

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 onboarded 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>

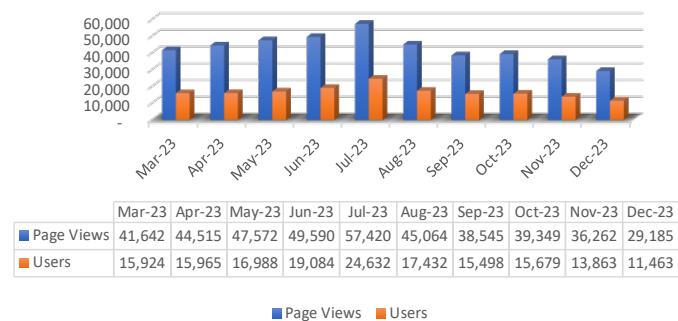
- December is open enrollment season for various benefits. The HR Department worked to make updates as requested by employees and with payroll to implement these various changes.
- Additionally, as all city departments, the HR and Risk Management staff completed the annual budget requests and participated 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.

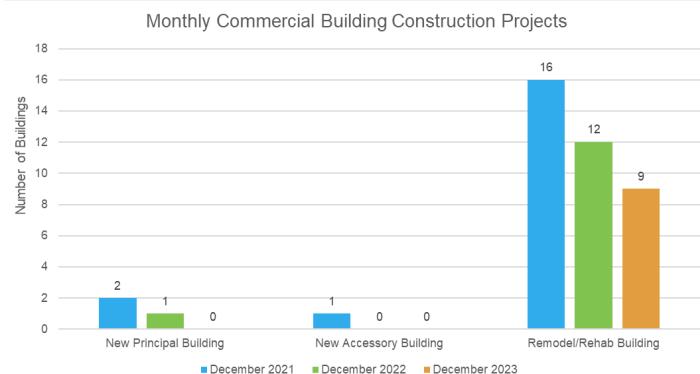
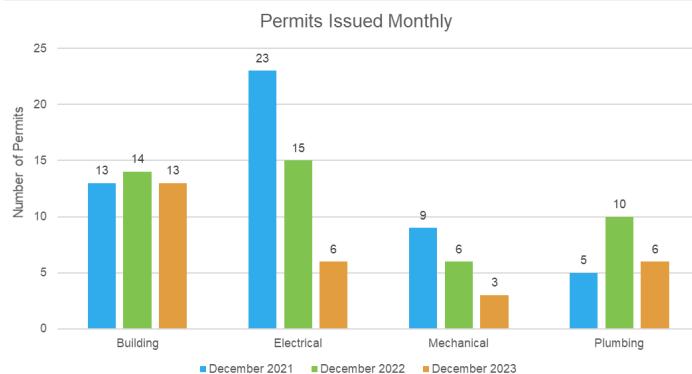
December Highlights

- 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)

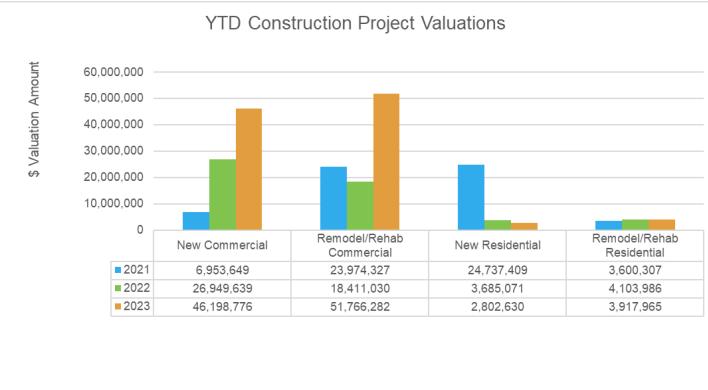
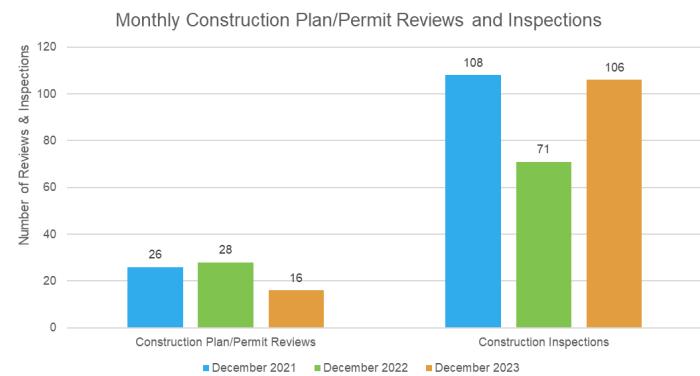
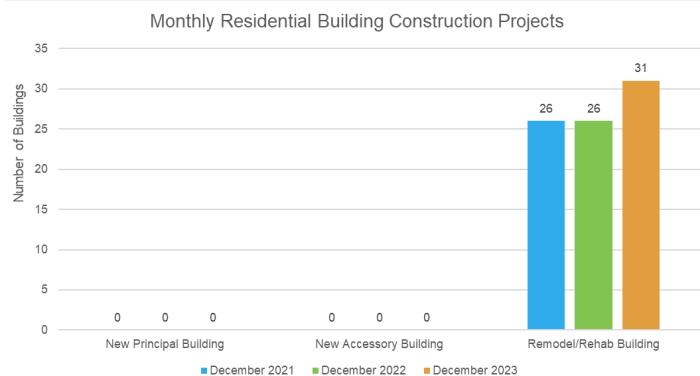
- Prepared and distributed budget personal services cost computations to all City department (Revised Estimate FY24 and Budget FY 25).
- Reviewed submitted department budget requests. Finance Director and City Administrator began meetings with departments to review budget requests (Revised Estimate FY24 and Budget FY25).



