

City Administrator's Report

December 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.



December Highlights

- Presented 35 agenda items for consideration by City Council during their regular meetings.
- Assisted in staff in-depth presentations to Council on PetData website launch, and on results of compensation study.
- Responded to numerous citizen and City Council requests and concerns.
- Oversaw swearing in of recently elected public officials for term starting January 1, 2024.

Human Resources Division

December Highlights

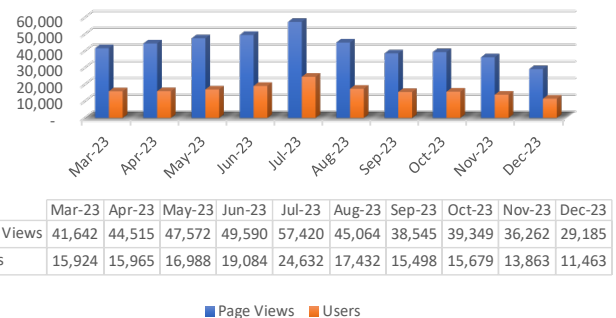
- One hundred seventy five applications were received for a variety of positions for a variety of positions including seasonal openings. Two new full time and three part time employees were on-boarded and one retirement processed.
- The recruiting process for seasonal positions is underway. Those looking for positions with parks and recreation or the compost site can visit the City's website for various openings. The link for the career center is <http://www.muscatineiowa.gov/1598/Career-Center>
- December is open enrollment season for various benefits. The HR Department worked to make updates as requested by employees and with payroll to implement these various changes.
- Additionally, as all city departments, the HR and Risk Management staff completed the annual budget requests and participated in presenting the budget requests to the City Administrator.

Communications Division

December Highlights

- Produced and distributed 20 press releases to media and Notify Me subscribers.
- Created and published 100 posts on social media (36 Facebook, 28 Instagram, 32 Twitter, 1 LinkedIn, and 3 YouTube).
- Ended the month of December with 11,413 (+23 from end of November) followers on Facebook, 1,625 (-1) on Instagram, 1,522 (0) on Twitter, 394 on LinkedIn (+7), and 575 (+48) on YouTube.
- Continued monitoring use of Civic Clerk, Muscatine Connect (powered by SeeClickFix), and Municode.
- Continued development of Marketing & Branding initiative.
- 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@muscatineiowa.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 | 655 | | | | | | | 3,665 |
| Payroll Checks and Direct Deposits | 863 | 835 | 1155* | 728 | 710 | 688 | | | | | | | 3,824 |
| Accounts Receivable Invoices Sent | 155 | 262 | 292 | 197 | 233 | 196 | | | | | | | 1,335 |
| Finance Cash Register Transactions | 454 | 440 | 487 | 321 | 486 | 425 | | | | | | | 2,613 |
| Housing Receipt Transactions | 189 | 182 | 192 | 181 | 178 | 190 | | | | | | | 1,122 |
| Purchase Orders Processed | 286 | 322 | 267 | 306 | 239 | 208 | | | | | | | 1,628 |
| *Payroll checks and direct deposits for September 2023 included 3 payrolls. | | | | | | | | | | | | | |

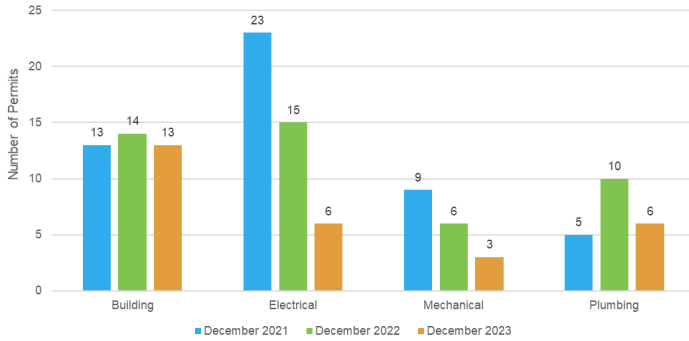
December Highlights

- Published the final Annual Comprehensive Financial Report (ACFR) and Audit; held Audit Committee meeting; received City Council authorization to approve the report; filed and distributed the report to the State, various granting agencies, and others. (Finance Director)
- Prepared and distributed budget personal services cost computations to all City department (Revised Estimate FY24 and Budget FY 25).
- Reviewed submitted department budget requests. Finance Director and City Administrator began meetings with departments to review budget requests (Revised Estimate FY24 and Budget FY25).

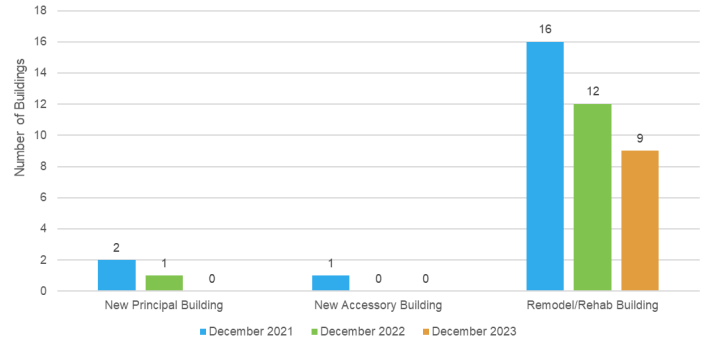


Department of Community Development

Permits Issued Monthly

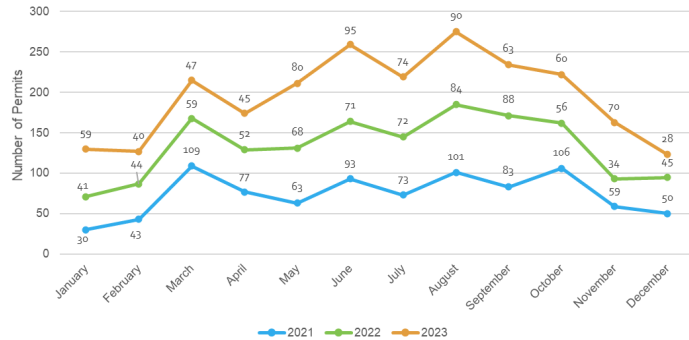


Monthly Commercial Building Construction Projects

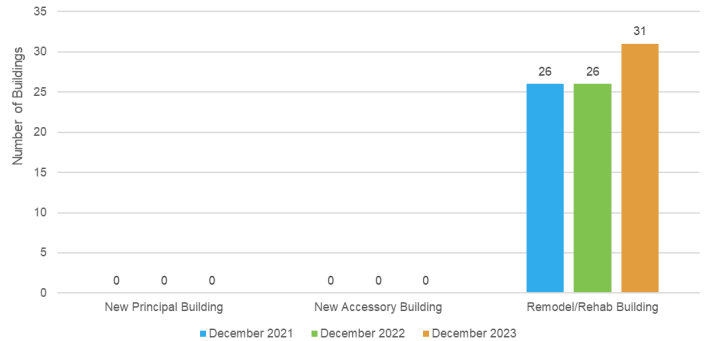


- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations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

