

**General Fund
Fund Statement**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Department Budget Request 2020/2021	City Admin. Budget Request 2020/2021	Approved Budget 2020/2021
Beginning Balance, July 1	\$ 4,312,391	\$ 4,742,743	\$ 4,660,341	\$ 4,799,686	\$ 4,799,686	\$ 4,746,809	\$ 4,737,840	
Revenues	19,406,504	19,995,706	21,134,911	21,102,643	21,193,754	21,586,294	21,668,294	
Encumbrance Variance	470	699	0	0	0	0	0	
Funds Available	\$ 23,719,365	\$ 24,739,148	\$ 25,795,252	\$ 25,902,329	\$ 25,993,440	\$ 26,333,103	\$ 26,406,134	\$ -
Expenditures	18,976,622	19,939,462	21,114,760	21,155,520	21,255,600	23,093,949	21,661,026	
Ending Balance, June 30	\$ 4,742,743	\$ 4,799,686	\$ 4,680,492	\$ 4,746,809	\$ 4,737,840	\$ 3,239,154	\$ 4,745,108	\$ 0
Increase (Decrease) in Fund Balance	\$ 430,352	\$ 56,943	\$ 20,151	\$ (52,877)	\$ (61,846)	\$ (1,507,655)	\$ 7,268	\$ 0
Minimum Fund Balance per policy adopted in November, 2013 (16.7% of General Fund Expenditures)	\$ 3,169,000	\$ 3,330,000	\$ 3,526,000	\$ 3,533,000	\$ 3,550,000	\$ 3,857,000	\$ 3,617,000	\$ -
Amount Over (Under) Fund Balance Policy Minimum of 16.7%	\$ 1,573,743	\$ 1,469,686	\$ 1,154,492	\$ 1,213,809	\$ 1,187,840	\$ (617,846)	\$ 1,128,108	\$ 0
Ending Balance as a Percent of General Fund Expenditures	25.0%	24.1%	22.2%	22.4%	22.3%	14.0%	21.9%	

Explanation of Increases or Decreases in Fund Balances:

In prior years the City's financial policies provided that the fund balance of the General Fund be at least 10% of expenditures. The Moody's bond rating report in 2008 stated "Moody's considers the 10% level to be relatively narrow, and higher reserve levels may mitigate any unforeseen one-time expenses that may challenge financial operations". With that in mind, City Council has been budgeting for incremental increases in the General Fund balance as part of the budget process in recent years. In November of 2013 the City Council adopted a new General Fund balance policy providing that the minimum fund balance be at least two months of expenditures which is equivalent to 16.7%. The budget meets this new minimum fund balance target amount. The policy also provides that funds in excess of the policy minimum can be designated by City Council for one-time purchases. There were no one-time expenditures budgeted to be funded from the General Fund balance in 2016/2017, 2017/2018, 2018/2019, 2019/2020, or proposed for 2020/2021.

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Revenue Summary**

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Direct and Indirect										
Property Tax Revenues										
General Property Taxes	\$ 6,869,227	\$ 7,075,720	\$ 7,197,875	\$ 7,197,875	\$ 7,197,875	\$ 0	\$ 7,259,768	\$ 7,259,768	\$ 61,893	0.86%
Ag Land Tax	3,352	3,543	4,542	4,542	4,542	0	3,581	3,581	(961)	-21.16%
Transit System Levy	95,553	50,004	49,825	49,825	49,825	0	99,871	107,436	57,611	115.63%
Tort Liability Levy	226,649	240,141	285,276	285,276	285,276	0	283,292	283,292	(1,984)	-0.70%
Levee Tax Levy	57,383	0	0	0	0	0	0	0	0	0.00%
Mobile Home Tax	19,873	20,807	20,500	20,500	20,500	0	20,500	20,500	0	0.00%
Taxes Rebutted on Voluntary Annexation	(11,112)	0	0	0	0	0	0	0	0	0.00%
Special Revenue:										
Police Retirement	671,716	703,842	696,119	684,059	684,059	(12,060)	722,931	722,931	26,812	3.85%
Fire Retirement	666,706	691,296	686,051	671,634	670,288	(15,763)	743,067	743,701	57,650	8.40%
Police and Fire Medical Insurance	54,000	56,698	56,800	56,698	56,698	(102)	56,698	56,698	(102)	-0.18%
Police and Fire Retiree Medical Costs	82,618	79,124	45,000	45,000	45,000	0	45,000	45,000	0	0.00%
Long-term Disability Insurance	12,210	12,382	13,060	12,894	12,835	(225)	13,408	13,370	310	2.37%
Workers Compensation Insurance	46,626	49,250	36,097	25,733	25,733	(10,364)	27,542	28,242	(7,855)	-21.76%
Unemployment Insurance	21,967	32,857	25,460	61,248	61,453	35,993	60,473	60,338	34,878	136.99%
Health Insurance	1,859,161	1,870,284	2,011,967	1,876,526	1,875,035	(136,932)	2,046,612	2,046,612	34,645	1.72%
Life Insurance	14,441	14,555	15,075	14,656	14,672	(403)	15,859	15,969	894	5.93%
Dental Insurance	47,308	48,430	52,905	50,646	50,613	(2,292)	54,299	54,299	1,394	2.63%
Deferred Compensation	1,200	1,200	600	600	600	0	1,200	1,200	0	0.00%
Post Employment Health Plan	41,023	73,855	41,059	37,108	37,108	(3,951)	55,737	55,737	14,678	35.75%
FICA/IPERS	660,694	677,637	741,980	717,399	717,267	(24,713)	765,071	770,844	28,864	3.89%
Employee Benefit Levy Reduction (1)	(230,218)	0	(54,215)	(24,551)	0	54,215	0	0	54,215	3.04%
Subtotal	\$ 11,210,377	\$ 11,701,625	\$ 11,926,576	\$ 11,787,668	\$ 11,809,379	\$ (117,197)	\$ 12,274,909	\$ 12,289,518	\$ 362,942	3.04%
Non-Property Tax Revenues/Reimbursements										
Hotel/Motel Taxes	\$ 521,993	\$ 494,951	\$ 460,000	\$ 500,000	\$ 500,000	\$ 40,000	\$ 500,000	\$ 500,000	\$ 40,000	8.70%
Cable Franchise Tax	165,004	158,717	163,500	155,600	155,600	(7,900)	155,600	155,600	(7,900)	-4.83%
Utility Franchise Fees	102,859	220,448	514,200	514,200	514,200	0	514,200	514,200	0	0.00%
Utility Tax Replacement Excise Tax:										
General	30,180	25,351	25,876	25,876	25,876	0	31,029	31,029	5,153	19.91%
Tort Liability	993	858	1,024	1,024	1,024	0	1,208	1,208	184	17.97%
Transit	419	179	175	175	175	0	429	459	284	162.29%
Levee	251	0	0	0	0	0	0	0	0	0.00%
Commercial/Industrial State Reimbursement:										
General	330,269	312,505	340,986	316,200	316,200	(24,786)	346,719	346,719	5,733	1.68%
Tort Liability	10,871	10,580	13,514	12,500	12,500	(1,014)	13,530	13,530	16	0.12%
Transit	4,583	2,203	2,360	2,200	2,200	(160)	4,770	5,131	2,771	117.42%
Levee	2,752	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 1,170,174	\$ 1,225,791	\$ 1,521,635	\$ 1,527,775	\$ 1,527,775	\$ 6,140	\$ 1,567,485	\$ 1,567,876	\$ 46,241	3.04%

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Revenue Summary**

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Intergovernmental Revenues										
Road Use Tax	\$ 2,394,237	\$ 2,660,045	\$ 2,892,400	\$ 2,980,100	\$ 2,973,300	\$ 80,900	\$ 2,796,400	\$ 2,820,600	\$ (71,800)	-2.48%
Subtotal	\$ 2,394,237	\$ 2,660,045	\$ 2,892,400	\$ 2,980,100	\$ 2,973,300	\$ 80,900	\$ 2,796,400	\$ 2,820,600	\$ (71,800)	-2.48%
Licenses and Permits										
Beer, Liquor, and Cigarettes	\$ 38,560	\$ 39,307	\$ 38,000	\$ 39,300	\$ 39,300	\$ 1,300	\$ 39,300	\$ 39,300	\$ 1,300	3.42%
Animal	1,896	3,475	2,200	3,000	3,000	800	3,000	3,000	800	36.36%
Miscellaneous	6,960	5,050	7,000	5,000	5,000	(2,000)	5,000	5,000	(2,000)	-28.57%
Subtotal	\$ 47,416	\$ 47,832	\$ 47,200	\$ 47,300	\$ 47,300	\$ 100	\$ 47,300	\$ 47,300	\$ 100	0.21%
Cemetery Fees										
Lot and Niche Sales	\$ 14,884	\$ 27,424	\$ 17,000	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ 17,000	\$ 0	0.00%
Lease of Property-Cell Towers	18,976	19,594	19,800	21,100	21,100	1,300	22,400	22,400	2,600	13.13%
Burial Fees	44,145	44,675	45,000	45,000	45,000	0	45,000	45,000	0	0.00%
Miscellaneous Charges	8,282	11,301	9,000	11,000	11,000	2,000	11,000	11,000	2,000	22.22%
Commissions	15,033	21,592	13,500	15,000	15,000	1,500	15,000	15,000	1,500	11.11%
Perpetual Care Interest	13,701	17,873	19,300	20,400	20,400	1,100	16,700	16,700	(2,600)	-13.47%
Maintenance Fees (Cemetery Steps)	0	400	400	400	400	0	400	400	0	0.00%
Other	0	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 115,021	\$ 142,860	\$ 124,000	\$ 129,900	\$ 129,900	\$ 5,900	\$ 127,500	\$ 127,500	\$ 3,500	-100.00%
Community Development Fees										
Rental Housing Inspection Fees/Registrations	\$ 42,786	\$ 59,077	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ 0	0.00%
Section 8 Housing Inspection Fees	16,900	11,660	12,000	12,000	12,000	0	12,000	12,000	0	0.00%
Construction Permits	446,379	308,175	300,000	275,000	275,000	(25,000)	300,000	310,000	10,000	3.33%
Health Licenses	6,252	4,452	4,000	4,000	4,000	0	4,000	4,000	0	0.00%
Zoning Fees	2,700	4,200	2,500	2,500	2,500	0	2,500	2,500	0	0.00%
Board of Adjustment Fees	800	1,000	1,000	1,600	1,600	600	1,000	1,000	0	0.00%
Site Plan Review Fees	1,700	800	1,500	1,000	1,000	(500)	1,000	1,000	(500)	-33.33%
Sale of Code Books	700	400	200	0	0	(200)	0	0	(200)	-100.00%
Municipal Infractions Penalties	0	0	500	500	500	0	500	500	0	0.00%
Nuisance Reimbursements/Administrative Fees	78,543	74,957	80,000	75,000	75,000	(5,000)	75,000	80,000	0	0.00%
Sale of Property	1,263	2,900	10,000	12,000	12,000	2,000	10,000	10,000	0	0.00%
State Grant - Historic Preservation	0	8,623	0	0	0	0	0	0	0	0.00%
State Reimbursement - Asbestos	0	6,857	0	0	0	0	0	0	0	0.00%
Miscellaneous	2,428	844	1,000	1,000	1,000	0	1,000	1,000	0	0.00%
Transfer In:										
Staff Services Airport/CDBG	28,068	0	0	0	0	0	0	0	0	0.00%
Subtotal	\$ 628,519	\$ 483,945	\$ 472,700	\$ 444,600	\$ 444,600	\$ (28,100)	\$ 467,000	\$ 482,000	\$ 9,300	-100.00%

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Parks and Recreation Revenues										
Parks - General										
Shelters	\$ 9,340	\$ 8,750	\$ 9,500	\$ 9,000	\$ 9,000	\$ (500)	\$ 9,000	\$ 9,000	\$ (500)	-5.26%
Pearl City Station Rentals	10,735	5,185	11,500	5,200	5,200	(6,300)	10,000	10,000	(1,500)	-13.04%
Riverview Center Rentals	20,070	15,240	22,000	15,300	15,300	(6,700)	20,000	20,000	(2,000)	-9.09%
Dog Park Permits	0	5,785	4,500	6,700	6,700	2,200	6,700	6,700	2,200	48.89%
Maintenance Fees	785	235	700	100	100	(600)	100	100	(600)	-85.71%
Equipment/Miscellaneous Sales	93	300	200	0	0	(200)	0	0	(200)	-100.00%
Concession Commission	1,211	343	900	400	400	(500)	700	700	(200)	-22.22%
Reimbursement of Damages	3,158	1,878	0	0	28,500	28,500	0	0	0	
Donations	11,335	500	0	0	0	0	0	0	0	
Iowa DNR Tree Grant	12,081	0	0	0	0	0	0	0	0	
Iowa DNR Tree Sales	5,475	0	0	0	0	0	0	0	0	
Other	841	36	0	0	0	0	0	0	0	
Transfers In										
Administration Fees	24,400	26,100	26,900	26,900	26,900	0	27,700	27,700	800	2.97%
Subtotal	\$ 99,524	\$ 64,352	\$ 76,200	\$ 63,600	\$ 92,100	\$ 15,900	\$ 74,200	\$ 74,200	\$ (2,000)	-2.62%
Kent Stein Park										
Maintenance Fees (Inc. Bruner Field)	\$ 27,112	\$ 17,983	\$ 21,000	\$ 19,000	\$ 19,000	\$ (2,000)	\$ 19,000	\$ 19,000	\$ (2,000)	-9.52%
Commission on Concessions	4,237	3,045	6,500	3,000	3,000	(3,500)	3,000	3,000	(3,500)	-53.85%
Mowing Reimbursement - Housing	7,250	7,500	7,500	7,500	7,500	200	7,500	7,500	200	2.74%
Storage Building Rental	800	1,200	1,200	1,200	1,200	0	1,200	1,200	0	0.00%
Insurance Reimbursements	6,133	0	0	0	0	0	0	0	0	
Other	645	0	0	0	0	0	0	0	0	
Subtotal	\$ 46,177	\$ 29,728	\$ 36,000	\$ 30,700	\$ 30,700	\$ (5,300)	\$ 30,700	\$ 30,700	\$ (5,300)	-14.72%
Soccer Complex Operations										
Maintenance Fees	\$ 32,978	\$ 25,148	\$ 36,500	\$ 29,000	\$ 29,000	\$ (7,500)	\$ 29,000	\$ 29,000	\$ (7,500)	-20.55%
Commission on Concessions	6,229	3,083	6,500	3,100	3,100	(3,400)	3,100	3,100	(3,400)	-52.31%
Insurance Reimbursements	18,102	0	0	0	0	0	0	0	0	
Other	40	89	0	0	0	0	0	0	0	
Subtotal	\$ 57,349	\$ 28,320	\$ 43,000	\$ 32,100	\$ 32,100	\$ (10,900)	\$ 32,100	\$ 32,100	\$ (10,900)	-25.35%
Recreation										
Entry Fees/Admissions	\$ 1,070	\$ 775	\$ 1,400	\$ 1,400	\$ 1,400	\$ 0	\$ 1,400	\$ 1,400	\$ 0	0.00%
Lessons	34,975	31,691	36,000	36,000	36,000	0	36,000	36,000	0	0.00%
League and Tournament Fees	6,390	6,610	6,800	6,800	6,800	0	6,800	6,800	0	0.00%
Sales Tax	450	455	500	500	500	0	500	500	0	0.00%
Commissions	0	512	500	500	500	0	500	500	0	0.00%
Donations	2,056	1,315	1,300	1,300	1,300	0	1,300	1,300	0	0.00%
Other	1,020	88	300	300	300	0	300	300	0	0.00%
Subtotal	\$ 45,961	\$ 41,445	\$ 46,800	\$ 46,800	\$ 46,800	\$ -	\$ 46,800	\$ 46,800	\$ 0	0.00%

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Aquatic Center										
Admissions	\$ 87,391	\$ 74,313	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	\$ 88,000	\$ 88,000	\$ 0	0.00%
Season Passes	11,785	9,740	13,000	12,000	(1,000)		12,000	12,000	(1,000)	-7.69%
Lessons	9,375	10,954	9,500	12,000	2,500		12,000	12,000	2,500	26.32%
Group Sales	20,093	17,590	20,000	19,000	(1,000)		19,000	19,000	(1,000)	-5.00%
Room Rental	850	250	800	800	0		800	800	0	0.00%
Locker Rental	502	398	500	500	0		500	500	0	0.00%
Commission on Concessions	5,603	3,695	6,000	4,200	(1,800)		4,200	4,200	(1,800)	-30.00%
Miscellaneous Sales	246	180	300	200	(100)		200	200	(100)	-33.33%
Other	117	90	500	100	(400)		100	100	(400)	-80.00%
Subtotal	\$ 135,962	\$ 117,210	\$ 138,600	\$ 136,800	\$ (1,800)	\$ (1,800)	\$ 136,800	\$ 136,800	\$ (1,800)	-1.30%
Subtotal - Parks and Recreation	\$ 384,973	\$ 281,056	\$ 340,600	\$ 338,500	\$ (2,100)	\$ (2,100)	\$ 320,600	\$ 320,600	\$ (20,000)	-5.87%
Library Revenues										
Fines and Charges	\$ 9,458	\$ 8,531	\$ 10,000	\$ 7,000	\$ (3,000)		\$ 7,000	\$ 7,000	\$ (3,000)	-30.00%
County Contributions	118,099	120,489	122,900	123,500	600		123,500	123,500	600	0.49%
Illinois Contracts	10,594	10,901	11,100	11,200	100		11,500	11,500	400	3.60%
Printing Charges	3,823	3,228	3,000	3,200	200		3,200	3,200	200	6.67%
Other	109	38	100	100	0		100	100	0	
Subtotal	\$ 142,083	\$ 143,187	\$ 147,100	\$ 145,000	\$ (2,100)	\$ (2,100)	\$ 145,300	\$ 145,300	\$ (1,800)	-1.22%
Art Center Revenues										
Building Rentals	\$ 415	\$ 190	\$ 1,000	\$ 400	\$ (600)		\$ 400	\$ 400	\$ (600)	-60.00%
Class Fees	4,660	4,715	2,500	3,500	1,000		4,000	4,000	1,500	60.00%
State Grant	10,000	10,000	10,000	10,000	0		10,000	10,000	0	0.00%
Support Foundation Contributions	20,501	21,837	23,500	23,700	200		24,000	24,000	500	2.13%
Friends of the Art Center Contributions	20,742	23,305	25,100	25,500	400		26,000	26,000	900	3.59%
Other Contributions	5,000	2,198	2,200	1,000	(1,200)		1,000	1,000	(1,200)	-54.55%
Other	0	1,705	0	300	300		300	300	300	100.00%
State Grant-Other	751	171	300	0	(300)		0	0	(300)	-100.00%
Subtotal	\$ 62,069	\$ 64,120	\$ 64,600	\$ 64,400	\$ (200)	\$ (200)	\$ 65,700	\$ 65,700	\$ 1,100	1.70%
Public Works Services										
Repair and Maintenance Services	\$ 17,198	\$ 16,558	\$ 17,000	\$ 17,000	\$ 0		\$ 17,000	\$ 17,000	\$ 0	0.00%
Rental of Equipment	701	0	200	200	0		200	200	0	0.00%
Sale of Equipment	6,000	0	1,000	1,000	0		1,000	1,000	0	0.00%
Miscellaneous Sales	1,326	2,215	2,500	2,500	0		2,500	2,500	0	0.00%
Reimbursement for Salt	7,938	5,838	4,000	4,000	0		4,000	4,000	0	0.00%
Reimbursement of Damages	10,536	11,557	0	0	0		0	0	0	0.00%
Other	954	2,224	500	5,000	4,500		500	500	0	0.00%
Transfers In:										
Engineering Services	52,643	96,420	122,500	122,500	0		122,500	122,500	0	0.00%
Administrative Fees	66,300	68,300	70,300	70,300	0		72,400	72,400	2,100	2.99%
Subtotal	\$ 163,596	\$ 203,112	\$ 218,000	\$ 222,500	\$ 4,500	\$ 4,500	\$ 220,100	\$ 220,100	\$ 2,100	0.96%

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Police Operations										
Police Grants	\$ 229,351	\$ 291,947	\$ 305,400	\$ 306,800	\$ 306,800	\$ 1,400	\$ 312,800	\$ 312,800	\$ 7,400	2.42%
Court Fines	176,178	169,746	170,000	170,000	170,000	0	170,000	170,000	0	0.00%
Automated Traffic Enforcement Fines	500,746	286,939	500,000	500,000	500,000	0	500,000	500,000	0	0.00%
Parking Violations	25,623	21,317	26,000	22,000	22,000	(4,000)	22,000	22,000	(4,000)	-15.38%
Tobacco Checks/Violations	8,250	3,150	2,000	2,000	2,000	0	2,000	2,000	0	0.00%
Alarm System Charges	3,325	3,700	4,000	3,700	3,700	(300)	3,700	3,700	(300)	-7.50%
Alarm Permits	650	715	600	600	600	0	600	600	0	0.00%
False Alarm Charges	4,425	1,150	3,000	2,000	2,000	(1,000)	2,000	2,000	(1,000)	-33.33%
Police Services Agreement	50,041	52,104	53,300	53,300	53,300	0	54,600	54,600	1,300	2.44%
Animal Ordinance Fees and Fines	2,865	2,160	2,500	2,500	2,500	0	2,500	2,500	0	0.00%
Printing Charges	5,111	4,179	4,500	4,500	4,500	0	4,500	4,500	0	0.00%
Contributions - Mentor Program	5,740	4,029	5,000	6,000	6,000	1,000	5,000	5,000	0	0.00%
Contributions - Tactical Robot	0	0	0	0	48,000	48,000	0	0	0	0.00%
Other Contributions	0	150	0	4,200	4,200	4,200	0	0	0	0.00%
Lease - Public Safety Cell Tower	26,946	26,946	26,900	26,900	26,900	0	26,900	26,900	0	0.00%
Insurance Reimbursements (Hail Storm)	71,069	0	0	0	0	0	0	0	0	0.00%
Sale of Equipment	0	0	0	0	0	0	0	0	0	0.00%
Reimbursements/Miscellaneous Income	47,720	42,677	20,000	35,000	35,000	15,000	20,000	45,000	25,000	125.00%
Subtotal	\$ 1,158,040	\$ 910,908	\$ 1,123,200	\$ 1,139,500	\$ 1,187,500	\$ 64,300	\$ 1,126,600	\$ 1,151,600	\$ 28,400	2.53%
Fire Operations										
Fire Hazmat Agreements	\$ 26,623	26,623	26,600	26,600	26,600	0	26,600	26,600	0	0.00%
Fire Open Burn Permits	1,150	1,225	1,100	1,100	1,100	0	1,100	1,100	0	0.00%
Fire Inspection Fees	14,008	13,555	15,000	15,000	15,000	0	15,000	15,000	0	0.00%
Fire Plan Review Fees	5,153	4,489	4,000	4,000	4,000	0	5,000	5,000	1,000	25.00%
Fire Assessment Fees	300	180	100	300	300	200	200	200	100	100.00%
Confined Space Fees	39,275	39,275	36,000	36,000	36,000	0	36,000	36,000	0	0.00%
Fireworks Fees	2,600	4,200	1,200	1,200	1,200	0	1,200	1,200	0	0.00%
Fire Protection Contracts	19,692	20,167	20,100	20,500	20,500	400	20,500	20,500	400	1.99%
Fire Reports	483	556	400	500	500	100	500	500	100	25.00%
Fire Citations	1,225	1,275	800	800	800	0	800	800	0	0.00%
Alarm Permits	0	1,350	600	600	600	0	600	600	0	0.00%
False Alarm Charges	350	2,600	1,200	1,200	1,200	0	1,200	1,200	0	0.00%
Donations	0	0	0	1,000	1,000	1,000	0	0	0	0.00%
Insurance Reimbursement	4,997	0	0	0	0	0	0	0	0	0.00%
Reimbursement of Expenses/Other	4,279	7,576	2,500	3,500	3,500	1,000	3,500	3,500	1,000	40.00%
Subtotal	\$ 120,135	\$ 123,070	\$ 109,600	\$ 112,300	\$ 112,300	\$ 2,700	\$ 112,200	\$ 112,200	\$ 2,600	2.37%

**General Fund
Revenue Summary**

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin. Revised Estimate 2019/2020	Amount over (under) Budget	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Change from 2019/2020 Budget	Percent Change From 2019/2020 Budget
Other General Revenues										
Interest Income	\$ 53,499	\$ 106,130	\$ 60,000	\$ 60,000	\$ 60,000	\$ 0	\$ 60,000	\$ 60,000	\$ 0	0.00%
Payment in Lieu of Taxes	30,789	31,743	34,000	34,400	34,400	400	34,500	34,500	500	1.47%
Housing Accounting Fees	60,800	62,700	64,600	64,600	64,600	0	66,800	66,800	2,200	3.41%
Housing Management Fee	11,482	10,589	11,500	4,900	4,900	(6,600)	16,300	16,300	4,800	41.74%
Lease - Clark House Cell Towers	10,660	0	0	0	0	0	0	0	0	
Long-Term Lease of Right-of-Way	0	0	0	50,200	50,200	50,200	0	0	0	
ICAP Grant	0	1,000	0	0	0	0	0	0	0	
Other Charges	19,526	18,954	16,200	16,200	16,200	0	16,200	19,000	2,800	17.28%
Transfers In:										
Administrative Fees	377,350	387,600	398,900	398,900	398,900	0	410,800	410,800	11,900	2.98%
Health Insurance Fund (Wellness)	53,358	54,673	62,600	62,900	62,600	0	64,000	64,000	1,400	2.24%
Health Insurance Administrative Fee	3,000	3,000	3,000	3,000	3,000	0	3,000	3,000	0	0.00%
Information Technology Administrative Fee	30,100	31,000	39,000	39,000	39,000	0	41,000	41,000	2,000	5.13%
Communications Admin Fee (Exc. TIF Portion)	46,400	54,000	59,600	59,600	59,600	0	62,800	62,800	3,200	5.37%
Ambulance Enterprise Fund	926,000	1,047,200	1,079,400	1,079,400	1,079,400	0	1,105,200	1,105,200	25,800	2.39%
Ambulance Enterprise Fund - Additional	0	0	116,300	116,300	116,300	0	232,600	232,600	116,300	100.00%
Tax Increment/Economic Dev Admin Fees	142,100	149,966	158,000	158,000	158,000	0	159,000	159,000	1,000	0.63%
Tax Increment Economic Development	38,000	38,000	38,000	38,000	38,000	0	43,000	43,000	5,000	13.16%
Tax Increment - Legal Services	6,800	11,600	6,200	6,200	6,200	0	0	0	(6,200)	-100.00%
Subtotal	\$ 1,809,864	\$ 2,008,155	\$ 2,147,300	\$ 2,191,600	\$ 2,191,300	\$ -44,000	\$ 2,315,200	\$ 2,318,000	\$ 170,700	7.95%
Total	\$ 19,406,504	\$ 19,995,706	\$ 21,134,911	\$ 21,102,643	\$ 21,193,754	\$ 58,843	\$ 21,586,294	\$ 21,668,294	\$ 533,383	2.52%

1. The Employee Benefits levies in recent years have been less than the amount that would have been needed to fund 100% of the cost of General Fund employee benefits. This resulted in the General Fund balance being used for a portion of the cost of employee benefits. This allowed the City to maintain the same overall property tax rate (\$15.67209 per \$1,000 of valuation) in recent years. For the 2019/2020 revised estimate and proposed 2020/2021 budget, the Employee Benefits levy has been set to fund 100% of General Fund employee benefit costs.

