

# City Administrator's Report

## November 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.



### Human Resources Division

#### November Highlights

- One hundred six applications were received for a variety of positions. Three new full time employees, including two Fire Fighters and an Office Coordinator in Parks and Recreation. Eight part time or seasonal employees were also hired.
- Seventy four employees completed the online training related to an updated operation of city vehicles policy. Seven employees attended a week long leadership training program.

#### November Highlights

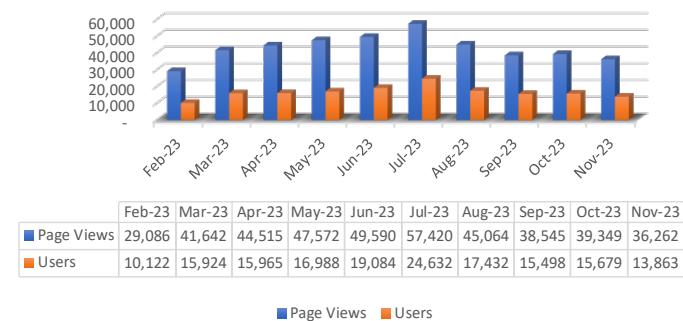
- Presented 38 agenda items for consideration by City Council during their regular meetings.
- Assisted in staff presentations to Council on potential landfill gas to energy cooperative project, Muscatine Community Heart & Soul update, and Muscatine Marketing & Branding initiative.
- Responded to numerous citizen and City Council requests and concerns.

### Communications Division

#### November Highlights

- Produced and distributed 30 press releases to media and Notify Me subscribers.
- Created and published 121 posts on social media (44 Facebook, 38 Instagram, 36 Twitter, 0 LinkedIn, and 3 YouTube).
- Ended the month of November with 11,390 (+94 from end of October) followers on Facebook, 1,626 (+17) on Instagram, 1,522 (0) on Twitter, 387 on LinkedIn (+9), and 527 (+47) on YouTube.
- Continued monitoring use of Civic Clerk, Muscatine Connect (powered by SeeClickFix), and Municode.
- Presented Marketing & Branding initiative to City Council.
- Continued work with Animal Control on PetData.
- Continued to work with departments on improvements to department website pages.

#### 2023 City of Muscatine Website



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).

# Department of Administration

## Finance/Parking Division

Summary of Activities	July 2023	August 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024	Fiscal Year
Accounts Payable Checks & ACH Payments	692	583	583	577	575								3,010
Payroll Checks and Direct Deposits	863	835	1155*	728	710								3,136
Accounts Receivable Invoices Sent	155	262	292	197	233								1,139
Finance Cash Register Transactions	454	440	487	321	486								2,188
Housing Receipt Transactions	189	182	192	181	178								922
Purchase Orders Processed	286	322	267	306	239								1,420
*Payroll checks and direct deposits for September 2023 included 3 payrolls.													

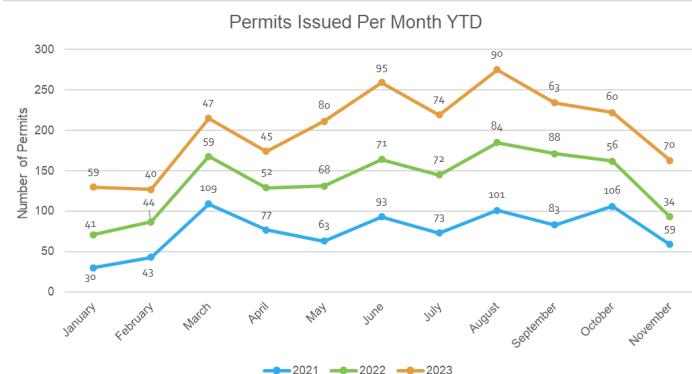
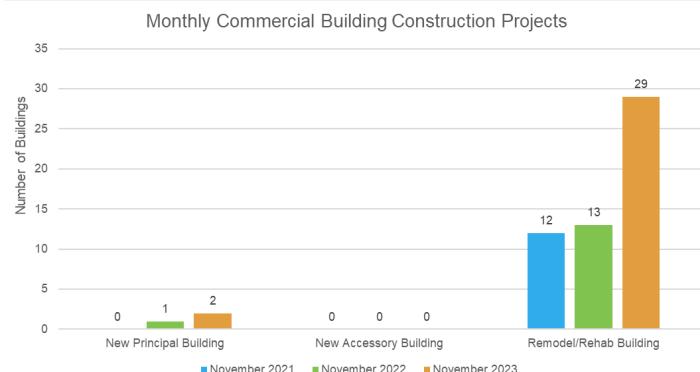
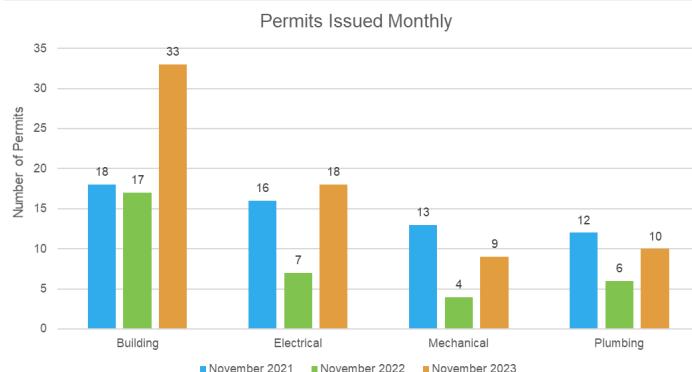
### November Highlights

- Completed the final Statements and Notes to the Statements for the published annual comprehensive financial Financial Report
- Prepared the Management's Discussion and Analysis and Letter of Transmittal for the Comprehensive Annual Financial Report
- Submitted the Annual Financial Report to the State for the year ending June 30, 2023.
- Prepared the annual ambulance GEMT (Ground Emergency Medical Transport) report and submitted it to the Fire Chief (Accounting Supervisor)
- Prepared and distributed budget files and instructions to all City department to begin the FY25 budget process.
- Started the personnel costings for the FY 25 Budget for all City departments.
- Prepared and submitted the Annual Urban Renewal Report for the year ending June 30, 2023. Approved by City Council November 16th
- Prepared and submitted the HUD Operating Subsidy for Public Housing funding for calendar year 2024.
- Prepared Resolutions for Internal Advances for Fiscal Year 2024/2025 Tax Increment Financing (TIF) programs.
- Prepared Resolutions for Annual Appropriations for all Fiscal Year 2024/2025 TIF rebates subject to annual appropriation
- Prepared all TIF Indebtedness Certifications for FY 2024/2025 and filed with the County Auditor's office.