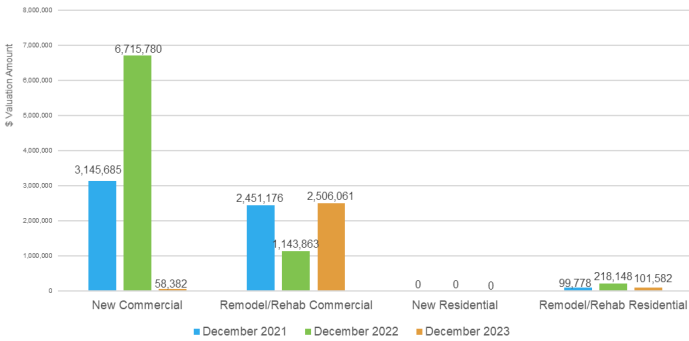
Permits Issued Per Month YTD



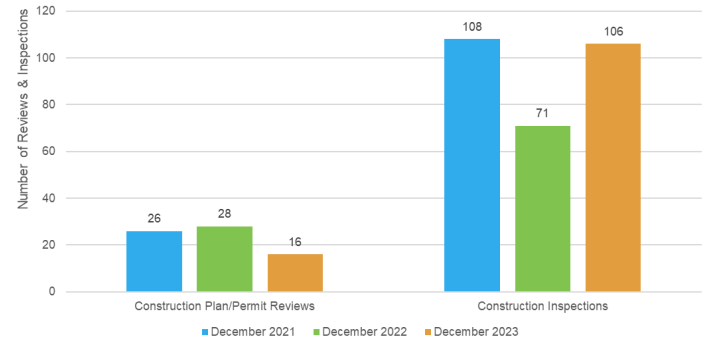
Monthly Residential Building Construction Projects



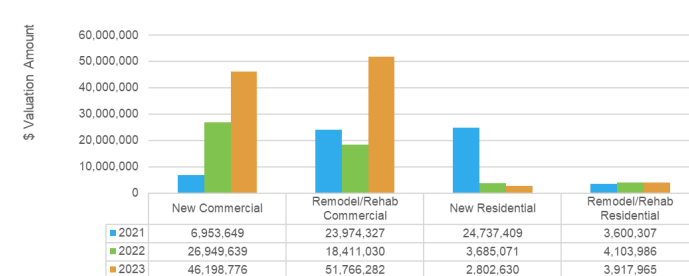
Monthly Construction Project Valuations



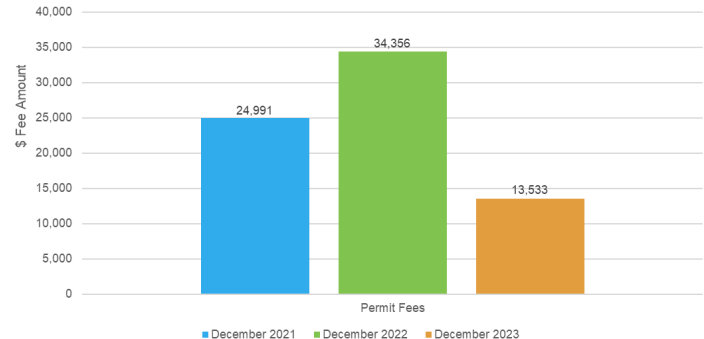
Monthly Construction Plan/Permit Reviews and Inspections



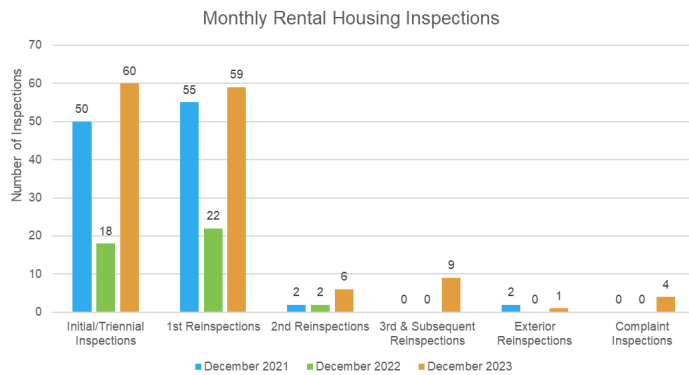
YTD Construction Project Valuations



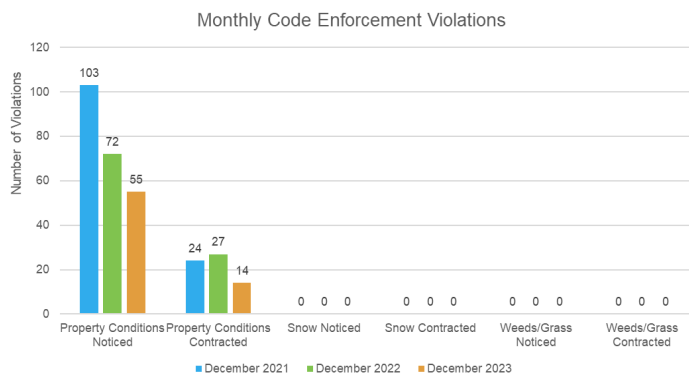
Monthly Permit Fees Collected



Department of Community Development



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



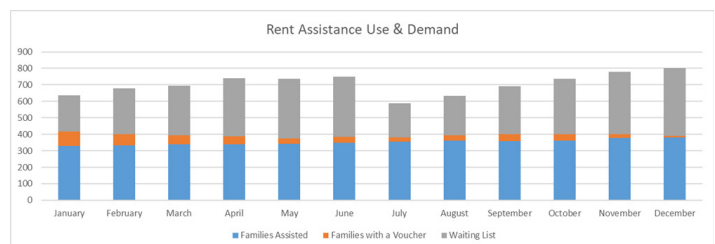
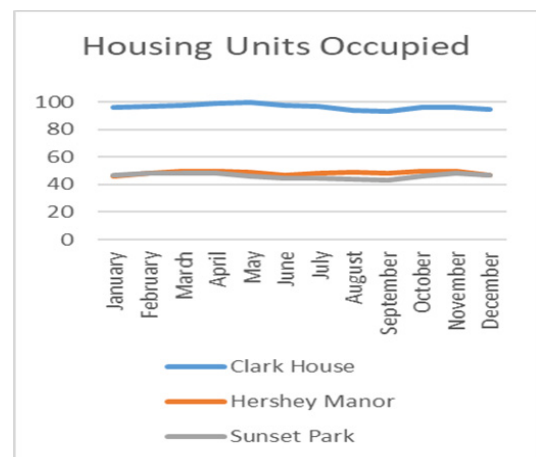
Department of Community Development

- As part of the Thriving Communities Program, the Director made a presentation to developers as part of a series of webinars hosted by the Iowa Economic Development Authority.
- The full Certified Local Government Grant 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
- 1 property that had received a notice of violation of the property maintenance standards was sold for rehabilitation
- Staff continues to work with legal counsel to obtain title to a derelict property through a 657a action
- A request for bids was issued for 3 city-owned properties was released with a priority for proposals that will result in the construction of additional dwelling units

Muscatine Municipal Housing Agency

- Council accepted a HOME Investment Partnership Grant from the Iowa Finance Authority, providing \$300,000 in down payment assistance for qualified, first-time homebuyers.
- 3 families leased up in public housing
- 6 families began receiving tenant-based rental assistance while 2 families moved into units with project-based assistance.

- 78 families were pulled from the Section 8 waiting list to start the process of receiving assistance
- 3 families attended a Section 8 Briefing (two Fueling the Future and one Stability Voucher)
- Another 19 families were pulled from project-based wait lists, including 14 families for Harrison Lofts and 5 for Oak Park
- 3 Stability voucher issues. MMHA was authorized 5 Stability Vouchers July. These are new vouchers targeting families experiencing or at imminent risk of homelessness who are referred by the continuum of care partner and provided on-going case management and support services.
- 2 families enrolled in the Family Self Sufficiency Program
- 2 families completed the first-time homebuyer course
- 23 households participated in the Step Ahead, Renter Education class
- Inspectors conducted 114 inspections of units currently under contracted or selected for occupancy by a new client in the 2nd quarter of FY24
- Occupancy dropped to 94.5%, largely due to individuals moving to issues associated with aging.
- Maintenance staff completed 75 work orders with a 1.1 day turnaround, and completed 4 unit turnovers.
- Paid \$165,958 for housing and utility assistance on behalf of 380 families
- \$9,693 was deposited into escrow accounts for families working toward self-sufficiency
- Earned \$25,511 with a 89.5% proration of administrative fees



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 | 0 Reservations in December No Rentals December-February |
| Riverview Center | 14 Reservations in December |
| Shelters | 0 Reservation in December |
| Dog Park Passes | 122 Dog Park Passes Sold in 2023 |

