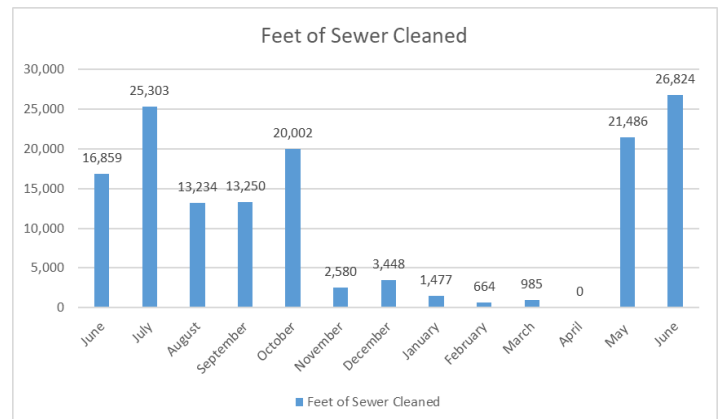
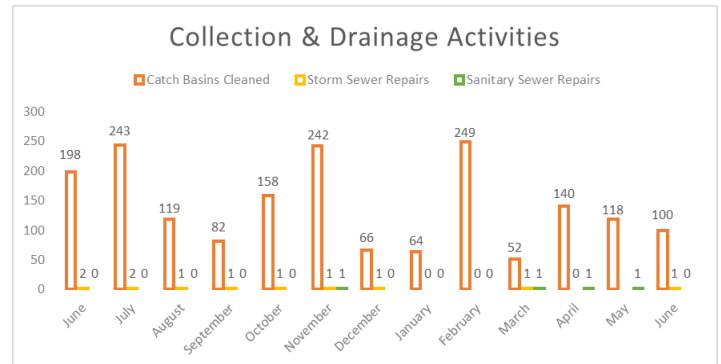
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



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.

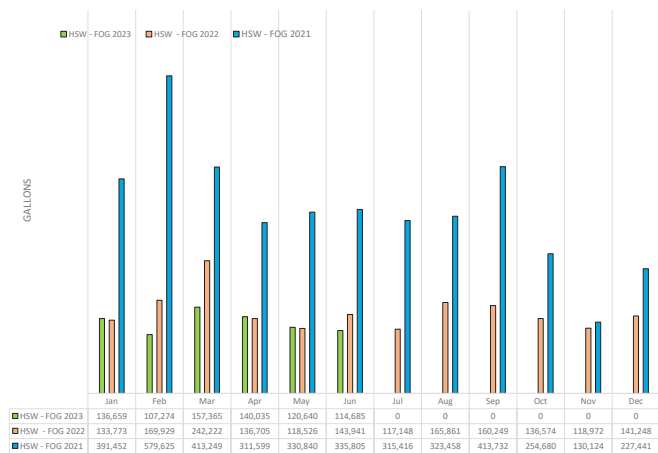
Collection & Drainage Division June 2023:

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.