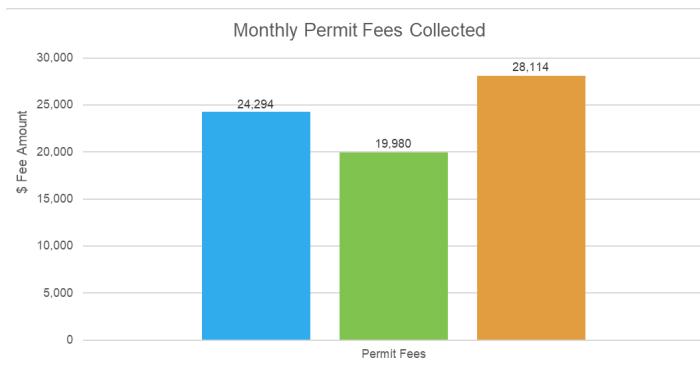
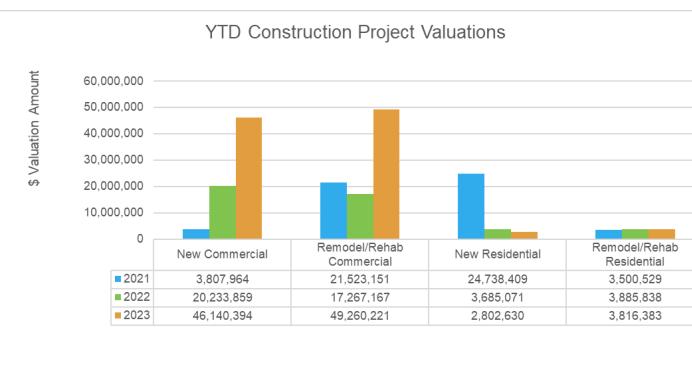
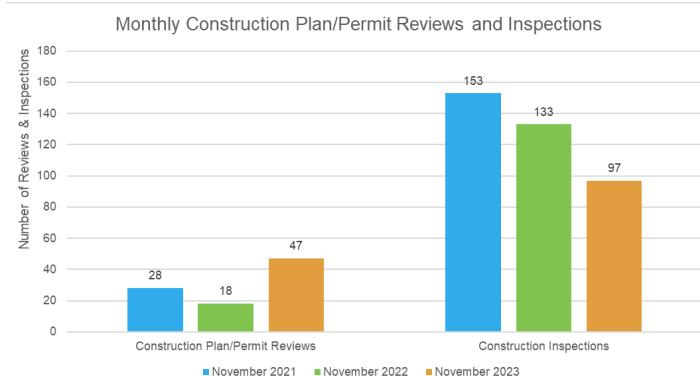
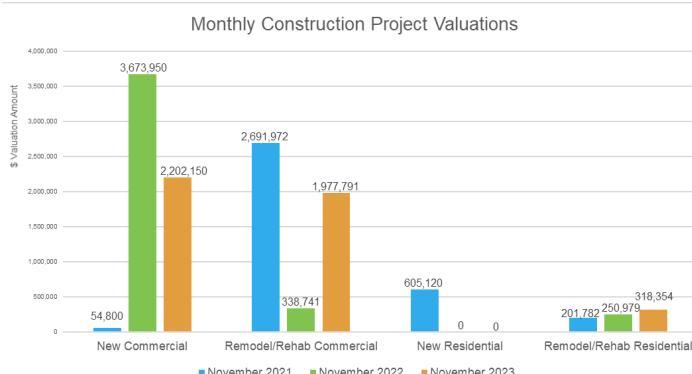
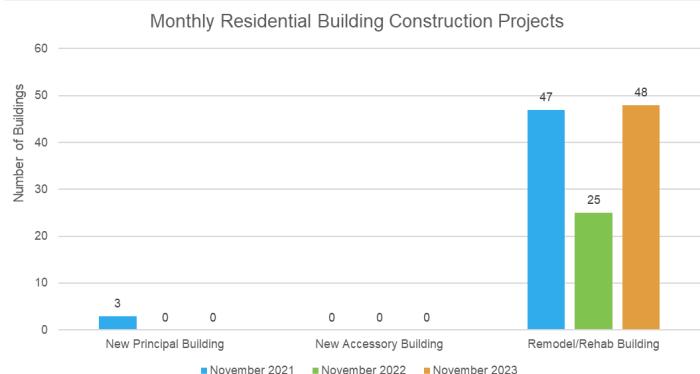
- Cleaned out the rented storage basement at 210 Cedar Street and gave written notice to terminate the lease effective 12-31-23 (\$300 monthly savings)



# Department of Community Development



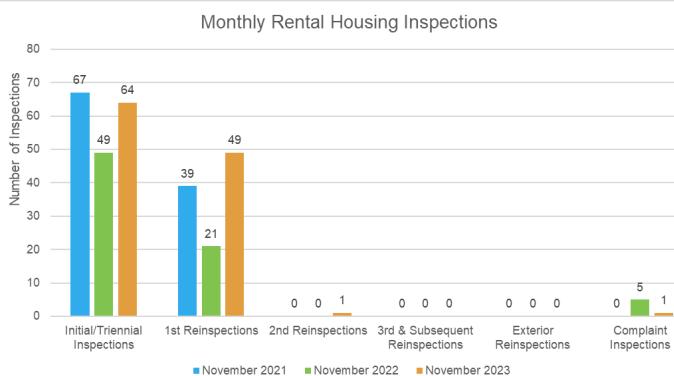
- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations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



# Department of Community Development

## Muscatine Municipal Housing Agency

- For the first time in more than 10 years, MMHA has fully leased all regular Housing Choice Vouchers, including vouchers allocated this year for a total of 380 families.
- Both Family Self-Sufficiency (FSS) Coordinators passed the FSS Certification Exam
- 15 families began receiving tenant-based rental assistance while 2 families moved into units with project-based assistance.
- Another 22 families were pulled from the Harrison Lofts waiting list to start the process of receiving project-based assistance
- 4 more families enrolled in the Family Self Sufficiency Program
- One family completed the first-time homebuyer course
- Six households participated in a second-chance offering of the Step Ahead, Renter Education class
- Achieved a 97% occupancy rate by the end of the month.
- Maintenance staff completed 95 work orders with a 1 day turnaround, while also completing the last outstanding turnovers.
- So far, maintenance staff has completed 50 unit rehabs in 2024.
- Paid more than \$161,277 for housing and utility assistance on behalf of 381 families
- \$8,240 was deposited into escrow accounts for families working toward self-sufficiency
- Earned \$25,242 with a 89.5% proration of administrative fees.

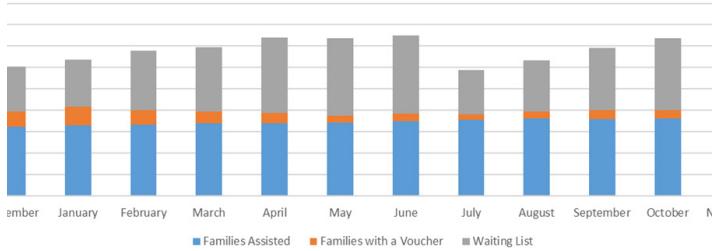
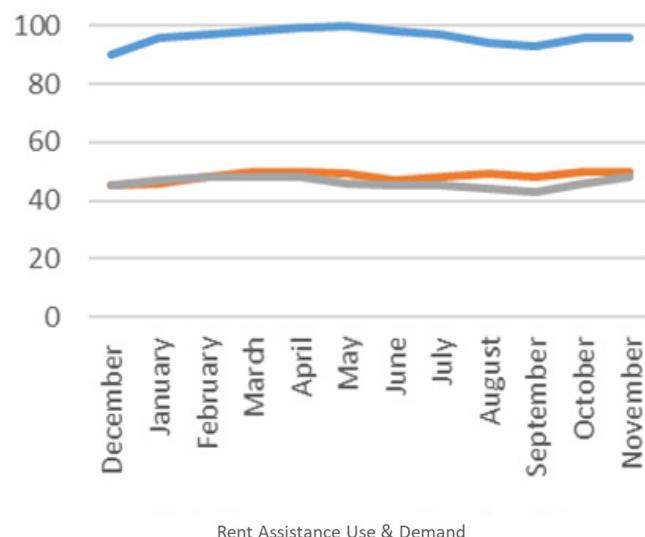


Property Conditions defined as Nuisance Abatements and other Code Violations including but not limited to dangerous tree trimming/removal, zoning regulation violations, etc.