Park Maintenance Division

Weed Park was filled with colorful lights during the month of December thanks to the help of Crossroads Illuminate Fundraiser that took place! Staff also helped promote the Holiday Light and Music Show that took place on the Becky Bridge. Tree trimming and removal took place throughout all of the park sites. Staff continues to work on winter equipment maintenance in preparation for next year.

| Subject | Result |
|-----------------------|--------|
| Trees Planted in 2023 | 49 |

Cemetery Division

Greenwood Cemetery remains open to the public for walkers, bicyclists and the community's cemetery needs. Tree trimming and removal took place the month of December throughout the cemetery. Staff continues to work on winter equipment maintenance in preparation for next year. The Cemetery Steps closed for the season due to the winter weather.

| Subject | Result |
|-----------------|-----------------------|
| Cremains | 3 burials in December |
| Full Casket | 5 burials in December |
| County Assisted | 0 burials in December |
| Grave Spaces | 8 sold in December |
| Niche Spaces | 0 sold in December |

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 department has worked hard to relocate Adult Volleyball & Gymnastics to continue to offer these programs to the community. The new program supervisor started this month. Welcome Blake!

Department of Parks and Recreation

Aquatics Division

The Aquatic Center closed for the season on September 4. The Shallow Area Play Structure crawl tube replacement was completed in December. Staff has started the process of developing a Master Plan for the Aquatic Center. Anyone interested in participating with the development of the Master Plan should contact the Parks and Recreation Department at (563) 263-0241.

| Subject | Result |
|-------------------------|-------------------------------|
| Lifeguards | 31 Lifeguards hired |
| Pool Party Reservations | 70 Pool Parties Booked |
| Swim Lesson Enrollment | 367 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. The Wellness Committee will begin meeting this fall to review survey responses and discuss changes for the upcoming year. 37 Flu Shots were administered in 2023.

Kent Stein Division

With Kent Stein Park being closed, staff was able to mulch leaves, till up the Ag lime infield, power wash equipment and started to paint bases. Staff continues to work on small equipment to prepare for the upcoming season. We continue to work on budget needs for the upcoming season as well as the FY24/25 season.

Soccer Complex Division

Soccer & Soccer West was cleaned up after the top-dressing was completed. Equipment is being prepared for the upcoming season. Walkway improvements are being taken care of throughout the park. Staff continues to service the Dog Park's needs as well. Continual work on budget needs for the upcoming season as well as the FY24/25 season.

Golf Divisions

The golf course closed for the season on December 8, 2023. We had a couple decent weather days to close out the year. Simulator was put up and is ready for use. Staff continues to fertilize tees, collars, fairways and rough. Greens were verticut and sanded to smooth out the surface to maximize performance for golfers. Staff continues to take down dead trees with the goal of planting new ones in the fall. Also, 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 | 203 Season Passes Sold for 2023 |
| Rounds Played | 153 rounds played in December |

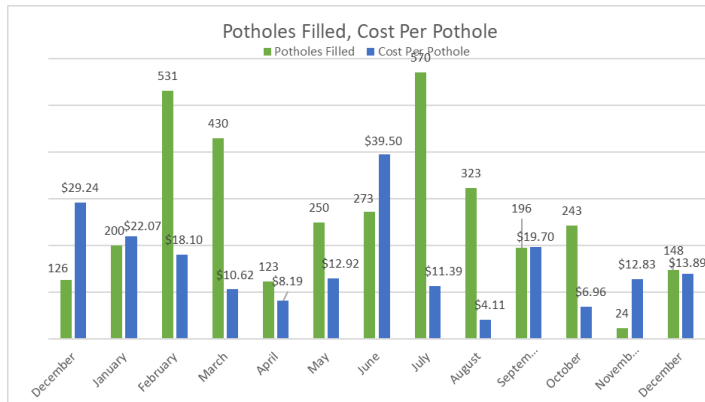


Department of Public Works

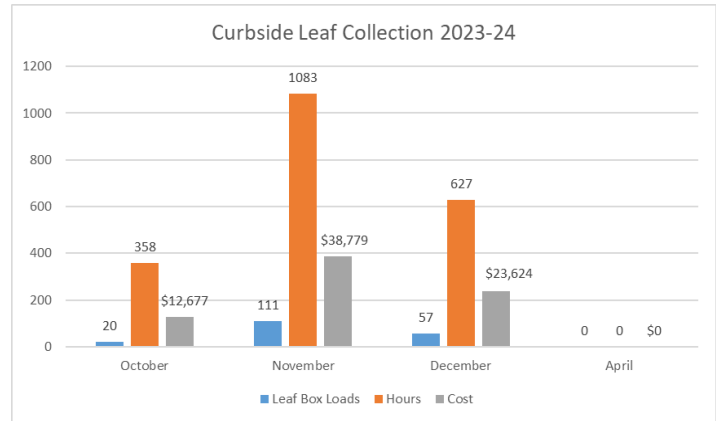
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down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

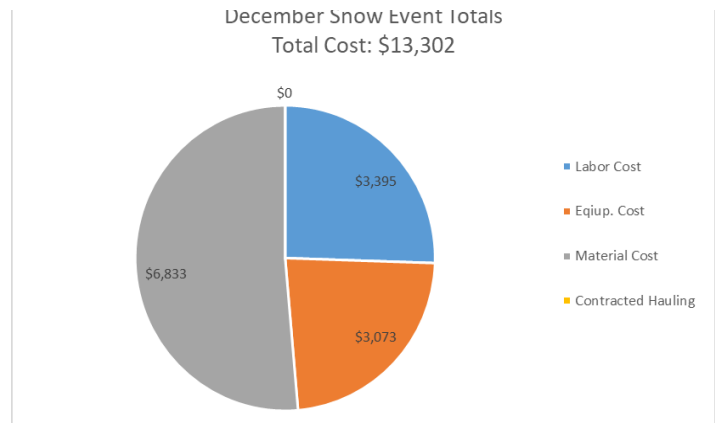


This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box. Beginning in April of 2022, we began 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.

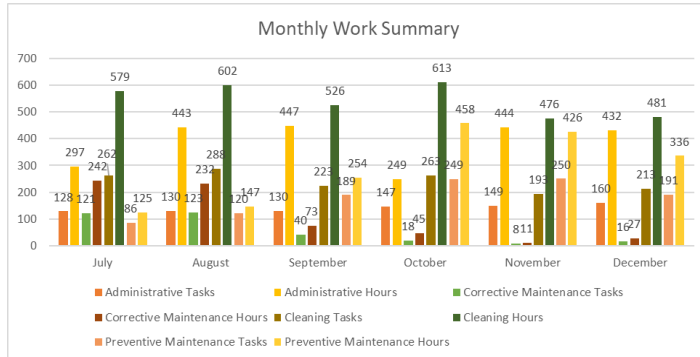
The chart below shows the amount of time, equipment and material used for snow and ice removal



Department of Public Works

Building and Grounds Activities December 2023:

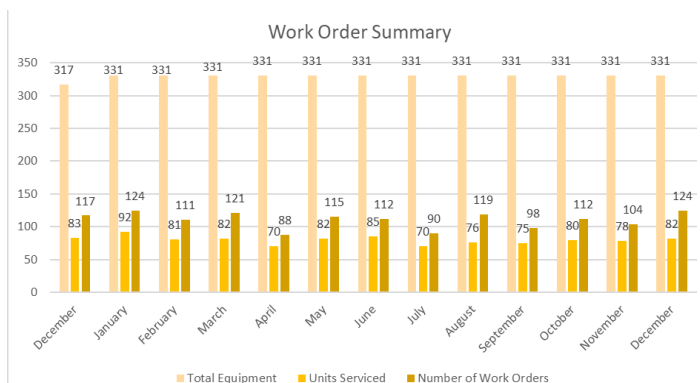
The Buildings and Grounds Division of the Public Works Department is responsible for the upkeep and repair of city facilities, grounds, and equipment. The division is responsible for maintaining the following facilities and grounds: Art Center, City Hall, Library, Public Safety Building, Public Works, 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. Cleaning includes building cleaning and janitorial services. This chart is being capped at six month intervals so that the numbers are legible.