**General Fund
Summary of Expenditures**

Function/Activity	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin Revised Estimate 2019/2020	City Admin. Rev. Est. over (under) Budget	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Amount over (under) FY 20 Budget	Percent Change from FY 2020 Budget
General Government										
Mayor and Council	\$ 74,848	\$ 90,814	\$ 112,100	\$ 94,261	\$ 94,300	\$ (17,800)	\$ 95,300	\$ 95,300	\$ (16,800)	-15.0%
Legal Services	182,932	114,945	120,000	120,000	120,000	-	120,000	110,000	(10,000)	-8.3%
City Administrator	389,395	409,928	423,800	614,504	610,200	186,400	438,100	438,100	14,300	3.4%
Human Resources	140,955	195,509	164,900	211,788	251,800	86,900	190,000	175,000	10,100	6.1%
Wellness Program	54,298	55,409	62,600	62,889	62,600	0	64,000	64,000	1,400	2.2%
Finance and Records	611,171	629,091	662,600	667,388	667,400	4,800	687,100	687,100	24,500	3.7%
Information Technology	297,835	320,059	430,500	430,217	430,200	(300)	387,700	387,700	(42,800)	-9.9%
Risk Management	422,023	260,922	316,300	301,804	301,800	(14,500)	317,100	317,100	800	0.3%
Building and Grounds	559,383	668,833	672,400	685,958	681,000	8,600	898,900	699,900	27,500	4.1%
Subtotal	\$ 2,732,840	\$ 2,745,509	\$ 2,965,200	\$ 3,188,809	\$ 3,219,300	\$ 254,100	\$ 3,198,200	\$ 2,974,200	\$ 9,000	0.3%
Public Safety										
Police Operations	\$ 4,776,248	\$ 4,929,108	\$ 5,230,600	\$ 5,136,852	\$ 5,204,900	\$ (25,700)	\$ 5,189,900	\$ 5,134,400	\$ (96,200)	-1.8%
Animal Control	128,152	144,098	155,200	154,766	154,800	(400)	157,500	157,500	2,300	1.5%
Fire Operations	4,291,540		4,705,300	4,616,879	4,612,700	(92,600)	6,011,300	5,161,900	456,600	9.7%
Subtotal	\$ 9,195,940	\$ 9,642,996	\$ 10,091,100	\$ 9,908,497	\$ 9,972,400	\$ (118,700)	\$ 11,358,700	\$ 10,453,800	\$ 362,700	3.6%
Culture and Recreation										
Library	\$ 1,120,700	\$ 1,160,600	\$ 1,160,600	\$ 1,160,600	\$ 1,160,600	\$ 0	\$ 1,170,800	\$ 1,170,800	\$ 10,200	0.9%
Cable Television Operations	32,998	16,787	20,700	19,700	19,700	(1,000)	20,000	20,000	(700)	-3.4%
Art Center	335,703	396,087	412,000	408,819	408,800	(3,200)	424,600	424,600	12,600	3.1%
Park Administration	188,790	197,234	204,500	208,464	209,000	4,500	213,600	214,200	9,700	4.7%
Park Maintenance	736,642	815,974	758,400	811,751	817,000	58,600	923,000	781,200	22,800	3.0%
Kent Stein Park	206,719	202,130	221,100	221,833	227,200	6,100	375,000	235,500	14,400	6.5%
Soccer Complex	202,276	190,388	237,900	240,549	246,600	8,700	309,500	252,000	14,100	5.9%
Aquatic Center	152,238	159,864	213,200	211,795	219,300	6,100	165,500	186,300	(26,900)	-12.6%
Recreation	95,777	103,693	124,800	124,800	125,700	900	129,600	134,000	9,200	7.4%
Cemetery	160,999	171,012	174,900	175,890	178,600	3,700	185,600	183,700	8,800	5.0%
Subtotal	\$ 3,232,842	\$ 3,413,769	\$ 3,528,100	\$ 3,584,201	\$ 3,612,500	\$ 84,400	\$ 3,917,200	\$ 3,602,300	\$ 74,200	2.1%
Health and Social Services										
Economic Well-Being	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	0.0%
Subtotal	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	0.0%

General Fund

Summary of Expenditures

Function/Activity	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Department Revised Estimate 2019/2020	City Admin Revised Estimate 2019/2020	City Admin. Rev. Est. over (under) Budget	Department Budget Request 2020/2021	City Admin. Recommendation Budget 2020/2021	Amount over (under) FY 20 Budget	Percent Change from FY 2020 Budget
Community and Economic Development										
Community Development	\$ 775,799	\$ 809,227	\$ 852,200	\$ 782,925	\$ 782,900	\$ (69,300)	\$ 884,200	\$ 880,600	\$ 28,400	3.3%
Economic Development	154,410	168,498	193,000	201,800	186,800	(6,200)	203,000	188,000	(5,000)	-2.6%
Subtotal	\$ 930,209	\$ 977,725	\$ 1,045,200	\$ 984,725	\$ 969,700	\$ (75,500)	\$ 1,087,200	\$ 1,068,600	\$ 23,400	2.2%
Public Works										
Public Works Administration	\$ 190,681	\$ 199,487	\$ 216,500	\$ 218,267	\$ 218,300	\$ 1,800	\$ 220,000	\$ 217,000	\$ 500	0.2%
Roadway Maintenance	1,533,339	1,496,318	1,581,600	1,598,030	1,593,000	11,400	1,506,900	1,496,100	(85,500)	-5.4%
Traffic Control	178,926	114,593	192,700	190,734	190,700	(2,000)	187,400	187,400	(5,300)	-2.8%
Snow and Ice Control	194,280	512,334	505,000	558,668	558,700	53,700	439,000	439,000	(66,000)	-13.1%
Street Cleaning	174,261	177,737	217,300	201,533	201,300	(15,800)	255,200	255,200	37,900	17.4%
Engineering	165,967	278,357	361,800	356,456	353,900	(7,900)	384,700	420,800	59,000	16.3%
Subtotal	\$ 2,437,454	\$ 2,778,826	\$ 3,074,900	\$ 3,123,688	\$ 3,116,100	\$ 41,200	\$ 2,993,200	\$ 3,015,500	\$ (59,400)	-1.9%
Transfers and Assigned Funding										
Transit System Subsidy	\$ 100,555	\$ 52,386	\$ 52,360	\$ 52,200	\$ 52,200	\$ (160)	\$ 105,849	\$ 113,026	\$ 60,666	115.9%
Airport Subsidy	31,396	28,251	57,900	63,400	63,400	5,500	33,600	33,600	(24,300)	-42.0%
Levee Project Subsidy	60,386	0	0	0	0	0	0	0	0	
Equipment Replacement Allocation	200,000	250,000	200,000	200,000	200,000	0	300,000	300,000	100,000	50.0%
Assigned Funding - Non-Union Merit	0	0	50,000	0	0	(50,000)	50,000	50,000	-	0.0%
Subtotal	\$ 392,337	\$ 330,637	\$ 360,260	\$ 315,600	\$ 315,600	\$ (44,660)	\$ 489,449	\$ 496,626	\$ 136,366	37.9%
Total	\$ 18,976,622	\$ 19,939,462	\$ 21,114,760	\$ 21,155,520	\$ 21,255,600	\$ 140,840	\$ 23,093,949	\$ 21,661,026	\$ 546,266	2.6%

Function:
General Government

Department:
Legislative and Council

Activity:
Mayor and Council

GENERAL INFORMATION

The City Council is the legislative branch of the Muscatine City government. All policy-making decisions affecting City government are determined by the City Council and are adopted by formal ordinance, resolution, or motion. The presiding officer of the City Council is the Mayor. The City Council is responsible for appointing the Boards and Advisory Commissions of the City. There are ten (10) different Boards and Advisory Commissions who assist the City Council in formulating the programs and services provided to the citizens of Muscatine. The City Council hires the City Administrator to carry out the day-to-day administration of the City and to administer and implement the policy directions as adopted by the City Council.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$17,800 less than the original budget primarily due to an \$18,500 reduction in consultant services. This decrease was partially offset by increases totaling \$700 in other line items. The original 2019/2020 budget included funds to participate in the National Citizen Survey (estimated at \$16,000) and it is proposed that this be deferred to a future year. The original budget also included \$17,500 in professional services to update the City Administrator evaluation process. A portion of this cost was charged to the previous fiscal year leaving \$15,000 for this process in the 2019/2020 revised estimate.

The 2020/2021 budget is \$16,800 (15.0%) less than the 2019/2020 budget. The 2020/2021 budget decrease is due to the net effect of a decrease of \$18,500 in consultant services, an \$800 increase in allocated audit costs, a \$600 increase in employee benefit costs, and a \$300 increase in other line items. The 2020/2021 budget includes \$15,000 for continuing a city administrator evaluation process, but does not include funding for the National Citizens Survey. It is proposed that participation in this survey be deferred until the city administrator position has been filled. Audit costs allocated to this budget are budgeted at \$22,300 which is \$600 more than the 2019/2020 budget.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Regular Council Meetings	24	24	24	24	24
In-Depth Meetings	11	11	11	10	11
Budget Meetings	9	8	8	8	8
Other Meetings	2	5	2	2	2
Joint Meetings:					
County Board of Supervisors	0	0	0	0	0

***CITY OF MUSCATINE CORE VALUES,
VISION, AND MISSION***

Core Values

- Integrity
- Respect
- Innovation
- Excellence
- Professionalism
- Customer Service
- Fiscal Responsibility

Vision

Muscatine is a vibrant river community where a rich tradition of community pride and entrepreneurial spirit has created an outstanding environment to live and work. Muscatine values its history, has a strong sense of community, is rich in cultural and economic diversity, and has strong global connections. Muscatine residents, businesses, and its local government are engaged and achieve goals through valued partnerships.

Mission

Provide effective municipal services, excellent customer service, and sound fiscal management that improves quality of life and ensures a sustainable economy.

***OBJECTIVES TO BE ACCOMPLISHED IN
2020/2021 AND FUTURE YEARS***

Ongoing Opportunities

- Develop and implement strategies to grow Muscatine’s population by attracting employees that work in Muscatine to choose to live in Muscatine. Focus on new employees entering the Muscatine workforce.
- Provide programs, services, and projects that support and improve the quality of life for current and future Muscatine residents, and enhance the experience for visitors to Muscatine.
- Ensure that the City has the necessary staff and funding levels to sustain and improve core services while also improving quality of life.
- Promote positive community engagement, positive civil discourse, and community pride.
- Position the City to address potential shortfalls in revenue due to state and federal mandates, work to leverage local funding with grants, work to retain Tax Increment Financing (TIF) as a municipal economic development tool, and continually work towards maintaining or increasing the City’s General Fund balance.

Council and Management Agenda 2020-21

Community and Economic Development

- Promote and market economic development programs.
 - Monitor the City's Urban Renewal and Revitalization Areas (TIF and Tax Abatement)
 - Highway 38-61 Industrial Park/Mixed Use development and infrastructure
- Determine disposition of the "old" library.
- Adopt and implement policies or guidelines on public art and communications on city-owned land and rights-of-way (Public Art Advisory Commission).
- Develop a vision for community gateways.
 - Park Avenue - Bypass to Colorado
 - Grandview Avenue - Dick Drake Way to Houser
 - Highway 22 (East and West)

Housing

- Promote quality housing through the adoption of a revised rental housing code.
- Create a list of vacant properties and identify opportunities and funding for re-use or demolition.
- Identify partnerships to address infill opportunities identified in the Housing Demand Study.
- Review potential for low income assistance for property maintenance (i.e. CDBG).

Programs and Services

- Continue to review and assess Information Technology (IT) security needs.
- Maintain and adapt programs, activities, and facilities to serve all segments of the community (LENA, Sunset Park After-School, Housing Self-Sufficiency Program, Juvenile Diversion Program, free recreation special events, free Art Center programming, etc.).
- Implement sidewalk inspection program targeting safe routes to schools.
- Evaluate and implement replacing Spring Cleanup Week with regularly scheduled bulk pick up days.
- Develop Organics Recovery (food waste) Program (2021).

Marketing, Communication, and Engagement

- Participate with the CVB and Greater Muscatine Chamber of Commerce and Industry (GMCCI) to develop and implement a marketing plan.
- Continue to explore technology based opportunities to improve communications between the City and Muscatine residents.
- Implement and promote the use of calendar year metrics in OpenGov.
- Create social media campaign to promote #hometownmuscatine and/or additional hashtags.
- Encourage citizen participation in Muscatine's future, whether in local government or with any of the other numerous opportunities available.

Continuous Service Improvement (Processes, Technology and Efficiency)

- Pursue organizational effectiveness, efficiency, cooperation, transparency, and customer service.
- Bring technology to the field (drive efficiency).
- Support Continuous Service Improvement (i.e., LEAN initiatives).

Sustainability

- Develop a Sustainable Muscatine program and the associated policies to incorporate community sustainability principles of economic prosperity, environmental integrity and cultural vibrancy into the City Comprehensive Plan.
- Integrate public, private, and non-profit groups as well as individuals to build sustainability practices into planning, budgeting, facilities and operations locally and regionally.

Key Projects, Programs and Placemaking

- Maximize current resources, look for operational efficiencies, focus on preventive and deferred maintenance, and look for “green” initiatives that are feasible and demonstrate long-term benefits.
- Create master plan for the former IDOT maintenance facility for public safety and public works needs.
- Create a storm water management plan for the former IDOT maintenance facility area.
- Implement the CIP with a focus on existing infrastructure.
- Explore, develop, and implement placemaking strategies with a focus on projects to enhance the Muscatine experience for residents and visitors, and attract and retain a quality workforce (aesthetics, pocket parks, native plantings, low maintenance, and appropriate trees).
- Grandview Avenue (2020-21).
- Park Avenue (2020) from Highway 92 bridge to Colorado Street (2020).
- Combined Sewer Overflow (CSO) (Multiple phases through 2028), Phase 4 2018-2020.
- Prioritize and identify partners and funding sources for implementation of Riverfront Master Plan.
- WRRF (Water Resource and Recovery Facility) Waste to Energy Project.
- Reforestation (Grants, CSO, Downtown, Riverfront, Grandview, right-of-ways, Eastern Ash Borer).
- Review and discuss options for city-wide Stormwater and Sewer opportunities.
- Negotiate with multiple partners to determine feasibility of demountable flood wall on the riverfront.
- Mandated redundant force main from Musser Park to WRRF (must be completed by 2026).
- Community needs and feasibility assessment on indoor infrastructure for youth, adult, family, recreation, performing arts, banquet activities, and other programming.
- City Hall HVAC and building envelop plan.

Function:
General Government

Department:
Legislative and Council

Activity:
Mayor and City Council

	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Budget 2019/2020</u>	<u>Revised Estimate 2019/2020</u>	<u>Budget 2020/2021</u>	<u>Percent Change</u>
Expenditure Summary						
Personal Services	\$ 41,322	\$ 41,401	\$ 41,400	\$ 41,800	\$ 42,000	1.45%
Commodities	1,034	844	1,700	1,800	1,800	5.88%
Contractual Services	32,492	50,287	69,000	50,700	51,500	-25.36%
Capital Outlay	-	7,047	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 74,848</u>	<u>\$ 99,579</u>	<u>\$ 112,100</u>	<u>\$ 94,300</u>	<u>\$ 95,300</u>	-14.99%
Funding Sources						
General Revenues	<u>\$ 74,848</u>	<u>\$ 99,579</u>	<u>\$ 112,100</u>	<u>\$ 94,300</u>	<u>\$ 95,300</u>	-14.99%

Personnel Schedule						
	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Budget 2019/2020</u>	<u>Revised Estimate 2019/2020</u>	<u>Budget 2020/2021</u>	<u>Budget Amount 2020/2021</u>
<i>Part Time Positions:</i>						
Mayor	1	1	1	1	1	
Councilmembers	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	
Total	8	8	8	8	8	\$ 37,800
Employee Benefits						<u>4,200</u>
Total Personal Services						<u>\$ 42,000</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT		DEPARTMENT: LEGISLATIVE AND COUNCIL										ACTIVITY: MAYOR AND COUNCIL							
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED	
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021													
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)
PERSONAL SERVICES																			
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	37,802	37,802	37,800	10,177	27,623	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800	37,800
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	3,311	3,319	3,300	893	2,640	3,533	3,600	3,700	3,600	3,700	3,600	3,700	3,700	3,700	3,700	3,700	3,700	3,700
46XXX	INSURANCE	209	280	300	97	331	428	400	500	400	500	500	500	500	500	500	500	500	500
	SUBTOTAL	\$41,322	\$41,401	\$41,400	\$11,167	\$30,594	\$41,761	\$41,800	\$42,000	\$41,800	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
COMMODITIES																			
51XXX	OFFICE SUPPLIES	\$253	\$128	\$250	\$0	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
52XXX	OPERATING SUPPLIES	781	716	1,450	602	948	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$1,034	\$844	\$1,700	\$602	\$1,198	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
CONTRACTUAL SERVICES																			
61XXX	PROFESSIONAL FEES	\$20,013	\$39,455	\$55,000	\$22,750	\$13,950	\$36,700	\$36,700	\$37,300	\$36,700	\$37,300	\$36,700	\$37,300	\$37,300	\$37,300	\$37,300	\$37,300	\$37,300	\$37,300
62XXX	TECHNICAL SERVICES	248	0	400	0	400.00	400	400	400	400	400	400	400	400	400	400	400	400	400
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	1,191	396	2,300	0	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	11,040	10,436	11,300	169	11,131	11,300	11,300	11,500	11,300	11,500	11,300	11,500	11,500	11,500	11,500	11,500	11,500	11,500
	SUBTOTAL	\$32,492	\$50,287	\$69,000	\$22,919	\$27,781	\$50,700	\$50,700	\$51,500	\$50,700	\$51,500	\$50,700	\$51,500						
CAPITAL OUTLAY																			
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	7,047	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$7,047	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$74,846	\$99,579	\$112,100	\$34,688	\$59,573	\$94,261	\$94,300	\$95,300	\$94,300	\$95,300	\$94,300	\$95,300						

Function:
General Government

Department:
Legislative and Council

Activity:
Legal Services

GENERAL INFORMATION

The City Attorney is retained by the City on a part-time basis and paid on an hourly basis. The City's previous long-serving City Attorney retired at the end of October, 2010. After soliciting proposals from interested attorneys, Matt Brick of the Brick Gentry Law Firm was selected to serve as the City Attorney at a rate of \$150 per hour. The part-time City Attorney is available to the City Administrator and City staff on an "as needed" basis for legal assistance.

With the change in City Attorneys, the City's prosecution function was separated from the City Attorney function. The previous City Prosecutor left her position in 2014 and the City entered into an agreement with the County Attorney's office for city prosecutor services effective July 1, 2014 at an annual cost of \$40,000. Having the County Attorney prosecute City cases allowed for a structural change in how these cases are prosecuted and with that change additional court fine revenue is being received by the City.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate for Legal Services of \$120,000 is the same as the original budget. Actual legal costs vary from year to year due to projects and issues that arise. Based on actual legal costs for the first six months of the year, it appears that the original budget will be sufficient for general legal services of the City. Higher legal services costs in prior years have included those for the lawsuit with the Iowa Department of Transportation for ATE (automated traffic enforcement cameras) and other legal services as requested by the City Council and City staff.

The 2020/2021 legal services budget is \$110,000, which is \$10,000 (8.3%) less than the original 2019/2020 budget and the same approximate amount as the actual 2018/2019 legal services costs. Actual legal costs can vary from this estimate since many projects and issues that need legal assistance cannot be anticipated. Legal services costs for capital projects and enterprise funds are charged to those projects or funds. Legal costs for employment-related projects or issues, including union negotiations, are accounted for in the Human Resources budget.

GOAL STATEMENT

To provide legal services per the City Code to insure that all functions of the City are performed on a legal basis in accordance with the City Code, State Statutes, and Federal laws and regulations; to prosecute City Ordinance violations; and defend the City when involved in lawsuits.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
City Attorney (excluding Human Resources legal services) *	2,220	1,807	1,207	1,200	1,200

* City Attorney hours include those charged to capital projects and enterprise funds.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

* To continue to respond to requests for assistance in legal matters by the Mayor, City Council, and City Administrator (all legal services requests are made through the City Administrator).

Function:
General Government

Department:
Legislative and Council

Activity:
Legal Services

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	182,932	106,180	120,000	120,000	110,000	-8.33%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 182,932</u>	<u>\$ 106,180</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ 110,000</u>	-8.33%
Funding Sources						
General Revenues	<u>\$ 182,932</u>	<u>\$ 106,180</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ 110,000</u>	-8.33%

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT		DEPARTMENT: LEGISLATIVE & COUNCIL						ACTIVITY: LEGAL SERVICES			
ACCT NO.	ACCOUNT CLASSIFICATION	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES											
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES											
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES											
61XXX	PROFESSIONAL FEES	\$182,932	\$106,180	\$120,000	\$10,585	\$109,415	\$120,000	\$120,000	\$120,000	\$110,000	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$182,932	\$106,180	\$120,000	\$10,585	\$109,415	\$120,000	\$120,000	\$120,000	\$110,000	\$0
CAPITAL OUTLAY											
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$182,932	\$106,180	\$120,000	\$10,585	\$109,415	\$120,000	\$120,000	\$120,000	\$110,000	\$0

Function:
General Government

Department:
City Administrator

Activity:
City Administrator

GENERAL INFORMATION

The City Administrator is responsible for the overall management and administrative coordination of activities of the City of Muscatine. All departments under the City Council report to and are responsible to the City Administrator. All Council matters from the various departments, boards, and commissions are presented by the City Administrator to the City Council with specific recommendations. Upon approval by the City Council of various programs and policies, it is the responsibility of the City Administrator for their implementation according to Council direction.

The City Administrator is also responsible for the preparation of the annual budget for review and adoption by the City Council. Additionally, the City Administrator interacts with both public and private entities to promote community-based projects.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$186,400 more than the original budget. Personal services costs are \$90,300 more than the original budget primarily due to severance pay to the former city administrator. Professional services also increased by \$97,000 for the contracted services of the Interim City Administrator. The budget assumes a permanent city administrator will not begin until July of the next fiscal year. There were minor adjustments in several other line items which totaled to a \$900 reduction.

The 2020/2021 budget is \$14,300 (3.4%) higher than the original 2019/2020 budget due to increased personal services costs. This budget includes the City Administrator, Communications Manager, and an Administrative Secretary. This budget continues to include \$10,900 for the annual cost of the OpenGov software.

This budget again includes the Communications Manager, which was a position added for the 2015/2016 budget. While 100% of the cost of this position is accounted for in this budget, this position oversees communications in all City departments and transfers from five other funding sources provide 5/6 of the funding for this position. The other funding sources that share equally in the cost of this position are the Water Pollution Control, Refuse Collection, Collection and Drainage, Public Works Administration (Road Use Tax funded), and Tax Increment fund budgets.

GOAL STATEMENT

To improve the service and program capabilities of the City of Muscatine through the effective and efficient forecasting and planning of financial, manpower, and material needs of the City; to assist the City Council in developing the City needs in services and programs; to implement such services and programs established by the City Council through continual evaluation of the organizational structure of the City.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
City Council Agenda Items Presented	351	343	396	350	350
Staff Meetings Held	23	23	23	23	23
Greater Muscatine Chamber of Commerce and Industry (GMCCI) Board Meetings	5	5	2	5	5
Quad City Area Managers Meetings (Bi-State)	5	5	5	5	5
State Association Meetings (IaCMA)	1	1	1	1	1
International City/County Management Association (ICMA)	1	1	1	1	1
Municipal Management Institute (IMMI)	1	1	1	1	1
Municipal Attorneys Association (IMAA)	1	1	1	1	1
League of Cities (Board, Committees, Mid-Sized Cities, Annual and Special Meetings)	4	4	2	2	2
GMCCI Committee Meetings	6	18	3	0	0

Communications Metrics

	2017 January 1- December 31, 2017	2018 January 1- December 31, 2018	2019 January 1 – December 31, 2019	2020 Estimated
City of Muscatine				
Facebook Page Likes	4,695	5,715	6,782	7,700
Facebook Average Weekly Reach	27,436	27,542	31,565	35,000
Twitter Followers	1,169	1,300	1,419	1,600
Twitter Average Weekly Impressions	4,009	4,504	6,655	7,500
Instagram Followers	277	627	1,100	1,700
Instagram Average Weekly Impressions	410	850	3,570	4,500
YouTube Subscriptions	106	137	197	250
YouTube Average Weekly Watch Time	9:18	8:27	11:43	15:00
Linked-In Followers	61	83	126	200

(Continued)	2017 January 1- December 31	2018 January 1- December 31	2019 January 1- December 31	2020 Estimated
Linked-In Average Weekly Impressions	93	75	29	100
Press Releases*	159	203	211	225
Blog Posts	16	11	10	12
Blog Views	4,669	4,797	3,034	6,000
Newsletter Subscribers	427	437	489	500
Newsletters Published	11	10	6	12
OpenGov Visits**	323	229	160	300
Our City Muscatine				
Facebook Page Likes	NA	326	465	600
Facebook Average Weekly Reach	NA	2,142	2,030	2,500
YouTube Subscriptions	NA	3	8	50
YouTube Average Weekly Watch Time	NA	4:02	1:55	10:00

* Does not include rewrites for Parks & Recreation, Police, and Fire.

**Open Gov launched June 2017.

<i>CITY OF MUSCATINE CORE VALUES, VISION, AND MISSION</i>
--

Core Values

- Integrity
- Respect
- Innovation
- Excellence
- Professionalism
- Customer Service
- Fiscal Responsibility

Vision

Muscatine is a vibrant river community where a rich tradition of community pride and entrepreneurial spirit has created an outstanding environment to live and work. Muscatine values its history, has a strong sense of community, is rich in cultural and economic diversity, and has strong global connections. Muscatine residents, businesses, and its local government are engaged and achieve goals through valued partnerships.

Mission

Provide effective municipal services, excellent customer service, and sound fiscal management that improves quality of life and ensures a sustainable economy.