## Department of Community Development

- The Director participated in a kick-off meeting for a community initiative to identify opportunities to address teen homelessness in the community
- Initial steps to implement the \$747,148 Paul Bruhn Historic Preservation and \$2,956,932 Lead Hazard Control and Healthy Homes grants, including accepting the grants, creation of required program documents, and amending the pay plan for grant funding staff positions
- A draft application was submitted to the Iowa Economic Development Authority for a Certified Local Government Grant to study and document underground railroad sites in Muscatine County and host the 2025 Historic Preservation Summit
- 3 new property maintenance notices were sent
- Staff is working with legal counsel to utilize a 657a for the acquisition of one derelict property
- 2 substandard properties were demolished, and repayment (\$8,525) was received for the expenses of an earlier demolition



# 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](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	10 Reservations in November
Riverview Center	10 Reservations in November
Shelters	1 Reservation in November
Dog Park Passes	121 Dog Park Passes Sold in 2023

## 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. An eagle scout project helped repair a brick sidewalk in Weed Park. Vision Center donated 25 sapling trees which were planted in air pots at the Weed Park Greenhouse. Staff met with the Illuminate group and helped them prepare for their light displays. Staff also began its winter equipment maintenances to the Park Maintenance equipment.

Subject	Result
Trees Planted in 2023	50

## 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. Staff worked on trimming trees throughout the cemetery in help with road clearance.

Subject	Result
Cremains	5 burials in November
Full Casket	4 burials in November
County Assisted	0 burials in November
Grave Spaces	0 sold in November
Niche Spaces	0 sold in November

## Boat Harbor/Marina Divisions

The Boat Harbor and Marina Operations had a successful year of operations in 2023 with the help of low river levels throughout the season.

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 Adult Co-ed Volleyball League, Gymnastics and the Walking Club. The Turkey Trot was held in November. The program supervisor position has been offered & accepted. New program supervisor is scheduled to start before the end of the year.

## Aquatics Division

The Aquatic Center closed for the season on September 4. The Shallow Area Play Structure crawl tube replacement is scheduled to be completed this fall.

Subject	Result
Lifeguards	31 Lifeguards hired
Pool Party Reservations	70 Pool Parties Booked
Swim Lesson Enrollment	367 Swim Lesson Registrations

# Department of Parks and Recreation

## Wellness Division

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program continues throughout the year. The Wellness Committee will begin meeting this fall to review survey responses and discuss changes for the upcoming year. 37 Flu Shots were administered.

## Kent Stein Division

Kent Stein Park was closed for the season. Staff aerified fields and common area and then over seeded thin areas. Crews continue to add Ag lime material on fence lines to keep balls from going under them. Staff trimmed all grass and perennials for the winter months, preparing for new growth in the spring. Seasonal mowers finished off their season by mulching leaves. 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 utilize water being off and started to dig up isolation valves to fields with issues, primarily broken handles. End of season walk through was completed with the soccer concessionaire. Staff tilled up the infields for the winter months.

## Soccer Complex Division

The complex closed on November 5, 2023. Sprinkler project was completed and punch list items completed. Staff has marked all sprinkler heads for aerification process and future maintenance tasks. Staff top-dressed all fields with 430 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. Staff removed all soccer goal nets and placed the goals in the goal storage areas. Staff completed winter preparations to complex – trimming grasses, daylilies, and hostas, mulching leaving, and cleaning up sand from topdressing. Restroom and concession areas were blown out with air to protect them in the off season. End of season walk through was completed with the soccer concessionaire. Staff started cleaning and organizing shop in preparation for winter maintenance on equipment.

## Golf Divisions

The golf course continued the Fall Special in November. It is \$30 for unlimited golf with a cart. Staff has begun to plan for the 2024 season and pre book orders and work on the 2024 golf course schedule. A closing date has been set for December 8th and the Simulator has begun to be put up for the winter months. 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. Staff has sprayed greens, tees, collars and approaches for winter turf disease. Irrigation system has been blown out for the winter.

Par 3 tees and the driving range tees have been seeded for the winter season. Winter equipment repair has been started. The golf course once again hosted the Annual Turkey Trot.

Subject	Result
Outings	18 Outings Scheduled for 2023
Leagues	6 Leagues Scheduled for 2023
Season Passes	203 Season Passes Sold for 2023
Rounds Played	1,113 rounds played in November

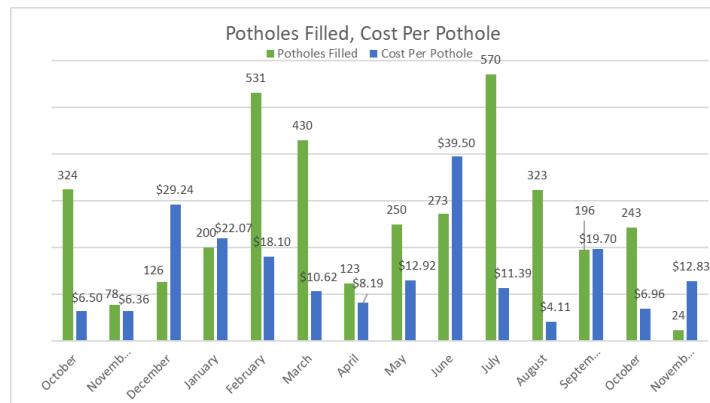


## Department of Public Works

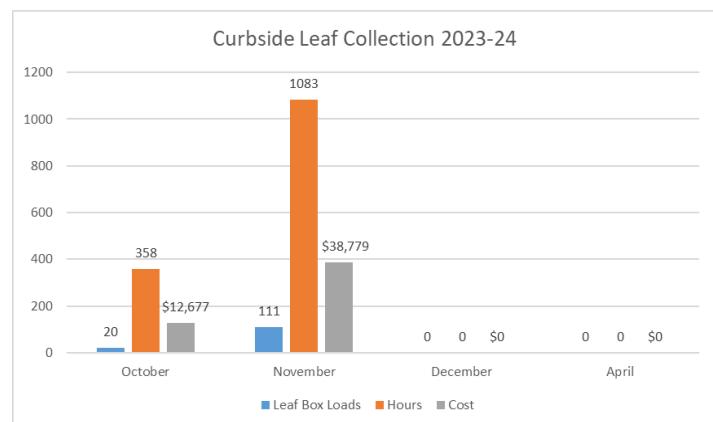
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down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

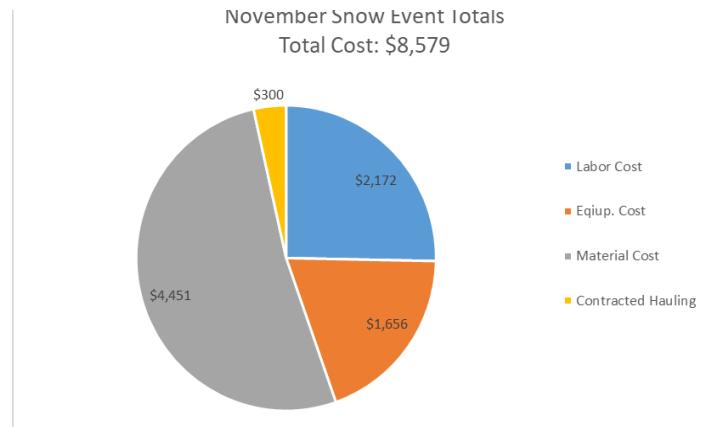


This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box. Beginning in April of 2022, we began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



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. This year Public Works returned to using temporary workers to assist with leaf collection.

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



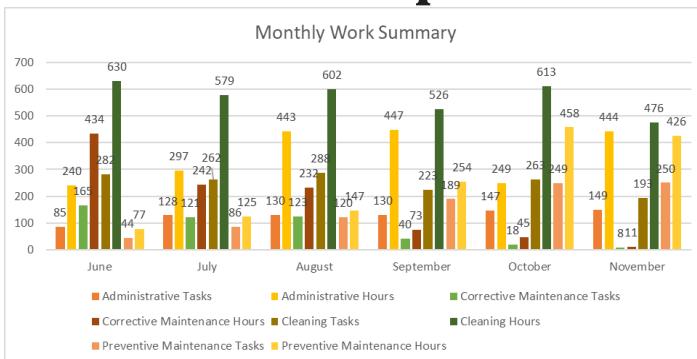
### Building and Grounds Activities November 2023:

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.