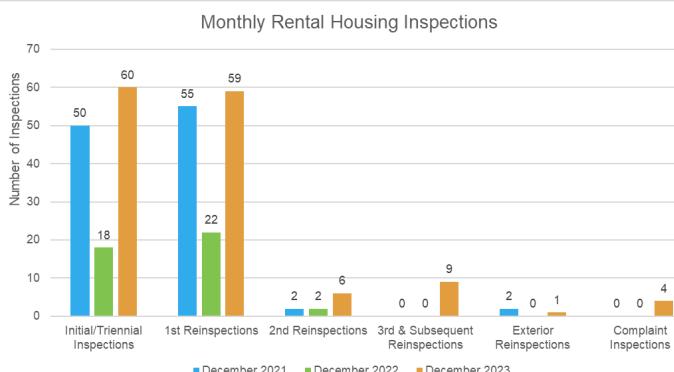
Department of Community Development



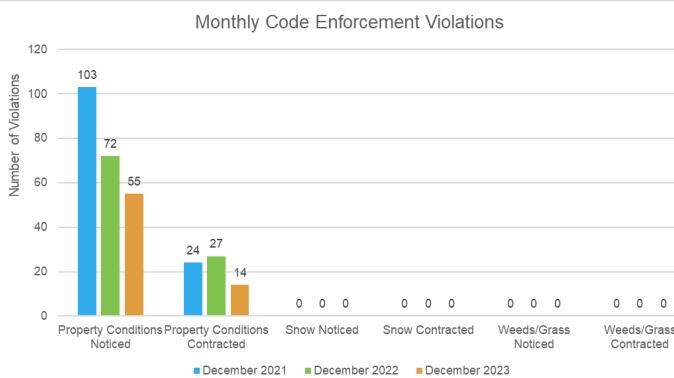
- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations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



Department of Community Development



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

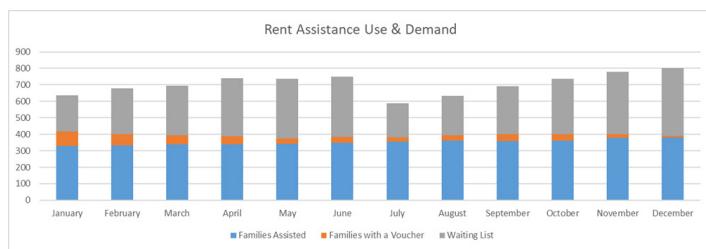
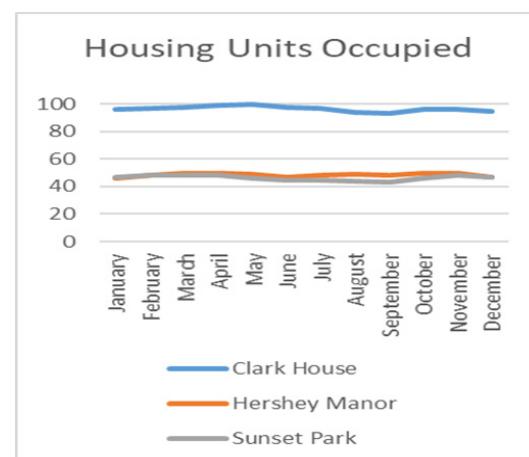
- As part of the Thriving Communities Program, the Director made a presentation to developers as part of a series of webinars hosted by the Iowa Economic Development Authority.
- The full Certified Local Government Grant application was submitted to the Iowa Economic Development Authority for a Certified 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 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 proj-

ect-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@muscataineiowa.gov. Please enjoy the many services provided through the Parks and Recreation Department and contact us to let us know about your experiences as we love to hear from you!

Subject	Result
Pearl City Station	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

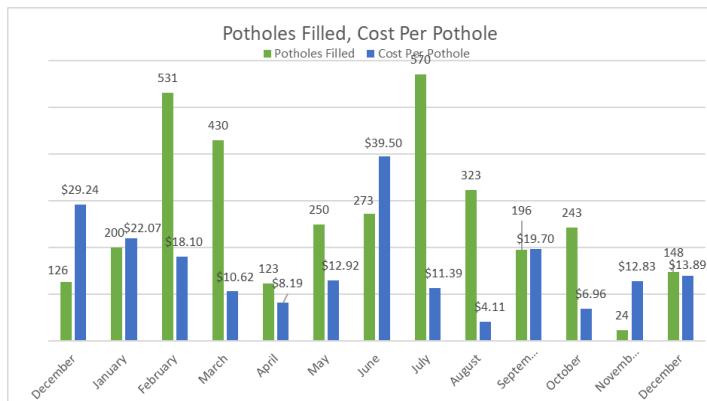


Department of Public Works

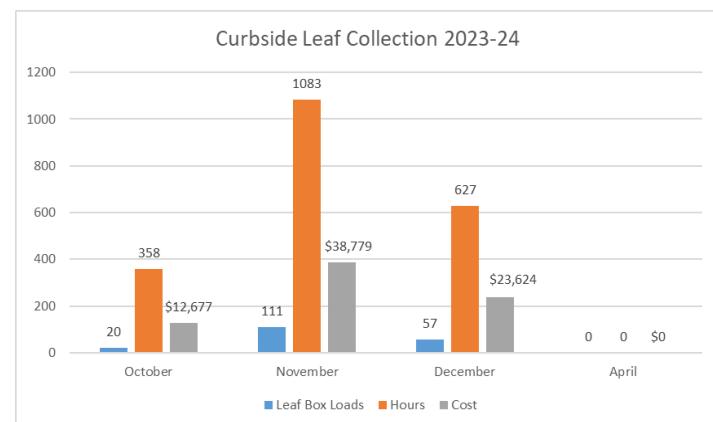
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down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