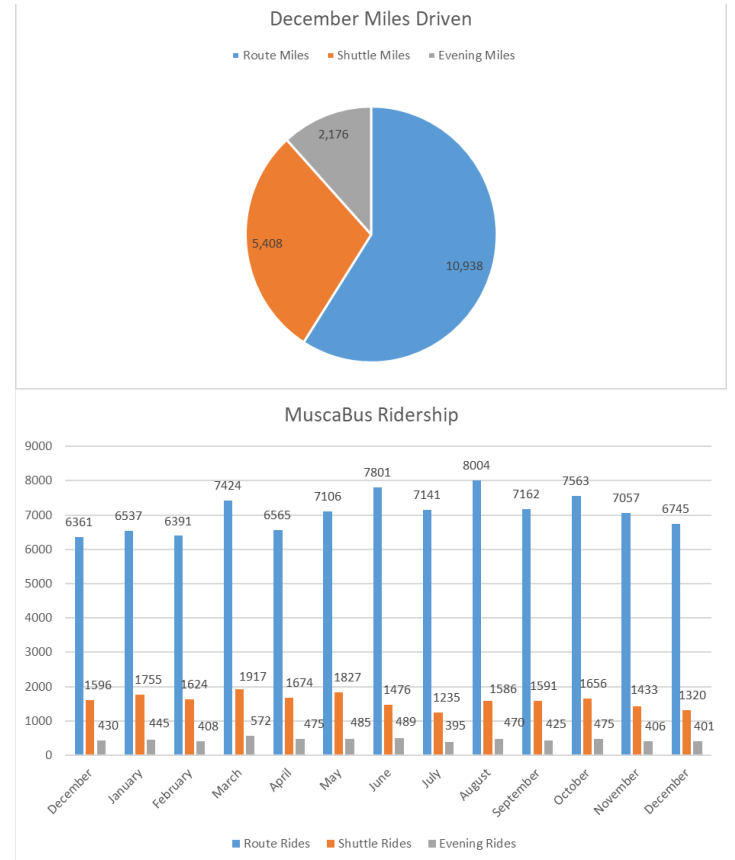
Vehicle Maintenance Division December 2023:

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.



Transit Summary of Operations for December 2023:

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



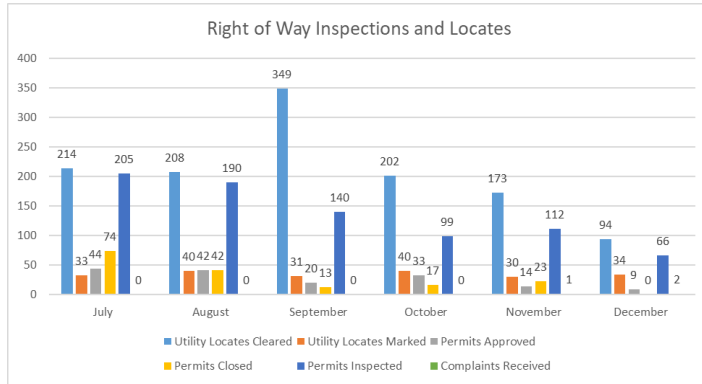
Engineering Division December 2023:

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 |
| West Hill Sewer Separation Phase 6 | July 2023 | 35% | Sanitary Sewer and water line installation on Sycamore, paving on Sycamore and 10th Street |

Department of Public Works

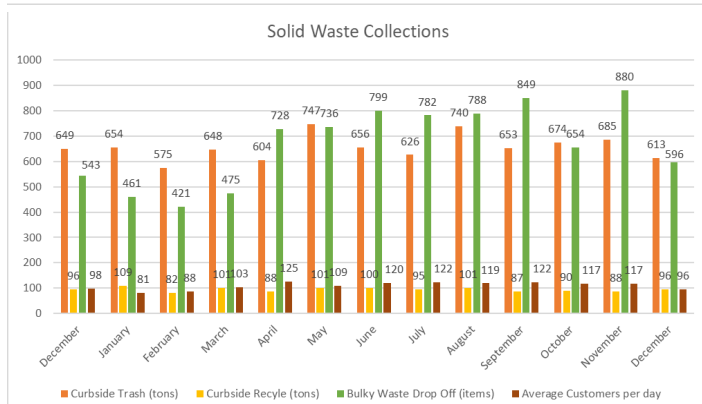
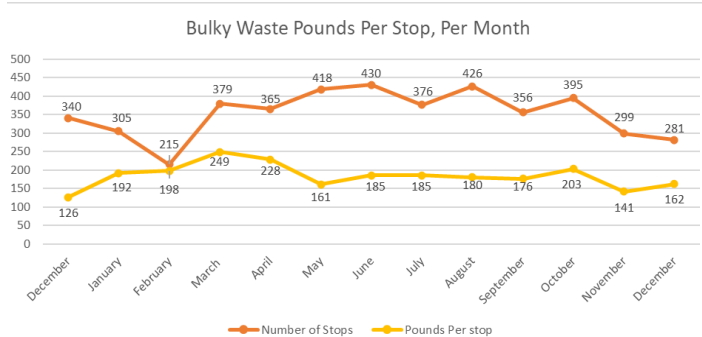
The following chart describes the monthly activities of the Right of Way Inspector:



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

Solid Waste Division Report December 2023:

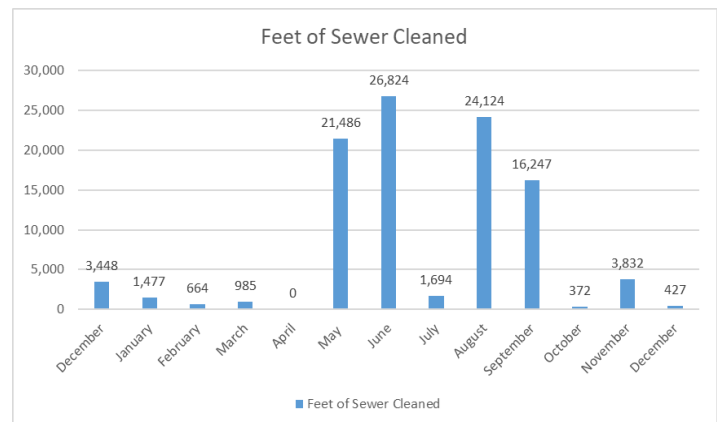
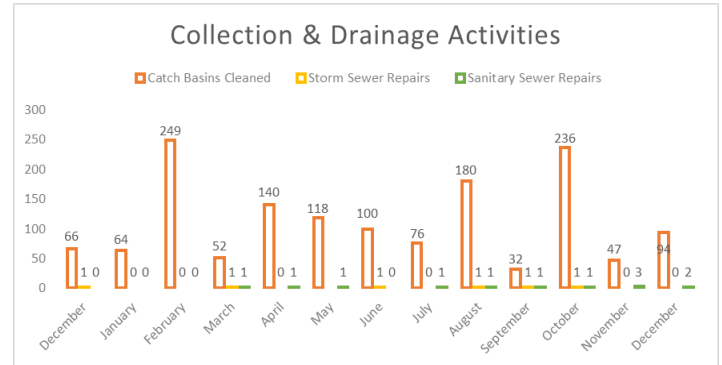
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



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.