# Department of Public Works

## Transit Summary of Operations for November 2023:

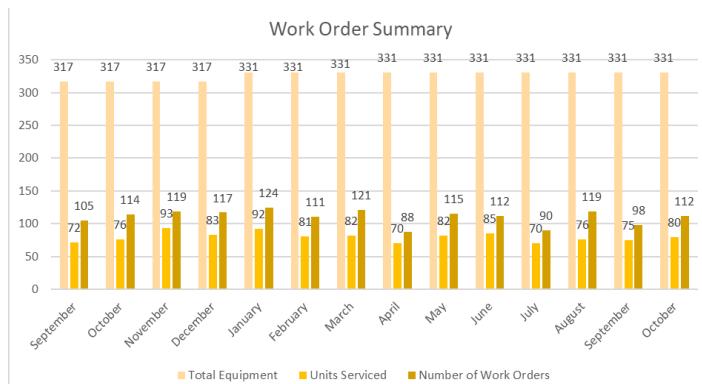
MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.



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. Cleaning includes building cleaning and janitorial services. This chart is being capped at six month intervals so that the numbers are legible.

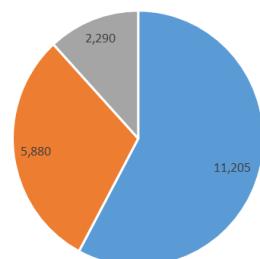
## Vehicle Maintenance Division November 2023:

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.

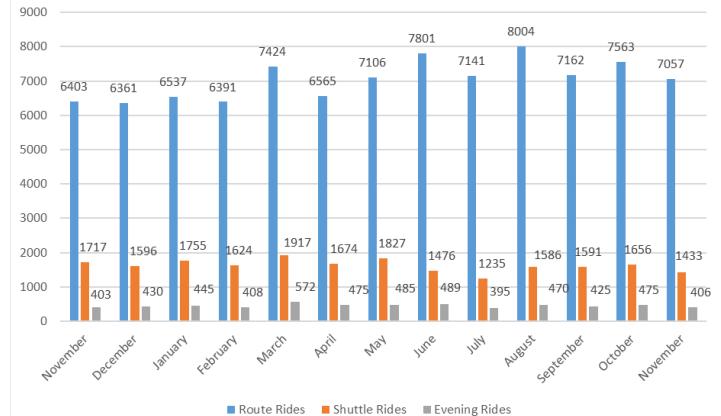


### November Miles Driven

Route Miles    Shuttle Miles    Evening Miles



### MuscaBus Ridership



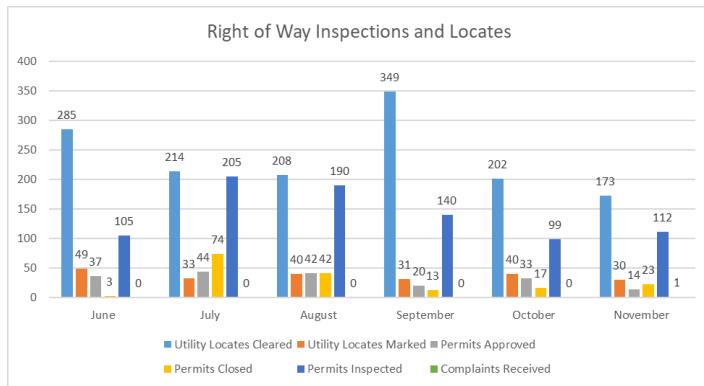
## Engineering Division November 2023:

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

Project Name	Project Start	Percent Complete	Project Notes
West Hill Sewer Separation Phase 5	April 2021	99%	Paving on Knott, seeding, punch list
Fulliam Reconstruction Phase 1	June 2023	100%	Punch List
West Hill Sewer Separation Phase 6	July 2023	30%	Sanitary Sewer and water line installation on Sycamore, paving on Sycamore and 9th Street

# Department of Public Works

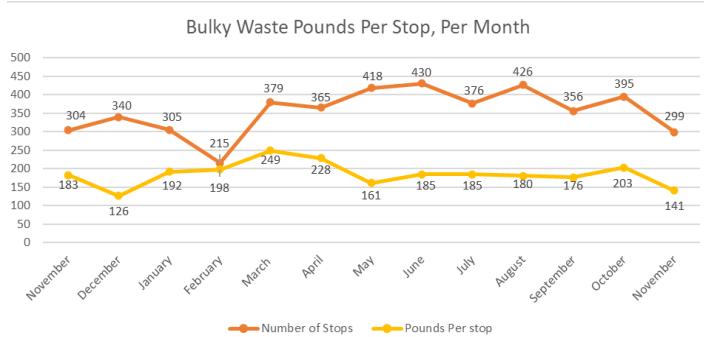
The following chart describes the monthly activities of the Right of Way Inspector:



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

## Solid Waste Division Report November 2023:

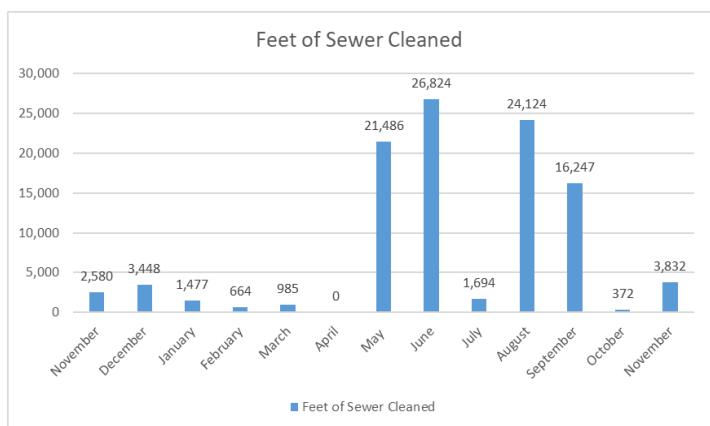
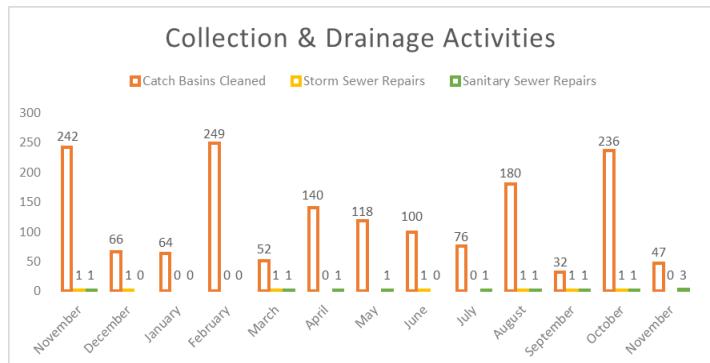
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