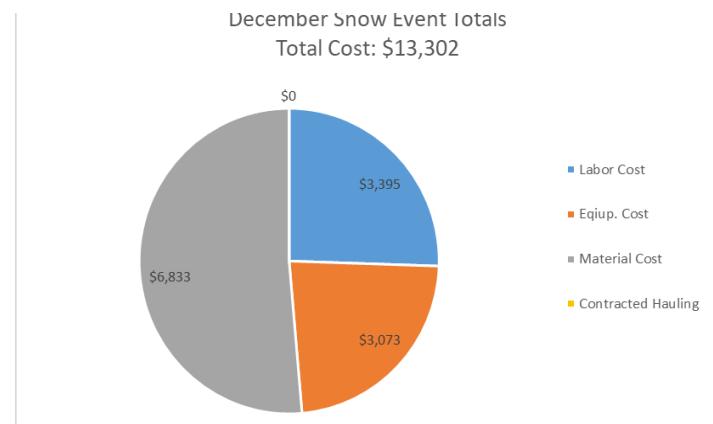


This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box. Beginning in April of 2022, we began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

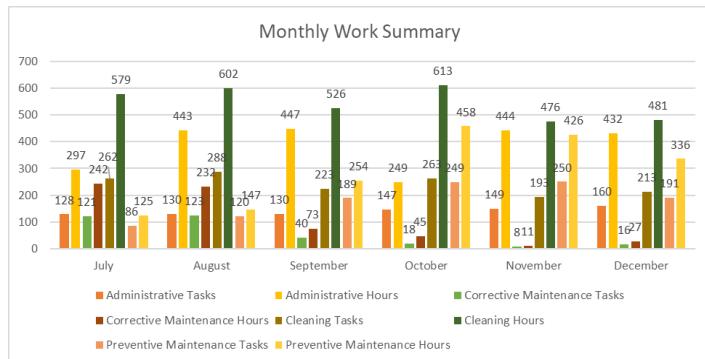
The chart below shows the amount of time, equipment and material used for snow and ice removal



Department of Public Works

Building and Grounds Activities December 2023:

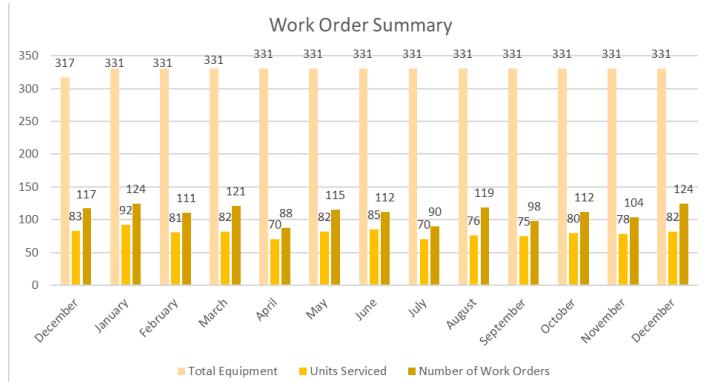
The Buildings and Grounds Division of the Public Works Department is responsible for the upkeep and repair of city facilities, grounds, and equipment. The division is responsible for maintaining the following facilities and grounds: Art Center, City Hall, Library, Public Safety Building, Public Works,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

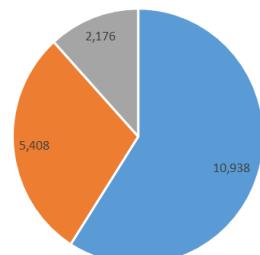


Transit Summary of Operations for December 2023:

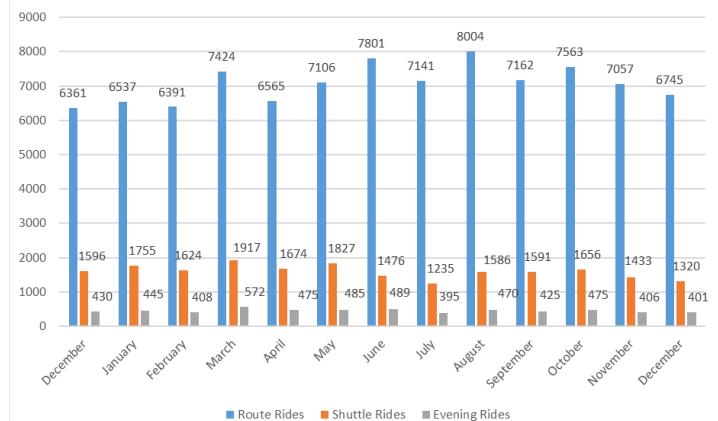
MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.