<p><i>OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021 AND FUTURE YEARS</i></p>
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Ongoing Opportunities

- Develop and implement strategies to grow Muscatine’s population by attracting employees that work in Muscatine to choose to live in Muscatine. Focus on new employees entering the Muscatine workforce.
- Provide programs, services, and projects that support and improve the quality of life for current and future Muscatine residents, and enhance the experience for visitors to Muscatine.
- Ensure that the City has the necessary staff and funding levels to sustain and improve core services while also improving quality of life.
- Promote positive community engagement, positive civil discourse, and community pride.
- Position the City to address potential shortfalls in revenue due to state and federal mandates, work to leverage local funding with grants, work to retain Tax Increment Financing (TIF) as a municipal economic development tool, and continually work towards maintaining or increasing the City’s General Fund balance.

Council and Management Agenda 2020-21

Community and Economic Development

- Promote and market economic development programs.
 - Monitor the City’s Urban Renewal and Revitalization Areas (TIF and Tax Abatement)
 - Highway 38-61 Industrial Park/Mixed Use development and infrastructure
- Determine disposition of the “old” library.
- Adopt and implement policies or guidelines on public art and communications on city-owned land and rights-of-way (Public Art Advisory Commission).
- Develop a vision for community gateways.
 - Park Avenue - Bypass to Colorado
 - Grandview Avenue - Dick Drake Way to Houser
 - Highway 22 (East and West)

Housing

- Promote quality housing through the adoption of a revised rental housing code.
- Create a list of vacant properties and identify opportunities and funding for re-use or demolition.
- Identify partnerships to address infill opportunities identified in the Housing Demand Study.
- Review potential for low income assistance for property maintenance (i.e. CDBG).

Programs and Services

- Continue to review and assess Information Technology (IT) security needs.
- Maintain and adapt programs, activities, and facilities to serve all segments of the community (LENA, Sunset Park After-School, Housing Self-Sufficiency Program, Juvenile Diversion Program, free recreation special events, free Art Center programming, etc.).
- Implement sidewalk inspection program targeting safe routes to schools.
- Evaluate and implement replacing Spring Cleanup Week with regularly scheduled bulk pick up days.
- Develop Organics Recovery (food waste) Program (2021).

Marketing, Communication, and Engagement

- Participate with the CVB and Greater Muscatine Chamber of Commerce and Industry (GMCCI) to develop and implement a marketing plan.
- Continue to explore technology based opportunities to improve communications between the City and Muscatine residents.
- Implement and promote the use of calendar year metrics in OpenGov.
- Create social media campaign to promote #hometownmuscatine and/or additional hashtags.
- Encourage citizen participation in Muscatine's future, whether in local government or with any of the other numerous opportunities available.

Continuous Service Improvement (Processes, Technology and Efficiency)

- Pursue organizational effectiveness, efficiency, cooperation, transparency, and customer service.
- Bring technology to the field (drive efficiency).
- Support Continuous Service Improvement (i.e., LEAN initiatives).

Sustainability

- Develop a Sustainable Muscatine program and the associated policies to incorporate community sustainability principles of economic prosperity, environmental integrity and cultural vibrancy into the City Comprehensive Plan.
- Integrate public, private, and non-profit groups as well as individuals to build sustainability practices into planning, budgeting, facilities and operations locally and regionally.

Key Projects, Programs and Placemaking

- Maximize current resources, look for operational efficiencies, focus on preventive and deferred maintenance, and look for "green" initiatives that are feasible and demonstrate long-term benefits.
- Create master plan for the former IDOT maintenance facility for public safety and public works needs.
- Create a storm water management plan for the former IDOT maintenance facility area.
- Implement the CIP with a focus on existing infrastructure.

- Explore, develop, and implement placemaking strategies with a focus on projects to enhance the Muscatine experience for residents and visitors, and attract and retain a quality workforce (aesthetics, pocket parks, native plantings, low maintenance, and appropriate trees).
- Grandview Avenue (2020-21).
- Park Avenue (2020) from Highway 92 bridge to Colorado Street (2020).
- Combined Sewer Overflow (CSO) (Multiple phases through 2028), Phase 4 2018-2020.
- Prioritize and identify partners and funding sources for implementation of Riverfront Master Plan.
- WRRF (Water Resource and Recovery Facility) Waste to Energy Project.
- Reforestation (Grants, CSO, Downtown, Riverfront, Grandview, right-of-ways, Eastern Ash Borer).
- Review and discuss options for city-wide Stormwater and Sewer opportunities.
- Negotiate with multiple partners to determine feasibility of demountable flood wall on the riverfront.
- Mandated redundant force main from Musser Park to WRRF (must be completed by 2026).
- Community needs and feasibility assessment on indoor infrastructure for youth, adult, family, recreation, performing arts, banquet activities, and other programing.
- City Hall HVAC and building envelop plan.

Function:
General Government

Department:
City Administrator

Activity:
City Administrator

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 355,480	\$ 370,978	\$ 385,300	\$ 475,600	\$ 400,800	4.02%
Commodities	3,855	3,175	3,400	4,000	3,400	0.00%
Contractual Services	16,435	26,314	35,100	130,600	33,900	-3.42%
Capital Outlay	13,625	9,461	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 389,395</u>	<u>\$ 409,928</u>	<u>\$ 423,800</u>	<u>\$ 610,200</u>	<u>\$ 438,100</u>	3.37%
Funding Sources						
Funding Transfers for Communications Manager	\$ 58,000	\$ 54,000	\$ 74,500	\$ 74,500	\$ 78,500	5.37%
General Revenues	<u>331,395</u>	<u>355,928</u>	<u>349,300</u>	<u>535,700</u>	<u>359,600</u>	2.95%
Total	<u>\$ 389,395</u>	<u>\$ 409,928</u>	<u>\$ 423,800</u>	<u>\$ 610,200</u>	<u>\$ 438,100</u>	3.37%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions:</i>						
City Administrator	1.00	1.00	1.00	1.00	1.00	
Communications Manager	1.00	1.00	1.00	1.00	1.00	
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time	3.00	3.00	3.00	3.00	3.00	\$ 289,400
Employee Benefits						<u>111,400</u>
Total Personal Services						<u>\$ 400,800</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT										DEPARTMENT: CITY ADMINISTRATOR										ACTIVITY: CITY ADMINISTRATOR									
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021						
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$256,217		\$266,635	\$277,200	\$69,586	\$328,375	397,961	\$382,300	\$289,400	\$289,400	\$289,400	\$0	0	0	0	0	0	0	0	0	0	0	0	0				
42XXX	PART TIME SALARIES & WAGES	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
43XXX	OVERTIME SALARIES & WAGES	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
44XXX	OTHER SALARIES & WAGES	546		312	400	91	215	306	300	200	200	200	0	0	0	0	0	0	0	0	0	0	0	0	0				
45XXX	PENSION & RETIREMENT	41,863		44,429	47,600	12,310	23,582	35,892	32,600	49,100	49,100	49,100	0	0	0	0	0	0	0	0	0	0	0	0	0				
46XXX	INSURANCE	56,854		59,602	60,100	16,155	45,390	61,545	60,400	62,100	62,100	62,100	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$355,480		\$370,978	\$385,300	\$98,142	\$397,562	\$495,704	\$475,600	\$400,800	\$400,800	\$400,800	\$0																
COMMODITIES																													
51XXX	OFFICE SUPPLIES	\$3,195		\$2,968	\$2,600	\$851	\$1,749	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$0	0	0	0	0	0	0	0	0	0	0	0	0				
52XXX	OPERATING SUPPLIES	660		207	800	211	1,189	1,400	1,400	800	800	800	0	0	0	0	0	0	0	0	0	0	0	0	0				
53XXX	REPAIR & MAINTENANCE SUPPLIES	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$3,855		\$3,175	\$3,400	\$1,062	\$2,938	\$4,000	\$4,000	\$3,400	\$3,400	\$3,400	\$0																
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$572		\$10,925	\$14,900	\$0	\$111,900	\$111,900	\$111,900	\$14,900	\$14,900	\$14,900	\$0	0	0	0	0	0	0	0	0	0	0	0	0				
62XXX	TECHNICAL SERVICES	319		192	1,100	52	1,048	1,100	1,100	1,100	1,100	1,100	0	0	0	0	0	0	0	0	0	0	0	0	0				
63XXX	RENTALS	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
64XXX	TRAVEL AND EDUCATION	11,194		10,794	13,000	2,436	10,564	13,000	12,800	13,000	13,000	13,000	0	0	0	0	0	0	0	0	0	0	0	0	0				
65XXX	COMMUNICATIONS & UTILITIES	1,830		1,920	2,100	530	1,570	2,100	2,100	2,100	2,100	2,100	0	0	0	0	0	0	0	0	0	0	0	0	0				
66XXX	INSURANCE	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
67XXX	REPAIR & MAINTENANCE SERVICES	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
68XXX	AID TO AGENCIES	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
69XXX	MISCELLANEOUS	2,520		2,483	4,000	8,543	(5,843)	2,700	2,700	2,800	2,800	2,800	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$16,435		\$26,314	\$35,100	\$11,561	\$119,239	\$130,800	\$130,600	\$33,900	\$33,900	\$33,900	\$0																
CAPITAL OUTLAY																													
71XXX	LAND	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0	0	0	0	0	0	0	0	0	0				
72XXX	BUILDINGS	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
73XXX	IMPROVEMENTS	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
74XXX	EQUIPMENT	13,625		9,461	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$13,625		\$9,461	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																
9XXXX	TRANSFERS	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	0	0	0	0	0	0	0	0	0	0	0				
	TOTAL EXPENDITURES	\$389,395		\$409,928	\$423,800	\$110,765	\$519,739	\$630,504	\$610,200	\$438,100	\$438,100	\$438,100	\$0																

Function:
General Government

Department:
City Administrator

Activity:
Human Resources

GENERAL INFORMATION

The Human Resources division consists of an allocation of 75% of the Human Resources Manager position and a 50% allocation of the Office Assistant position. The other 25% of the Human Resources Manager position is included in the Risk Management activity budget. The Human Resources division is responsible for the development of a uniform program for all City departments in the areas of hiring, training, risk management, and other personnel related issues. This division also assists departments with the administration of labor contracts and personnel guidelines. The City operates under the Iowa Civil Service Code, which encompasses all employees except department heads, supervisors, confidential and library employees, and part-time employees as specified by the State Code.

Continued updating of the City's Equal Employment Opportunity Plan and Employee Personnel Manual, as well as the sponsoring of workshops and training sessions are responsibilities of the Human Resources Manager. The Human Resources Manager also serves as secretary to the Civil Service Commission and assists the Commission with the implementation of the State Code on Civil Service requirements.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is over the original budget by \$86,900 primarily due to increased professional services costs. Labor attorney costs are estimated to exceed the original budget by \$60,000 due to a number of personnel issues during the year. This increase also includes legal fees for negotiation of the Fire union contract. At the time the 2019/2020 budget was prepared multi-year agreements were anticipated to be reached with all three of the City's bargaining units. Five-year agreements were reached with the Police and Blue/White bargaining units; however, only a one-year agreement was reached with the Fire union. The professional services increase also includes an estimated \$30,000 for a search firm for the hiring of a new city administrator. The professional services increase was partially offset by reductions totaling \$3,100 in other line items.

The 2020/2021 budget is \$10,100 (6.1%) more than the original 2019/2020 budget. This overall increase is due to (1) a \$5,100 increase in personal services costs, and (2) a \$5,000 increase in labor attorney costs. This budget continues to include funds for City-wide employee training.

GOAL STATEMENT

To provide centralized human resources services and technical assistance to City departments and staff, Commissions, City employees, and applicants in an efficient and timely manner, and to maintain and process accurate records and information pertaining to employment related activities and commission actions.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Full-time Positions Hired	18	13	16	20	15
Permanent Part-time Positions Hired	10	7	17	10	10
Retirements	8	6	10	12	10
Personnel Actions Processed	418	358	439	400	400
Employment Applications Received	420	233	393	350	350
Civil Service Examinations Administered	10	9	9	10	10
Employee Training Programs	3	10	5	5	5
Civil Service Commission Meetings	3	4	4	4	4

RECENT ACCOMPLISHMENTS

Human Resources is responsible for all HR related issues throughout the City and assists departments with posting open positions, accepting applications, helping to screen applications, scheduling and giving Civil Service tests, assisting in coordinating interviews (and sometimes participating), scheduling pre-employment physicals, and conducting payroll sign up.

Issues related to discipline and discharge also filter through the HR department. The level of involvement in this depends on the seriousness of the issue; but HR assists in review of the issues, helps write discipline notices (as needed), and facilitates any follow up processes such as the Civil Service appeal process.

Other responsibilities of this department include coordination of City-wide training such as sexual harassment training, customer service training, and other topics as needed/requested by departments. The department also assists with individual departmental training. During the past year, as an example, the HR Manager worked closely with Fire department staff on leadership and team building training.

Questions about employment policy and union contract language interpretation and application are handled in HR. All benefit enrollment, changes, and requests for assistance from employees are also handled by HR staff. The HR staff process all action forms for personnel changes, with the exception of those for seasonal employees. This includes input for new hires, terminations, promotions, reclassifications, and scheduled pay increases.

The HR department maintains the personnel files for all employees, answers requests for employment verification, handles unemployment claims, COBRA requirements, requests for FMLA leave, long-term disability claims, and other similar matters.

Human Resources also functions as the main contact for all union negotiations, works closely with the City's legal counsel, attends all negotiation sessions, communicates on negotiation topics with affected departments, Finance, the City Administrator, and the City Council. The department is currently engaged in negotiations with the fire fighter's bargaining unit.

The employee handbook is written and distributed to all employees by the HR staff. Responsibility for the administrative manual updates, Civil Service Handbook, and general safety policies also fall to the HR department.

The Human Resources department handles many of the City's risk management activities as well as HR functions. Risk management activities are further discussed in the narrative of the Risk Management budget.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue efforts for consistent and meaningful training; ensure opportunities for all employees to receive training and updates at regular intervals. **(Council and Management Continuous Service Improvement Goal)**
- To conduct a review and update of non-union employee job descriptions. **(Council and Management Continuous Service Improvement Goal)**
- To conduct a compensation survey. **(Council and Management Continuous Service Improvement Goal)**
- To continue efforts to implement Continuous Service Improvements. **(Council and Management Continuous Service Improvement Goal)**

Function:
General Government

Department:
City Administrator

Activity:
Human Resources

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 117,592	\$ 119,487	\$ 124,200	\$ 124,100	\$ 129,300	4.11%
Commodities	278	458	1,400	1,400	1,400	0.00%
Contractual Services	23,085	75,564	39,300	126,300	44,300	12.72%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 140,955</u>	<u>\$ 195,509</u>	<u>\$ 164,900</u>	<u>\$ 251,800</u>	<u>\$ 175,000</u>	6.12%
Funding Sources						
General Revenues	<u>\$ 140,955</u>	<u>\$ 195,509</u>	<u>\$ 164,900</u>	<u>\$ 251,800</u>	<u>\$ 175,000</u>	6.12%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Position Allocations:</i>						
Human Resources Manager	0.75	0.75	0.75	0.75	0.75	
Office Assistant	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	
Total	1.25	1.25	1.25	1.25	1.25	\$ 93,400
Employee Benefits						<u>35,900</u>
Total Personal Services						<u>\$ 129,300</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT										DEPARTMENT: CITY ADMINISTRATOR				ACTIVITY: HUMAN RESOURCES					
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR		BUDGET FISCAL YEAR		FIRST 3 MOS FISCAL YEAR		LAST 9 MOS FISCAL YEAR		ESTIMATE FISCAL YEAR		CITY ADMIN ESTIMATE FISCAL YEAR		BUDGET REQUEST FISCAL YEAR		CITY ADMIN REVISION FISCAL YEAR		APPROVED BUDGET	
		2017/2018	2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)								
PERSONAL SERVICES																			
41XXX	REGULAR SALARIES & WAGES	\$83,150	\$86,620	\$90,000	\$22,550	\$67,608	90,158	\$90,100	\$93,400	\$93,400	\$93,400								
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0								
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0								
44XXX	OTHER SALARIES & WAGES	468	468	500	137	332	469	500	500	500	500								
45XXX	PENSION & RETIREMENT	13,479	14,529	15,500	3,763	11,611	15,374	15,400	16,100	16,100	16,100								
46XXX	INSURANCE	20,495	17,870	18,200	4,606	13,481	18,087	18,100	19,300	19,300	19,300								
	SUBTOTAL	\$117,592	\$119,487	\$124,200	\$31,056	\$93,032	\$124,088	\$124,100	\$129,300	\$129,300	\$129,300								
COMMODITIES																			
51XXX	OFFICE SUPPLIES	\$240	\$441	\$1,200	\$53	\$1,147	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200								
52XXX	OPERATING SUPPLIES	38	17	200	0	200	200	200	200	200	200								
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0								
	SUBTOTAL	\$278	\$458	\$1,400	\$53	\$1,347	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400								
CONTRACTUAL SERVICES																			
61XXX	PROFESSIONAL FEES	\$14,831	\$64,485	\$19,500	\$17,574	\$49,626	\$67,200	\$107,200	\$40,000	\$40,000	\$25,000								
62XXX	TECHNICAL SERVICES	359	308	1,100	75	825	900	900	1,100	1,100	1,100								
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0								
64XXX	TRAVEL AND EDUCATION	2,705	8,467	12,600	1,540	11,060	12,600	12,600	12,600	12,600	12,600								
65XXX	COMMUNICATIONS & UTILITIES	4,061	1,875	4,400	363	4,037	4,400	4,400	4,400	4,400	4,400								
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0								
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0								
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0								
69XXX	MISCELLANEOUS	1,129	429	1,700	0	1,200	1,200	1,200	1,200	1,200	1,200								
	SUBTOTAL	\$23,085	\$75,564	\$39,300	\$19,552	\$66,748	\$86,300	\$126,300	\$59,300	\$59,300	\$44,300								
CAPITAL OUTLAY																			
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0								
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0								
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0								
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0								
	TOTAL EXPENDITURES	\$140,955	\$195,509	\$164,900	\$50,661	\$161,127	\$211,788	\$251,800	\$190,000	\$190,000	\$175,000								

Function:
General Government

Department:
Parks and Recreation

Activity:
Wellness Program

GENERAL INFORMATION

The City's Employee Wellness Program has been funded annually from the City's Health Insurance Fund. Wellness program activities vary a great deal and have included blood screening, physical fitness evaluations, flu shots, recreational activities, and alcohol and drug awareness programs. All full-time and part-time employees are eligible to participate. Spouses are also encouraged to participate. Other programs initiated by the Wellness Program include Smoke Stoppers, Weight Watchers, personal safety classes, stress management, and other health-related seminars and clinics. An ongoing emphasis of the wellness program is to promote a healthy lifestyle for employees and their families.

The program also provides ongoing employee blood pressure screenings as well as the Employee Fitness Scholarship program. This particular program offers partial reimbursement to employees who participate in local fitness centers.

CURRENT TRENDS AND ISSUES

Responsibility for the Wellness Program has been assigned to the Parks and Recreation department. The Program Supervisor is currently leading this program with the assistance of other Parks staff. One-half of the Parks Office Coordinator position is charged to this budget which represents time spent on this program by various park staff. The Wellness Program is also coordinated with Human Resources staff in order to develop and implement employee safety programs as well as providing traditional Wellness programs. Participation in the wellness program continues to elicit positive feedback from employees.

The revised estimate for 2019/2020 is the same as the original budget. The budget for 2020/2021 is \$1,400 (2.2%) more than the 2019/2020 budget due to increased personal services costs. The budget for 2020/2021 continues the wellness and health screening programs currently offered through the Wellness program and the Wellmark Wellness Incentive Program. This program gives participants the opportunity to track their daily wellness activities and earn points for specific activities. Accumulated points can then be redeemed for incentive prizes.

GOAL STATEMENT

To provide City of Muscatine employees and spouses with the knowledge necessary to help them become the best they can be physically and emotionally as individuals and as employees of the City, as part of the City's continued effort to improve employee efficiency and productivity.

PERFORMANCE MEASURES

	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Employee Wellness Opportunities	11	11	10	12	12
Employee Wellness Participants	324	290	234	300	315
Employee Assistance Program Participation Levels	6.43%	6.48%	8.04%	9%	10%
Condition Support Program (previously called Disease Management Program) Participants	41	47	59	65	70

RECENT ACCOMPLISHMENTS

Employee wellness continues to be important to City employees as demonstrated through their participation and continued interest in the wellness offerings as follows:

	THRIVE	Flu Shots	Wellness Screenings	Weight Loss programs	Hearing Tests	Walk the Big Muddy	Wellness Scholarships	Turkey Trot
Participants	41	81	55	18	25	2	9	3

The Wellness Screenings Program continues to be one of the most popular programs offered through the Wellness Program. Employees and their spouses receive exams and consultations that give them the information they need to make proactive choices to positively impact their health. The data compiled from these Wellness Screenings was provided to staff by Trinity/Unity Point representatives. The information was used to better understand employee demographics and their biometrics, which assisted staff in the restructuring of the THRIVE Wellness Program.

The restructuring of the THRIVE program proved a successful venture for the Wellness Program. The Program Supervisor, along with Human Resources, held in-person meetings and quarterly conference calls with the Trinity/Unity Point representatives to determine relevant activities and a new website structure. The ultimate goals were to increase participation by lessening the quantity and improving the quality of activities to create a more impactful THRIVE program; utilizing the site features to promote ease and enjoyment of participating; and overhauling the incentive structure to make participating more attractive to employees.

Several features were incorporated into the Wellmark Wellness Center which is coupled with the THRIVE program. “Doctor on Demand” telehealth conferencing can be found in the Wellness Center, which gives employees and their families the opportunity to connect face-to-face with a board-certified doctor from a smartphone, tablet, or computer from the comfort of their own home. THRIVE online health coaching helps employees set goals and track their progress in several health categories including exercise, eating better, losing weight, stress management, feeling happier, and smoking cessation.

The Wellness Program has continued to explore incorporating weight loss programs and “Walk the Big Muddy” into the Wellness Center to utilize technological features such as fitness device syncing to more easily track and increase participation.

Competitive bids were solicited from interested pharmacies for the City Employee Flu Shot Clinic. Staff was able to work with the low bidder to ensure costs were less than insurance costs would be from a direct care provider. The use of vouchers ensured that every employee had the opportunity to get vaccinated at their convenience.

Wellness scholarships continue to be offered to employees in the form of fitness reimbursements. Employees are encouraged to become a member at a fitness establishment of their choice. Participants receive a scholarship to cover a portion of their fitness memberships at the time of enrollment, and another scholarship every six months thereafter with a log detailing at least 36 visits to their chosen fitness facility.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue to examine the top four categories of insurance claims and tailor wellness programs and activities to help employees better understand ways to stay healthy and safe. **(Council and Management Continuous Service Improvement Goal)**
- To continue to promote THRIVE, the employee wellness incentive program, by visiting with each department at least once a year and offering one-on-one appointments to help employees sign up and participate.
- To more actively promote participation in Trinity/Unity Point wellness screenings to increase participation by employees and their spouses.
- To develop and offer at least one new wellness program to increase employee participation.
- To meet with the Wellness Committee quarterly to receive feedback on new programs and modifications to current programs, and brainstorming for new wellness programs. **(Council and Management Continuous Service Improvement Goal)**
- To meet with employees to promote the Employee Assistance Program (EAP), the employee counseling program, by visiting with each department at least once a year to educate and remind employees about the program.
- To provide more education and correspondence to employees about the Condition Support Program and how to participate in the program. **(Council and Management Continuous Service Improvement Goal)**

Function:
General Government

Department:
Parks and Recreation

Activity:
Wellness Program

	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Budget 2019/2020</u>	<u>Revised Estimate 2019/2020</u>	<u>Budget 2020/2021</u>	<u>Percent Change</u>
Expenditure Summary						
Personal Services	\$ 35,101	\$ 36,269	\$ 37,400	\$ 37,700	\$ 38,800	3.74%
Commodities	1,705	1,107	2,300	2,000	2,300	0.00%
Contractual Services	17,492	17,333	22,900	22,900	22,900	0.00%
Capital Outlay	-	700	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 54,298</u>	<u>\$ 55,409</u>	<u>\$ 62,600</u>	<u>\$ 62,600</u>	<u>\$ 64,000</u>	2.24%
Funding Sources						
Health Insurance Funds	<u>\$ 54,298</u>	<u>\$ 55,409</u>	<u>\$ 62,600</u>	<u>\$ 62,600</u>	<u>\$ 64,000</u>	2.24%

Personnel Schedule						
	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Budget 2019/2020</u>	<u>Revised Estimate 2019/2020</u>	<u>Budget 2020/2021</u>	<u>Budget Amount 2020/2021</u>
Full Time Position Allocation:						
Office Coordinator	0.50	0.50	0.50	0.50	0.50	\$ 24,500
Employee Benefits						14,300
Total Personal Services						<u>\$ 38,800</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT		DEPARTMENT: PARKS & RECREATION							ACTIVITY: WELLNESS PROGRAM				
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$22,204	\$23,088	\$23,800	\$5,959	\$18,061	\$24,020	\$24,000	\$24,500	\$24,500	\$24,500		
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0		
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0		
44XXX	OTHER SALARIES & WAGES	78	78	100	23	55	78	100	100	100	100		
45XXX	PENSION & RETIREMENT	3,619	3,870	4,100	998	3,096	4,094	4,100	4,200	4,200	4,200		
46XXX	INSURANCE	9,200	9,233	9,400	2,369	7,128	9,497	9,500	10,000	10,000	10,000		
	SUBTOTAL	\$35,101	\$36,269	\$37,400	\$9,349	\$28,340	\$37,689	\$37,700	\$38,800	\$38,800	\$38,800		\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$28	\$16	\$300	\$0	\$300	\$300	\$300	\$300	\$300	\$300		\$0
52XXX	OPERATING SUPPLIES	1,677	1,091	2,000	0	2,000	2,000	1,700	2,000	2,000	2,000		0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0		0
	SUBTOTAL	\$1,705	\$1,107	\$2,300	\$0	\$2,300	\$2,300	\$2,000	\$2,300	\$2,300	\$2,300		\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$17,492	\$17,333	\$22,900	\$2,595	\$20,305	\$22,900	\$22,900	\$22,900	\$22,900	\$22,900		\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0		0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0		0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0		0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0		0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0		0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0		0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0		0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0		0
	SUBTOTAL	\$17,492	\$17,333	\$22,900	\$2,595	\$20,305	\$22,900	\$22,900	\$22,900	\$22,900	\$22,900		\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0		0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0		0
74XXX	EQUIPMENT	0	700	0	0	0	0	0	0	0	0		0
	SUBTOTAL	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
	TOTAL EXPENDITURES	\$54,298	\$55,409	\$62,600	\$11,944	\$50,945	\$62,889	\$62,600	\$64,000	\$64,000	\$64,000		\$0

Function:
General Government

Department:
Finance

Activity:
Finance and Records

GENERAL INFORMATION

The Finance department is responsible for managing all financial operations of the City of Muscatine. The primary function of the department is to maintain the City's financial records in accordance with generally accepted governmental accounting principles and to prepare the necessary financial data for the City Council, boards and commissions, the City Administrator, and department heads. The Finance Director oversees all Finance activities as well as the Information Technology and Parking divisions. Separate budgets are prepared for Information Technology and Parking.