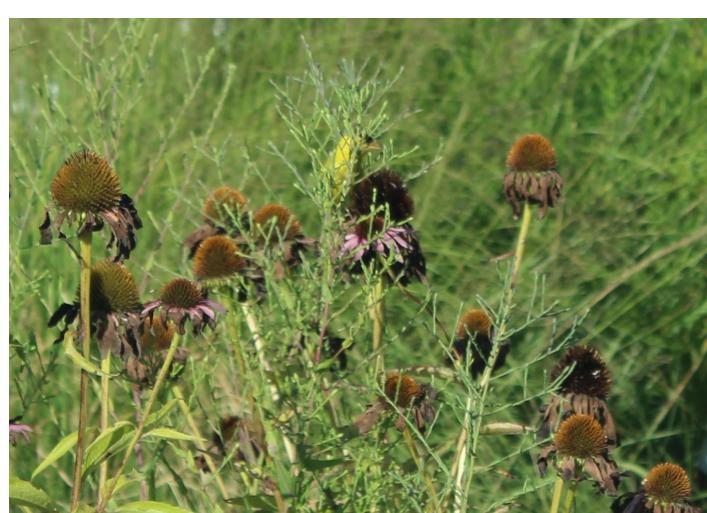
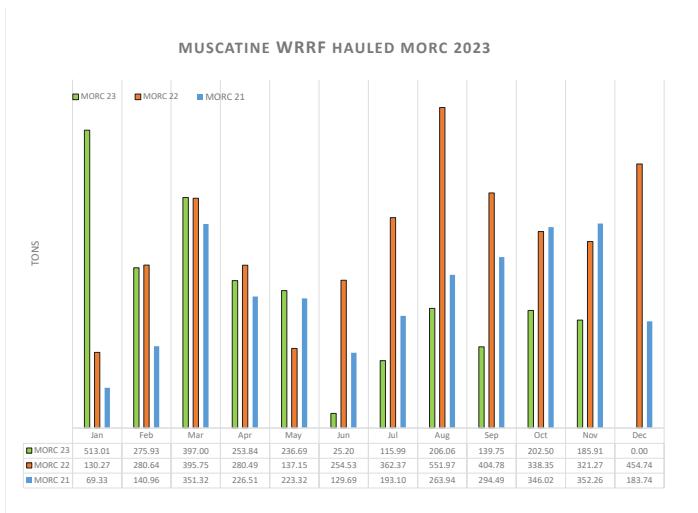
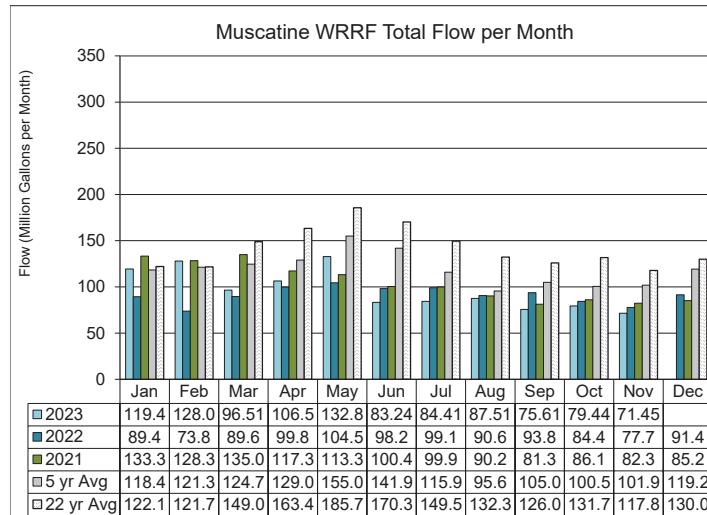
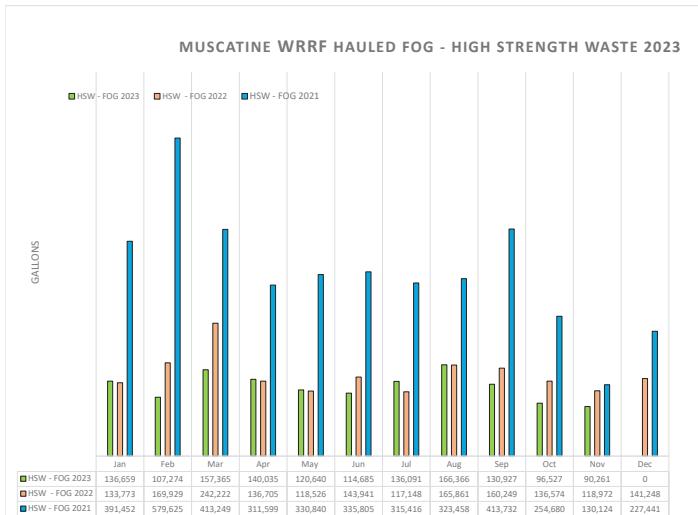
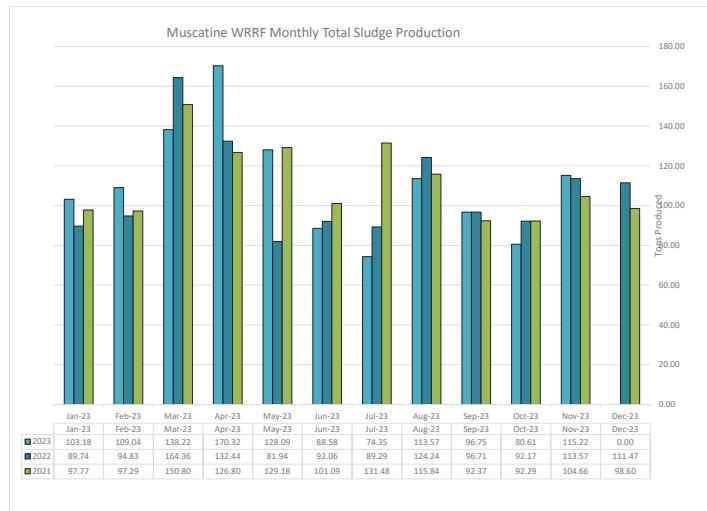
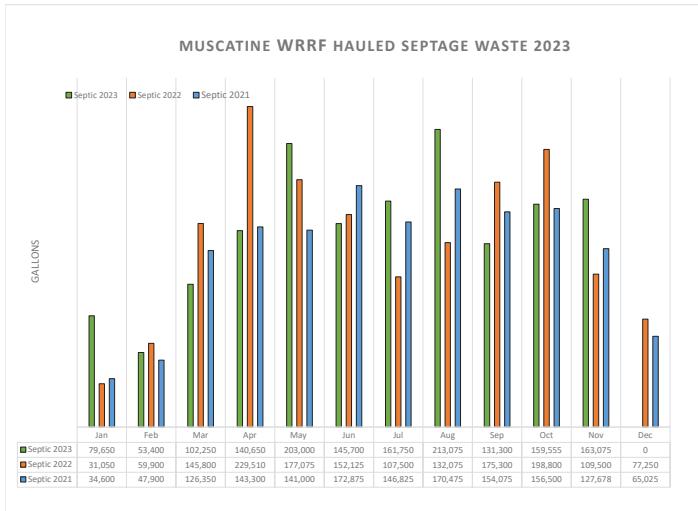
This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste and recyclables. Also included is the average number of customers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

## Collection & Drainage Division November 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



# Public Safety / Muscatine Fire Department

## November 2023 Highlights

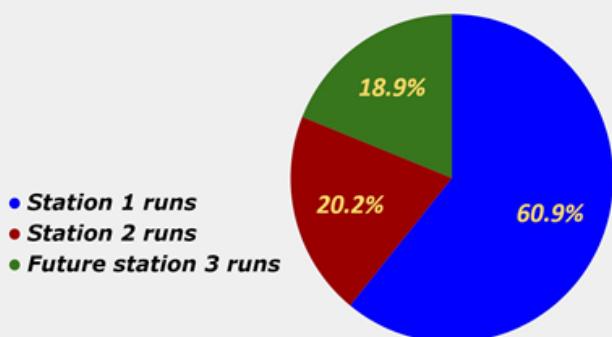
- AC Hartman hosted a German Paramedic for a week. Steffan Gehrendt staffs the Red Cross Ambulance that serves our sister city of Ludwigslust. Steffan did ride alongs at the station and attended the Iowa EMS Association (IEMSA) annual EMS Conference in Des Moines.
- Fire Department members assisted with the honor guard at the Honoring our Own program at the IEMSA Conference.