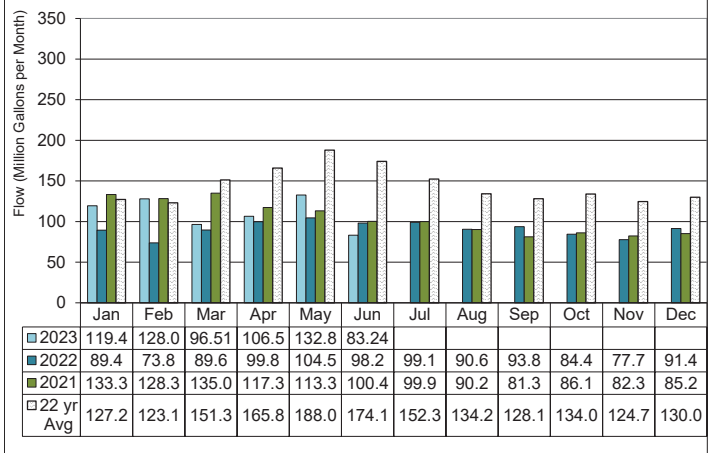


Water Pollution Control Plant

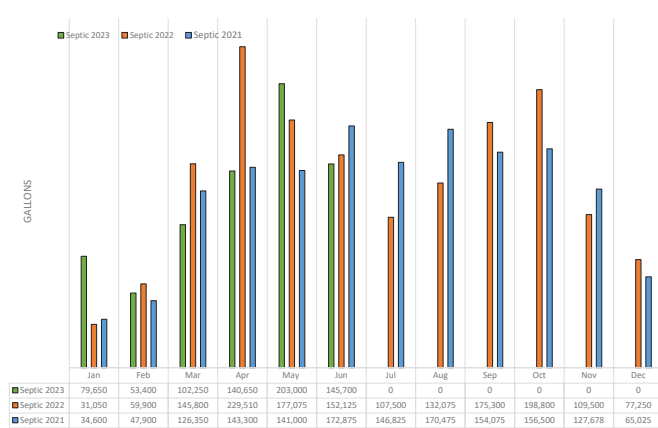
MUSCATINE WRRF HAULED FOG - HIGH STRENGTH WASTE 2023



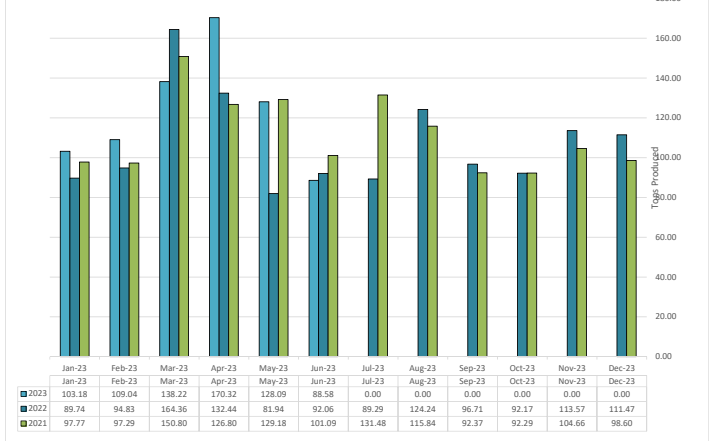
Muscatine WRRF Total Flow per Month



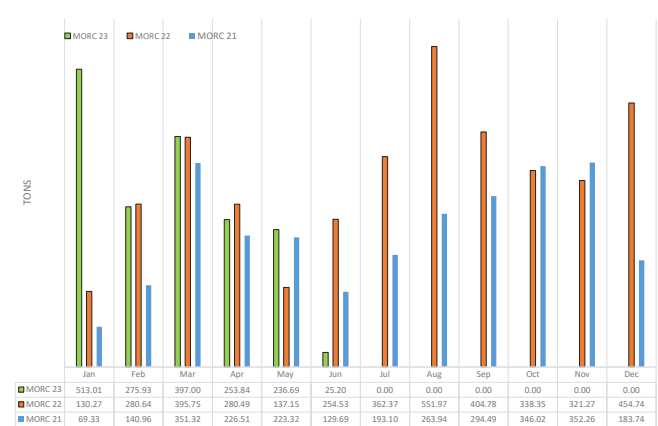
MUSCATINE WRRF HAULED SEPTAGE WASTE 2023



Muscatine WRRF Monthly Total Sludge Production



MUSCATINE WRRF HAULED MORC 2023



Public Safety / Muscatine Fire Department



Fire Department December Report

By: Fire Chief Jerry Ewers

June 2023 Highlights

- Hired three new firefighters who will start August 7th. Firefighter Carter Hendrix, Carter Dewey, and Bryce Lawson will attend the six week recruit academy at Station 2 and will be the first firefighters to use the new cargo containers for training.