December Miles Driven

■ Route Miles ■ Shuttle Miles ■ Evening Miles



MuscaBus Ridership



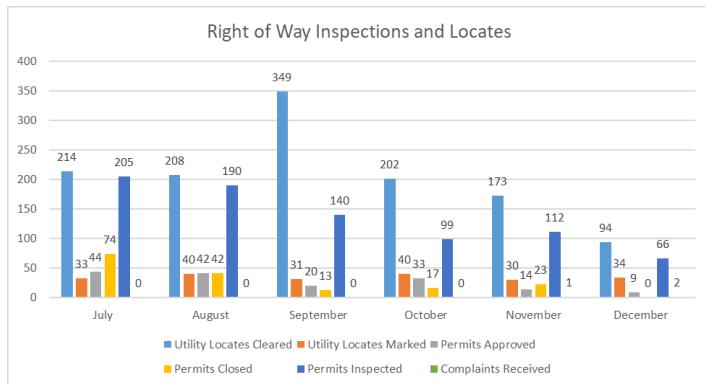
Engineering Division December 2023:

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

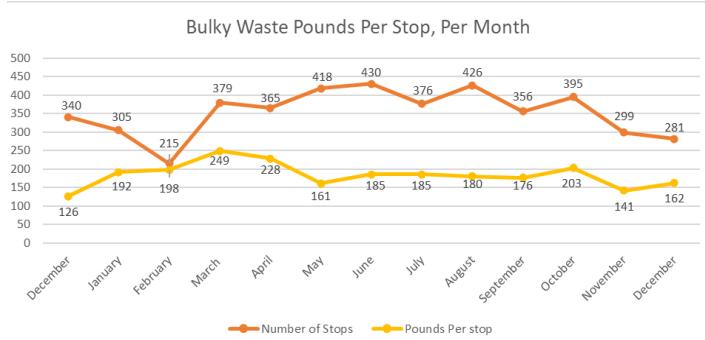
The following chart describes the monthly activities of the Right of Way Inspector:



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

Solid Waste Division Report December 2023:

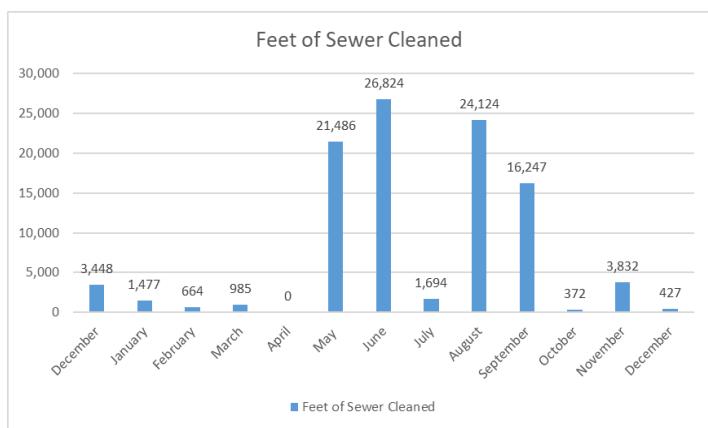
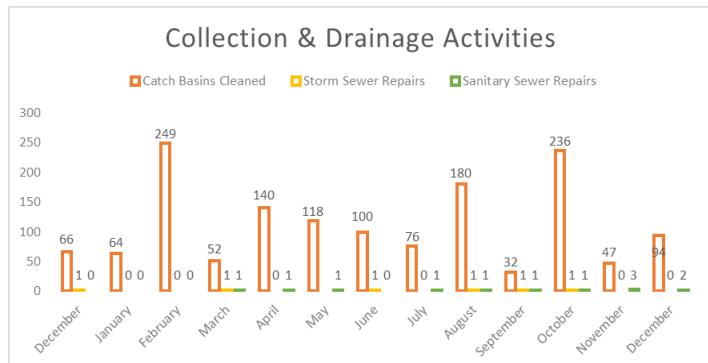
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