### Staff Updates & Kudos

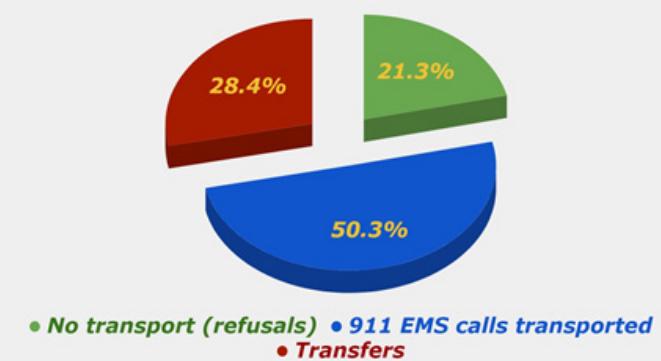
- Firefighter Tynan Numkena and Carter Lenning was hired on November 27th.
- Fire Mechanic Mike Collins received a Life Saving Award from the Scott County Sheriff Office
- A few firefighters volunteered their free time to help "It Takes a Village Animal Rescue & Resources" build their new cat room.



#### Calls per Coverage Area - November 2023



#### EMS Call Types - November 2023



**November 2023 REPORT OF DEPARTMENT ACTIVITY**

# **Public Safety / Muscatine Fire Department**

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

	<b>November 2023</b>	<b>AVG. PER DAY</b>	<b>November 2022</b>	<b>AVG. PER DAY</b>
<b>Fire Responses</b>	<b>53</b>	<b>1.77</b>	<b>65</b>	<b>2.16</b>
<b>911 EMS Responses</b>	<b>304</b>	<b>10.13</b>	<b>338</b>	<b>11.27</b>
<b>Out of Town Transfers</b>	<b>98</b>	<b>3.27</b>	<b>117</b>	<b>3.90</b>
<b>Local Transfers</b>	<b>10</b>	<b>0.33</b>	<b>17</b>	<b>0.57</b>
<b>Total Responses</b>	<b>465</b>	<b>15.50</b>	<b>537</b>	<b>17.90</b>
	<b>November 2023</b>		<b>November 2022</b>	
Urban Response Time - Goal - 90% within 9 min or less	<b>91.0%</b>		<b>91.6%</b>	
Rural Response Time - Goal - 90% within 15 min or less	<b>96.3%</b>		<b>97.9%</b>	

## **Staff Training**

<b>Type</b>	<b>November 2023</b>	<b>YTD</b>
Recruit /Probationary	25.40	973.13
Fire Suppression	218.45	3,468.95
EMS / Medical Related	272.45	1,941.70
Technical/Rescue	0	305.8
Driver/Operator	41.30	518.10
Professional Development/Leadership	111	919.60
Paramedic Program	272	2,424
<b>Totals</b>	<b>940.60</b>	<b>10,551.28</b>

## **Vehicle & Equipment Maintenance**

	<b>November 2023</b>	<b>YTD</b>
Fire Vehicle Miles Driven	2,520	29,314
Ambulance Miles Driven	10,011	134,553
<b>Total Miles Driven</b>	<b>12,531</b>	<b>163,867</b>
Gallons of Diesel Fuel Dispensed	428.50	4,837.70
Gallons of Gasoline Dispensed	1,444.80	17,179.20
<b>Total Gallons of Fuel Dispensed</b>	<b>1,873.30</b>	<b>22,016.90</b>
Work Orders Completed (PPE, Vehicles, Eqip.)	30	432

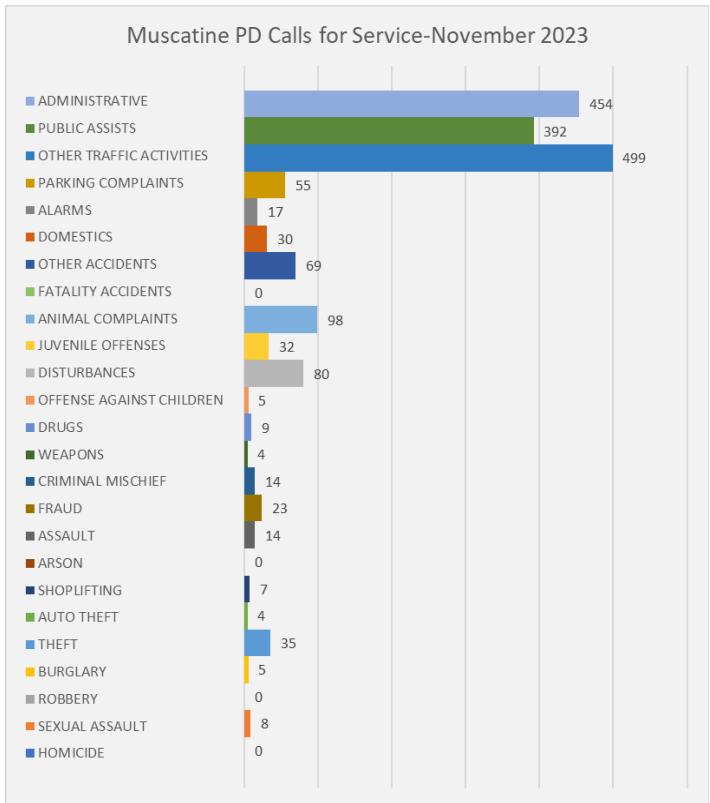
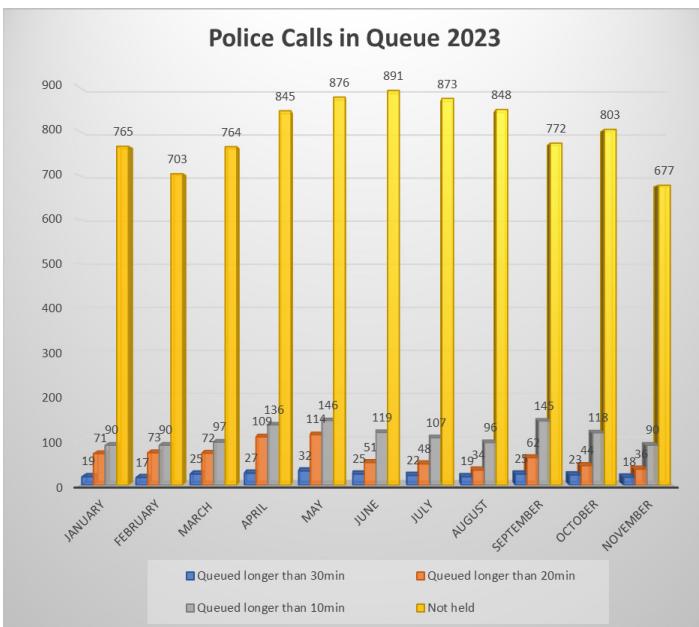
## **Prevention, Education and Outreach**

	<b>NOV 23</b>	<b>YTD</b>		<b>Nov 23</b>	<b>YTD</b>
<b>Fire Inspections</b>	63	283	<b>Plan Reviews/Site Visits</b>	17	253
<b>Fire Reinspections</b>	11	131	<b>Fire Investigations</b>	3	56
<b>Educational Events</b>	3	60	<b>Permits Issued</b>	17	1,006

# Public Safety / Muscatine Police Department

## November 2023 Updates

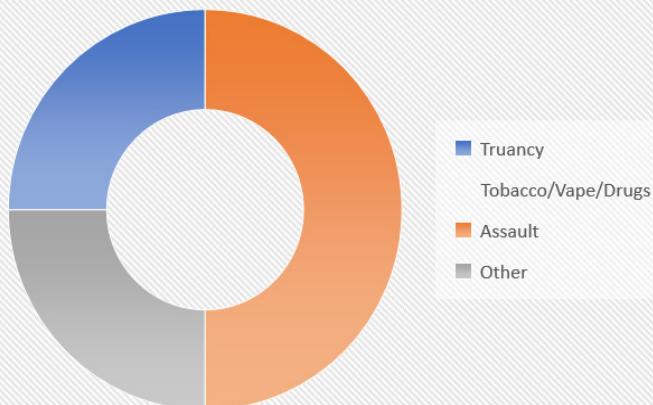
- Detective Sink gave presentations to Muscatine High School students about gang awareness.
- Officer S. Wheeler and Officer Dabit completed training to be certified Field Training Officers.
- Asst. Chief Snider along with other Rotary Club members took time to visit with German exchange students.
- Members of the PD enjoyed lunch at the Merrill with Jefferson Elementary students.
- Detective Sink gave presentations to students at Susan Clark Junior High in regards to Internet Safety.
- Asst. Chief Snider and Lt. O'Connor were presented with the department's Certificate of Accreditation from CALEA.
- Chief Kies worked patrol on Thanksgiving to allow officers more time with their families on the holiday.
- Officer Nardini and Officer Orbaker have completed step 2 of their 4 step FTO program.
- Officer Z. Mullen completed step 3, moving into his last step of training before solo patrol.