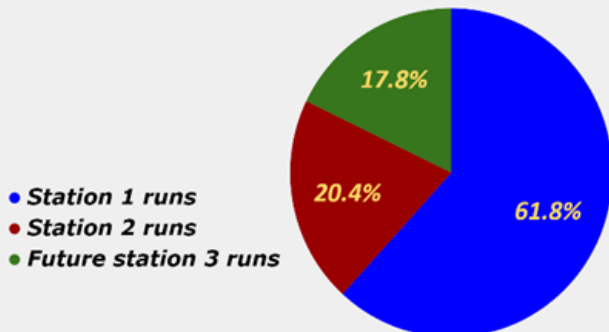
- Muscatine assisted Davenport Fire Department and the Iowa Task Force 1 at the downtown collapse scene assisting and helping during a 12 hour operational period.

Staff Updates & Kudos

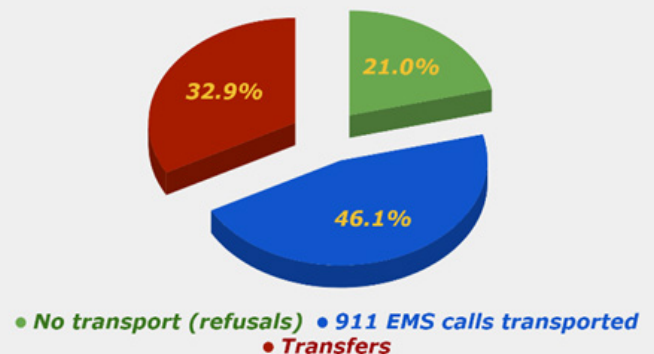
- Kudos to Lieutenant Spencer Ripperger for going to Wellman Fire Department and doing a hazmat outreach.
- Battalion Chief Darrell Janssen retired on June 30th after 25 years of service.



Calls per Coverage Area - June 2023



EMS Call Types - June 2023



Public Safety / Muscatine Fire Department

Demand for Services / Response Activity

	June 2023	AVG. PER DAY	JUNE 2022	AVG. PER DAY
Fire Responses	70	2.33	61	2.03
911 EMS Responses	277	9.23	332	11.06
Out of Town Transfers	113	3.77	114	3.80
Local Transfers	14	0.47	12	0.40
Total Responses	474	15.80	519	17.30
	June 2023		JUNE 2022	
Urban Response Time - Goal - 90% within 9 min or less	88.9%		90.9%	
Rural Response Time - Goal - 90% within 15 min or less	97.9%		98.0%	

Staff Training

Type	June 2023	YTD
Recruit /Probationary	58.5	858.95
Fire Suppression	318	1,851.4
EMS / Medical Related	130.25	1,041.45
Technical/Rescue	0	98.3
Driver/Operator	112	391
Professional Development/Leadership	28	649.3
Paramedic Program	0	1,480
Totals	646.75	6,370.4

Vehicle & Equipment Maintenance

	June 2023	YTD
Fire Vehicle Miles Driven	2,835	17,480
Ambulance Miles Driven	14,336	77,924
Total Miles Driven	17,171	95,404
Work Orders Completed (PPE,Vehicles,Equip.)	36	157
Gallons of Diesel Fuel Dispensed	551	2,641
Gallons of Gasoline Dispensed	1,524	9,481
Total Gallons of Fuel Dispensed	2,075	12,122

Prevention, Education and Outreach

	JUNE 23	YTD		JUNE 23	YTD
Fire Inspections	35	157	Plan Reviews/Site Visits	103	177
Fire Reinspections	13	58	Fire Investigations	6	40
Educational Events	9	33	Permits Issued	55	875

Public Safety / Muscatine Police Department



June Updates

- Sgt. Hazelett along with other MPD officers attended picnic at the park with kids from Big Brothers Big Sisters.
- Sgt. Bryant conducted the annual Junior Police Academy with MCC.
- Cpl. Horton taught various law enforcement courses for the MCSD SPARKS program.
- Cpl. Colman, Officer Ritchie and Officer S. Wheeler enjoyed ice cream at the annual Ice Cream Social hosted by the Muscatine Art Center.
- Coffee with a Cop was held at All-American Dinner June 28th.
- Assistant Chief Snider in conjunction with the Rotary Club assisted in handing out food for the Mobile Food Pantry.
- MPD hosted the City ERC Lunch with Chief Kies at the grill.
- Cpl. Koch provided a ride to a mother and her young child that was stranded in town.