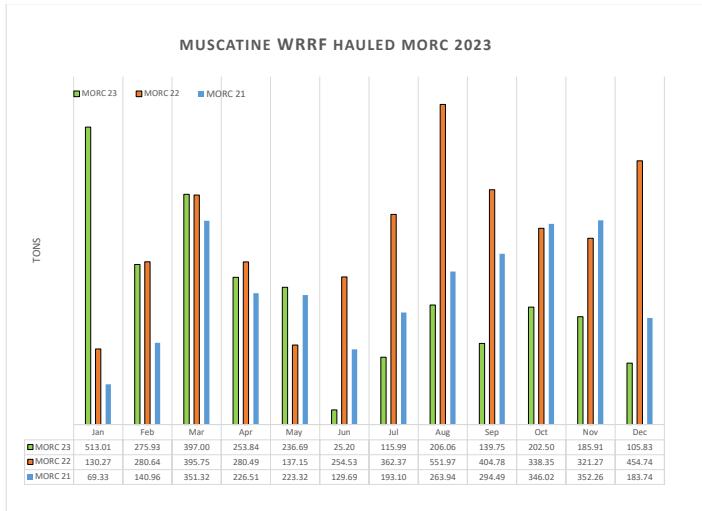
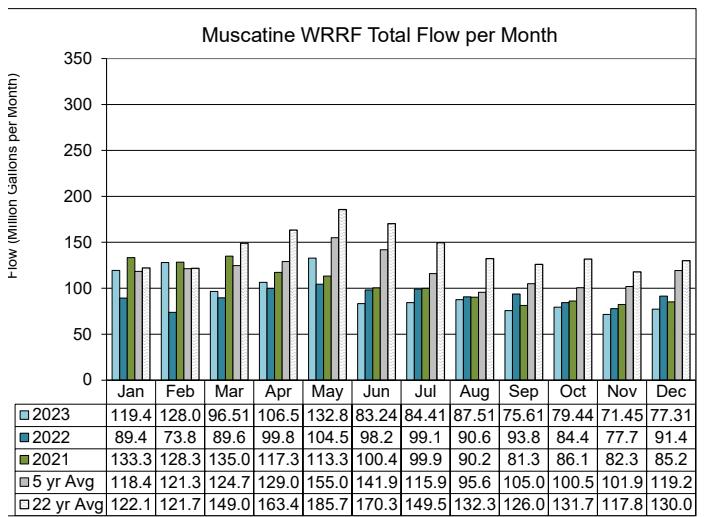
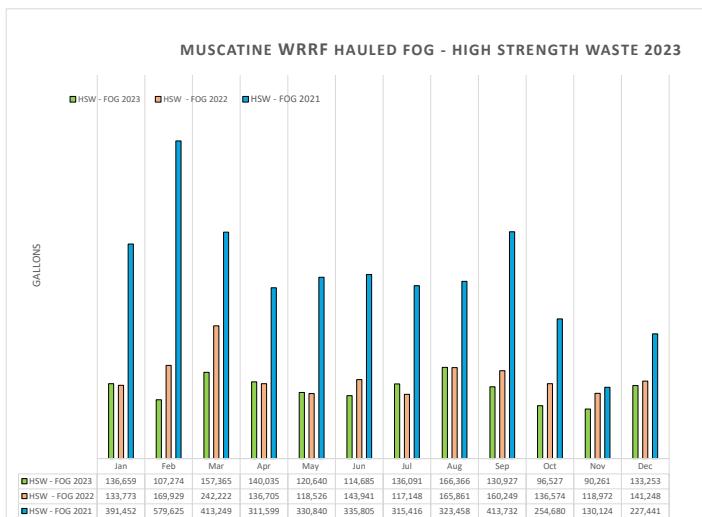
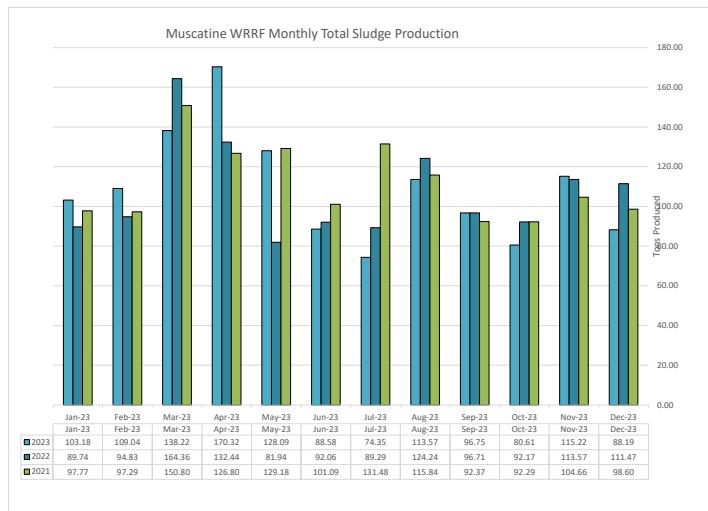
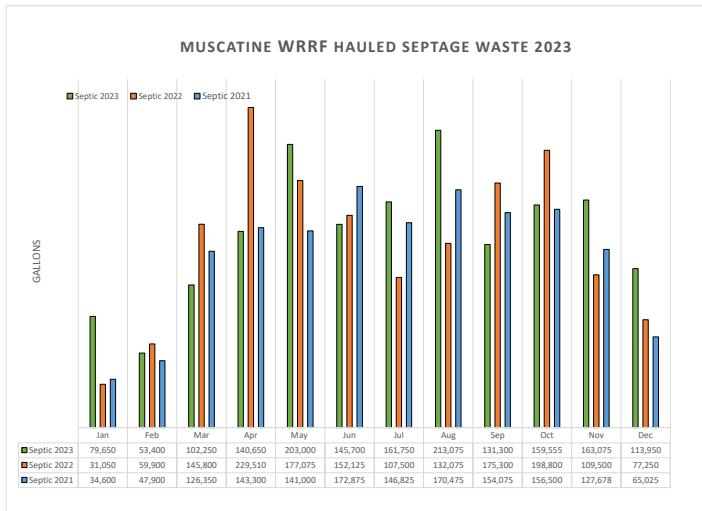
This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste and recyclables. Also included is the average number of customers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



Public Safety / Muscatine Fire Department

November 2023 Highlights

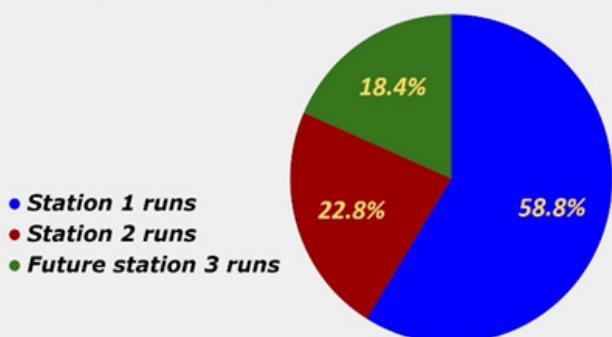
- Fire Department staff participated in the Salvation Army bell ringing. We had a friendly competition between the Sheriff's Department and the Muscatine Fire Department. The Sheriff's Department and the Muscatine Fire Department collected over \$ 15,000 for the Salvation Army in one day and the Fire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