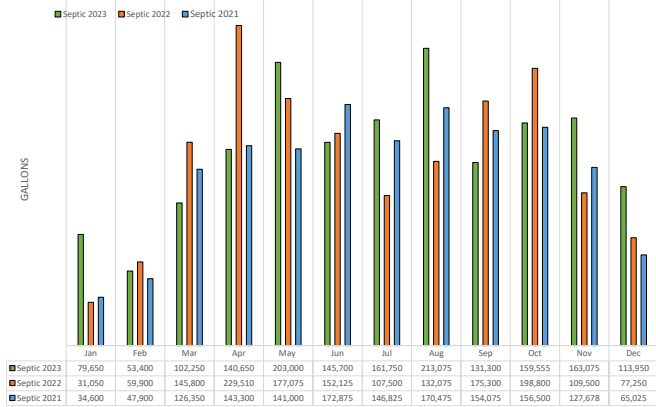
Collection & Drainage Division December 2023:

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.

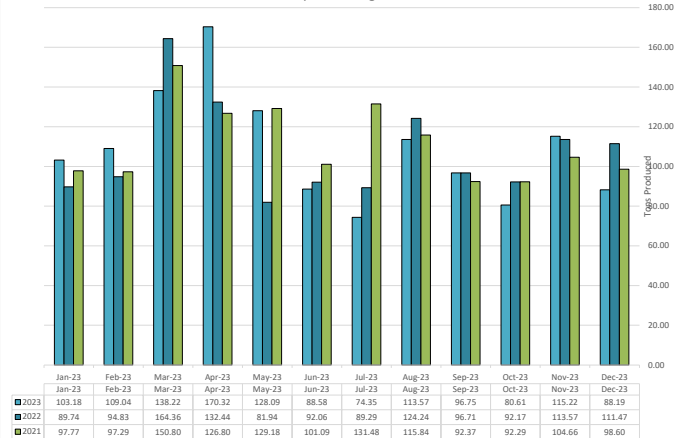


Water Pollution Control Plant

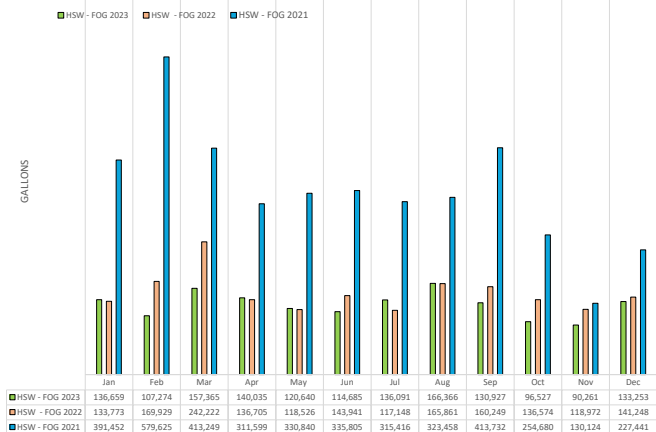
MUSCATINE WRRF HAULED SEPTAGE WASTE 2023



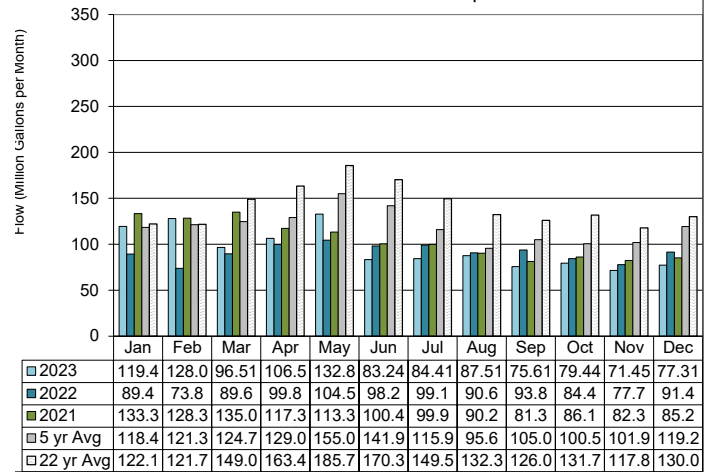
Muscatine WRRF Monthly Total Sludge Production



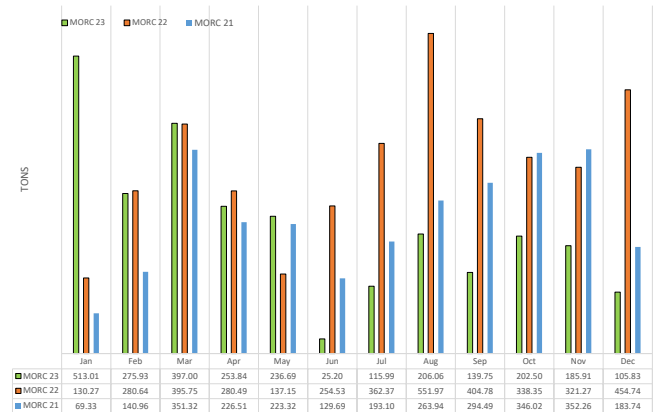
MUSCATINE WRRF HAULED FOG - HIGH STRENGTH WASTE 2023



Muscatine WRRF Total Flow per Month



MUSCATINE WRRF HAULED MORC 2023



Public Safety / Muscatine Fire Department

November

2023

Highlights



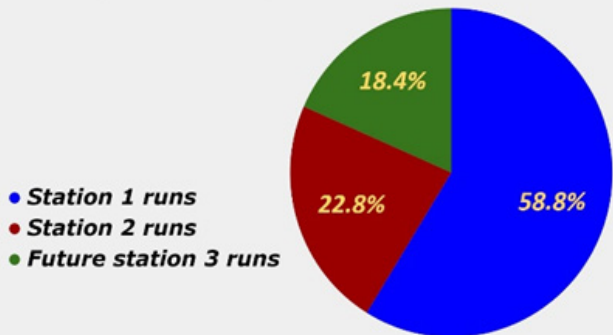
- Fire Department staff participated in the Salvation Army bell ringing. We had a friendly competition between the Sheriff's Department and the Muscatine Fire Department. The Sheriff's Department and the Muscatine Fire Department collected over \$ 15,000 for the Salvation Army in one day and the Fire Department won by collecting more.
- Fire Department staff and Local 608 collected \$ 11,658 for MDA from the annual boot drive.

Staff Updates & Kudos

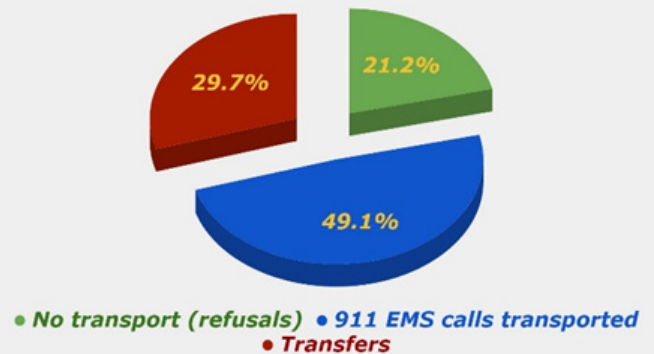
- Firefighter Drake Hotz and Eric Joslyn was sworn in on December 7, 2023



Calls per Coverage Area - December 2023



EMS Call Types - December 2023



Public Safety / Muscatine Fire Department

Demand for Services / Response Activity

| | December 2023 | AVG. PER DAY | YTD 2023 | YTD 2022 |
|---|---------------|--------------|--------------|--------------|
| Fire Responses | 54 | 1.74 | 692 | 816 |
| 911 EMS Responses | 302 | 9.74 | 3,572 | 3,583 |
| Out of Town Transfers | 108 | 3.48 | 1,358 | 1,341 |
| Local Transfers | 18 | 0.58 | 151 | 169 |
| Total Responses | 482 | 15.55 | 5,773 | 5,909 |
| | December 2023 | | YTD 2023 | YTD 2022 |
| Urban Response Time - Goal - 90% within 9 min or less | 92.1% | | 92.3% | 92.7% |
| Rural Response Time - Goal - 90% within 15 min or less | 95.5% | | 96.5% | 95.7% |