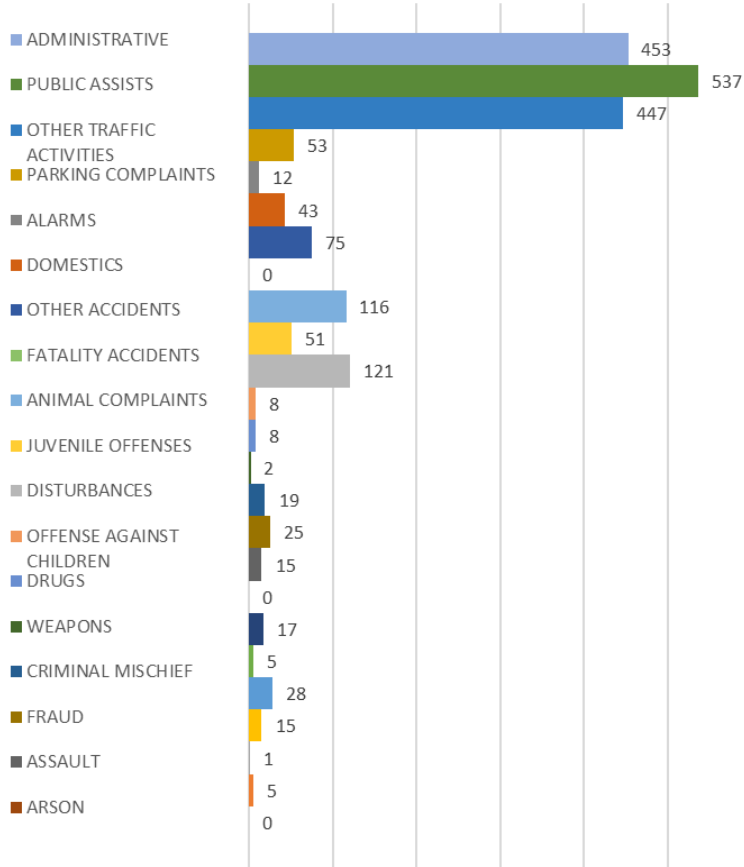
Staffing Updates

- On 6/1/23 Officer Reddick was sworn in by Mayor Bark and has almost completed FTO program.
- School Resource Officer Pena and Officer Shoultz re-joined patrol for the Summer.

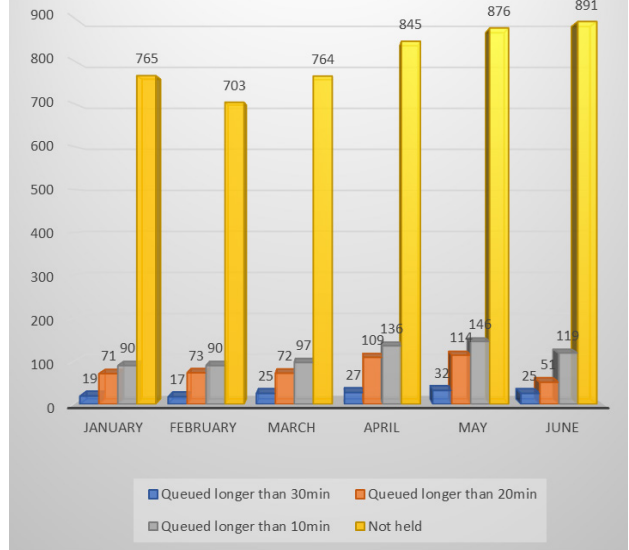


Public Safety / Muscatine Police Department

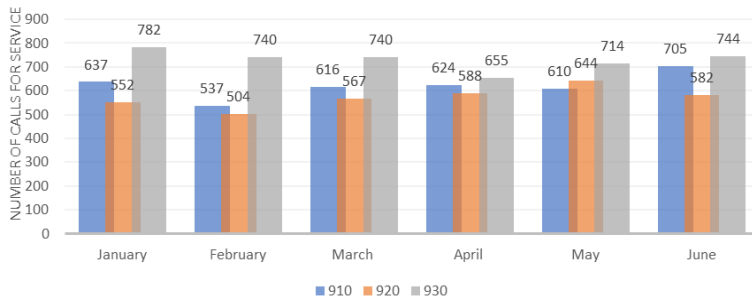
Muscatine PD Calls for Service-June 2023