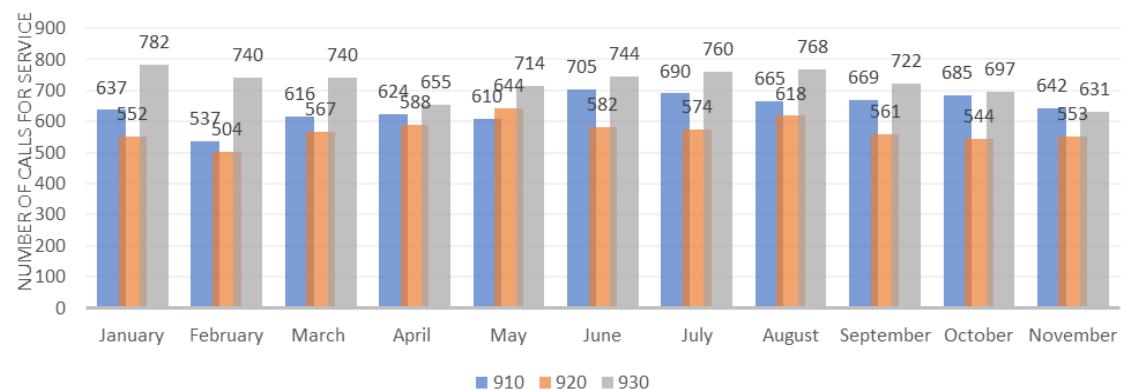
# Public Safety / Muscatine Police Department



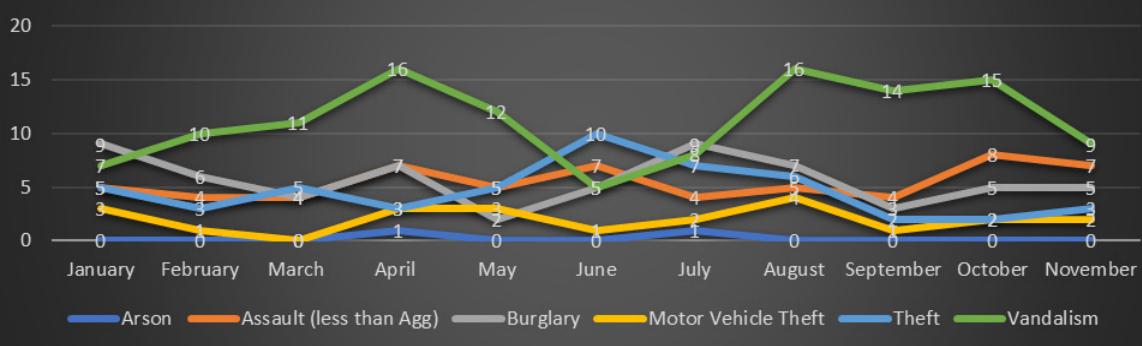
## School Resource Officers November Offences

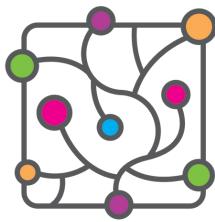


## Police Services per Beat 2023



## Street Crimes 2023





# Musser Public Library

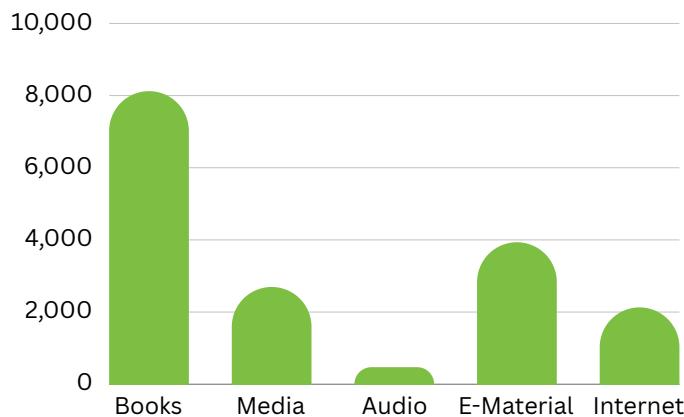
## THE STORY OF NOVEMBER 2023

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

In November, we celebrated National Novel Writing Month here at Musser Public Library. We dedicated one of our spaces to writers and featured daily writing prompts. Displays throughout the building featured books about writing. The best part was our Author Panel presented by Writers on the Avenue. It felt like the patrons who attended were truly inspired and the speakers were Muscatine superstars.

A Reference Staff Member

This month, people checked out over 15,000 items in the library and online.



PEOPLE ASKED US A LOT OF QUESTIONS.



WE ANSWERED 430 QUESTIONS THIS MONTH.

WE ADDED ROUGHLY 700 NEW ITEMS TO THE COLLECTION IN NOVEMBER.

WE GREETED 6,400 PEOPLE THIS MONTH.

512 OF THEM USED OUR MEETING ROOMS AS GATHERING SPACES.



PEOPLE CAME TO OUR PROGRAMS FOR ALL AGES. WE HAD 35 PROGRAMS THIS MONTH!

AND WATCHED US ON TV.

38 new shows debuted  
297 different shows aired  
819 total programs  
551 hours of programming  
average program length:  
40 minutes



There's a new addition to our available spaces on the second floor!

We are pleased to announce that we are now accepting reservations for our sound proof booth.

Find out more on our website.

PEOPLE VISITED US ONLINE, TOO.

OUR DATABASES WERE USED 8,206 TIMES.

WE HAD 9,092 VISITS TO OUR WEBSITE.