CURRENT TRENDS AND ISSUES

The 2019/2020 Revised Estimate for the Finance department is over the original budget by \$4,800. Personal services costs increased by \$11,800 primarily due to merit increases. This increase was partially offset by a \$6,900 decrease in contractual services and a \$100 decrease in commodities. The decrease in contractual services includes a \$5,700 decrease in election costs and a \$1,100 decrease in copier/printer lease costs under the new lease. The November 2019 election was the first election to include both the City and School Board positions and the election costs were allocated to each entity by the County Auditor. There were increases and decreases in various budget line items in commodities and contractual services, but those amounts remained substantially the same in total.

The 2020/2021 budget is 3.7% (\$24,500) more than the original 2019/2020 budget. This overall increase is due to (1) a \$30,100 increase in employee wage and benefit costs, (2) a \$9,600 decrease since there is no city election in 2020/2021, (3) a \$4,800 increase for the bi-annual OPEB actuarial study, (4) a \$1,400 increase in the annual maintenance costs of the financial software, (5) a \$2,000 decrease in copier/printer lease costs under the new lease, and (6) a \$200 net overall decrease in other line items.

GOAL STATEMENT

Finance - To provide a financial information system which provides City Council, commissions, boards, and staff with pertinent and necessary information in order to make informed decisions.

Records - To provide the City with an accurate and complete set of records which includes all proceedings and actions of the City Council, and to provide an orderly retrieval process for requested information.

Purchasing - To provide a purchasing program for all departments in the City in order to effectively search the marketplace for quality purchases at the lowest possible costs; and to assure that such materials and equipment will assist in performing the activities of the City in an efficient manner.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Finance:					
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Submit Application	Submit Application
GFOA Budget Award	Yes	Yes	Yes	Yes	Submit Application
Moody's Investor Services Bond Rating	Aa2	Aa2	Aa2	Aa2	Aa2
City Vendors Checks Issued (1)	6,101	4,877	4,756	5,100	5,100
City Vendor ACH Payments	194	189	189	190	190
Housing Programs Checks Issued	1,806	1,708	1,657	1,700	1,700
Housing Vendor ACH Payments	517	540	538	540	540
Payroll Checks Issued	2,100	1,983	1,651	1,800	1,800
Payroll Direct Deposit Transactions	7,556	7,312	7,653	7,700	7,700
Accounts Payable Transactions	26,935	25,272	26,771	26,800	26,800
City Receipt Transactions	12,703	13,303	13,963	14,000	14,000
Housing Receipt Transactions	2,406	2,494	2,403	2,500	2,500
Interest Earned	\$209,942	\$423,261	\$788,260	\$500,000	\$500,000
Records:					
Public Documents Recorded	351	343	396	380	380
Council Minutes Prepared	47	44	47	45	45
Notices Published	37	29	51	50	50
Purchasing:					
Purchase Orders Processed	2,479	2,413	2,576	2,700	2,700

1. The higher number of City vendor checks in 2016/2017 was due to 1,112 in traffic camera ticket refund checks issued due to a traffic signal calibration issue.

RECENT ACCOMPLISHMENTS

Awards. The City received GFOA's Distinguished Budget Presentation Award for the 2019/2020 Budget. This was the 35th consecutive year the City received this award. The City was awarded its 28th consecutive Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2018.

FEMA – 2019 Flood. The Finance Director is serving as the Primary Point of Contact (POC) with FEMA for the damages to City facilities and cleanup from the spring 2019 flood (a record of 99 days the Mississippi River was above flood stage). A required FEMA Damage Inventory report was prepared which includes 33 items. The Finance Director is working with our FEMA representatives, department heads, and other staff, to provide the information needed for each of these items. Major items and damages include flood cleanup (staff time, equipment, and supplies are included); removing debris from Mad Creek; Rip Rap replacement from the mouth of Mad Creek to the Harbor; Rip Rap replacement near the 5th Street bridge over Mad Creek; Pearl City Station damages/cleanup; Riverview Center damages/cleanup; damages to the Police Pistol Range; damages to the Courtesy Boat Dock, Transient Boat Dock, Long Dock, Gas Dock, etc.; electrical repairs for

the lights near the Mississippi Harvest sculpture; concrete around the Riverfront Restrooms; fence replacement along the trail near Spillway Lane; and fence replacement from Cedar to Mad Creek.

The City has made several “Mitigation” requests for FEMA to consider which may lessen the impacts from future floods. These include structurally reinforcing the lower floor of Riverview Center, replacing the wood fence along Spillway Lane with a screened chain link fence, and moving the spud poles for the Transient Boat Dock. These projects will be evaluated by FEMA for their eligibility for FEMA Mitigation funding. The Police Range had up to 5 feet of water for an extended period of time resulting in mold and significant other damages. Since the City was required to carry flood insurance on this building, FEMA does not provide any Mitigation or other funding (except the flood insurance deductible). The City has contacted the State to see if any State funding assistance might be available to assist in constructing a new facility on higher ground on the MP&W property. This facility has been flooded multiple times in recent years and it will likely continue to be flooded if the Range remains at its current location.

FEMA requires three quotes (if possible) for all of the damages, maintenance records for each facility damaged, DNR forms for any work impacting waterways, and various other documentation. Finance staff will compile a full list of damages, costs approved for funding, and a summary report of the FEMA, State, and local costs for each project when this information is available. In general, FEMA funding is 75% of the cost of the damage repairs, with 10% State funding, and local funding of 15%.

Community Attraction and Tourism (CAT) Grant – Pearls of Progress Projects. The City received notification on October 12, 2017 that this project had been awarded a \$500,000 grant from the Enhance Iowa Community Attractions and Tourism (CAT) program subject to meeting the local match requirements for the grant by November 30, 2017. The Pearls of Progress project includes four projects: the Musser Public Library and HNI Community Center building renovation, the new West Side Trail, the new Community Dog Park, and the new Deep Lakes Park Cabins (a Muscatine County project). Fund-raising efforts by the Community Improvement Action Team were successful and the CAT grant was officially awarded on November 28, 2017. Finance staff worked with the City Planner to compile documentation of the contributions and pledges for the local match requirement of this grant.

The Musser Public Library and HNI Community Center Renovation project and the Dog Park project have been completed and the Finance department submitted the documentation required to request the CAT grant funds for these two projects. Finance staff also recently sent letters and invoices for the 3rd and final payments to contributors that pledged to make their donations over 3 years.

Landfill Deficit Reduction/Elimination. Finance staff continues to monitor the long-term plan to eliminate the accumulated deficit in the Landfill fund. In the summer of 2010 the Finance Director participated in and prepared financial information for the Chamber Committee appointed to study and evaluate the landfill deficit of over \$2.5 million as of the end of the 2009/2010 fiscal year. Recommendations of the Committee were implemented in October of 2010 which were projected to assist in substantially reducing or eliminating this deficit over the upcoming years.

In 2010/2011 the Landfill deficit was reduced by \$412,000 to \$2,100,612. The deficit reduction for 2011/2012 was \$582,320 to \$1,518,292; in 2012/2013 the deficit was reduced by \$435,957 to \$1,082,335; in 2013/2014 it was further reduced by \$573,309 to \$509,026; and in 2014/2015 the deficit was eliminated and there was a positive balance of \$100,576 in the Landfill fund. The fund balance increased to \$635,191 at the end of the 2015/2016 fiscal year and further increased to \$993,064 at the end of 2016/2017. The next landfill cell was constructed in 2017/2018 at a cost of \$775,007. There were sufficient funds available to construct this cell without an interim loan or deficit balance. This was one of the goals of the long-term plan. The fund

balance at the end of 2017/2018 was \$801,328 and it increased to \$1,305,972 at the end of 2018/2019. This balance is being accumulated to fund any DNR mandated costs that may be needed and to accumulate funds for the construction of the next landfill cell.

Economic Development Incentive Programs (TIF and Tax Abatement). The City approved several new economic development agreements during the past year including:

A TIF rebate agreement with TIF Oak Park for the development of approximately 48 units of multi-residential housing in 16 triplexes for housing affordable to seniors of low and moderate income. The developer is investing approximately \$8.1 million in this project. This is a 15 year, 70% rebate, up to a maximum total of \$497,445.

A TIF rebate agreement with NPSW for the infrastructure for the Arbor Commons new housing development that will include up to 62 new homes. The development agreement provides for up to 3 phases with 10 years of rebates for each phase. The rebate percentage is 75%, which includes a 39.91% LMI (Low and Moderate Income) set-aside amount. The rebate maximum is \$750,000 or the actual cost of the public infrastructure, whichever is lower.

A TIF rebate agreement with Bush Development LLC and Hershey Property LLC for the conversion of the upper floors of the Hershey Building into 25 market rate multi-residential units and the lower floors into commercial/retail space. The developer is investing approximately \$6.6 million in this project. This is a 10 year, 100% rebate, to a maximum total of \$515,000.

The most recent development agreement/TIF rebate agreement was with Musco Sports Lighting, LLC for expansion of their facilities, operations, and workforce in Muscatine. The developer plans to invest approximately \$7 million in this project and create 40-50 new high quality jobs. This is a 10 year, 50% rebate, up to a maximum total of \$515,000.

The recently completed Housing Demand Study demonstrated a need for the new multi-residential housing project, the new housing development, and the conversion of a portion of the Hershey Building into downtown multi-residential units. Finance staff has assisted in projecting TIF proceeds and rebates based on cost estimates from developers.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To submit the City’s budget for consideration for the Distinguished Budget Presentation Award from the Governmental Finance Officers Association (GFOA).
- * To submit the City’s comprehensive annual financial report for consideration for the Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- * To implement Governmental Accounting Standards Board (GASB) Statements as they become effective. The Statements that will be effective for upcoming years are: (1) GASB Statement No. 84, *Fiduciary Activities*, issued January 2017, will be effective for the City beginning with its fiscal year ending June 30, 2020, (2) GASB Statement No. 87, *Leases*, issued June 2017, will be effective for the City beginning with its fiscal year ending June 30, 2021, (3) GASB Statement No. 89, *Accounting for Interest Cost before the End of a Construction Period*, issued June 2018, will be effective for the City beginning with its fiscal year ending June 30, 2021, (4) GASB Statement No. 90, *Majority Equity Interest-An Amendment of GASB Statement No. 14 and No. 61*, issued August 2018, will be effective for the City

beginning with its fiscal year ending June 30, 2020, and (5) GASB Statement No. 91, *Conduit Debt Obligations*, issued May 2019, will be effective for the City beginning with its fiscal year ending June 30, 2022.

- * To assist in determining funding sources for capital projects identified in the Five Year Capital Improvement Plan. Major projects include the remaining phases of the Mississippi Drive Corridor project including the 2nd and Mulberry roundabout and the Grandview Avenue corridor; the 2nd Street Streetscape project; Park Avenue improvements; creating the master plan for the former Iowa Department of Transportation (IDOT) facility for converting this facility into space for the public works, fire, and police departments; completion of phase 4 and the start of phase 5 of the West Hill Sewer Separation project; building and facility deferred maintenance projects; the Water Pollution Control Plant Receiving Station and Waste to Energy projects; and improvements at the Airport. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- * To continue to manage the Enhance Iowa Community Attractions and Tourism (CAT) grant and local match contributions and pledges for the Pearls of Progress project which includes the Musser Public Library and HNI Community Center building renovation (completed), the new West Side Trail, the new Community Dog Park (completed), and the new Deep Lakes Park Cabins. The West Side Trail and Muscatine County project for Cabins at Deep Lakes Park are scheduled to be completed in the 2020 calendar year. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- * To continue to assist in the evaluation of economic development project incentive programs including tax increment financing and tax abatement programs for new or expanding commercial and industrial projects, new housing developments, and rehabilitation of existing housing. **(Council and Management Economic Development Goals)**
- * To continue to monitor and review the long-term financial plan which eliminated the previous accumulated deficit in the landfill fund and assist in efforts to extend the industrial waste contracts which currently have expiration dates of June 30, 2020. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- * To maintain and enhance the OpenGov transparency tool implemented in 2017 with enhancements to include metrics and dashboards for all City departments. **(Council and Management Marketing, Communication, and Engagement Goal)**
- * To review and draft proposed updates to various City policies including the Purchasing Manual, change order policy, and vacation/sick leave policies. **(Council and Management Continuous Service Improvement Goal)**

Function:
General Government

Department:
Finance

Activity:
Finance and Records

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 497,659	\$ 531,067	\$ 550,800	\$ 562,600	\$ 580,900	5.46%
Commodities	9,888	9,643	11,300	11,200	11,200	-0.88%
Contractual Services	102,784	88,381	100,500	93,600	95,000	-5.47%
Capital Outlay	840	-	-	-	-	
Debt Service	-	-	-	-	-	
Total Expenditures	<u>\$ 611,171</u>	<u>\$ 629,091</u>	<u>\$ 662,600</u>	<u>\$ 667,400</u>	<u>\$ 687,100</u>	3.70%
Funding Sources						
Licenses and Permits	\$ 47,416	\$ 47,832	\$ 47,200	\$ 47,300	\$ 47,300	0.21%
Housing Accounting Fees	60,800	62,700	64,600	64,600	66,800	3.41%
General Revenues	<u>502,955</u>	<u>518,559</u>	<u>550,800</u>	<u>555,500</u>	<u>573,000</u>	4.03%
Total Funding Sources	<u>\$ 611,171</u>	<u>\$ 629,091</u>	<u>\$ 662,600</u>	<u>\$ 667,400</u>	<u>\$ 687,100</u>	3.70%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions/Position Allocations:</i>						
Finance Director	0.95	0.95	0.95	0.95	0.95	
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	
Accountant	1.00	1.00	1.00	1.00	1.00	
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	
Account Clerk	1.00	1.00	1.00	1.00	1.00	
Finance Secretary/ Parking Coordinator	0.50	0.50	0.50	0.50	0.50	
Office Assistant	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	
Total Full Time	5.70	5.70	5.70	5.70	5.70	\$ 417,800
Employee Benefits						163,100
Total Personal Services						<u>\$ 580,900</u>

Function:
General Government

Department:
Finance

Activity:
Information Technology

GENERAL INFORMATION

The Information Technology (IT) activity was established for the purpose of accounting for costs relating to the repair, maintenance, and operation of the City computer systems; to keep up with technological advances; and to meet the ongoing needs for employee computer-related training. This activity includes two positions, the Information Technology Manager and a Computer Technician. These individuals are responsible for all of the City's computer systems including the critical Public Safety computer systems.

CURRENT TRENDS AND ISSUES

The original 2019/2020 budget included increases in contractual services, capital outlay, and transfers directly related to enhancing the security and improving the City's computer systems in an effort to reduce the risks for future ransomware or related attacks. This was a priority item in the 2019/2020 budget due to the ransomware attack on the City's computer systems on October 17, 2018. One of the significant items in the 2019/2020 budget was an allocation of \$25,000 for contracted IT staff augmentation. IT staff developed a Request for Proposals (RFP) for the staff augmentation services to ensure it would accomplish the higher level services and systems overview desired including review of advanced IT projects, security audits, training for the City's IT staff, software and security recommendations, and other tasks that the current two-person IT division was not equipped for. The budget also included funding for enhanced malware security software and computer-related capital outlay items.

The revised estimate for 2019/2020 is \$300 less in total than the original budget. Personal services costs in the revised estimate increased by \$3,300 primarily due to a wage adjustment; commodities decreased by \$200; and capital outlay decreased by \$3,400.

The 2020/2021 budget is \$42,800 less than the original 2019/2020 budget. The overall decrease includes (1) an increase of \$9,300 in personal services costs, (2) an increase of \$16,500 in contractual services costs, and (3) a decrease of \$68,600 in capital outlay. The contracted IT staff augmentation services are included in the budget at an estimated cost of \$33,600. The budget also continues funding for the annual costs of the enhanced malware software.

The 2019/2020 budget included an increased transfer of \$50,000 (increased from the previous \$40,000) to the Computer Replacement Fund to fund computer hardware replacements including networking systems in General Fund departments. The 2020/2021 budget continues this \$50,000 allocation. All computer-related purchases are coordinated by the Information Technology Manager. Computer-related purchases in enterprise funds are funded from those funds.

GOAL STATEMENT

To provide maintenance, support, education, and training for the efficient and productive operation of all the computer systems throughout the City organization; to increase the computer literacy of all City employees; and to aggressively pursue using computer technology to enhance communications with the citizens.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Personal Computers Maintained (Includes Tablets beginning in 2015/2016)	247	284	297	300	217*
Network Maintained	4	4	4	4	3
Training Sessions	7	5	8	14	10

* This assumes that the MUSCOM board fully funds a MSP (Managed Service Provider).

RECENT ACCOMPLISHMENTS

Accomplishments by IT staff in the past year include (1) The Envisionware server for the library automation system at the Musser Public Library has been migrated to new hardware; (2) Fully implemented the KnowBe4 system for end user anti-phishing, training, simulation, and reporting. This system was wholly funded as part of the City’s cyber insurance policy; (3) Hershey Manor, Clark House and the Juniper Street construction office have been migrated to a fiber connection utilizing Muscatine Power and Water’s FTTH (Fiber to the Home) initiative; (4) An additional exterior camera has been added to City Hall’s surveillance system. This camera overlooks the City Hall parking lot and portions of the west lawn; (5) All of Musser Public Library’s online public access catalog (OPAC) computers have been transitioned to new hardware; and (6) The point-to-point wireless antennas that connect City Hall to the Public Safety Building have been replaced. The new system provides considerably higher full-duplex performance than the old system allowed.

An IT consultant was hired after a rigorous RFP and interview process. To date the consultant has worked with IT staff on multiple projects and engineering tasks that will be put into service in the coming months. These include:

1. The preliminary project with Winsor Group included an initial network discovery and deep Nessus scan. The first scan identified numerous reportable issues including 53 that are considered critical. IT staff has been working through the reportable issues and many have already been resolved.
2. With the Winsor Group’s assistance, the switch upgrade project that was approved by City Council in the current fiscal year budget has been finalized and the hardware has been purchased. Funding of \$77,000 was budgeted for this capital project. Thanks to the consultation with Winsor Group it is now expected this project cost will be approximately \$47,500 which allowed funding for some additional security that was not in the original design.

3. Winsor has provided staff with a final design for server virtualization. Thanks to the financial savings in the switch upgrade project and the IT staff being frugal with the Computer Equipment Replacement Fund, City Council has authorized this project to proceed near the beginning of the 2020 calendar year.
4. Winsor Group has recommended that the City enter an agreement for ConnectWise Automate and Control. This allows for full inventory of IT resources, updating operating systems and third party software, monitoring processes, etc. This is a tool that can assist in mitigating many of the reportable issues that were outlined in bullet point 1. If the City proceeds with this package, Winsor Group will provide 24 hours remote monitoring of the city network.

This package also allows IT staff (or the Windsor Group) to remotely access city computer systems, with the end users approval. Tools, applications, and scripts can be run in a remote sandbox that will protect the IT resources and the support staff can chat with the end user.

The FY2020/2021 budget includes a request to implement this solution.

The PubWorks software system has been implemented and is currently in use by multiple city departments for tracking preventative maintenance tasks, inventory, expenditures, as well as many other tasks. Some of the outlying facilities that have either small VPN bandwidths or high data latency need to run the application as a RemoteApp. This was also implemented by IT staff.

The Muscatine Art Center's website was redesigned and migrated to a new site hosted by Applied Art & Technology. Although IT staff did not assist with the design of the site, staff did contribute with reviewing the RFP responses and remapping DNS for connectivity to the new site.

New copiers have been purchased, installed, and configured at both the Public Works Facility and the Water and Resource Recovery Facility.

An upgraded WatchGuard system including body cameras has been implemented for the Muscatine Police Department.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To fully implement new switched network architecture including new VLAN schema, virtual switch stacks, access control lists, RADIUS server, digital certificate authority, DHCP scopes, evaluate and replace cabling that is deemed necessary, etc. **(City Programs and Services Goal for IT Security Needs)**
- * To migrate all existing City owned servers at City Hall and the Public Safety Building to new virtual server infrastructure, subject to funding approval by City Council. **(City Programs and Services Goal for IT Security Needs)**
- * To complete a thorough execution of the features of ConnectWise Automate and Control, subject to approval of funding by City Council. Some of the major highlights of ConnectWise Automate include full system inventory, Windows Update, and 3rd party software and firmware patching. The system will also monitor numerous network functions and will attempt to remediate many issues. If automatic remediation fails, it will notify IT staff as well as the City's IT partners at the Winsor Group who can

respond to critical issues 24 x 7 x 365. ConnectWise Control allows IT staff, and the Winsor Group, remote access to any server or workstation that the service is installed on; run tools, applications, and scripts; to reboot machines in safe mode; save user credentials for after-hours work; etc. **(City Programs and Services Goal for IT Security Needs)**

- * To co-locate a disaster recovery/backup server at Muscatine Power and Water's hardened server facility. **(City Programs and Services Goal for IT Security Needs)**
- * To interview and assist in the selection of an independent Managed Services Provider (MSP) for MUSCOM. The City IT staff has been providing MUSCOM with IT consulting, engineering services, installation and ongoing support since their inception. This is no longer a viable option. Current plans include the MUSCOM board providing funding for the MSP. City IT will need to assist the selected MSP in the initial discovery and documentation of MUSCOM's network. A number of changes on the City network will be required for continued shared data with MUSCOM and other county agencies. **(Council and Management Continuous Service Improvement Goal)**

Function:
General Government

Department:
Finance

Activity:
Information Technology

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 195,594	\$ 206,589	\$ 210,600	\$ 213,900	\$ 219,900	4.42%
Commodities	1,132	983	1,800	1,600	1,800	0.00%
Contractual Services	48,911	59,807	91,100	91,100	107,600	18.11%
Capital Outlay	12,198	12,680	77,000	73,600	8,400	-89.09%
Transfers	40,000	40,000	50,000	50,000	50,000	0.00%
Total Expenditures	<u>\$ 297,835</u>	<u>\$ 320,059</u>	<u>\$ 430,500</u>	<u>\$ 430,200</u>	<u>\$ 387,700</u>	-9.94%
Funding Sources						
IT Administrative Fees	\$ 30,100	\$ 31,000	\$ 39,000	\$ 39,000	\$ 41,000	5.13%
General Revenues	267,735	289,059	391,500	391,200	346,700	-11.44%
Total Funding Sources	<u>\$ 297,835</u>	<u>\$ 320,059</u>	<u>\$ 430,500</u>	<u>\$ 430,200</u>	<u>\$ 387,700</u>	-9.94%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Information Technology						
Manager	1.00	1.00	1.00	1.00	1.00	
Computer Technician	1.00	1.00	1.00	1.00	1.00	
Total	2.00	2.00	2.00	2.00	2.00	\$ 152,300
Employee Benefits						67,600
Total Personal Services						<u>\$ 219,900</u>

Capital Outlay		
Item:	Replacement	Amount
ConnectWise Automate and Control	No	<u>\$ 8,400</u>

Capital Outlay Funding Transfer	
Item:	Amount
Funding Transfer to Computer Replacement Fund	<u>\$ 50,000</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT				DEPARTMENT: FINANCE				ACTIVITY: INFORMATION TECHNOLOGY				
ACCT NO.	ACCOUNT CLASSIFICATION	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
			ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES												
41XXX	REGULAR SALARIES & WAGES		\$133,708	\$141,516	\$146,400	\$36,992	\$112,120	149,112	\$149,100	\$152,300	\$152,300	\$0
42XXX	PART TIME SALARIES & WAGES		0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES		0	695	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES		871	780	800	228	553	781	800	900	900	0
45XXX	PENSION & RETIREMENT		21,956	24,114	25,400	6,315	19,428	25,743	25,700	26,400	26,400	0
46XXX	INSURANCE		39,059	39,484	38,000	9,528	28,753	38,281	38,300	40,300	40,300	0
	SUBTOTAL		\$195,594	\$206,589	\$210,600	\$53,063	\$160,854	\$213,917	\$213,900	\$219,900	\$219,900	\$0
COMMODITIES												
51XXX	OFFICE SUPPLIES		\$330	\$26	\$700	\$0	\$500	\$500	\$500	\$700	\$700	\$0
52XXX	OPERATING SUPPLIES		802	957	1,100	93	\$1,007	1,100	1,100	1,100	1,100	0
53XXX	REPAIR & MAINTENANCE SUPPLIES		0	0	0	0	\$0	0	0	0	0	0
	SUBTOTAL		\$1,132	\$983	\$1,800	\$93	\$1,507	\$1,600	\$1,600	\$1,800	\$1,800	\$0
CONTRACTUAL SERVICES												
61XXX	PROFESSIONAL FEES		\$31,263	\$41,797	\$71,400	\$42,054	\$28,846	\$70,900	\$70,900	\$66,700	\$66,700	\$0
62XXX	TECHNICAL SERVICES		0	0	100	0	100	100	100	100	100	0
63XXX	RENTALS		0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION		3,000	3,000	4,100	1,000	2,900	3,900	3,900	4,100	4,100	0
65XXX	COMMUNICATIONS & UTILITIES		14,604	14,699	15,300	3,685	12,315	16,000	16,000	16,500	16,500	0
66XXX	INSURANCE		0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES		44	0	100	0	100	100	100	100	100	0
68XXX	AID TO AGENCIES		0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS		0	111	100	0	100	100	100	100	100	0
	SUBTOTAL		\$48,911	\$59,807	\$91,100	\$46,739	\$44,361	\$91,100	\$91,100	\$107,600	\$107,600	\$0
CAPITAL OUTLAY												
71XXX	LAND		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS		0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS		0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT		12,198	12,680	77,000	0	73,600	73,600	73,600	8,400	8,400	0
	SUBTOTAL		\$12,198	\$12,680	\$77,000	\$0	\$73,600	\$73,600	\$73,600	\$8,400	\$8,400	\$0
9XXX	TRANSFERS		\$40,000	\$40,000	\$50,000	\$12,500	\$37,500	\$50,000	\$50,000	\$50,000	\$50,000	\$0
	TOTAL EXPENDITURES		\$297,835	\$320,059	\$430,500	\$112,395	\$317,822	\$430,217	\$430,200	\$387,700	\$387,700	\$0

Function:
General Government

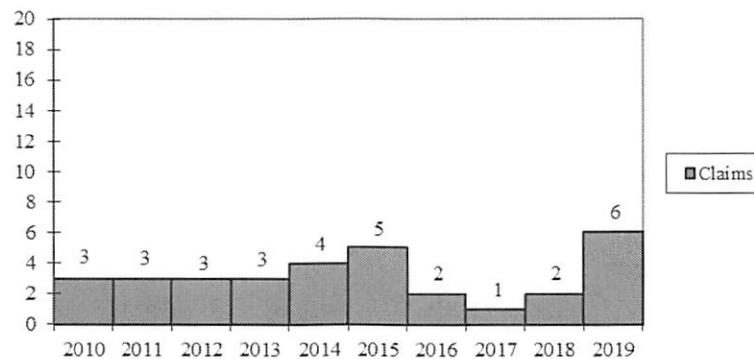
Department:
City Administrator

Activity:
Risk Management

GENERAL INFORMATION

This budget includes the City's Risk Management Program, Insurance Program, and Employee Safety Program. The budget allocates funding for the Human Resources Manager's time for Risk Management and Safety Program responsibilities. The City's Wellness Program is also involved in developing and sharing safety information with City employees. There were six lost time workers compensation claims recorded for the City during calendar year 2019. The history of lost time claims for the past ten years is as follows:

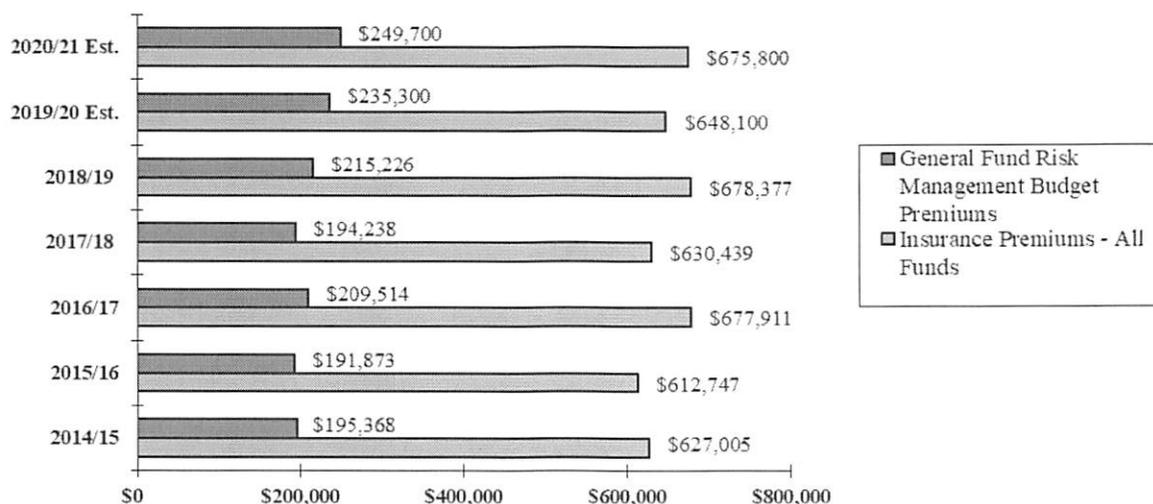
Lost Time Workers Compensation Claims



The goal for 2020/2021 is to continue to reduce recordable injuries.