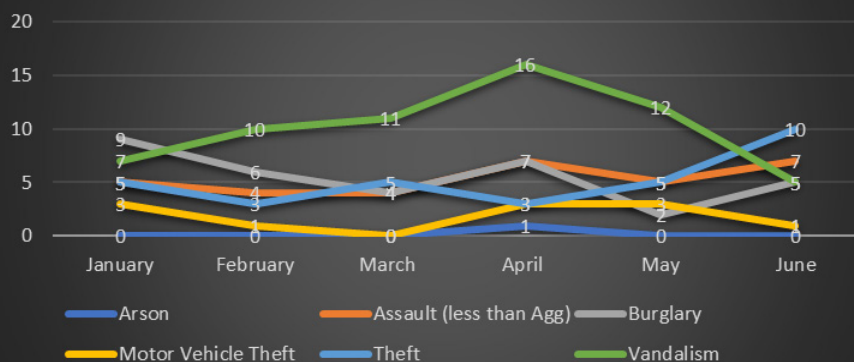
Police Calls in Queue 2023



Police Services per Beat 2023



Street Crimes 2023





Musser Public Library

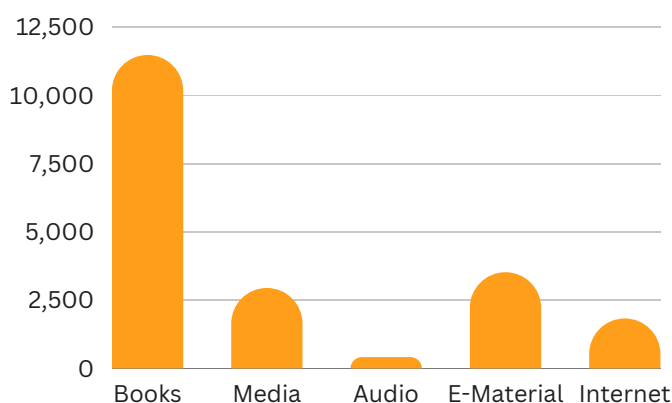
THE STORY OF JUNE 2023

PEOPLE LOVE WHAT WE DO AND WE LOVE SHARING THAT WITH YOU!

It is so amazing to see all of the people attending our programs in the summer. It's even better when they check out books or make library cards. We are thrilled that as of right now our patrons have read 123,761 minutes this summer. We think that you can read even more! The Summer Reading Program is for everyone and there's still time to sign up!

from
the Library Staff

This month, people checked over 20,000 items in the library and online.



PEOPLE ASKED US A LOT OF QUESTIONS.



WE ANSWERED
486 QUESTIONS
THIS MONTH.

OUR PATRONS USED
INTER-LIBRARY LOAN
SERVICES 2,941 TIMES.

WE GREETED 13,723
PEOPLE THIS MONTH.

621 OF THEM USED OUR
MEETING ROOMS AS
GATHERING SPACES.

PEOPLE CAME TO OUR PROGRAMS
FOR ALL AGES. WE HAD 46
PROGRAMS THIS MONTH!



x 2,105

AND WATCHED US ON TV.

42 new shows debuted
328 different shows aired
846 total programs
528 hours of programming
average program length:
36 minutes



PEOPLE VISITED US ONLINE, TOO.

OUR DATABASES WERE
USED 10,788 TIMES.

WE HAD 9,130 VISITS TO
OUR WEBSITE.

Our Summer
Reading program
this year is "Find
Your Voice"!

You can sign up by
going to our
website or visiting
our library.

PHONE: (563) 263-3065
WWW.MUSSERPUBLICLIBRARY.ORG