## **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).

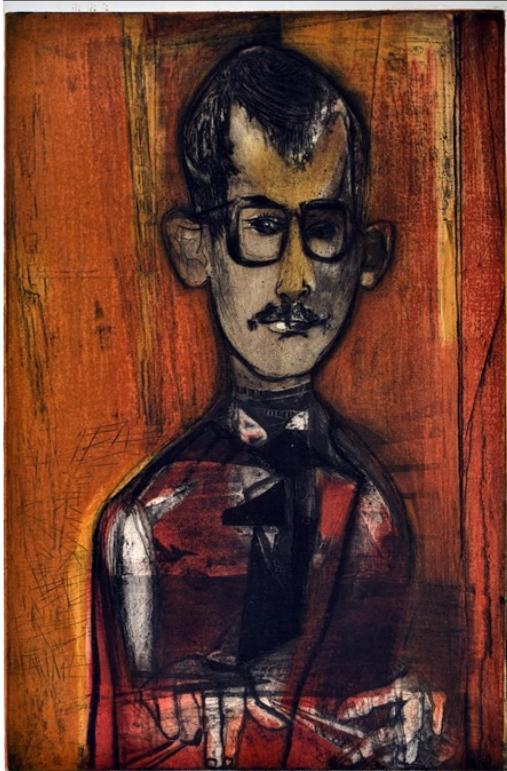
### **EXHIBITIONS**



***JON FASANELLI-CAWELTI:  
THE MAN FILLED WITH MUSIC***  
**September 21, 2023 - February 18, 2024**

**MUSCATINE  
ART  
CENTER**

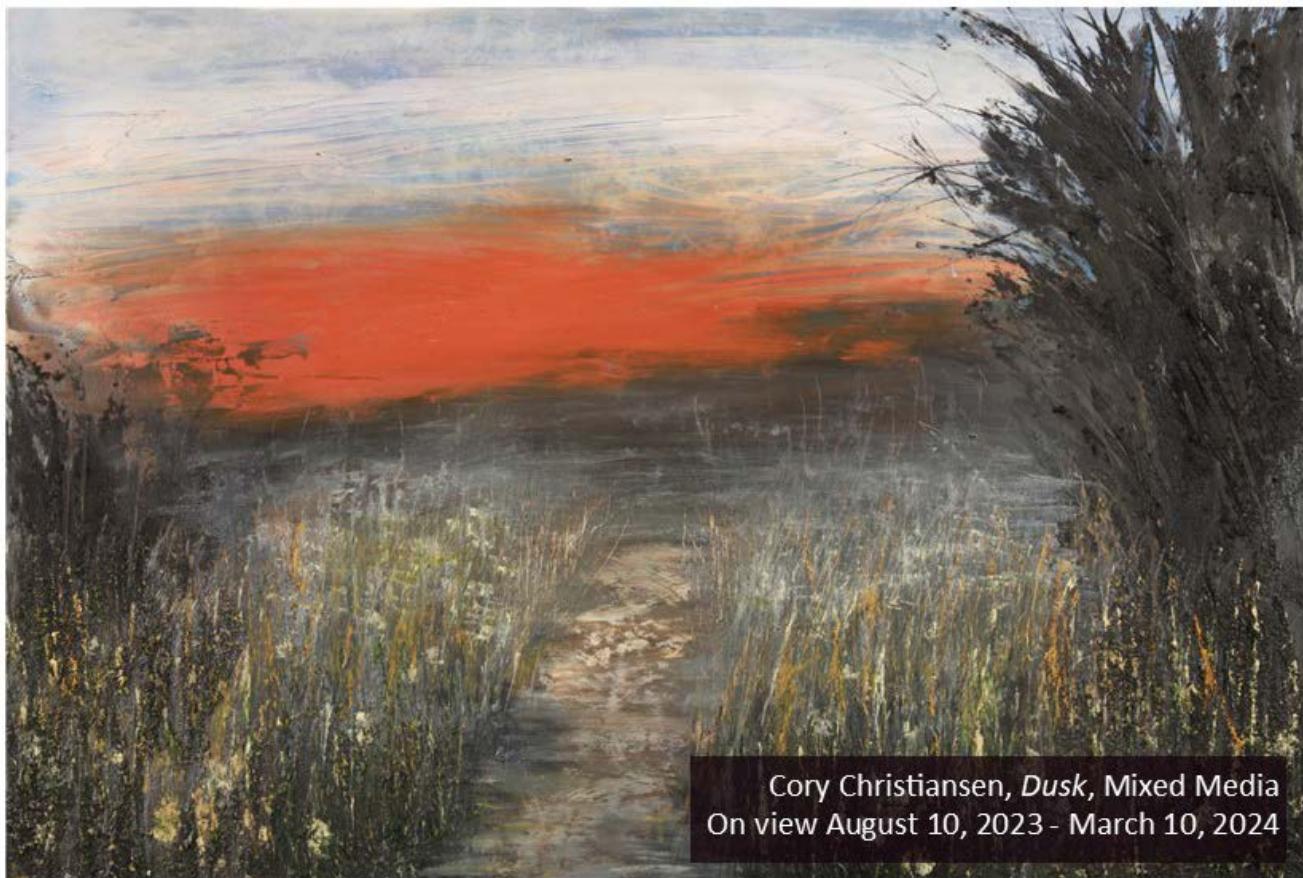
November 2023 REPORT OF DEPARTMENT ACTIVITY



**MAURICIO LASANSKY:**  
*PORTRAITS FROM THE PERMANENT COLLECTION*

September 21, 2023 – January 28, 2024

MUSCATINE  
**ART**  
CENTER



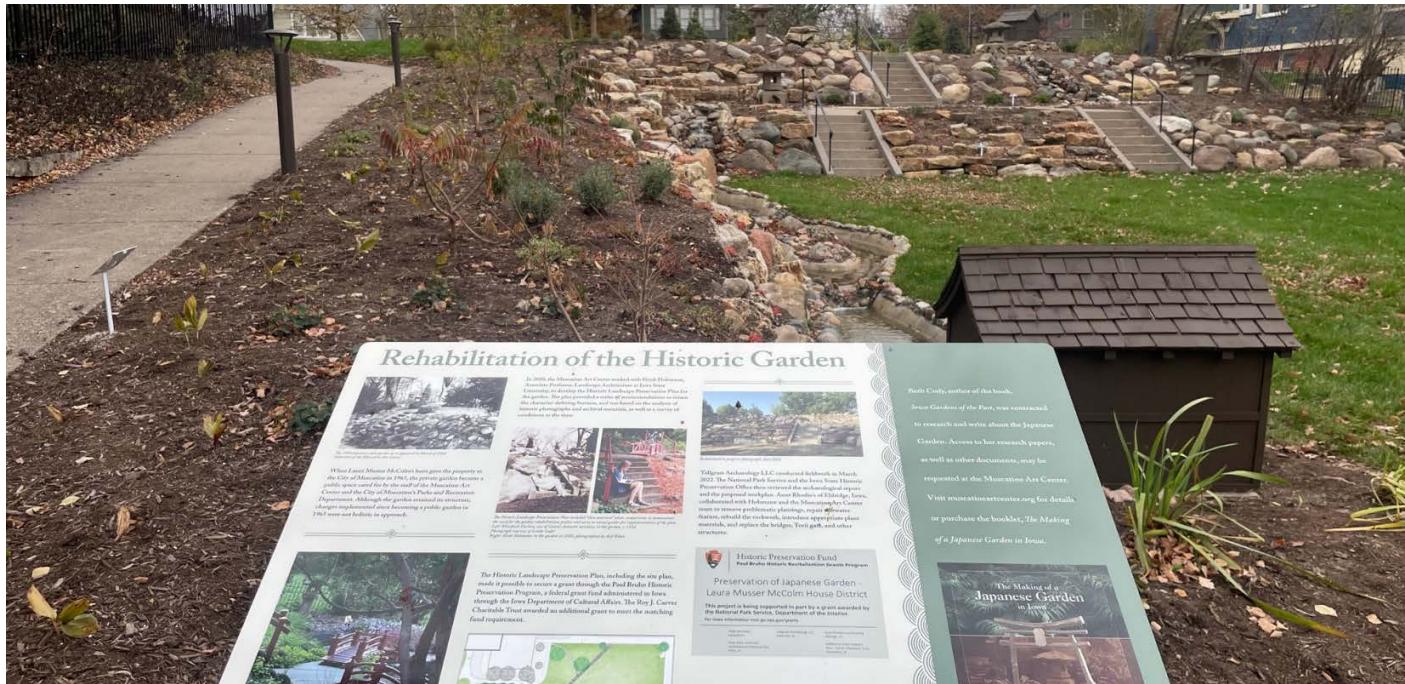


## New Additions to the Permanent Collection



On view through February 2024 – Historic House 2<sup>nd</sup> Floor Galleries

### Japanese Garden Rehabilitation



Visitors are welcome to explore the rehabilitated Japanese Garden. The project is now complete as the plants and sod are more established. Visitors should be aware that a temporary sprinkler system may run occasionally.

## 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! 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 "At the Beach", and the theme for January is "Winter Fun". There is no class December 27 & 28, and January 3 & 4.

### *Free Take & Make Bags - "Happy Holidays" – Available December 19-23*

Visit the Muscatine Art Center during open hours to get a "Take & Make" craft bag. These bags are free to pick up while supplies last.