The City's Risk Management Program involves the administration of the City's overall insurance program. A Citizen Insurance Advisory Committee consisting of representatives from various major industries in the community provides a substantial amount of assistance to the City in administering this program. Insurance costs included in this budget for fiscal years 2014/2015 through the budgeted costs for 2020/2021 as well as total City insurance premiums are shown in the following graph:

Insurance Premium History



CURRENT TRENDS AND ISSUES

The City changed insurance carriers to the Iowa Community Assurance Pool (ICAP) for most of the City’s insurance policies on July 1, 2014, which resulted in substantial savings to the City. The City changed Workers Compensation carriers to the Iowa Municipalities Workers’ Compensation Association beginning July 1, 2015. These policies have remained in effect since that time and will continue in 2020/2021.

The 2019/2020 revised estimate for the Risk Management budget is \$14,500 less than the original budget primarily due to a decrease in insurance costs. The 2020/2021 Risk Management budget is \$800 (.3%) higher than the original 2019/2020 budget.

The estimated insurance costs included in the Risk Management budget total \$249,700 for 2020/2021. This is an \$800 (.3%) decrease from the original 2019/2020 budget of \$250,500.

The total insurance premiums (excluding employee health, dental, and life insurance) for the entire City are estimated at \$675,800 for 2020/2021. This is a \$59,300 (8.1%) decrease from the original 2019/2020 budget of \$735,100 and a \$27,700 (4.3%) increase from the 2019/2020 revised estimate of \$648,100. Of the \$735,100 total budgeted insurance costs, \$249,700 is charged directly to the General Fund Risk Management budget with the remainder allocated to various Enterprise and other funds. Worker's Compensation insurance is allocated based on payroll costs to each of the City's departments. The 2020/2021 budget includes an estimated \$20,100 for premiums under the National Flood Insurance Program for certain City buildings. This coverage is required for the City to continue to receive FEMA reimbursements for these properties.

The projected insurance costs for the 2020/2021 fiscal year were provided by the City’s Insurance Agent. The projections reflect 3.5% to 5.5% increases for the ICAP insurance policies and 5% to 6% increases for the other policies.

The budget for 2020/2021 includes a \$.31608 per \$1,000 valuation Tort Liability tax levy which is a 1.5% decrease from the 2019/2020 tax rate of \$.32103. The Tort Liability tax levy provides funding of \$34,800 for the fine arts insurance policy included in the Art Center operations budget as well as the insurance premiums

in the Risk Management budget. Insurance premiums continue to be a major cost to the City which emphasizes the importance the City should continue to place on its risk management program.

GOAL STATEMENT

To develop a program for a safe and healthy environment for the employees of the City and to monitor such program in order to reduce injuries and loss exposure to the City; and to assist all departments with risk management to reduce potential injuries to persons and property to limit the City's exposure to claims against the City.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Workers Compensation Experience Modification Factor	.94	.89	.90	.72	.72
Insurance Premiums Paid - All Funds	\$677,911	\$630,419	\$678,377	\$648,100	\$675,800
Risk Management Insurance Premiums	\$209,514	\$194,238	\$215,226	\$235,300	\$249,700
Accident Review Committee Meetings	11	11	11	10	12

RECENT ACCOMPLISHMENTS

The Human Resources Department is responsible for the City’s risk management activity. The Human Resources Manager serves as chairperson for the Safety Awareness Team (SAT). This group meets monthly to review accidents and make recommendations for corrective actions. This is a committee of approximately 10 people from various departments and includes representatives at different organizational levels.

The Safety Awareness Team plans to complete an assessment of gaps and work to develop an action plan based on these findings. This process is in its initial phase and will continue until an action plan is completed.

The risk management function includes handling all claims for the City. This includes worker’s compensation claims, as well as liability claims made against the City. Worker’s compensation claims include coordinating care for the injured employee, working with the insurance carrier, and assisting departments with making appropriate light duty assignments. In addition, the risk management function works with the insurance company and relevant staff when additional legal action is involved.

Loss control activities are also made available to employees which includes providing departments monthly safety topics, working with the insurance carrier’s loss control staff, helping ensure safety gear is available, and other matters related to this function.

Another important activity is the completion of annual insurance renewal forms. This involves providing the insurance company the information needed to quote the upcoming premiums for all lines of coverage. .

Other day-to-day risk management work includes responding to the various needs of departments. Ongoing goals are to be sure the City's exposures are adequately covered and employees have the knowledge and tools to safely perform their jobs.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue work on the safety assessments for all departments to determine where gaps may still exist in the City's risk management program. **(Council and Management Continuous Service Improvement Goal)**
- To develop an action plan to address issues raised in the safety assessments. **(Council and Management Continuous Service Improvement Goal)**
- To conduct an in-house OSHA 10 Hour Certification program to increase the number of employees holding this certification.

Function:
General Government

Department:
City Administrator

Activity:
Risk Management

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 30,216	\$ 31,865	\$ 33,000	\$ 33,700	\$ 34,600	4.85%
Commodities	3,547	4,814	11,600	11,600	11,600	0.00%
Contractual Services	388,260	224,243	271,700	256,500	270,900	-0.29%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 422,023</u>	<u>\$ 260,922</u>	<u>\$ 316,300</u>	<u>\$ 301,800</u>	<u>\$ 317,100</u>	0.25%
Funding Sources						
Tort Liability Taxes	\$ 194,238	\$ 215,226	\$ 250,500	\$ 235,300	\$ 249,700	-0.32%
General Revenues	<u>227,785</u>	<u>45,696</u>	<u>65,800</u>	<u>66,500</u>	<u>67,400</u>	2.43%
Total Funding Sources	<u>\$ 422,023</u>	<u>\$ 260,922</u>	<u>\$ 316,300</u>	<u>\$ 301,800</u>	<u>\$ 317,100</u>	0.25%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Position Allocation:</i>						
Human Resources Manager	0.25	0.25	0.25	0.25	0.25	\$ 25,000
Employee Benefits						<u>9,600</u>
Total Personal Services						<u>\$ 34,600</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT										DEPARTMENT: CITY ADMINISTRATOR				ACTIVITY: RISK MANAGEMENT			
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021	CITY ADMIN		CITY ADMIN		
													(C)	(D)	(E)	(F1)	(F2)
PERSONAL SERVICES																	
41XXX	REGULAR SALARIES & WAGES	\$21,824	\$23,133	\$23,800	\$6,087	\$18,448	24,535	\$24,500	\$25,000	\$25,000	\$25,000						
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0						
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0						
44XXX	OTHER SALARIES & WAGES	156	156	200	45	111	156	200	200	200	200						
45XXX	PENSION & RETIREMENT	3,551	3,869	4,100	1,018	3,172	4,190	4,200	4,300	4,300	4,300						
46XXX	INSURANCE	4,685	4,707	4,900	1,201	3,622	4,823	4,800	5,100	5,100	5,100						
	SUBTOTAL	\$30,216	\$31,865	\$33,000	\$8,351	\$25,353	\$33,704	\$33,700	\$34,600	\$34,600	\$34,600						
COMMODITIES																	
51XXX	OFFICE SUPPLIES	\$0	\$0	\$100	\$0	\$100	\$100	\$100	\$100	\$100	\$100						
52XXX	OPERATING SUPPLIES	3,547	4,814	11,500	171	11,329	11,500	11,500	11,500	11,500	11,500						
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0						
	SUBTOTAL	\$3,547	\$4,814	\$11,600	\$171	\$11,429	\$11,600	\$11,600	\$11,600	\$11,600	\$11,600						
CONTRACTUAL SERVICES																	
61XXX	PROFESSIONAL FEES	\$3,520	\$5,101	\$5,100	\$1,288	\$3,812	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100						
62XXX	TECHNICAL SERVICES	0	0	600	0	600	600	600	600	600	600						
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0						
64XXX	TRAVEL AND EDUCATION	40	0	400	0	400	400	400	400	400	400						
65XXX	COMMUNICATIONS & UTILITIES	90	90	100	23	77	100	100	100	100	100						
66XXX	INSURANCE	194,238	215,226	250,500	17,162	218,138	235,300	235,300	249,700	249,700	249,700						
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0						
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0						
69XXX	MISCELLANEOUS	190,372	3,826	15,000	0	15,000	15,000	15,000	15,000	15,000	15,000						
	SUBTOTAL	\$388,260	\$224,243	\$271,700	\$18,473	\$238,027	\$256,500	\$256,500	\$270,900	\$270,900	\$270,900						
CAPITAL OUTLAY																	
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0						
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0						
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0						
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
	TOTAL EXPENDITURES	\$422,023	\$260,922	\$316,300	\$26,995	\$274,809	\$301,804	\$301,800	\$317,100	\$317,100	\$317,100						

Function:
General Government

Department:
Public Works

Activity:
Building and Grounds

GENERAL INFORMATION

The Building and Grounds division is responsible for the maintenance of most City buildings including City Hall, Public Safety Building, Southend Fire Station, Library, Art Center and Museum, the Public Works Building, and certain maintenance functions at the Municipal Airport. The division is responsible for maintaining these buildings by providing both day-to-day and preventive maintenance. The division is located in the Public Works building, which offers the necessary space for supply storage and maintenance activities. Costs of maintaining these City buildings are incorporated in this budget including utilities, day-to-day maintenance, and preventive maintenance.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$8,600 more than the original budget due to the net effect of (1) a \$1,700 savings in personal services costs, (2) a \$6,200 increase in commodities for increased grounds maintenance and building maintenance supplies, and (3) a \$4,100 increase in contractual services primarily due to increased building maintenance services.

The 2020/2021 budget is \$27,500 (4.1%) more than the original 2019/2020 budget. This overall increase is due to (1) a personal services increase of \$14,000 (3.1%), (2) a commodities increase of \$6,200, (3) a contractual services increase of \$4,100, and (3) a capital outlay increase of \$3,200.

GOAL STATEMENT

To provide a quality maintenance program for all City buildings including three (3) types of service: preventive maintenance, regular maintenance, and emergency calls; to provide facilities which are safe to the general public and City employees; and to provide City facilities which permit City employees to operate efficiently in providing services to the residents of Muscatine.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Buildings Maintained	9 (1)	9	9 (4)	9	9
Heating, Ventilation, and Air Conditioning (HVAC) and Other Service Contracts	14	13	13	13	13
Staff Custodians (Full Time and Part Time) (3)	5	6	6	6	6
Contract Custodians (3)	3	1	0	0	0
Grounds Maintained	3	4	5	5	5
Janitorial Supplies Purchased	\$15,173	\$17,152	\$16,956	\$17,000	\$17,000
Major Maintenance Projects (Above \$2,000) (2)	31	16	20	20	20

1. Buildings increased in 2016/2017 due to adding the new Musser Public Library and HNI Community Center.
2. Major maintenance projects include those accounted for in the Deferred Maintenance Capital Project fund.
3. The City added staff custodians to replace the previously contracted cleaning services in 2017/2018 and 2018/2019.
4. The former Iowa Department of Transportation building was added in 2018/2019 and the former Safe Streets building at 614 Mulberry Avenue was removed.

RECENT ACCOMPLISHMENTS

Building and Grounds staff have handled numerous projects in-house this year that saved the City money including washing windows at City Hall and the new Library; cutting out old caulking and re-caulking the windows at the new Library; scraping, priming, and painting the metal flashing around doors, planters, headers, around garage doors, etc. at the Public Safety building, South Fire Station, and at the Art Center.. Staff also landscaped around the statue at City Hall and the Public Safety Building planter. Over a dozen trees were removed at several facilities with the stumps ground out, then backfilled with dirt, and seeded. The office furniture from the old Library was removed and used to furnish four (4) city offices. Staff installed lights on the Art Center porch; replaced a furnace in the Morgan Building; upgraded and replaced lighting in the Public Works lower lot; cut, replaced, welded, and painted the Art Center fence; replaced sections of sewer line at City Hall; completed Biocell electrical work; and tore off and replaced the roof of the Police department garage. Backflow preventers were tested at all of the city buildings as well as at the Transfer Station and all of the Park facilities. This division replaced several bus shelter windows and cleaned the shelter glass. In addition to snow removal at the City’s buildings, this division also now clears snow from the bus shelters.

There were many capital improvement and deferred maintenance projects completed this year including: Public Works office roof replacements, Art Center lighting, some Public Works garage door replacements, Airport soffit and fascia, Art Center parking area concrete replacement, Fire department concrete apron replacement, Art Center track lighting, carpet in Police department offices, carpet and tile in the Public Works sewer department, and tile replacement in the Fire department day room. Finished insurance work

included the Airport fuel building roof replacement. A rooftop HVAC unit was replaced at the new Library with power exhaust attached; a chiller was repaired at the Art Center; and steel plates were installed in the City Council desks. Several projects were started including the Fire department porch clean coat and seal; elevator 2020 mandated upgrades; and Public Works and White House garage door replacements. More projects are scheduled to be started in the spring including the Art Center gallery roof replacement; Morgan building tuckpoint and seal; Morgan building siding, soffit, and facing; Public Works Engineering and office window replacements; Public Safety window replacements; City Hall oak security doors; and Public Works radiant heaters and hanging heater replacements.

The Asset Management and supply-ordering software has been purchased. Staff has been working to compile a complete inventory of all building systems to enter into the software system. This will be a time-consuming process as everything is currently on paper.

This division is working hard to get all City buildings in the best mechanical shape they have ever been in, making buildings more visually appealing, and looking to have less maintenance time with landscaping projects. These are a just few of this division's accomplishments in the last year.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To fully implement the Asset Management software.
- * To continue to complete the deferred maintenance projects.
- * To maintain current staff certifications and continue training for employees in this division.
- * To continue to work with Alliant Energy and Muscatine Power & Water to receive energy rebates.
- * To continue to work with other departments to maximum efficiencies and resources.
- * To continue working on landscaping improvements at City buildings.

Function:
General Government

Department:
Public Works

Activity:
Building and Grounds

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 383,664	\$ 430,837	\$ 454,400	\$ 452,700	\$ 468,400	3.08%
Commodities	43,713	44,857	46,300	52,500	52,500	13.39%
Contractual Services	127,933	162,866	159,000	163,100	163,100	2.58%
Capital Outlay	4,073	30,273	12,700	12,700	15,900	25.20%
Transfers	-	-	-	-	-	
Total Expenditures	\$ 559,383	\$ 668,833	\$ 672,400	\$ 681,000	\$ 699,900	4.09%
Funding Sources						
Charges for Supplies	\$ 4,917	\$ 4,894	\$ 7,200	\$ 5,000	\$ 5,000	-30.56%
Insurance Reimbursement	1,563	-	-	-	-	
Sale of Equipment	2,245	-	-	-	-	
General Revenues	550,658	663,939	665,200	676,000	694,900	4.46%
Total Funding Sources	\$ 559,383	\$ 668,833	\$ 672,400	\$ 681,000	\$ 699,900	4.09%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions/Position Allocations:						
Building and Grounds						
Supervisor	1.00	1.00	1.00	1.00	1.00	
Maintenance Repairperson	1.00	1.00	1.00	1.00	1.00	
Maintenance Worker II	0.50	0.50	0.50	0.50	0.50	
Maintenance Worker I	-	-	-	1.00	1.00	
Custodian II	1.00	1.00	1.00	-	-	
Total Full Time	3.50	3.50	3.50	3.50	3.50	
Part Time Positions:						
Custodian II	2.10	2.10	2.10	2.07	2.11	
Custodian I	0.63	1.13	1.13	1.12	1.13	
Total	6.23	6.73	6.73	6.69	6.74	\$ 330,400
Employee Benefits						138,000
Total Personal Services						\$ 468,400

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Window Air Conditioners	3	Yes	\$ 1,200
Mower - Library	1	No	6,200
Commercial Range - Fire Department	2	Yes	8,500
			<u>\$ 15,900</u>

Additional Capital Outlay - Equipment Replacement Fund			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
One Ton Cargo Van	1	Yes	<u>\$ 32,000</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: GENERAL GOVERNMENT		DEPARTMENT: PUBLIC WORKS							ACTIVITY: BUILDING AND GROUNDS				
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	ACTUAL FISCAL YEAR 2019/2020	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$177,306	\$178,619	\$191,200	\$191,200	\$47,594	\$144,248	\$191,842	\$191,842	\$191,900	\$197,000	\$197,000	\$197,000
42XXX	PART TIME SALARIES & WAGES	86,255	125,072	129,700	129,700	30,799	96,736	127,535	127,535	127,500	133,400	133,400	133,400
43XXX	OVERTIME SALARIES & WAGES	1,900	1,718	2,000	2,000	400	1,600	2,000	2,000	2,000	2,000	2,000	2,000
44XXX	OTHER SALARIES & WAGES	1,862	1,950	2,100	2,100	549	1,409	1,958	2,000	2,000	2,000	2,000	2,000
45XXX	PENSION & RETIREMENT	43,535	51,600	55,500	55,500	13,314	41,698	55,012	55,000	55,000	57,100	57,100	57,100
46XXX	INSURANCE	72,806	71,878	73,900	73,900	23,078	51,233	74,311	74,300	74,300	76,900	76,900	76,900
	SUBTOTAL	\$383,664	\$430,837	\$454,400	\$454,400	\$115,734	\$336,924	\$452,658	\$452,700	\$452,700	\$468,400	\$468,400	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$573	\$12	\$400	\$400	\$43	\$357	\$400	\$400	\$400	\$400	\$400	\$400
52XXX	OPERATING SUPPLIES	33,332	30,540	30,800	30,800	4,561	31,239	35,800	35,800	35,800	35,800	35,800	35,800
53XXX	REPAIR & MAINTENANCE SUPPLIES	9,808	14,305	15,100	15,100	4,089	12,211	16,300	16,300	16,300	16,300	16,300	16,300
	SUBTOTAL	\$43,713	\$44,857	\$46,300	\$46,300	\$8,693	\$43,807	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$335	\$366	\$0	\$0	\$1,467	\$33	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0
62XXX	TECHNICAL SERVICES	28,860	12,217	31,200	31,200	2,089	16,911	19,000	19,000	19,000	19,000	19,000	19,000
63XXX	RENTALS	584	0	1,000	1,000	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000
64XXX	TRAVEL AND EDUCATION	2,268	1,051	4,400	4,400	3,176	1,224	4,400	4,400	4,400	4,400	4,400	4,400
65XXX	COMMUNICATIONS & UTILITIES	34,567	32,561	36,100	36,100	2,844	30,656	33,500	33,500	33,500	33,500	33,500	33,500
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	60,888	116,487	85,600	85,600	22,729	80,271	103,000	103,000	103,000	103,000	103,000	103,000
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	431	184	700	700	120	580	700	700	700	700	700	700
	SUBTOTAL	\$127,933	\$162,866	\$159,000	\$159,000	\$32,425	\$130,675	\$163,100	\$163,100	\$163,100	\$163,100	\$163,100	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	46,900	0	0
73XXX	IMPROVEMENTS	0	12,062	0	0	0	0	0	0	0	1,300	0	0
74XXX	EQUIPMENT	4,073	18,211	12,700	12,700	0	12,700	12,700	12,700	12,700	161,700	15,900	15,900
	SUBTOTAL	\$4,073	\$30,273	\$12,700	\$12,700	\$0	\$12,700	\$12,700	\$12,700	\$12,700	\$209,900	\$15,900	\$0
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$559,383	\$668,833	\$672,400	\$672,400	\$156,852	\$524,106	\$680,958	\$681,000	\$681,000	\$893,900	\$699,900	\$0

Function:
Public Safety

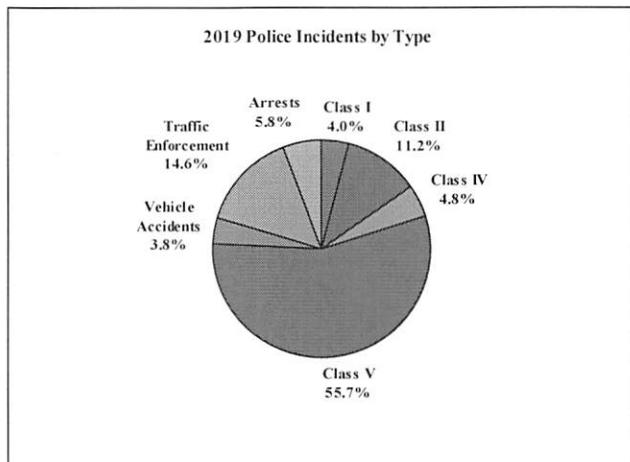
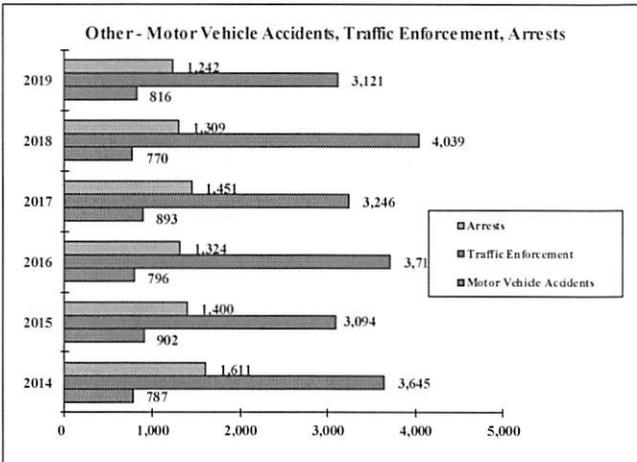
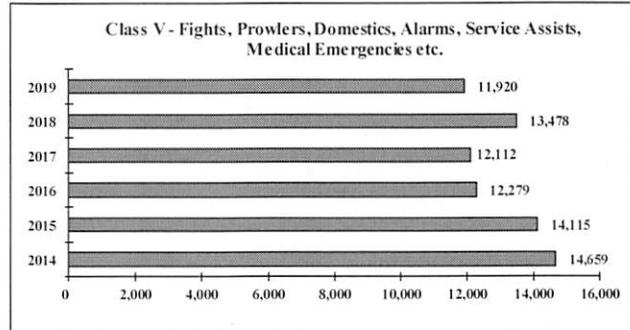
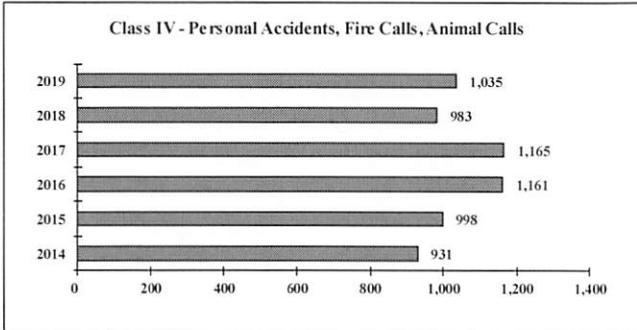
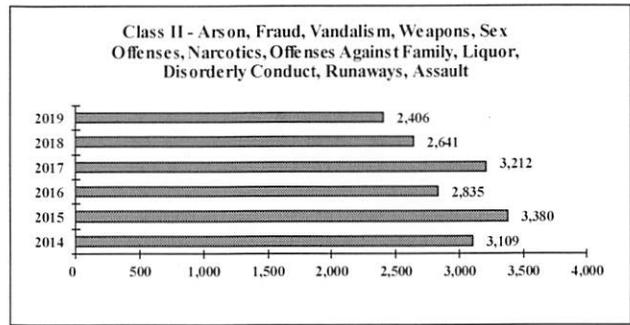
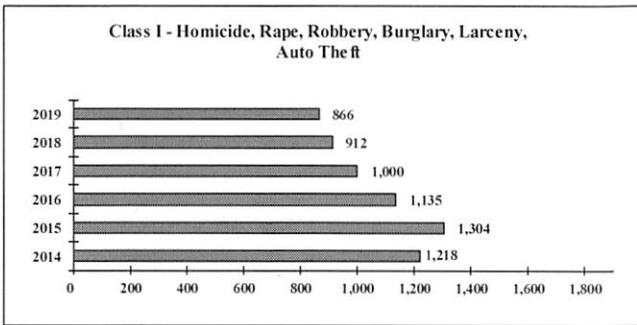
Department:
Police

Activity:
Police Operations

GENERAL INFORMATION

The Muscatine Police department currently includes forty-one (41) sworn officers, two (2) fulltime civilian positions, and one 29 hours per week civilian clerk position. In 2011 the department was awarded funding from a U.S. Department of Justice COPS grant for two additional police officer positions for a three year period. This increased the number of sworn officers from the previous level of forty (40) to forty-two (42) beginning early in 2012. In June of 2014, the City was notified that grant funding for the police officer position assigned to the Joint Terrorism Task Force would not be continued. This officer was moved from that assignment back to a regular police officer position and a vacant position was not filled. This resulted in the decrease from forty-two (42) positions to forty-one (41), the current staffing level.