Staff Training

| Type | December 2023 | YTD |
|-------------------------------------|---------------|------------------|
| Recruit /Probationary | 10.45 | 983.58 |
| Fire Suppression | 126.2 | 3,595.15 |
| EMS / Medical Related | 307.2 | 2,248.9 |
| Technical/Rescue | 0 | 305.8 |
| Driver/Operator | 7.3 | 525.4 |
| Professional Development/Leadership | 29.3 | 948.9 |
| Paramedic Program | 256 | 2,680 |
| Totals | 736.45 | 11,287.73 |

Vehicle & Equipment Maintenance

| | December 2023 | YTD |
|---|---------------|------------------|
| Fire Vehicle Miles Driven | 1,444 | 30,758 |
| Ambulance Miles Driven | 11,128 | 145,681 |
| Total Miles Driven | 12,572 | 176,439 |
| Gallons of Diesel Fuel Dispensed | 398 | 5,236 |
| Gallons of Gasoline Dispensed | 1,405 | 18,584.30 |
| Total Gallons of Fuel Dispensed | 1,803 | 23,820.30 |
| Work Orders Completed (PPE, Vehicles, Equip.) | 29 | 461 |

Prevention, Education and Outreach

| | DEC 23 | YTD | | DEC 23 | YTD |
|---------------------------|--------|-----|---------------------------------|--------|-------|
| Fire Inspections | 20 | 303 | Plan Reviews/Site Visits | 10 | 263 |
| Fire Reinspections | 11 | 142 | Fire Investigations | 3 | 59 |
| Educational Events | 2 | 62 | Permits Issued | 8 | 1,016 |

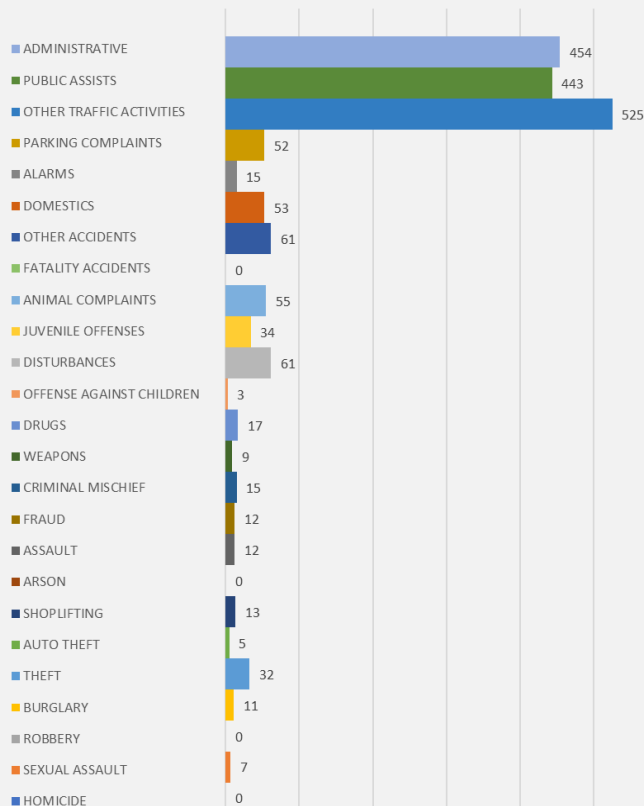
Public Safety / Muscatine Police Department

December 2023 Updates

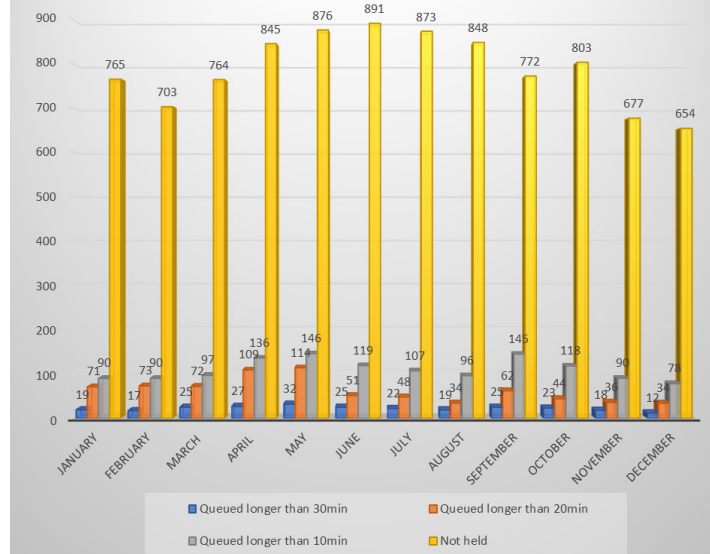
- Administration and the Investigation Unit covered the Jingle Mingle, reducing overtime for Patrol.
- Shop With A Cop 2024 was a huge success!
- Lt. Buss handled a Code Blue for a Muscatine family.
- Administration worked some hours on Christmas morning to allow officers to spend some time in with their families.
- MPD members assisted Wilton PD with their Shop With A Cop event.
- Sgt. Patel graduated from the Northwestern Executive Leadership Course.
- Officer Z. Mullen completed the FTO program and began solo patrol.
- Coffee With a Cop was held at Big Cat's.
- Officer Nardini and Officer Orbaker have completed step 3 of their 4 step FTO program.



Muscatine PD Calls for Service-December 2023



Police Calls in Queue 2023

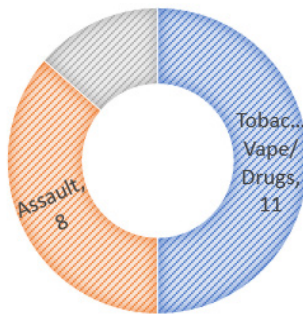


Public Safety / Muscatine Police Department

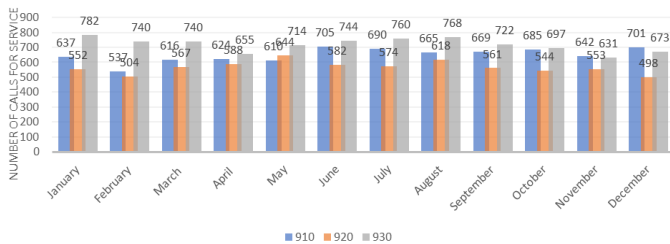


School Resource Officers December Offences

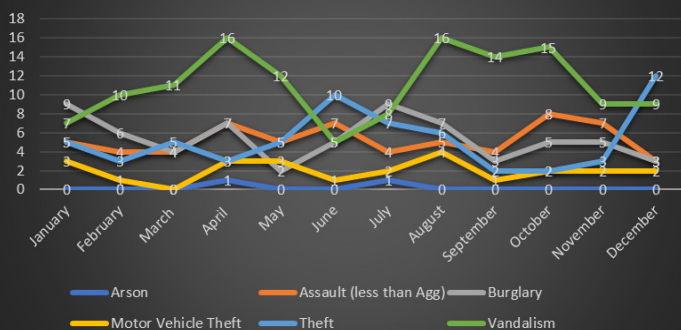
Truancy Tobacco/Vape/Drugs Assault Other