Staff Updates & Kudos

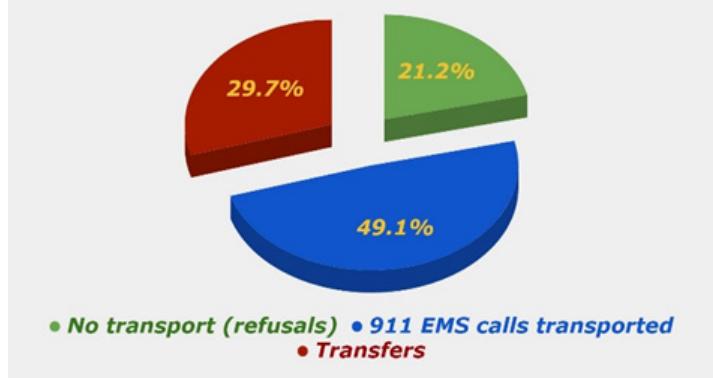
- Firefighter Drake Hotz and Eric Joslyn was sworn in on December 7, 2023



Calls per Coverage Area - December 2023



EMS Call Types - December 2023



December 2023 REPORT OF DEPARTMENT ACTIVITY

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, Eqip.)	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

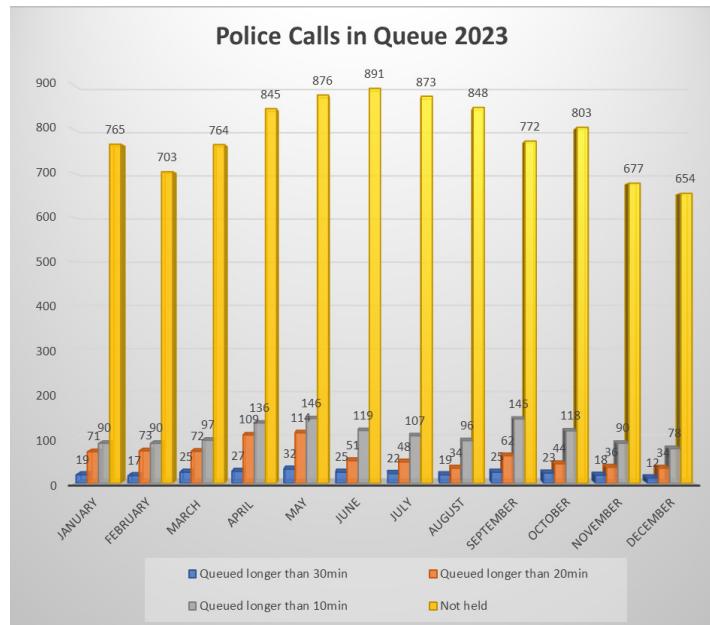
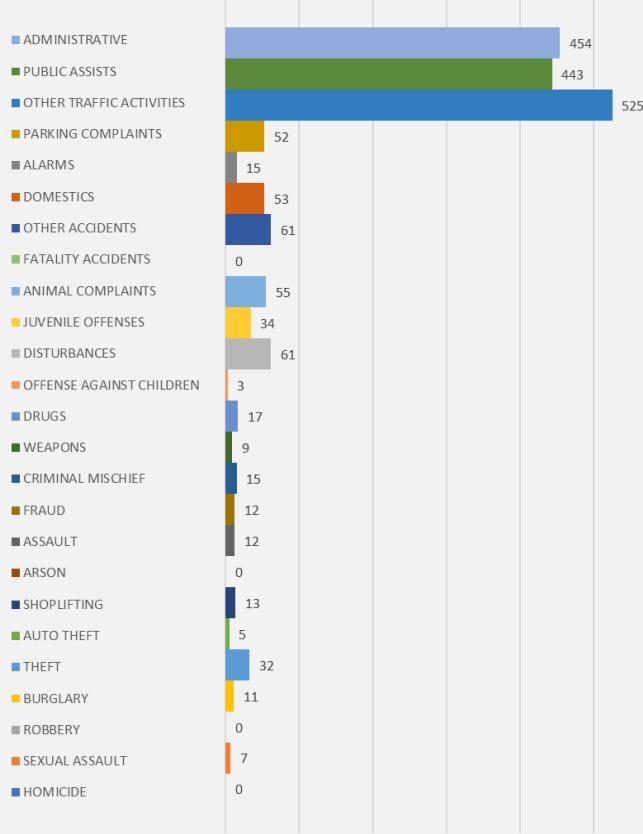
Public Safety / Muscatine Police Department

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

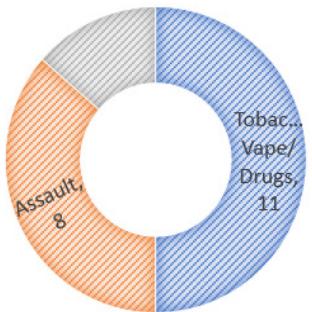


Public Safety / Muscatine Police Department

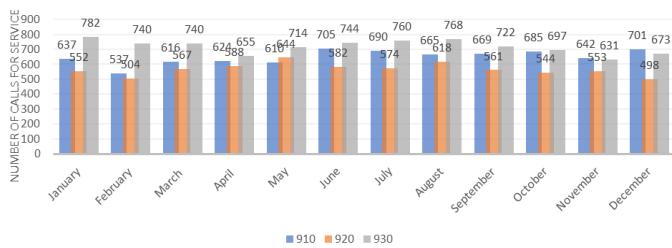


School Resource Officers December Offences

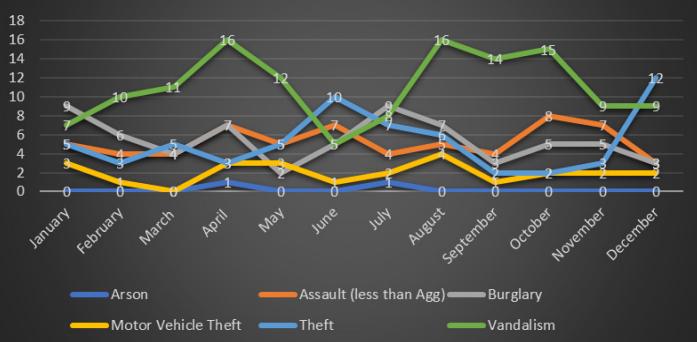
Truancy ■ Tobacco/Vape/Drugs ■ Assault ■ Other