The department is responsible for the protection of lives and property for all individuals within the City. The department currently consists of five (5) divisions: patrol, investigation, general administration, street crimes, and a canine unit. The patrol division operates on three (3) shifts. Following are charts of police incidents by type for the last six years:



CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$25,700 less than the original budget. Personal services costs are projected to be \$164,500 less than the original budget due to vacancy savings and new employees being hired at lower wage rates. Contractual services are projected to be \$57,700 higher than the original budget primarily due to increased travel and education costs for new hires attending the police academy (\$55,000). Capital outlay costs are \$81,100 higher than the original budget and this increase includes \$48,000 for a tactical robot with this cost reimbursed by outside contributions; \$20,000 for a new K-9 unit; \$8,400 for grant-funded equipment, and \$3,400 for gun and vest purchases to be reimbursed by the officers. The Police department requested the new K-9 unit for the upcoming 2020/2021 budget due to the officer resigning from the City. The K-9 unit was moved to the revised estimate since there were savings in personal services costs which could fund the new dog and training.

The 2020/2021 budget is \$96,200 (1.8%) less than the original 2019/2020 budget. Personal services costs increased by \$34,200 (.7%), commodities increased by \$6,500, contractual services increased by \$5,200, and

capital outlay decreased by \$142,100. While capital outlay in the Police operating budget decreased, the Equipment Replacement fund includes \$245,000 of funding for five new police patrol vehicles (Tahoes).

The 2020/2021 budget continues to include expenditures which will be funded from various police grants. The HIDTA (High Intensity Drug Trafficking Area) grant is budgeted to continue in 2020/2021 with grant expenditures of \$80,600; \$21,000 of Governor’s Highway Safety funds are budgeted to be expended; \$8,000 of Domestic Violence grant funding is expected to be received and expended; and funding of \$34,600 is estimated to be received for the City/County Drug Task Force. The budget includes funding for the two School Resource Officer positions with one at the high school and the other at the middle schools. These positions are 75% (\$147,700) funded by the school.

GOAL STATEMENT

The Muscatine Police Department will strive to be a model law enforcement agency, nationally accredited, viewed internally and externally as professional and enthusiastic, ensuring the highest possible public trust and security, in order that our citizens may go about their daily lives free from fear of harm or loss of property. We will operate the department with fiscal prudence, striving to employ our resources effectively and efficiently, promote community awareness and communication while providing the highest level of service and protection to all persons within our borders.

PERFORMANCE MEASURES

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Estimated 2020
Police Calls for Service	21,798	20,830	20,806	19,472	21,000
Overtime Hours Worked	3,151	3,211	3,042	3,634	3,500
Traffic Enforcement	3,715	3,246	4,039	3,121	3,300
Arrests	1,324	1,451	1,390	1,242	1,400
Parking Tickets Issued	1,886	1,945	2,343	1,598	1,975
Uniform Crime Report Clearance Rates	45%	46%	45%	45%	45%
Investigations Assigned	154	186	221	184	185
Investigations Cleared	79%	62%	68%	71%	72%
Automatic Traffic Enforcement (ATE):					
Red Light Violation Citations	3,062	2,454	1,943	2,450	2,450
Speed on Green Violation Citations	10,259	8,558	5,979	7,541	7,500
ATE Violations – City Residents	2,658	4,405	2,882	3,229	3,225
ATE Violations – Non-Residents	10,574	6,607	5,040	6,762	6,725
Department Revenue – Fiscal Year Basis	\$1,311,071 (FY 16/17)	\$1,155,175 (FY 17/18)	\$908,748 (FY18/19)	\$1,185,000 (FY19/20)	\$1,149,100 (FY20/21)

RECENT ACCOMPLISHMENTS

The Police department recently joined with the Muscatine County Sheriff’s department to form a county-wide special response team called MSORT (Muscatine Special Operations Response Team). MSORT trains on a monthly basis throughout the city and county. This group attempts to meet

National Tactical Officers Association (NTOA) standard of 192 hours of training per year, but are currently training approximately 142 hours per year. The Police department has sent many police officers to the NTOA 40 hour training outside of the state as well, although this year we did not due to personnel restraints. The Police department continues to do active shooter training throughout the city with businesses and other city entities. The active killer training was also done at the Muscatine High School.

The department was successful in securing requested grant monies for upgrading equipment and maintaining necessary positions. The department was again awarded the 2019 Justice Assistance Grant (JAG). The department was also able to maintain grant funding reimbursing officers up to 50% of body armor purchases. In addition, the department was able to retain funding through the State of Iowa Drug Control Policy's Byrne Justice Assistance Program to maintain personnel and operations of the Muscatine County Drug Task Force for another fiscal year.

The department continues its emphasis on community policing. Officers do "park-and-walks" during their tour of duty. This duty requires officers to exit their patrol vehicles in their assigned areas for a minimum of a half hour in an attempt to build relationships and foster community relations (schools have been a primary target of this effort). The department has had a presence at several community events in order to maintain a positive image in the community. Bike patrol worked many events throughout the year including the Melon City Criterium, Fourth of July events, and other events in the community.

The School Resource Officers (SRO) and Street Crimes Unit (SCU) have made efforts to be contributors to the quality of life for citizenry. The SRO(s) participated in the National Night Out and Family Night through the YMCA in addition to attending numerous school events throughout the school year.

The patrol division has officers assigned as a liaison with housing facilities throughout the city. The purpose of this project is to establish goodwill with the residents and management of these facilities in order to provide improved customer service.

The department also has been a participant in several community events collaborating with local businesses in order to build relationships with community members. The department hosts the "Coffee with a Cop" program as well as the annual "Shop with a Cop" program. The department also established a booth at the annual Holiday Stroll event giving away winter hats and gloves to children in need. The department also started holding self-defense classes for women and children. The YMCA collaborated with the Police department in this training.

The Muscatine Police Department is involved in the Diversion Program for youths. This is a collaborative effort involving Juvenile Court Services, the Muscatine Community School District, Muscatine Police department, Muscatine County Sheriff's Office, Wilton Police department, and West Liberty Police department. The goal of the Diversion Program is to bring together individuals and teams of law enforcement officers, probation staff, prosecutors, school officials, judges, policy-makers, and other local leaders who are committed to strengthening youth diversion efforts. Personnel who are involved in the diversion program receive in-depth training and guidance from

national experts on innovative juvenile diversion policies, practices, and programs while also benefiting from networking and learning across jurisdictions.

The Muscatine Diversion Program instructs students in corrective thinking methods, goal setting, and behavior chain strategies just to name a few topics. Participants are required to actively participate in classroom activities and take personal responsibility for their actions. A parent or guardian must also accompany them to the training sessions. Parental support is a pillar of the diversion program and a parent or guardian must be present for the student to graduate.

From January 2019 to September 2019, forty-eight (48) juveniles were involved with the program. Of all referrals in this period, thirty-five (35) have attended, five (5) of the referrals failed to attend, and there are currently eight (8) students awaiting the next diversion meeting.

Overall, the success of the Juvenile Diversion Program has been high. Collectively, the total referrals the program has received is ninety-seven (97); seventy-seven (77) have attended with only thirteen (13) reoffenders. This is an 83% non-recidivism rate. At the national level, non-recidivism rate for diversion programs is at 80%.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue supporting existing positions that receive funding from outside sources: one Drug Task Force Officer funded by the Office of Drug Control Policy; one Drug Task Force Officer funded by the High Intensity Drug Trafficking Area (HIDTA) program; and two School Resource Officers, both being funded 75% by the school system.
- To continue to pursue in a proactive manner, grants that are compatible with department goals and objectives as well as the needs of the community.
- To continue moving the Police department forward by utilizing problem and community oriented policing strategies and re-inventing patrol dispersions to maximize effectiveness by incorporating the most efficient use of manpower and allocation. **(City Council and Management Continuous Service Improvement Goal).**
- To continue efforts to recruit, hire and maintain a diversified workforce while hiring the most qualified candidates.
- To maintain a highly effective Investigative Unit including the Major Crimes Unit, Street Crimes Unit, and the detectives assigned to the Muscatine County Drug Task Force.

Function:
Public Safety

Department:
Police

Activity:
Police Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 4,259,733	\$ 4,381,056	\$ 4,624,900	\$ 4,460,400	\$ 4,659,100	0.74%
Commodities	130,145	133,928	151,900	151,900	158,400	4.28%
Contractual Services	344,845	331,674	292,300	350,000	297,500	1.78%
Capital Outlay	41,525	57,450	161,500	242,600	19,400	-87.99%
Transfers	-	25,000	-	-	-	
Total Expenditures	<u>\$ 4,776,248</u>	<u>\$ 4,929,108</u>	<u>\$ 5,230,600</u>	<u>\$ 5,204,900</u>	<u>\$ 5,134,400</u>	-1.84%
Funding Sources						
Grants	\$ 229,351	\$ 291,947	\$ 305,400	\$ 306,800	\$ 312,800	2.42%
Parking Violations	25,623	21,317	26,000	22,000	22,000	-15.38%
Court Fines	176,178	169,746	170,000	170,000	17,000	-90.00%
Automated Traffic Enforcement Fines	500,746	286,939	500,000	500,000	500,000	0.00%
Fruitland Agreement	50,041	52,104	53,300	53,300	54,600	2.44%
False Alarm Charges	4,425	3,700	3,000	3,700	3,700	23.33%
Utility Franchise Fees	51,430	110,224	257,100	257,100	257,100	0.00%
Insurance Reimbursemen	71,069	-	-	-	-	
General Revenues	<u>3,667,385</u>	<u>3,993,131</u>	<u>3,915,800</u>	<u>3,892,000</u>	<u>3,967,200</u>	1.31%
Total Funding Sources	<u>\$ 4,776,248</u>	<u>\$ 4,929,108</u>	<u>\$ 5,230,600</u>	<u>\$ 5,204,900</u>	<u>\$ 5,134,400</u>	-1.84%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Chief	1.00	1.00	1.00	1.00	1.00	
Assistant Chief	1.00	1.00	1.00	1.00	1.00	
Captain	1.00	1.00	1.00	1.00	1.00	
Lieutenant	4.00	4.00	4.00	4.00	4.00	
Sergeant	4.00	4.00	4.00	4.00	4.00	
Corporal	6.00	6.00	6.00	6.00	6.00	
Patrol Officer	24.00	24.00	24.00	24.00	24.00	
Office Coordinator	1.00	1.00	1.00	1.00	1.00	
Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	
Total Full Time	43.00	43.00	43.00	43.00	43.00	
Part Time Position:						
Clerk	<u>0.73</u>	<u>0.73</u>	<u>0.73</u>	<u>0.73</u>	<u>0.73</u>	
Total	43.73	43.73	43.73	43.73	43.73	\$ 2,881,700
Employee Benefits						<u>1,777,400</u>
Total Personal Services						<u>\$ 4,659,100</u>

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Lights Bars (2)	2	Yes	\$ 7,000
Radar Units (2)	2	Yes	6,400
Interrogation Room Camera System	1	Yes	6,000
			<u>\$ 19,400</u>

Additional Capital Outlay - Equipment Replacement Fund			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Police Patrol Vehicles (Tahoes)	5	Yes	\$ 245,000

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: PUBLIC SAFETY										DEPARTMENT: POLICE										ACTIVITY: POLICE OPERATIONS									
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED											
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021																								
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)																		
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$2,602,459	\$2,686,010	\$2,841,000	\$666,333	\$2,059,384	\$2,725,717	\$2,725,700	\$2,851,200	\$2,851,200	\$2,851,200																		
42XXX	PART TIME SALARIES & WAGES	28,531	29,104	29,800	7,438	22,315	29,753	29,800	30,500	30,500	30,500																		
43XXX	OVERTIME SALARIES & WAGES	122,710	113,210	131,400	55,475	144,525	200,000	200,000	134,700	134,700	134,700																		
44XXX	OTHER SALARIES & WAGES	102,884	105,785	112,800	6,574	98,738	105,312	105,300	113,100	113,100	113,100																		
45XXX	PENSION & RETIREMENT	726,965	761,026	759,100	171,441	574,176	745,617	745,600	786,600	786,600	786,600																		
46XXX	INSURANCE	676,184	685,921	750,800	159,945	494,008	653,953	654,000	743,000	743,000	743,000																		
	SUBTOTAL	\$4,259,733	\$4,381,056	\$4,624,900	\$1,067,206	\$3,393,146	\$4,460,352	\$4,460,400	\$4,659,100	\$4,659,100	\$4,659,100																		
COMMODITIES																													
51XXX	OFFICE SUPPLIES	508	891	\$3,200	\$275	\$2,925	3,200	3,200	3,200	3,200	3,200																		
52XXX	OPERATING SUPPLIES	128,977	132,749	143,700	37,297	106,403	143,700	143,700	150,200	150,200	150,200																		
53XXX	REPAIR & MAINTENANCE SUPPLIES	660	288	5,000	0	5,000	5,000	5,000	5,000	5,000	5,000																		
	SUBTOTAL	\$130,145	\$133,928	\$151,900	\$37,572	\$114,328	\$151,900	\$151,900	\$158,400	\$158,400	\$158,400																		
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$52,251	\$37,252	\$33,500	\$13,063	\$23,437	\$36,500	\$36,500	\$36,500	\$36,500	\$36,500																		
62XXX	TECHNICAL SERVICES	44,616	48,454	48,200	9,945	37,955	47,900	47,900	49,200	49,200	49,200																		
63XXX	RENTALS	7,264	7,270	7,600	1,800	5,800	7,600	7,600	7,600	7,600	7,600																		
64XXX	TRAVEL AND EDUCATION	49,037	59,748	43,400	8,476	89,924	98,400	98,400	44,000	44,000	44,000																		
65XXX	COMMUNICATIONS & UTILITIES	10,244	10,207	11,300	2,414	8,886	11,300	11,300	11,300	11,300	11,300																		
66XXX	INSURANCE	28,385	28,349	28,400	28,349	51	28,400	28,400	28,400	28,400	28,400																		
67XXX	REPAIR & MAINTENANCE SERVICES	149,327	117,695	102,800	18,193	84,607	102,800	102,800	102,800	102,800	102,800																		
68XXX	AID TO AGENCIES	0	19,710	14,400	1,080	13,320	14,400	14,400	14,500	14,500	14,500																		
69XXX	MISCELLANEOUS	3,721	2,989	2,700	226	2,474	2,700	2,700	3,200	3,200	3,200																		
	SUBTOTAL	\$344,845	\$331,674	\$292,300	\$83,546	\$266,454	\$350,000	\$350,000	\$297,500	\$297,500	\$297,500																		
CAPITAL OUTLAY																													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																		
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0																		
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0																		
74XXX	EQUIPMENT	41,525	57,450	161,500	127,054	47,546	174,600	242,600	74,900	74,900	19,400																		
	SUBTOTAL	\$41,525	\$57,450	\$161,500	\$127,054	\$47,546	\$174,600	\$242,600	\$74,900	\$74,900	\$19,400																		
9XXX	TRANSFERS	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																		
	TOTAL EXPENDITURES	\$4,776,248	\$4,929,108	\$5,230,600	\$1,315,378	\$3,821,474	\$5,136,852	\$5,204,900	\$5,189,900	\$5,189,900	\$5,134,400																		

Function:
Public Safety

Department:
Police

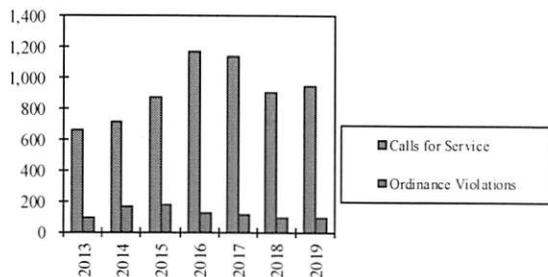
Activity:
Animal Control

GENERAL INFORMATION

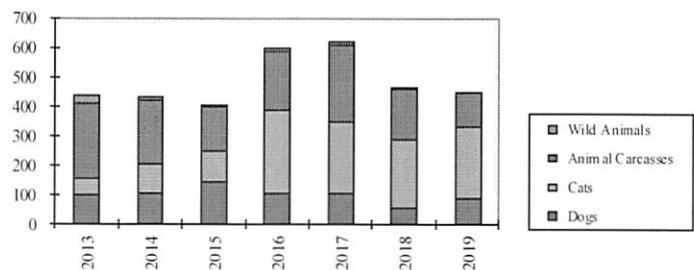
The Animal Control activity is under the supervision of the Police department. This budget finances the activities involved in policing the City's Animal Control Ordinance as specified in the City Code. This Ordinance includes regulations to control dangerous and exotic animals and any other animals which are housed by citizens. The Muscatine Humane Society provides shelter facilities for animals picked up by the City.

In 1995 the City Council adopted an animal control ordinance requiring City licensing of all dogs and cats, established fines for unlicensed animals, and increased fines for animals at large. In 2003 City Council amended the animal control ordinances as follows: (1) Title 4 General Provisions adding Chapter 2 "Keeping of Pit Bull Dogs" to allow citizens to follow required procedures of the ordinance in order to keep their dog and also prohibiting any new pit bull dogs from coming into the City limits, and (2) Title 4 General Provisions, Chapter 1, Animal Regulation, Section 8 Animal Care, Section F requiring that owners of animals that have "invisible fences" are required to notify the U.S. Postal Service and utility companies with the City Clerk's office at City Hall to receive copies of the notifications sent to the U.S. Postal Service and utility companies. The City Code provisions can now be found in Title 6, Chapters 8 and 9 in the updated City Code which was effective July 1, 2015.

Calls for Service and Ordinance Violations



Animals to Humane Society



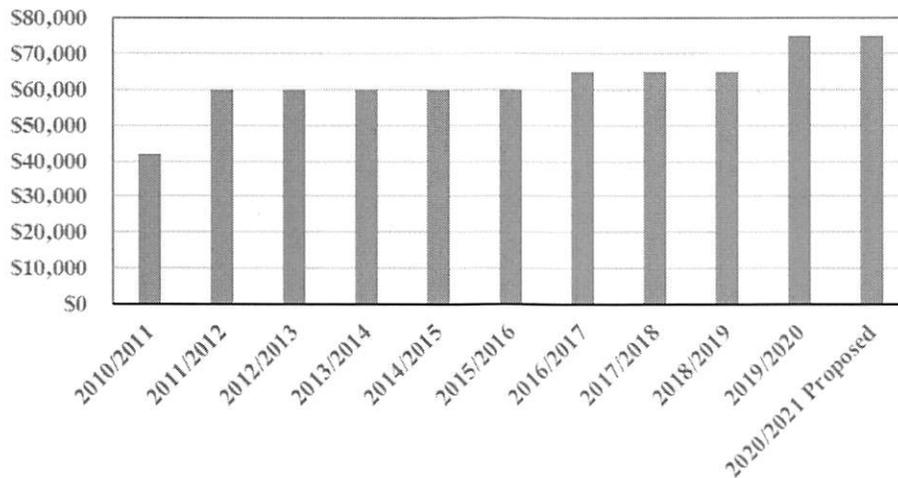
CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$400 less than the original budget due to a slight decrease in personal services costs.

The 2020/2021 proposed budget is \$2,300 (1.5%) more than the 2019/2020 budget due to increased personal services costs. The 2020/2021 proposed budget includes an allocation of \$75,000 to the Muscatine Humane Society, which is the amount of the budgeted subsidy for the current year. The Humane Society has requested a \$10,000 increase for the upcoming year. As has been standard practice of the City, the proposed budget reflects the status quo subsidy to the Humane Society. City Council can consider their request for increased funding as part of the budget decision-making process.

Following is a history of the City's subsidies to the Muscatine Humane Society:

Subsidies to the Muscatine Humane Society



GOAL STATEMENT

To protect individuals and property against activities and transgressions of animals through the enforcement of the Animal Control Ordinance by establishing a uniform and effective City-wide animal control program which results in an increase of voluntary compliance by citizens as well as a decrease in the number of animal complaints received by the department.

PERFORMANCE MEASURES

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Estimated 2020
Calls for Service	1,136	1,136	906	941	1,000
Ordinance Violations	124	116	93	95	100
Bite Cases	67	60	68	72	65
Animals taken to Humane Society:					
Dogs	105	105	59	90	90
Cats	283	243	233	243	254
Animal Carcasses	198	265	168	119	188
Wild Animals	12	7	5	0	6
County Calls for Service	1	2	0	1	1
Fruitland Calls for Service	38	16	12	11	20
Animal Control Revenue – Fiscal Year Basis	\$1,615 (FY 16/17)	\$2,865 (FY 17/18)	\$2,160 (FY 18/19)	\$2,500 Est. (FY 19/20)	\$2,500 Est. (FY 20/21)

RECENT ACCOMPLISHMENTS

There were 941 calls for animal control service in 2019, which resulted in 95 violations being issued. The city of Fruitland accounted for an additional 11 calls for service and the Animal Control Officer assisted the County with one call. There were 243 cats and 90 dogs taken to the Humane Society. These numbers are consistent when compared to recent years. There were 119 animal carcasses retrieved for a total of 452 transports in 2019.

The Animal Control Officer (ACO) maintains a presence on social media through the Muscatine Animal Control Facebook page. She interacts with residents and posts notices about events and lost or recovered pets. She also responds to questions and helps residents work through problems with their pets.

The winter pet supply drive for 2018 met with success. There were fewer recipients in need, which resulted in an overabundance of supplies. After careful consideration, the ACO decided to suspend the drive this year. The overabundance created some storage issues and the ACO anticipated that even fewer people would be in need of supplies this year.

The ACO is planning on trying to revitalize the “Chip Your Pet Day” program and is looking for ways to overcome the hurdles that have prevented it in the past. The goal was to get this done in 2019 but finding a location for the event was again an issue. One of the ideas being explored is holding the event outdoors under a tent.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue to meet or exceed the number of enforcement actions taken within the city in 2019 by being proactive in enforcement efforts and sensitive to residents’ complaints.
- To have the Animal Control Officer continue the educational and certification process by attending the next module of training offered through the National Animal Control and Care Association.
- To continue to maintain positive working relationships with those agencies in which the Animal Control Officer interacts.
- To continue to look for opportunities for public interaction in a non-enforcement setting where pet education and/services are offered to the public. Organizing a “Chip Your Pet Day” would be part of this objective.

Function:
Public Safety

Department:
Police

Activity:
Animal Control

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 57,628	\$ 70,008	\$ 72,700	\$ 72,300	\$ 75,000	3.16%
Commodities	2,364	2,563	3,500	3,500	3,500	0.00%
Contractual Services	68,160	71,527	79,000	79,000	79,000	0.00%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 128,152</u>	<u>\$ 144,098</u>	<u>\$ 155,200</u>	<u>\$ 154,800</u>	<u>\$ 157,500</u>	1.48%
Funding Sources						
Animal Enforcement Fines	\$ 2,865	\$ 2,160	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
General Revenues	<u>125,287</u>	<u>141,938</u>	<u>152,700</u>	<u>152,300</u>	<u>155,000</u>	1.51%
Total Funding Sources	<u>\$ 128,152</u>	<u>\$ 144,098</u>	<u>\$ 155,200</u>	<u>\$ 154,800</u>	<u>\$ 157,500</u>	1.48%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Position:						
Animal Control Officer	1.00	1.00	1.00	1.00	1.00	\$ 46,100
Employee Benefits						<u>28,900</u>
Total Personal Services						<u>\$ 75,000</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: PUBLIC SAFETY		DEPARTMENT: POLICE										ACTIVITY: ANIMAL CONTROL								
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED		
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	BUDGET													
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
PERSONAL SERVICES																				
41XXX	REGULAR SALARIES & WAGES	\$42,718	\$43,867	\$45,200	\$10,866	\$33,979	44,845	\$44,900	\$46,100	\$46,100										
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0										
43XXX	OVERTIME SALARIES & WAGES	22	0	500	0	500	500	500	500	500										
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0										
45XXX	PENSION & RETIREMENT	7,027	7,298	7,800	1,805	5,890	7,695	7,700	8,000	8,000										
46XXX	INSURANCE	7,861	18,843	19,200	4,958	14,268	19,226	19,200	20,200	20,200										
	SUBTOTAL	\$57,628	\$70,008	\$72,700	\$17,629	\$54,637	\$72,266	\$72,300	\$75,000	\$75,000										
COMMODITIES																				
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
52XXX	OPERATING SUPPLIES	2,364	2,563	3,500	508	2,992	3,500	3,500	3,500	3,500										
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0										
	SUBTOTAL	\$2,364	\$2,563	\$3,500	\$508	\$2,992	\$3,500	\$3,500	\$3,500	\$3,500										
CONTRACTUAL SERVICES																				
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0										
63XXX	RENTALS	0	0	0	0	0	0	0	0	0										
64XXX	TRAVEL AND EDUCATION	1,274	0	1,400	595	805	1,400	1,400	1,400	1,400										
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0										
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0										
67XXX	REPAIR & MAINTENANCE SERVICES	1,886	1,527	2,600	0	2,600	2,600	2,600	2,600	2,600										
68XXX	AID TO AGENCIES	65,000	70,000	75,000	18,750	56,250	75,000	75,000	75,000	75,000										
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0										
	SUBTOTAL	\$68,160	\$71,527	\$79,000	\$19,345	\$59,655	\$79,000	\$79,000	\$79,000	\$79,000										
CAPITAL OUTLAY																				
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0										
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0										
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0										
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
	TOTAL EXPENDITURES	\$128,152	\$144,098	\$155,200	\$37,482	\$117,284	\$154,766	\$154,800	\$157,500	\$157,500										

Muscatine Humane Society

920 S Houser St.

Muscatine Iowa 52761

(563) 263-7358

Dear City Council Members:

The Muscatine Humane Society is asking for a \$10,000 increase in our 2020/2021 City services fee. I have enclosed our financial statement prepared by Muscatine Tax Service and I will include animal statistics as well as other information supporting the reasons for the increase when we appear in February.