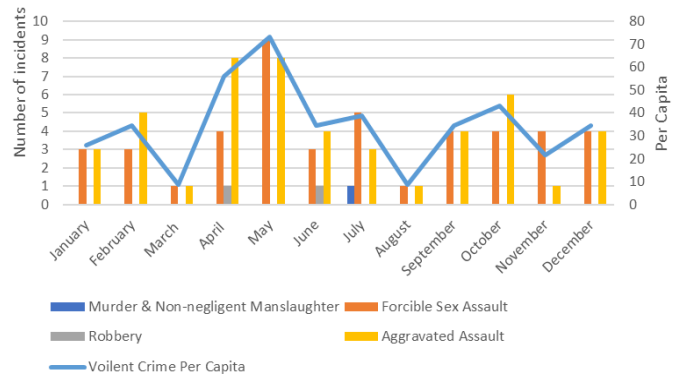
Police Services per Beat 2023



Street Crimes 2023



Violent Crime 2023





Musser Public Library

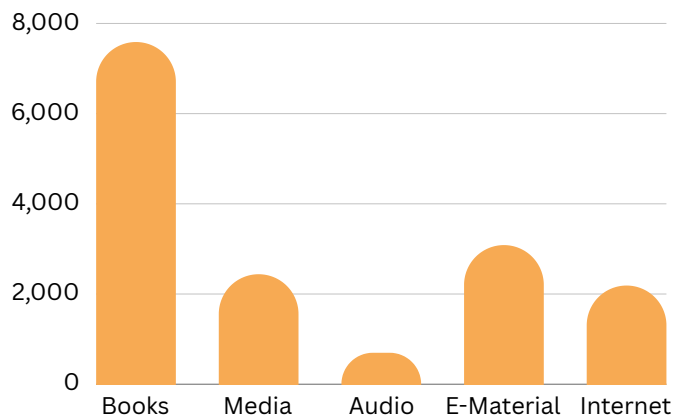
THE STORY OF DECEMBER 2023

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

We've seen a lot of interest in our e-materials lately. Libby is such a fun resource. I love helping people walkthrough the app and then downloading their first e-book. The patrons are amazed by how much we have to offer online, from magazines, books, audiobooks. And tons of language options too! It can be a bit intimidating to get started, but once you do, it's very easy. Plus, the library staff is always here to help!

A Reference Staff Member

This month, people checked out almost 16,000 items in the library and online.



PEOPLE ASKED US A LOT OF QUESTIONS.



WE ANSWERED 393 QUESTIONS THIS MONTH.

WE SENT AND RECEIVED 3,134 MATERIALS FROM OTHER LIBRARIES TO HELP OUR PATRONS.

WE GREETED 5,759 PEOPLE THIS MONTH.

477 OF THEM USED OUR MEETING ROOMS AS GATHERING SPACES.



x 1,409

PEOPLE CAME TO OUR PROGRAMS FOR ALL AGES. WE HAD 39 PROGRAMS THIS MONTH!

AND WATCHED US ON TV.

50 new shows debuted
258 different shows aired
862 total programs
550 hours of programming
average program length:
40 minutes



PEOPLE VISITED US ONLINE, TOO.

OUR DATABASES WERE USED 6,845 TIMES.

WE HAD 9,725 VISITS TO OUR WEBSITE.

The weather is awful lately. Don't worry, we're here to help.

Contact us about home delivery! This service is available to patrons who are home bound.

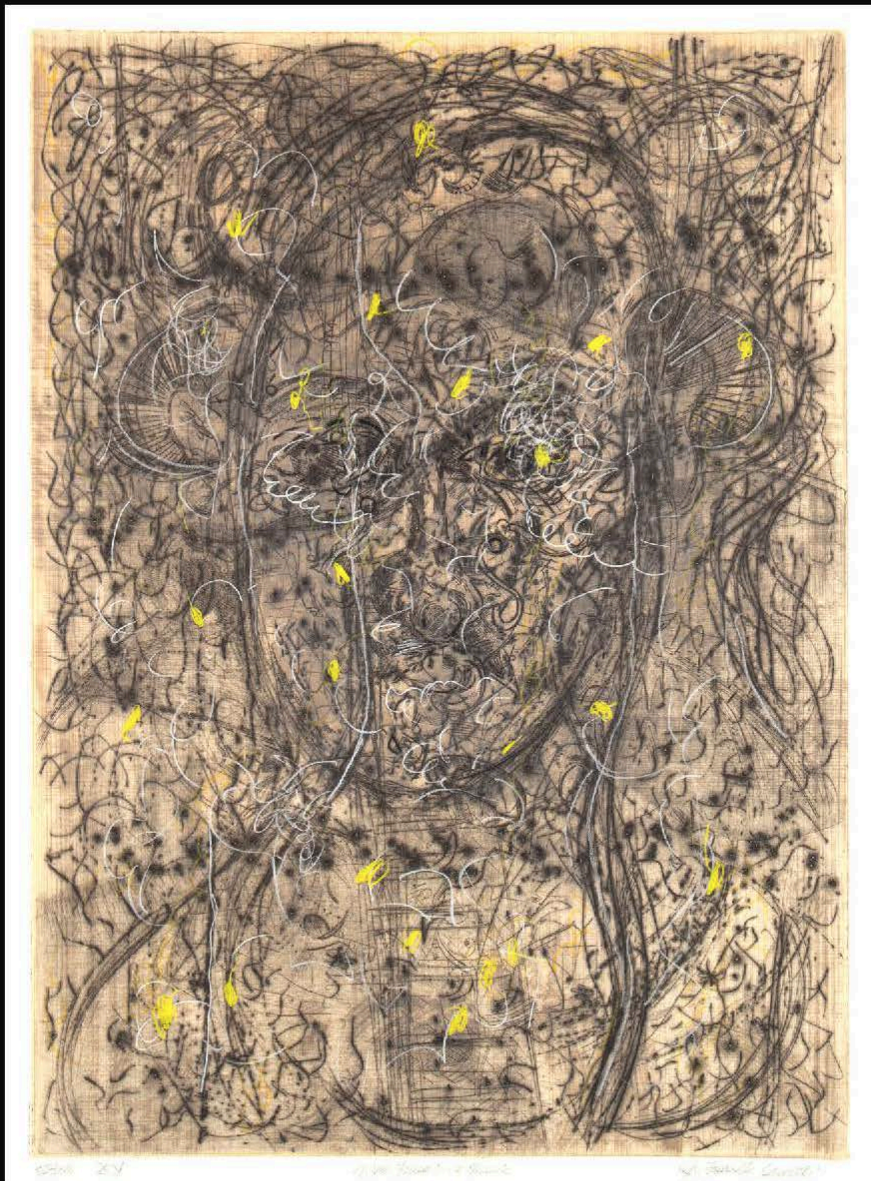
We also offer curbside pick up! Call the library and we'll run your items out to you!

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

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@muscatineiowa.gov.