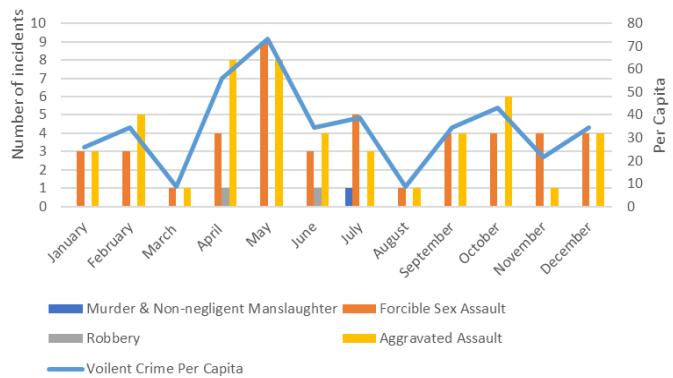
Police Services per Beat 2023



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

WE GREETED 5,759 PEOPLE THIS MONTH.

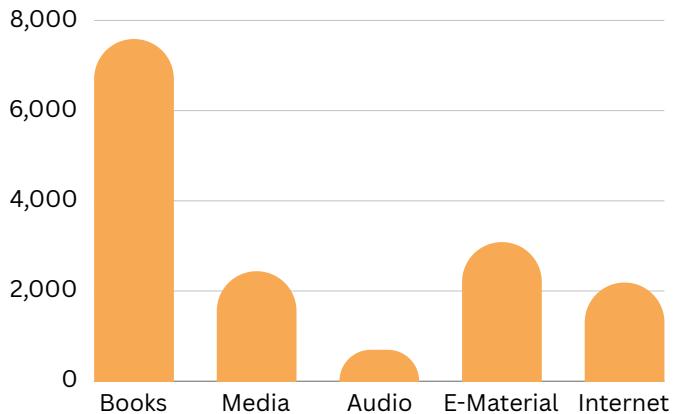
477 OF THEM USED OUR MEETING ROOMS AS GATHERING SPACES.



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

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

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.

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!

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.