Sincerely,

A handwritten signature in black ink that reads "Chris McGinnis". The signature is written in a cursive style with a large initial "C" and "M".

Chris McGinnis, Director

Function:
Public Safety

Department:
Fire

Activity:
Fire Operations

GENERAL INFORMATION

The Fire department is staffed with full time personnel and provides fire protection for the City of Muscatine as well as fire protection for adjacent areas through mutual aid agreements. The primary functions of the department include fire suppression, fire prevention through public education and code enforcement, training of firefighters in the areas of advanced fire suppression and prevention techniques, and emergency medical assistance.

Following an independent analysis of the community's Emergency Medical Services (EMS) system, the City began full EMS delivery on July 1, 2000. As a result of that action, the City has successfully implemented a comprehensive EMS response capability and at the same time continues to respond to a wide variety of fire and emergency requests.

The Fire department continues to participate in a number of "28E" agreements that promote cooperative response activities with surrounding communities and counties. Fire suppression, rescue, and hazardous material responses are examples of these collaborative activities.

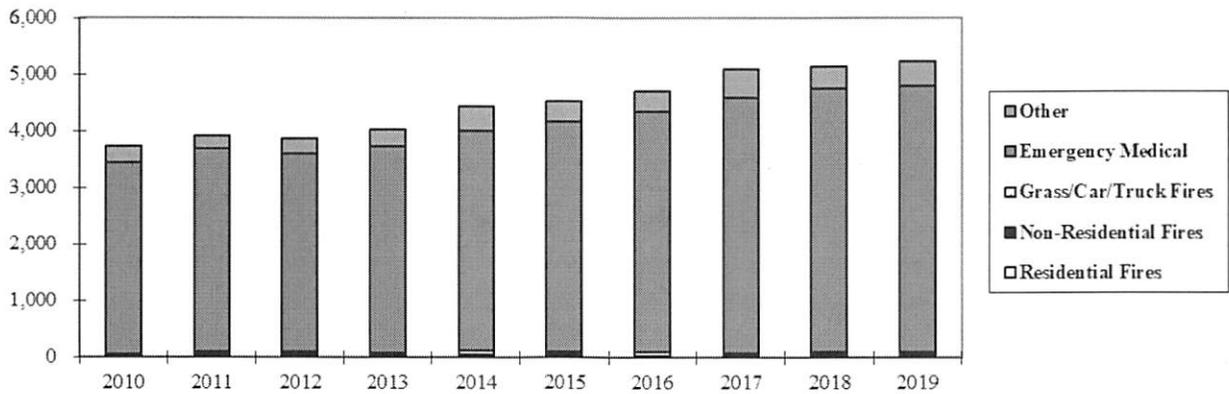
The ambulance service is accounted for in a separate ambulance operations budget included in the enterprise funds section of this budget.

Following are charts and graphs showing fire department responses over the last ten years.

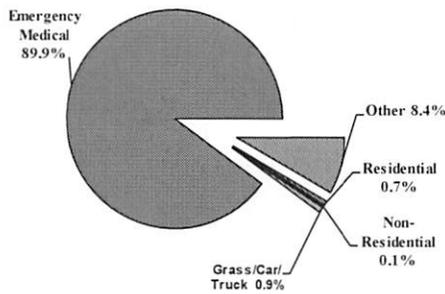
Fire Department Responses

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Percent of Total</u>
Residential Fires	20	25	34	19	49	36	22	32	35	37	0.71%
Non-Residential Fires	6	19	15	11	9	15	14	10	18	6	0.11%
Grass/Car/Truck Fires	30	39	47	36	51	32	67	39	37	45	0.86%
Emergency Medical	3,367	3,593	3,487	3,674	3,897	4,079	4,239	4,510	4,653	4,710	89.92%
Other	298	240	281	282	427	364	364	509	393	440	8.40%
Totals	3,721	3,916	3,864	4,022	4,433	4,526	4,706	5,100	5,136	5,238	100.00%

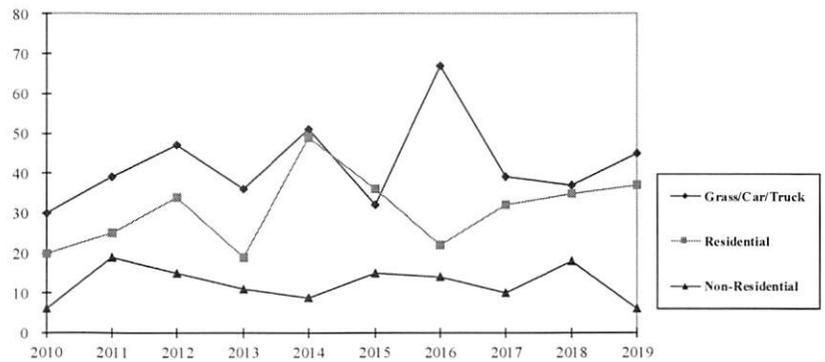
Fire Department Response History



2019 Fire Responses by Type



History of Fire Calls by Type



CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is under the original budget by \$92,600. The most significant decrease is \$102,800 in personal services costs due to vacancy savings and new employees starting at lower steps in the pay plan. This decrease was partially offset by an \$11,300 increase in commodities (primarily due to increases in clothing purchases for new employees and increased operating supplies) and a \$2,500 increase in contractual services. There was also a \$3,600 decrease in capital outlay.

The 2020/2021 Fire department budget is \$456,600 (9.7%) higher than the 2019/2020 budget. Personal services costs increased by \$243,100 (5.5%) compared to the prior year budget. Capital outlay costs increased by \$191,700. There were also increases of \$6,300 in commodities and \$15,500 in contractual services. The most significant capital outlay allocation is \$212,500 to replace 20 SCBA (Self Contained Breathing Apparatus) Airpack Harnesses. A like amount will be requested in the 2020/2021 budget to replace the other 20 of the department's SCBA Airpack Harnesses. The Fire department has submitted several grant requests to seek funding to assist in the purchase of these items, but none have been successful. The Fire department is planning to submit another grant request and if it would be successful, this would assist in

funding this equipment. Personal services costs for the current 2019/2020 budget included \$116,300 for the addition of three firefighter positions budgeted to begin midway through the 2019/2020 year (January 2020). Those three additional fire fighters have been hired. The additional staffing was needed due to the continued high call volume for Ambulance services including requests for inter-facility transfers. This staffing increase was budgeted to be funded from the expected additional ambulance services fees from “Ground Emergency Medical Transport” (GEMT) funds that are expected to increase reimbursements for Medicaid patients. The \$116,300 cost of these positions was budgeted to be funded from the additional revenue from GEMT funds included in the Ambulance fund with those funds then transferred to the General fund as funding for these new positions.

In 2011 the City updated its Fire Regulations ordinance. The ordinance provides for various permits and fees for open burning, fireworks, fire inspections, false alarms, plan reviews, site assessment fees, standby fees, and report fees. The City also updated requirements for confined space permits or rescues. For 2020/2021 revenues from these permits and fees are estimated at \$61,600. An additional \$26,600 is budgeted to be received from Haz Mat agreements with area counties and \$20,500 from fire protection agreements with businesses outside the city limits.

The 2020/2021 budget continues to include transfers from the Ambulance Fund to the Fire department budget to fund an allocation of the fire positions used in providing ambulance services. The transfer for 2016/2017 was budgeted at \$891,000, 22.5% of Fire department personal services costs, the transfer for 2017/2018 was budgeted at \$926,000, 22.6% of budgeted Fire personal services costs, and the transfer for 2018/2019 was budgeted at \$1,047,200, which was 24.5% of budgeted Fire department personal services costs. The regular transfer for 2019/2020 was budgeted at \$1,079,400, which was 25.0% of Fire department personal services costs for the previous staffing level. As noted above, the 2019/2020 budget includes an additional transfer of \$116,300 which is the amount needed to fund the three new firefighter positions budgeted to be added midway through the 2019/2020 fiscal year. The regular transfer for 2020/2021 is \$1,105,200 and there is an additional transfer of \$232,600 of the GEMT funding, which is the estimated amount for a full fiscal year. These total to \$1,337,800, which is 28.7% of the Fire department budgeted personal services costs for 2020/2021.

GOAL STATEMENT

To provide a combination of services directed toward the prevention of, preparation for, and response to occurrences of every magnitude that represent threats to the health, welfare or prosperity of the citizens, visitors, and properties in and around the City of Muscatine.

PERFORMANCE MEASURES

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Estimated 2020
All Calls for Services	4,706	5,100	5,027	5,238	5,528
Fire Training Hours	5,370	4,683	3,871	3,812	4,500
False Alarms	180	156	169	151	150
Fire Education Presentation Staff Hours	135	138	118	250	75
Number of Residents Attending Public Education Programs	2,060	2,231	1,933	2,180	1,900
Fire Inspections - Total	418	592	568	514	500
Inspections - Initial	245	316	298	268	275
Re-Inspections	140	215	250	246	225
Additional Re-inspections	33	61	20	Included Above	Included Above
Fire Marshal Site Visits	111	216	220	185	200
Burn Permits Issued	1,104	1,090	989	1,122	1,250
Outdoor Fireplace Permits	1,026	1,014	930	1,051	1,180
Open Burning Permit	61	63	48	62	60
Commercial Burn Permits	3	1	0	0	0
Other Special Fire Permits	14	13	11	9	10
Citations Issued - All	40	31	20	8	15
Fireworks Operational Permits Issued	0	10	12	10	8
Fireworks Permit Fees Collected	0	\$2,000	\$4,600	\$2,200	\$2,400

RECENT ACCOMPLISHMENTS

The Fire department hosted and instructed State certification training and testing for Fire Inspector I certifications at the IFSAC/ProBoard standard. This was done in-house with Muscatine Fire department and guest instructors, and done at no cost. A total of 10 department and 2 mutual aid organization partners took advantage of the training. **(Continuous Service Improvement)**

The department also took advantage of out-of-department federally funded training, including 11 persons receiving training at the National Fire Academy in Emmitsburg, MD (an 83% increase); staff also attended Hazardous Materials training in Anniston, AL and Pueblo, CO; Company Officer training in Kansas City, MO; as well as training and conferences within the state – for a total of over 2,800 hours of outside training. **(Continuous Service Improvement)**

The Fire department updated, improved, and held three probationary academies for ten new hires, resulting in over 1,300 hours of new recruit training

The department utilized non-traditional training locations to provide real-world experiences, including onsite HazMat training at Muscatine Power & Water, 700+ hours of training at the old Holiday Inn property, used donated (Rich Metals) real vehicles for extrication training, and mobile homes donated (Ripley’s) for use as live fire training aids

Implementation and adjustment of a leadership training program for formal department leaders and developing leaders was also completed. Captain June Anne Gaeta completed the Executive Fire Officer post-graduate program at the National Fire Academy. This is a four-year, multiple research paper program designed for department leaders and is recognized on a national and international basis.

The department also coordinated and implemented another successful Public Safety Open House utilizing the “Close Before You Doze” message to encourage participants to close their doors while sleeping and the live fire ‘burn cell’ was used to illustrate this point.

The Fire department saw an increase in run volume of 3.4% over 2018 and 14.8% over the 2015 volume; saw an 11.9% increase in building fires, and a 27.7% decrease in all fires as compared to 2018 and an increase of 9.3% but decrease of 2.2% respectively in comparison to 2015. There were 9 fireworks sales permits issued which resulted in \$1,800 in permitting fees and \$900 in State reimbursement. Fire permits issued increased by 11.1% from 2017 and 16.5% from 2015.

The department continued social media outreach using Facebook and Twitter, which have reached more than 472,000 people in the past year (a 48.4% increase over 2018), has “engaged” about 290 people per day on average; and the page presently has about 4,550 “likes” (24.3% increase). **(Marketing Goal)**

A safety stand-down day was held to focus on cancer prevention strategies which included suggestions for improvement. Those suggestions lead to better cleaning procedures, better separation of soiled and clean gear, and reinforced items already being addressed.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue looking at software and technological tools in order to streamline activities and improve efficiency and effectiveness of both emergent and routine activities. The Department will work with other agencies in order to coordinate efforts and learn from each other. This will include items related to the computer aided dispatch system and vehicle tracking and information. Implementation will be done subsequent to review and assessment of options. **(Council and Management Continuous Service Improvement Goal)**
- To hold a minimum of two multi-agency drills. This will include a combination of mutual aid partners and local facilities. At least one will cover special operations – either hazardous materials or confined spaces. **(Council and Management Continuous Service Improvement Goal)**
- To complete training tailored to help prepare department staff to prepare for fire fighter II certification, with the intent to encourage testing and completion of certification requirements.

Function:
Public Safety

Department:
Fire

Activity:
Fire Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 3,998,981	\$ 4,253,008	\$ 4,413,500	\$ 4,310,700	\$ 4,656,600	5.51%
Commodities	81,195	98,555	89,900	101,200	96,200	7.01%
Contractual Services	194,110	206,982	162,900	165,400	178,400	9.52%
Capital Outlay	17,254	11,246	39,000	35,400	230,700	491.54%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 4,291,540</u>	<u>\$ 4,569,791</u>	<u>\$ 4,705,300</u>	<u>\$ 4,612,700</u>	<u>\$ 5,161,900</u>	9.70%
Funding Sources						
Fire Protection Contracts and Hazmat Agreements	\$ 46,315	\$ 46,790	\$ 46,700	\$ 47,100	\$ 47,100	0.86%
Ambulance Staff Funding Transfer	926,000	1,047,200	1,079,400	1,079,400	1,105,200	2.39%
Additional Ambulance Funding Transfer (GEMT) *	-	-	116,300	116,300	232,600	
Confined Space Fees	39,275	39,275	36,000	36,000	36,000	0.00%
Fire Inspection Fees & Permits	23,211	24,999	21,800	22,200	23,100	5.96%
Other Fees	2,058	4,431	2,600	2,500	2,500	-3.85%
Donations	-	-	-	1,000	-	
Insurance Reimbursement	4,997	-	-	-	-	
Other Reimbursements	4,279	7,576	2,500	3,500	3,500	40.00%
Utility Franchise Fees	51,430	110,224	257,100	257,100	257,100	0.00%
General Revenues	3,193,976	3,289,296	3,142,900	3,047,600	3,454,800	9.92%
Total Funding Sources	<u>\$ 4,291,540</u>	<u>\$ 4,569,791</u>	<u>\$ 4,705,300</u>	<u>\$ 4,612,700</u>	<u>\$ 5,161,900</u>	9.70%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Chief	1.00	1.00	1.00	1.00	1.00	
Assistant Chief	1.00	1.00	1.00	1.00	1.00	
Battalion Chief	3.00	3.00	3.00	3.00	3.00	
Captain	3.00	3.00	3.00	3.00	3.00	
Lieutenant	3.00	3.00	3.00	3.00	3.00	
Mechanic	2.00	2.00	2.00	2.00	2.00	
Firefighter	28.00	28.00	29.50 *	29.50 *	31.00 *	
Total Full Time	<u>41.00</u>	<u>41.00</u>	<u>42.50</u>	<u>42.50</u>	<u>44.00</u>	
Part Time Position:						
Office Coordinator	0.50	0.50	0.50	0.50	0.50	
Total	<u>41.50</u>	<u>41.50</u>	<u>43.00</u>	<u>43.00</u>	<u>44.50</u>	\$ 2,848,300
Employee Benefits						<u>1,808,300</u>
Total Personal Services						<u>\$ 4,656,600</u>

* Three new Firefighter positions were budgeted to be added January 1, 2020 subject to receipt of additional ambulance funding from GEMT (Ground Emergency Medical Transportation) funds which is expected to increase the reimbursements for Medicaid patients.

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Gas Monitor	1	Yes	\$ 3,000
Self Contained Breathing Apparatus (SCBA) Airpack Harnesses	20	Yes	212,500
Rescue Randy 165 lb Rescue Dummy	1	No	1,600
Dayroom Furniture		Yes	4,000
Rescue Ropes for Specialized Rescues	1	Yes	5,100
Gym Equipment		Yes	4,500
			<u>\$ 230,700</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: PUBLIC SAFETY										DEPARTMENT: FIRE				ACTIVITY: FIRE OPERATIONS					
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR		BUDGET FISCAL YEAR		FIRST 3 MOS FISCAL YEAR		LAST 9 MOS FISCAL YEAR		ESTIMATE FISCAL YEAR		CITY ADMIN ESTIMATE FISCAL YEAR		BUDGET REQUEST FISCAL YEAR		CITY ADMIN REVISION FISCAL YEAR		APPROVED BUDGET	
		2017/2018	2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)								
PERSONAL SERVICES																			
41XXX	REGULAR SALARIES & WAGES	\$2,438,105	\$2,483,733	\$2,704,300	\$650,372	\$2,003,100	\$2,653,472	\$2,650,600	\$2,821,900	\$2,824,800									
42XXX	PART TIME SALARIES & WAGES	21,760	22,236	22,800	5,719	17,124	22,843	22,800	23,500	23,500									
43XXX	OVERTIME SALARIES & WAGES	110,764	243,296	150,000	32,450	129,100	161,550	161,500	165,000	165,000									
44XXX	OTHER SALARIES & WAGES	100,814	100,541	107,000	4,391	95,990	100,381	100,400	114,700	114,300									
45XXX	PENSION & RETIREMENT	689,895	716,380	733,000	169,447	548,103	717,550	716,200	792,200	792,800									
46XXX	INSURANCE	637,843	686,822	696,400	155,135	503,948	659,083	659,200	736,200	736,200									
	SUBTOTAL	\$3,998,981	\$4,253,008	\$4,413,500	\$1,017,514	\$3,297,365	\$4,314,879	\$4,310,700	\$4,653,500	\$4,656,600									
COMMODITIES																			
51XXX	OFFICE SUPPLIES	\$3,762	\$4,381	\$3,800	\$1,511	\$2,789	\$4,300	\$4,300	\$4,100	\$4,100									
52XXX	OPERATING SUPPLIES	56,715	76,436	67,000	23,323	53,377	76,700	76,700	72,700	72,700									
53XXX	REPAIR & MAINTENANCE SUPPLIES	20,718	17,738	19,100	5,050	15,150	20,200	20,200	19,400	19,400									
	SUBTOTAL	\$81,195	\$98,555	\$89,900	\$29,884	\$71,316	\$101,200	\$101,200	\$96,200	\$96,200									
CONTRACTUAL SERVICES																			
61XXX	PROFESSIONAL FEES	\$108,602	\$117,905	\$69,700	\$9,004	\$60,696	\$69,700	\$69,700	\$69,700	\$69,700									
62XXX	TECHNICAL SERVICES	1,411	2,474	1,900	255	1,645	1,900	1,900	1,900	1,900									
63XXX	RENTALS	0	0	0	0	0	0	0	0	0									
64XXX	TRAVEL AND EDUCATION	18,326	14,292	17,200	2,809	14,391	17,200	17,200	17,200	17,200									
65XXX	COMMUNICATIONS & UTILITIES	4,422	4,656	5,000	1,360	4,140	5,500	5,500	5,500	5,500									
66XXX	INSURANCE	25,615	28,349	28,400	28,349	51	28,400	28,400	28,400	28,400									
67XXX	REPAIR & MAINTENANCE SERVICES	33,110	36,724	38,300	6,020	34,260	40,300	40,300	53,300	53,300									
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0									
69XXX	MISCELLANEOUS	2,624	2,582	2,400	874	1,526	2,400	2,400	2,400	2,400									
	SUBTOTAL	\$194,110	\$206,982	\$162,900	\$48,671	\$116,729	\$165,400	\$165,400	\$178,400	\$178,400									
CAPITAL OUTLAY																			
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0									
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0									
74XXX	EQUIPMENT	17,254	11,246	39,000	18,213	17,187	35,400	35,400	1,096,200	230,700									
	SUBTOTAL	\$17,254	\$11,246	\$39,000	\$18,213	\$17,187	\$35,400	\$35,400	\$1,096,200	\$230,700									
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0									
	TOTAL EXPENDITURES	\$4,291,540	\$4,569,791	\$4,705,300	\$1,114,282	\$3,502,597	\$4,616,879	\$4,612,700	\$6,024,300	\$5,161,900									

Function:
Culture and Recreation

Department:
Library

Activity:
Library Operations

GENERAL INFORMATION

The Musser Public Library provides the following services to help community residents meet their informational, recreational, educational, and professional needs:

- Circulating collections of current high-demand, high-interest materials in a variety of formats.
- Collections representing a broad spectrum of knowledge on a variety of subjects and in a variety of formats.
- Reference services providing timely and accurate information in a variety of formats with access from diverse locations.
- Programs and services for all ages that encourage reading, learning, and cultural enrichment.
- Public computers and a wireless network to provide access to technology, information, and entertainment.

The materials and services include but are not limited to books, ebooks, audiobooks, large print books, magazines, emagazines, CDs, emusic, DVDs, video games, computers, Internet access (Wi-Fi), meeting rooms, audio-visual equipment, photocopier, recorded books on CDs, tax forms and publications, genealogical and local history material, telephone and city directories, information service, home delivery service, children and adult programming, newspapers, maps, RiverShare (consortium) inter-library loan of materials, technology classes, and census data.

Musser Public Library is currently part of RiverShare, an 8 member Quad City area library consortium that shares a catalog. Patrons may request to borrow material from any of the 8 libraries. Items are exchanged through a daily van delivery.

The Friends of the Library provide financial and volunteer support for the Library's operation.

Muscatine County provides a subsidy to the City that allows County residents to use the Library without an additional fee. The amount approved by the County for 2019/2020 is \$120,325. An additional \$3,187 has been received from the contract with the City of Fruitland in 2019/2020. The Library has negotiated similar agreements with townships in Illinois including New Boston, Eliza, Drury, and Buffalo Prairie, which generated \$11,217 in revenues. The Library budget for 2020/2021 reflects requested 2.0% increases in these agreements.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is the same in total as the budgeted amount. The Library is allocated a set amount of funds by the City on an annual basis. The Library Board of Trustees can determine how these funds are expended. The revised estimate for the year reflects realignments of costs within the overall budget. The revised estimate includes (1) a \$12,500 decrease in personal services costs, (2) a \$1,000 increase in commodities, (3) a \$3,900 increase in contractual services, and (4) a \$7,600 increase in capital outlay.

Beginning in fiscal year 2010/2011 a separate Library Computer Replacement Fund was established in which the Library can set aside funds for future computer purchases. Any funds remaining in the Library's operating budget at the end of a fiscal year may be set aside in this fund. The Library may also designate other funding sources (donations or bequests) to be used for computer-related purchases.

The Library budget for 2020/2021 is \$1,170,800, which is \$10,200 (.9%) more than the 2019/2020 budget. There were increases and decreases for the 2020/2021 budget including (1) an increase of \$29,600 in personal services costs, (2) a decrease of \$500 in commodities, (3) an increase of \$3,300 in contractual services, and (4) a decrease of \$22,200 in capital outlay for library materials.

GOAL STATEMENTS

- **Fuel Muscatine's Passion for Reading, Personal Growth, and Learning**
 - Build the community of Muscatine around services and materials
 - Provide materials and programs to stimulate the intellectual growth and educational potential of Muscatine's youth, while simultaneously supporting pleasure reading and recreational needs

- **Expand Muscatine's Access to Information, Ideas, and Local History**
 - Develop relevant and quality materials collections to meet the community's evolving needs and expectations

- **Build Community Partnerships to Make a Difference in People's Lives**
 - Develop sustainable relationships with City and County departments and community groups to benefit Muscatine residents

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
LIBRARY PATRONS	20,581	21,288	21,860	22,000	22,500
CIRCULATION					
Adult Books	51,562	45,296	52,556	54,400	55,000
Young Adult	3,785	3,082	3,575	3,700	4,000
Juvenile Books	44,820	33,112	54,436	60,000	65,000
Magazines	3,416	3,325	3,512	3,500	3,500
DVDs	74,147	57,414	58,595	55,000	50,000
Audio	18,542	14,020	13,003	12,000	11,000
Video Games	4,329	3,362	2,571	2,300	3,000
Other	781	499	495	200	100
Internet	20,536	15,976	14,332	12,000	18,000
WiFi Usage	12,043	11,409	51,751	55,000	58,000
Databases	176,496	244,452	201,144	200,000	175,000
E Audio	1,563	2,267	3,388	3,000	2,500
E Book	9,868	11,601	11,762	13,000	15,000
E Magazines	9,199	7,276	10,549	10,500	10,500
E Music	34,493	24,385	18,223	19,000	20,000
TOTAL	465,580	477,476	499,892	503,600	490,600
PROGRAMMING					
Juvenile Programs	568	485	427	420	430
Juvenile Audience	21,077	16,516	18,448	19,000	19,500
Young Adult Programs	36	34	31	25	25
Young Adults Audience	2,041	2,180	1,769	1,700	1,750
Adult Programs	30	15	32	50	55
Adult Audience	399	167	654	700	800
Technology Classes	26	16	13	15	15
Tech Audience	27	17	13	25	40
OTHER MEASURES					
Facebook Likes	5,172	5,348	5,489	5,500	5,500
Website Visits	57,549	40,866	35,000	37,000	38,000
Rivershare Holds	45,759	41,250	36,378	35,000	34,000
Inter-Library Loans	1,048	642	876	700	750
Homebound Visits	486	452	460	450	450
Homebound Circulation	5,344	5,910	5,912	5,700	5,600
Reference Questions	5,800	4,069	2,177	2,500	3,000
Building Usage	167,405	154,010	179,484	180,000	185,000
Meeting Room Usage	2,635	1,026	9,763	10,000	11,000

RECENT ACCOMPLISHMENTS

During the past year the Library transitioned to a new Envisionware server and replaced five online public access computers. The Library also installed sixteen additional interior security cameras to bring the total to 32. The theft detection gates were relocated closer to the east entrance to avoid accidental alarms.

The Library formally began Day Break, a series of daytime programs for adults and completed the 2nd LENA (Learning ENvironment Analysis) Early Talk series. Two Library staff members attended the Iowa Lean Consortium's two-day conference in Des Moines.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

To complete a strategic planning process by April, 2021 which will include:

- Over three-years, the Library will develop and implement a LEAN Daily Management System to improve communication and customer service on a tight budget and in a rapidly changing environment.
- First year goals for the management team will include identifying mentors, clarifying values, and developing leadership, trust, and accountability. The initial all-staff focus will include documenting procedures, learning policies, and emphasizing accountability while improving communication via daily huddles, and visual communication.
- Regular tasks will include spending considerable time observing front-line staff.
- Revising job descriptions along with the employees holding specific jobs.
- Developing a master calendar for annual events/activities/goals and deadlines.
- Documenting and implementing revised opening and closing procedures.
- Outlining a procurement system.
- Identifying ownership for tasks.
- Cross training.
- Rewriting standard work to reflect current situation.