EXHIBITIONS



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

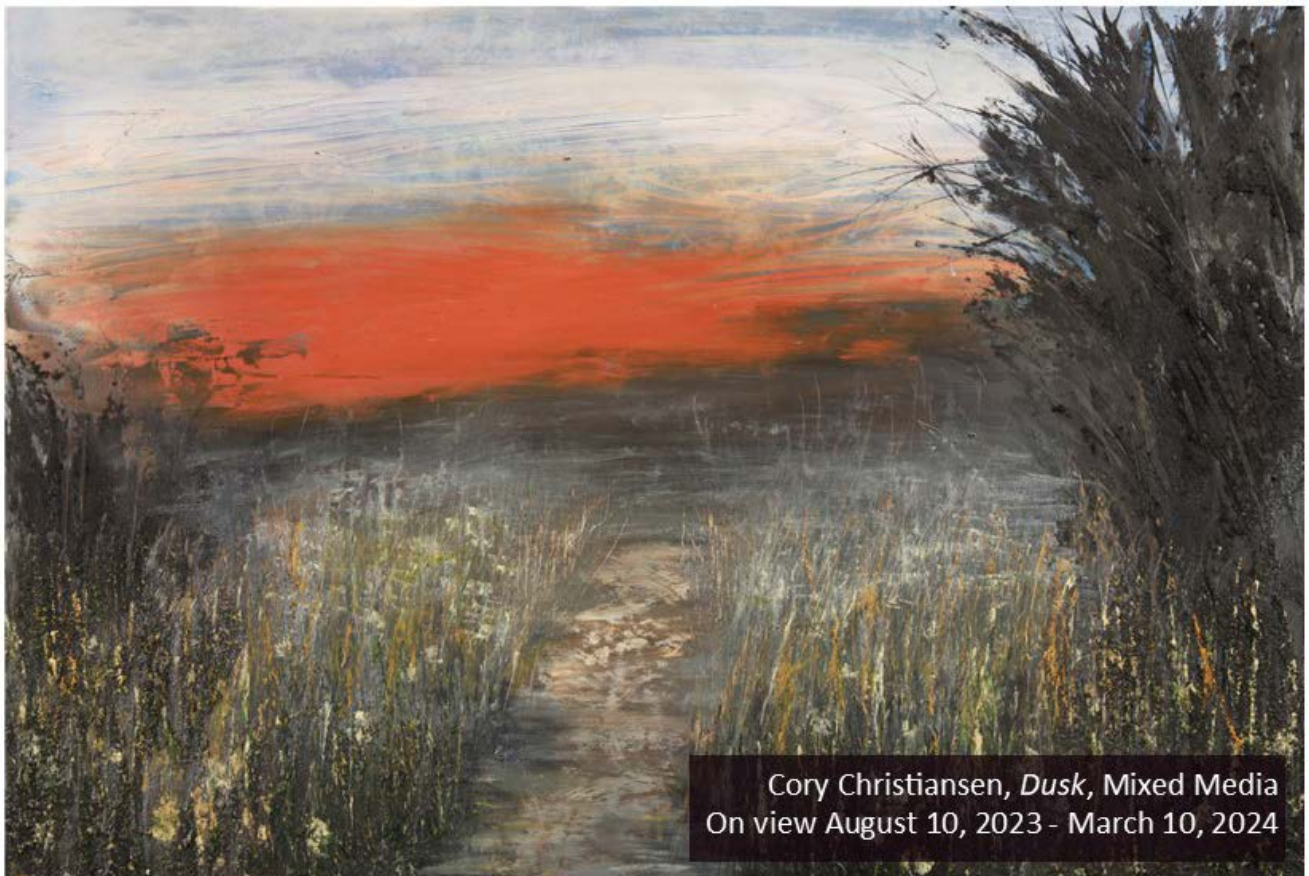




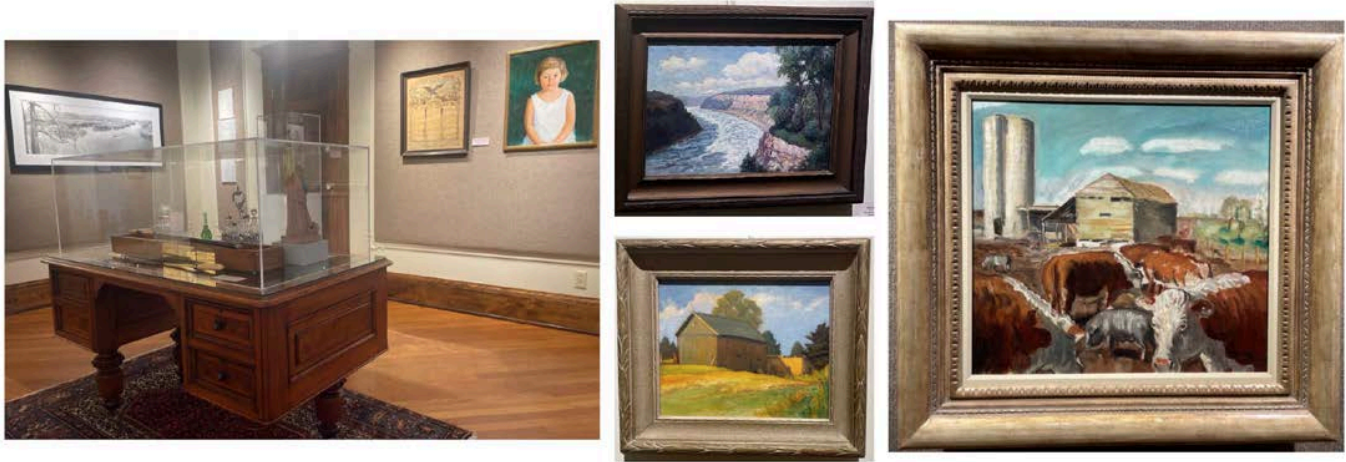
MAURICIO LASANSKY:
PORTRAITS FROM THE PERMANENT COLLECTION

MUSCATINE
ART
CENTER

September 21, 2023 – January 28, 2024



Cory Christiansen, *Dusk*, Mixed Media
On view August 10, 2023 - March 10, 2024

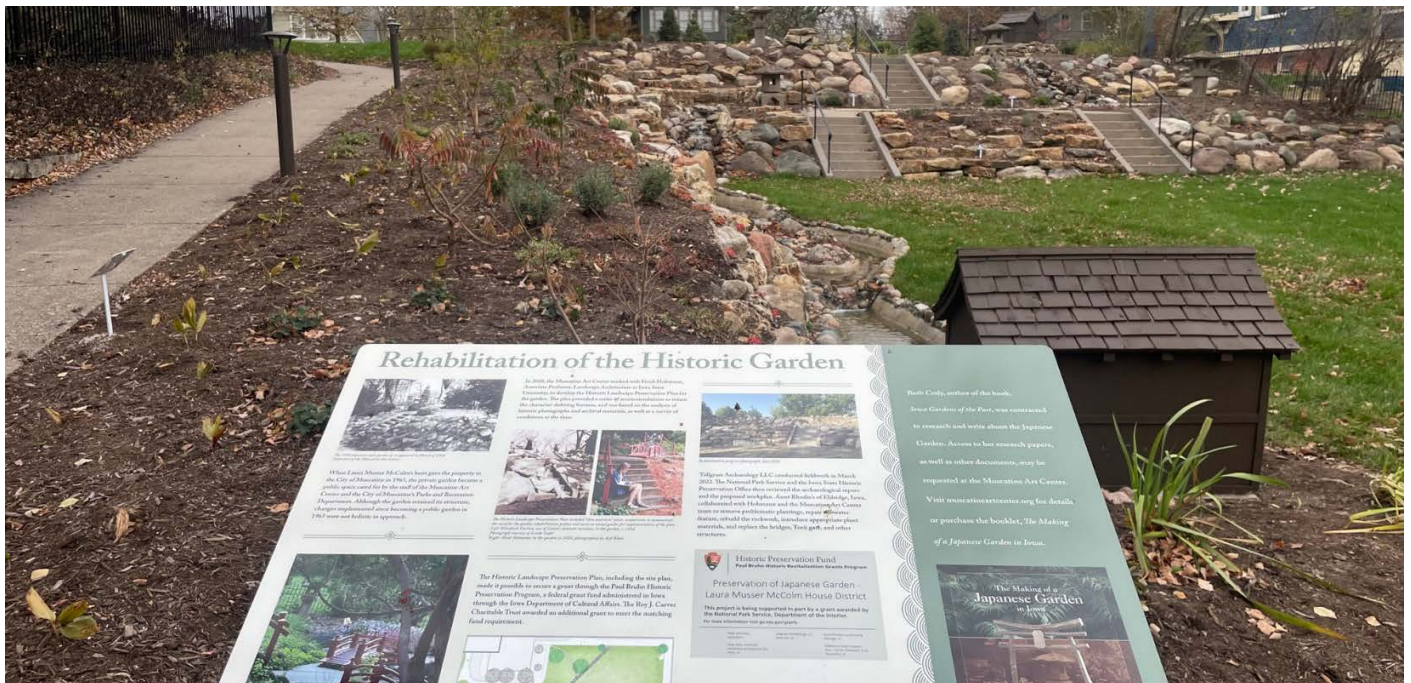


New Additions to the Permanent Collection



On view through February 2024 – Historic House 2nd 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.

December 2023 REPORT OF DEPARTMENT ACTIVITY