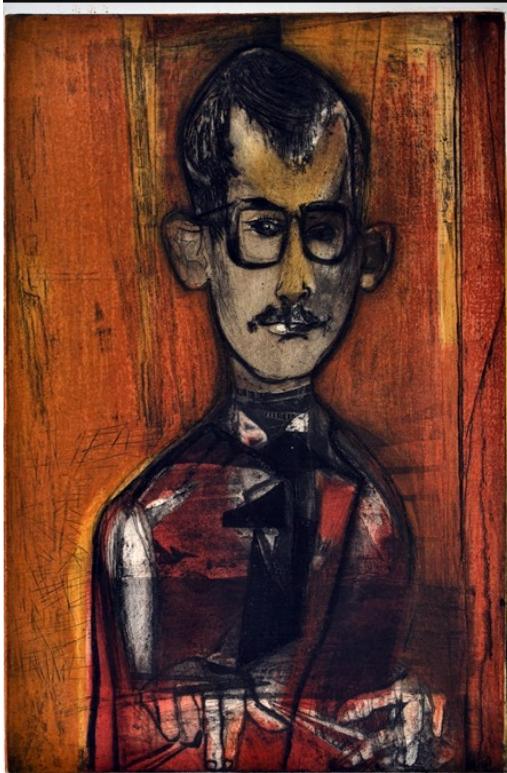
EXHIBITIONS



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

**MUSCATINE
ART
CENTER**

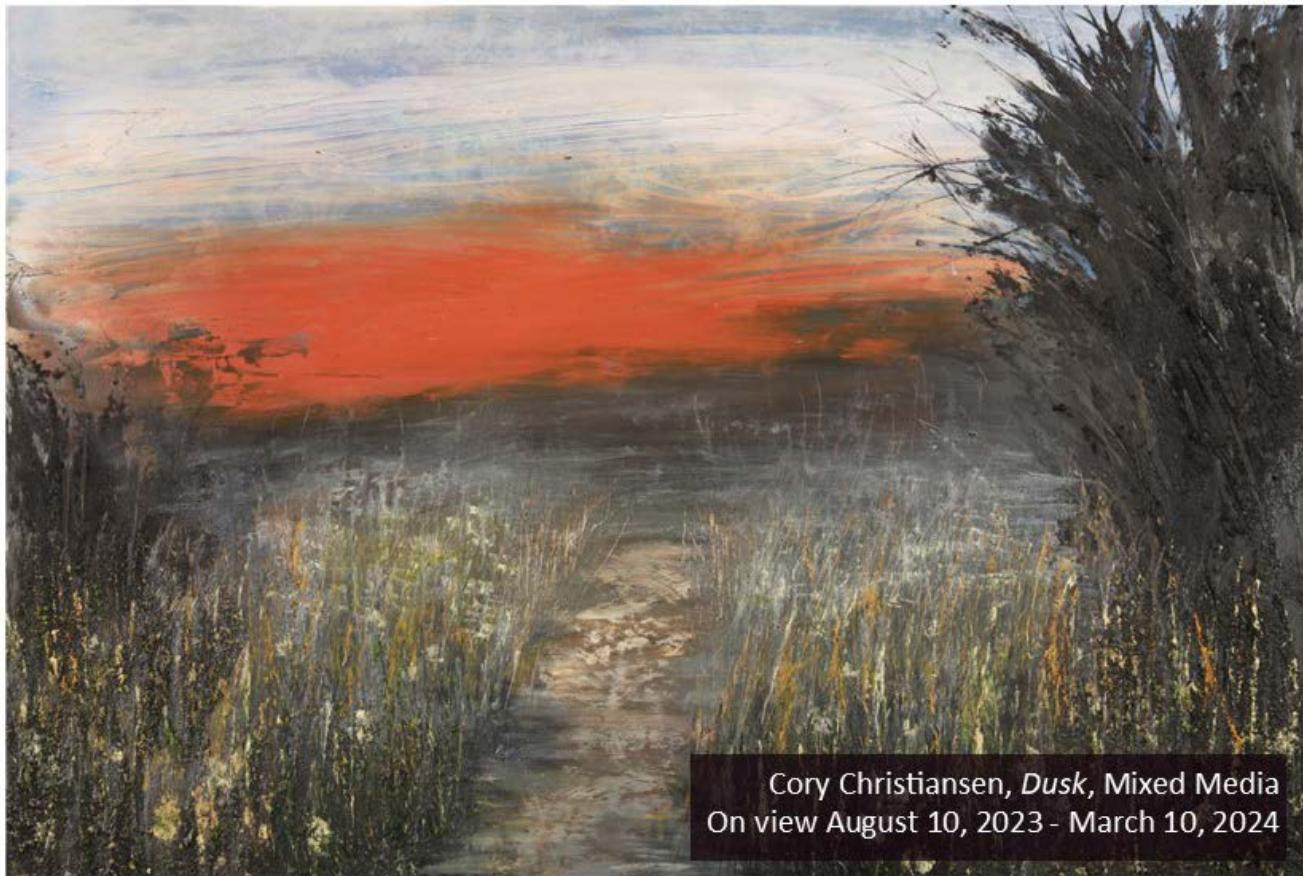
December 2023 REPORT OF DEPARTMENT ACTIVITY



MAURICIO LASANSKY:
PORTRAITS FROM THE PERMANENT COLLECTION

MUSCATINE
ART
CENTER

September 21, 2023 – January 28, 2024



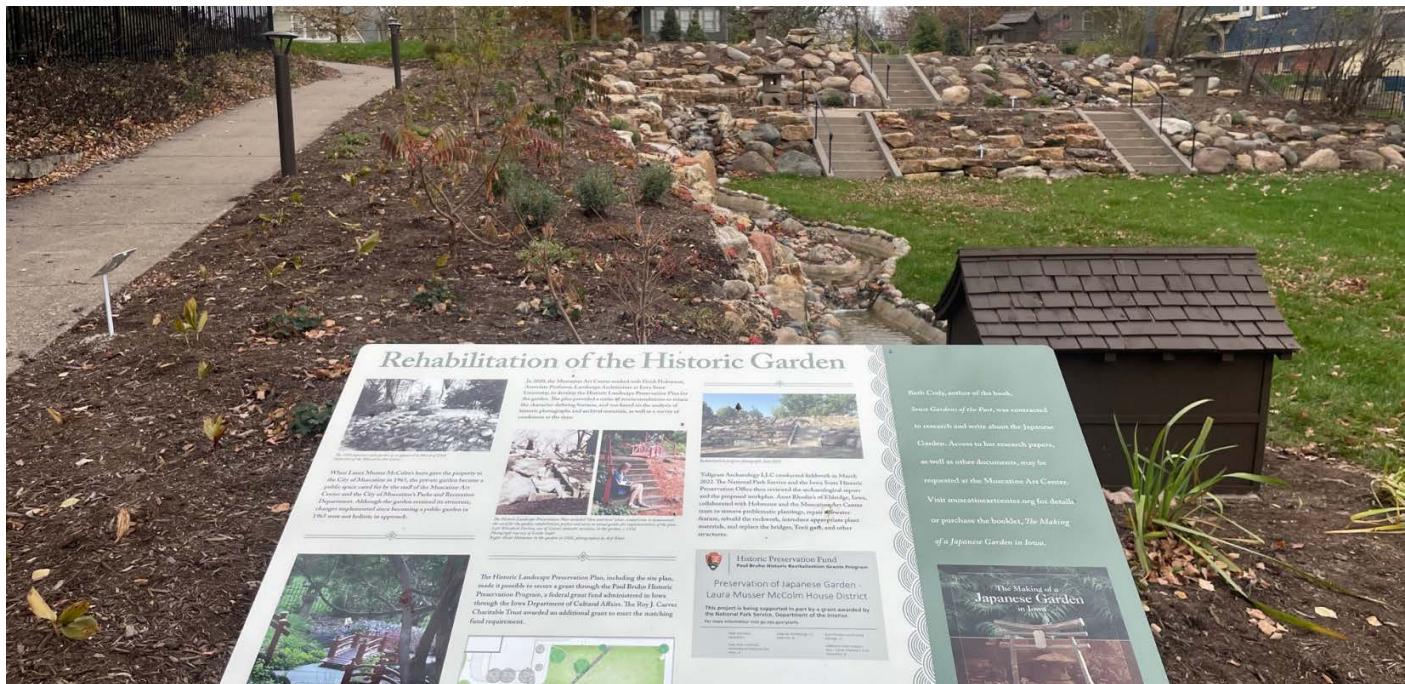


New Additions to the Permanent Collection



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