Other goals include:

- To integrate the new State Library's shared delivery option (IA Shares) to reduce shipping costs and improve delivery efficiencies for inter-library loan among Iowa public libraries.
- To develop a branded brochure to share with new patrons and the broader community, showcasing the Library's services, especially new technologies and amenities (room reservations, tablets, etc.).
- To work to re-activate the Friends of the Library.

- To assist the Library Board to rewrite the Board's Bylaws.
- To add some materials in French for the growing number of French-speaking African immigrants.
- To secure the \$20,000 per annum needed to provide LENA (Learning ENvironment Analysis) in 2021/2022 and beyond.
- To develop off-site collections for weeded juvenile and large-type materials.
- To continue to expand Day-Break by adding a non-fiction book group, a monthly local history round table, a drum circle, a business book group, a knitting circle, some genealogy classes, and some computer classes.
- To offer the monthly Day-Break lecture/activity at 7:00 p.m. on the same day to provide the same activity for working adults.
- To bring back an annual major Friday and Saturday night education/entertainment event for elementary age children and their families at the end of spring break.
- To offer more Saturday afternoon/evening family movies.
- To continue to monitor the meeting room policy as demand for rooms becomes more competitive.
- To work with the Davenport Public Library's Scott County History Librarian to develop standards for housing and indexing local history material.
- To finish planning and begin offering the three eBook Pop-Ups at various locations throughout the community. These secure Wi-Fi devices will allow anyone to check out eBooks for two weeks, regardless of residence or library card status.

Function:
Culture and Recreation

Department:
Library

Activity:
Library Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 841,238	\$ 855,036	\$ 885,500	\$ 873,000	\$ 915,100	3.34%
Commodities	9,188	5,636	10,400	11,400	9,900	-4.81%
Contractual Services	127,840	124,346	125,200	129,100	128,500	2.64%
Capital Outlay	78,040	119,162	139,500	147,100	117,300	-15.91%
Transfers	64,394	56,420	-	-	-	
Total Expenditures	<u>\$ 1,120,700</u>	<u>\$ 1,160,600</u>	<u>\$ 1,160,600</u>	<u>\$ 1,160,600</u>	<u>\$ 1,170,800</u>	0.88%
Funding Sources						
Library Revenues	\$ 23,984	\$ 22,698	\$ 24,200	\$ 21,500	\$ 21,800	-9.92%
County Contributions	118,099	120,489	122,900	120,500	122,900	0.00%
Hotel/Motel Tax	130,498	123,738	115,000	125,000	125,000	8.70%
General Revenues	848,119	893,675	898,500	893,600	901,100	0.29%
Total Funding Sources	<u>\$ 1,120,700</u>	<u>\$ 1,160,600</u>	<u>\$ 1,160,600</u>	<u>\$ 1,160,600</u>	<u>\$ 1,170,800</u>	0.88%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions:</i>						
Library Director	1.00	1.00	1.00	1.00	1.00	
Assistant Director	1.00	1.00	1.00	1.00	1.00	
Librarian	2.00	2.00	2.00	2.00	2.00	
Office Coordinator	-	0.00	0.00	0.00	0.00	
Library Assistant	4.00	3.00	3.00	3.00	4.00	
Total Full Time	<u>8.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>8.00</u>	
<i>Part Time Positions:</i>						
Library Technician	1.50	1.68	1.75	1.54	1.33	
Library Assistant	2.40	2.59	2.68	2.83	2.84	
Library Shelves	1.54	1.11	1.00	0.82	1.28	
Other Technicians	0.25	0.25	0.25	0.45	0.31	
Security Guard	0.00	0.49	0.50	0.22	0.00	
Other Assistant	0.50	0.50	0.36	0.35	0.38	
Total Part Time	<u>6.19</u>	<u>6.62</u>	<u>6.54</u>	<u>6.22</u>	<u>6.13</u>	
Total	14.19	13.62	13.54	13.22	14.13	\$ 694,100
Employee Benefits						221,000
Total Personal Services						<u>\$ 915,100</u>

Capital Outlay	
Item	Amount
Library Books, Videos, Serials, Database Subscriptions, etc.	<u>\$ 117,300</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION		DEPARTMENT: LIBRARY										ACTIVITY: LIBRARY OPERATIONS									
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED BUDGET 2020/2021	
				FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021		FISCAL YEAR 2020/2021						
PERSONAL SERVICES																					
41XXX	REGULAR SALARIES & WAGES	\$459,130	\$439,266	\$446,100	\$110,640	\$336,598	447,238	\$447,200	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700	\$505,700
42XXX	PART TIME SALARIES & WAGES	169,068	213,509	229,000	56,453	164,434	220,887	215,800	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400	188,400
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	3,510	3,887	4,000	1,208	2,984	4,192	4,200	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400
45XXX	PENSION & RETIREMENT	101,657	107,949	116,100	28,076	86,136	114,212	113,300	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400	119,400
46XXX	INSURANCE	107,873	90,425	90,300	23,777	68,756	92,533	\$92,500	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200	97,200
SUBTOTAL		\$841,238	\$855,036	\$885,500	\$220,154	\$658,908	\$879,062	\$873,000	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100	\$915,100
COMMODITIES																					
51XXX	OFFICE SUPPLIES	\$1,960	\$3,481	\$2,400	\$549	\$2,851	\$3,400	\$3,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
52XXX	OPERATING SUPPLIES	7,228	2,155	8,000	479	7,521	8,000	8,000	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$9,188	\$5,636	\$10,400	\$1,028	\$10,372	\$11,400	\$11,400	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900
CONTRACTUAL SERVICES																					
61XXX	PROFESSIONAL FEES	\$86,628	\$84,186	\$77,100	\$1,860	\$76,840	\$78,700	\$78,700	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500	\$81,500
62XXX	TECHNICAL SERVICES	25,475	13,140	23,500	9,881	13,219	23,100	23,100	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300	23,300
63XXX	RENTALS	4,081	2,077	2,100	361	1,739	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
64XXX	TRAVEL AND EDUCATION	1,217	1,383	4,300	0	4,300	4,300	4,300	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
65XXX	COMMUNICATIONS & UTILITIES	8,812	14,983	13,100	2,357	11,443	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	931	2,196	0	952	148	1,100	1,100	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	696	6,381	5,100	1,828	4,172	6,000	6,000	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700
SUBTOTAL		\$127,840	\$124,346	\$125,200	\$17,239	\$111,861	\$129,100	\$129,100	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500	\$128,500
CAPITAL OUTLAY																					
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	78,040	119,162	139,500	9,089	130,411	139,500	147,100	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300	117,300
SUBTOTAL		\$78,040	\$119,162	\$139,500	\$9,089	\$130,411	\$139,500	\$147,100	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300	\$117,300
9XXXX TRANSFERS																					
SUBTOTAL		\$64,394	\$56,420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,120,700	\$1,160,600	\$1,160,600	\$247,510	\$911,552	\$1,159,062	\$1,160,600	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800	\$1,170,800

Function:
Culture and Recreation

Department:
City Administrator

Activity:
Cable Television Operations

GENERAL INFORMATION

In July 1979 the City Council awarded a 15 year cable television franchise to ATC and Muscatine Cablevision Corporation. In 1984 the City approved the transfer of the franchise from ATC and Muscatine Cablevision to Heritage Cablevision. This franchise was later transferred to TCI, then AT&T and then Mediacom. The original franchise required a franchise fee to be paid to the City of Muscatine in the amount of 3% of its annual gross receipts. The original franchise agreement expired in 1994 and it was renewed for another 15 years on September 7, 1994. The new agreement provided for an increase in the franchise fee paid to the City to 5% of the annual gross receipts. In addition, Muscatine Power & Water (MP&W) began offering cable television services in 1999. MP&W also pays a cable franchise fee to the City. In December 2002, MP&W purchased the local Mediacom operation and became the sole cable provider in the City. Under the current arrangement with Muscatine Power & Water, the City receives approximately \$155,000 in cable franchise fees annually.

A portion of the funds received from the franchise fee has been utilized to purchase equipment and develop governmental programs to be aired on the government information access channel. The City's cablecasting is provided through a contract with Muscatine Community College's (MCC's) audio-visual department. As part of this contract, regular City Council meetings and other special programs have been broadcast which have informed citizens of available municipal services. Cable broadcast services are also provided by the community college for the Muscatine Community School District and Muscatine County.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$1,000 less than the original budget. Based on expenditures to date in 2019/2020, special programming fees are expected to be less than the original budget.

The 2020/2021 budget is \$20,000 which is \$700 (3.4%) less than the 2019/2020 budget. No capital outlay items have been requested in the 2020/2021 budget. The budget includes \$19,100 in estimated fees to be paid to Muscatine Community College (MCC) for cable broadcasting services as specified in the agreement between the City and MCC, \$400 for the City's portion of the Government Access Channel program listing on the cable channel guide, and \$500 for any repairs that may be needed to the broadcasting equipment in the City Hall Council Chambers.

GOAL STATEMENT

To inform and educate the community about the operation of and services provided by their City government and to offer programs of appeal to specific audiences presently not served by broadcast television.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Cable Franchise Fees	\$176,095	\$165,004	\$158,717	\$155,600	\$155,600
City Council Meetings Broadcast	35	35	35	35	35

RECENT ACCOMPLISHMENTS

Muscatine Community College continues to broadcast regular and In Depth Council meetings and other special programs as requested by the City. In the fall of 2017 the cable and recording equipment in the City Hall Council Chambers was upgraded, in cooperation with Muscatine Community College (MCC), with YouTube Live and Facebook Live now available.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To continue providing cable television access to Muscatine’s residents through Muscatine Power & Water.
- * To continue providing Muscatine with public access channels that showcase the many and varied activities and interests in Muscatine.
- * To continue finding new ways to bring information and programming to the residents of Muscatine.

Function:
Culture and Recreation

Department:
City Administrator

Activity:
Cable Television Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	19,315	16,787	20,700	19,700	20,000	-3.38%
Capital Outlay	13,683	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 32,998</u>	<u>\$ 16,787</u>	<u>\$ 20,700</u>	<u>\$ 19,700</u>	<u>\$ 20,000</u>	-3.38%
Funding Sources						
Cable Franchise Fees	<u>\$ 32,998</u>	<u>\$ 16,787</u>	<u>\$ 20,700</u>	<u>\$ 19,700</u>	<u>\$ 20,000</u>	-3.38%

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: CULTURE AND RECREATION		DEPARTMENT: CITY ADMINISTRATOR				ACTIVITY: CABLE TELEVISION OPERATIONS							
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(I)
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$18,305	\$16,427	\$19,800	\$16,000	\$2,800	\$18,800	\$18,800	\$18,800	\$19,100	\$19,100	\$19,100	\$0
62XXX	TECHNICAL SERVICES	360	360	400	60	400	400	400	400	400	400	400	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	650	0	500	0	500	500	500	500	500	500	500	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$19,315	\$16,787	\$20,700	\$16,060	\$3,700	\$19,700	\$19,700	\$19,700	\$20,000	\$20,000	\$20,000	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	13,683	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$13,683	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
99XXX TRANSFERS													
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$32,998	\$16,787	\$20,700	\$16,060	\$3,700	\$19,700	\$19,700	\$19,700	\$20,000	\$20,000	\$20,000	\$0

Function:
Culture and Recreation

Department:
Art Center

Activity:
Art Center Operations

GENERAL INFORMATION

The Muscatine Art Center consists of the Laura Musser Museum and the Stanley Art Gallery, which are open and free to the public. A joint building connects the Art Gallery and Musser Museum. Elevators in both the museum and art gallery provide access for the elderly and handicapped.

The Muscatine Art Center Support Foundation continues to provide support to the Art Center. The interest from the Foundation provides an annual appropriation which the Art Center may use only for acquisitions (purchases of objects for the collection), conservation, and exhibitions. The Friends of the Muscatine Art Center also provide funding to support the education department including busing for school field trips and scholarships, Art Center staff hours, and volunteer participation in fundraising events and special programs.

One part-time custodian is charged to this budget, with costs over the regularly scheduled hours reimbursed by the Art Center Support Foundation. These additional hours are primarily related to assisting staff in the set-up and removal of displays and other non-routine labor duties. One part-time custodian is also included in the Buildings and Grounds budget for general maintenance of the facility. The Parks and Recreation department has the responsibility of maintaining the grounds adjacent to the Art Center and Museum due to the nature of the grounds.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$3,200 less than the original budget. Personal services costs are \$2,400 less than the original budget due to a vacancy in the part-time custodian position and the new employee starting at a lower step in the pay plan. Commodities are \$300 more than the original budget and contractual services are \$1,100 less than the original budget, primarily due to reduced insurance costs.

The 2020/2021 budget is \$12,600 (3.1%) higher than the 2019/2020 budget. Personal services costs increased by \$8,100 (2.3%), commodities increased by \$200, and capital outlay increased by \$4,300 for a new copier. The 2020/2021 budgeted expenditures again include those funded from the \$10,000 annual grant from the Iowa Department of Cultural Affairs.

Funding from the Art Center Support Foundation and Friends of the Art Center will continue to be received in 2019/2020 and 2020/2021 for the additional costs associated with the staff reorganization implemented in 2010/2011. Budgeted contributions from those organizations total \$49,200 in 2019/2020 and \$50,000 in 2020/2021.

Again in 2020/2021 one-fourth (1/4) of the Hotel/Motel tax has been appropriated to support the Museum/Art Center operations. This amount is estimated at \$125,000.

GOAL STATEMENT

The Muscatine Art Center is a permanent, municipal, non-profit institution. The Art Center collects, preserves, interprets, and exhibits objects of historical and aesthetic importance for the benefit of present and future generations. In addition, through the use of the permanent collection and special exhibitions, education programs are provided for all ages that encourage and promote the advancement, understanding, enjoyment, and diffusion of knowledge of the visual arts.

PERFORMANCE MEASURES

Fiscal Year Basis	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Attendance	9,346 *	13,653	15,654	17,000	18,000
Number of Classes Offered	148	150	169	175	175
Art Center Events Hosted	22	18	24	27	27
Exhibitions	15	26	28	29	25
Group Tours & Programs	62	59	61	75	75
City Calendar Website Posts	111	138	140	145	145
Facebook Posts	2,073	2,419	2,438	2,460	2,475
Newspaper Stories - Muscatine Journal and Quad City Times	68	48	60	65	65

* The lower attendance in 2016/2017 was due to the HVAC and Window replacement project.

RECENT ACCOMPLISHMENTS

Fiscal Responsibility

Muscatine Art Center staff secured several grants in 2018-2019 and continued to work with the Friends of the Muscatine Art Center and the Muscatine Art Center Support Foundation Fund to offset Muscatine Art Center expenses. Grants secured in 2018-19 include \$46,500 from the Roy J. Carver Charitable Trust for lighting projects in the Stanley Gallery, \$10,000 from the Iowa Department of Cultural Affairs through the Cultural Leadership Partner (CLP) program for operating support, \$5,000 from the Iowa Department of Cultural Affairs for participation in ArtsLab, \$4,270 from the State Historical Society of Iowa’s Historic Resource Development Program (HRDP) grant to launch a Civil War outreach program, \$3,000 from Humanities Iowa for scholarly research on the exhibition “Perspectives on Childhood: Photographs by Oscar Grossheim, 1900-1925,” \$2,197 from the Community Foundation of Greater Muscatine to deliver programs for school-aged children, and \$1,705 from the Iowa Department of Cultural Affairs for Arts Learning in Libraries to deliver studio art programs to older adults in partnership with the Keck Public Library in Wapello. Staff also successfully applied to the Collections Assessment for Preservation (CAP) program to bring two professional assessors to evaluate the condition of the facilities and the collection. The value of this grant, which is paid directly from CAP to the assessors, is \$7,400. During the 2018/19 fiscal year, the Friends of the Muscatine Art Center paid \$23,305 in wage and benefit reimbursements to the City of Muscatine and the Muscatine Art Center Support Foundation Fund paid \$21,837. Between the two organizations, this covers 10 hours per week for the Program Coordinator, 10 hours per week for the Registrar, and 50% of the benefits for the Registrar.

Exhibitions

Since the historic Musser McColm house reopened to the public in April 2017, the staff has taken on a more aggressive exhibition schedule. Spaces in the house that were permanently installed are now used for changing exhibitions. In addition, exhibitions are changing more quickly in the Stanley Gallery. Between July 1, 2018 and June 30, 2019, the Muscatine Art Center presented the following changing exhibitions:

- Pulled Pressed & Screened: Important American Art Prints
- Mauricio Lasansky: The Mr. & Mrs. Harold Rayburn Collection
- Gerb's Gadgetry
- Jon Fasanelli-Cawelti: Atlas
- Kirk Hovenga: Iowa Landscapes
- Elementary Student Art Show
- David Hayes: The Ventana Series
- Norman Baker
- Alexander Clark
- Muscatine & the Civil War
- Art of Beth van Hoesen
- Recent Acquisitions
- Iowa Watercolor Society Juried Exhibition
- Nancy Purington: Ode to the Upper Mississippi River, Pearl and Her Mother
- Molly Wood: Omnia Vanitas
- Artistically Exploring Wood Vessels – Steve Sinner and Joe Meirhaeghe
- Peter Mar Toys
- Iowa Regionalist Artists from the Permanent Collection
- Stanley Family Collection
- Alma Held from the Permanent Collection
- Muscatine Art Center Adult Studio Display
- Heartfelt & Handmade Ornament Competition
- Holiday Pop-Up Shop
- Highlights from the Music Collection
- Oceania and African Collections
- Elk's Chanters
- 4H Projects
- Iowa State Pottery – Recent Acquisitions

Community Engagement

The Muscatine Art Center works with the following local partners to present programs and provide services: Friends of the Muscatine Art Center, Muscatine Art Center Support Foundation Fund Advisory Committee, the Community Foundation of Greater Muscatine, local 4-H groups, Muscatine Community School District, Saints Mary and Mathias Catholic School, Louisa-Muscatine Community School District, West Liberty School District, Muscatine County Arts Council, Alexander Clark Foundation, Muscatine County Conservation Board, Muscatine County Homeschool Association, Muscatine Community YMCA, Keep Muscatine Beautiful's Almost Friday Festival, the Nature Conservancy, Optimae Life Services, Big Brothers/Big Sisters, Sunny Brook, United Way of Muscatine, Keck Memorial Library in Wapello, Boy Scouts, Parents as Teachers, League of Women Voters, Sunset Park, Leadership Muscatine, the Muscatine

Convention and Visitors Bureau, Salvation Army, Questers, and A Child's Place. The Muscatine Art Center also works with state-wide organizations such as Humanities Iowa, the State Historical Society of Iowa, the Iowa Arts Council, the Iowa Department of Cultural Affairs, the Iowa Museum Association, Iowa State University, Iowa Watercolor Society, and regional organizations such as the Figge Art Museum, Living Proof Exhibit, and the Brunnier at Iowa State University.

The Muscatine Art Center offered 169 classes to the general public, provided 61 group tours/programs/outreach, and presented 24 events between July 1, 2018 and June 30, 2019. Between these offerings and regular drop-in visits, the organization served 15,654 individuals.

Numerous volunteers participate in guiding and assisting the Muscatine Art Center. A nine-member Board of Trustees oversees the Muscatine Art Center's operations while the Friends of the Muscatine Art Center consists of five board members who organize fundraisers to support the educational mission of the Muscatine Art Center. The Friends organization also includes 100+ paid household members. The Muscatine Art Center Support Foundation Advisory Commission includes five members who approve and review the annual budget for exhibitions, object conservation projects, and acquisitions to the collection. The newly formed Public Art Advisory Commission is a five member advisory commission with the Muscatine Art Center Director as staff liaison. The Muscatine Art Center staff also supervises multiple interns each year. These unpaid interns range from high school students through students pursuing a master's degree in museum studies. Finally, the Muscatine Art Center engages approximately 90 volunteers each year who contribute approximately 2,000 hours for activities such as scanning archival documents, greeting the public at the front desk, organizing the scrapbook, gardening, repairing historic clothing/textiles, assisting with exhibitions, proof reading exhibition text, leading students and young learners in activities during fieldtrip experiences, working special events, and helping with marketing.

Staff developed a new outreach program on Muscatine and the Civil War targeted to middle school and upper elementary school students. The program is funded by a grant from the State Historical Society of Iowa's Historic Resource Development Program. Staff selected passages from the letters written by Muscatine Civil War soldier, Daniel Parvin, to his wife. Two men and two women were hired and trained to portray the couple and to present information about the Civil War in general and the specific battles fought by Parvin's unit. Staff also selected and purchased reproduction clothing and daily objects for use during the presentation. These materials were put into a kit to travel with the actors. In addition, staff selected primary source materials from the permanent collection to reproduce for use in a resource trunk available to teachers. Civil War PowerPoint presentations developed by staff and evaluation tools were added to the resource trunk. The program has been piloted at West Liberty Middle School, Louisa-Muscatine Middle School, and Franklin Elementary 5th grade classrooms. Two public presentations were offered at the Muscatine Art Center, and the actors also appeared in costume and with their kit and the traveling trunk at the Annual Ice Cream Social. Additional schools will be part of the pilot during the 2019-2020 school year. Evaluations from students, teachers, and actors are being collected. Once the pilot phase has concluded, the staff will make modifications as needed but plans to continue to offer the outreach program and resources.

Marketing and Communication

The Muscatine Art Center website, www.muscatineartcenter.org, was overhauled in 2018-19. In July 2018, the Muscatine Art Center staff began the process of selecting a design firm for www.muscatineartcenter.org. Three companies submitted proposals in response to the RFP. Applied Art and Design of Des Moines was

selected. The Muscatine Art Center staff worked with the firm to redesign the website, add content, and improve features and functions. The new www.muscatineartcenter.org went live in July 2019. The online collections database feature will be added at a later date.

The Muscatine Art Center posted 12 agendas, 12 minutes, and 105 posts to the City of Muscatine's website and 70 subscribers follow the Art Center through the City's website. The Muscatine Art Center has developed a presence on social media with 2,025 followers on Facebook and 2,438 posts on Facebook during the 2018/19 fiscal year. A Friends of the Muscatine Art Center Facebook page was created in 2016 and now has 139 followers and 525 posts occurring in the 2018/19 fiscal year. The Instagram account was set up in June of 2015 and now has 386 followers and 389 posts in fiscal year 2018/19. These posts also show on Facebook, Tumblr and Twitter. The Twitter account has 398 followers with 1,254 tweets in the 2018/19 fiscal year. There are 458 followers of the Muscatine Art Center's Pinterest board with average monthly views of 12,100.

Staff also updates the Muscatine Art Center's page at Google Maps, Google Business, Yelp, and Winnie. Events are placed on the Visit Quad Cities CVB calendar, Experience Quad Cities calendar, City of Muscatine calendar, WVIK, Travel Iowa, and Yelp. Other websites must be kept up-to-date and these include the page for the Muscatine Art Center on Muscatine CVB, Blue Star Museums, and the Smithsonian Museum Day website. The Office Coordinator attended one meeting of the Eastern Iowa Tourism Association (EITA) in 2018/19.

Constant Contact is used to distribute the e-newsletter. There are 854 subscribers to the e-newsletter which was distributed 26 times during fiscal year 2018/19. Staff drafted and distributed 23 press releases, and the Muscatine Art Center was covered 60 times in local and regional print media.

Staff appeared on air (radio and television) six times to promote Muscatine Art Center activities. This includes working with the Muscatine Convention and Visitors Bureau on the community spotlight "Our Quad Cities" which aired on September 11, 2018. Staff went on live radio for the Voice of Muscatine and on camera for the Hy-Vee morning show. WQAD aired a video and web content about the Muscatine Art Center exhibition of work by Jon Fasanelli-Cawelti. WVIK also aired a radio interview and created web content about the Jon Fasanelli-Cawelti exhibition. David Hayes, son of the late artist David Hayes, joined staff on video for the cable show "Muscatine Arts" with Chad Bishop.

Public Art

Muscatine Art Center staff worked with a group of seven community volunteers to research how other communities support public art. Six meetings were held between February and October 2018, resulting in an in-depth session presentation to Muscatine City Council on January 10, 2019. Muscatine Art Center staff drafted the ordinance to establish the Public Art Advisory Commission and assisted in forming the new Advisory Commission. The members of the new commission began their terms on July 1, 2019. Since that time, a Muscatine Art Center staff member has served as liaison to the Advisory Commission, setting the agenda, reminding members of meetings, and facilitating discussion. The group was set up to meet quarterly and has now held two official meetings and one working meeting. The group intends to have a draft public art policy, application form, and process outlined by spring of 2020.

Muscatine Art Center staff also made arrangements for five sculptures to be displayed on public property in Muscatine from June 2019 through late spring/early summer 2020. The sculptures are part of the body of work created by David Hayes (deceased). Staff worked with the David Hayes Foundation to bring an exhibition of sculpture, maquettes, and studies on paper to the Muscatine Art Center. The exhibition was on view in the Stanley Gallery from May 9 through August 25, 2019. To open the exhibition, the Muscatine Art Center hosted Business After Hours and a large crowd greeted the son of David Hayes who made public remarks pertaining to public art. The Muscatine Art Center also organized an exhibition closing presentation by the son of David Hayes to take a more detailed look at art in public places. While the exhibition has closed, the outdoor sculptures can be viewed at Muscatine City Hall, Musser Public Library and HNI Community Center, and Discovery Park. Staff and volunteers of the Muscatine Art Center assisted in the installation of each of the five pieces. As a bonus, the David Hayes Foundation extended a loan of one sculpture to be exhibited on the grounds of the Muscatine Art Center from September 2019 through late spring/early summer 2020.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To complete preparations for the American Alliance of Museum's re-accreditation process by updating core documents, policies, job descriptions, and the long-range plan.
- To rotate programs to include local history, art, music, performance, other cultural, and family-based experiences. Offer a minimum of 6 experiences between them touching at least 3 of the listed categories over each quarter. (Not included in the count are adult studio, kids studio, tots, and other structured classes.) Connects to City of Muscatine Goal: provide programs, services, and projects that support and improve the quality of life for current and future Muscatine residents, and enhance the experience for visitors to Muscatine. **(Council and Management Ongoing Opportunity)**
- To curate one exhibition from the permanent collection in the Stanley Gallery at least once every two years. Connects to City of Muscatine Goal: promote positive community engagement, positive civil discourse, and community pride. **(Council and Management Ongoing Opportunity)**
- To host an exhibition exploring themes of importance to an under-served audience a minimum of once every two years and to strengthen relationships with organizations and community leaders who represent and/or serve under-served audiences. Connects to City of Muscatine Goal: maintain and adapt programs, activities, and facilities to serve all segments of the community. **(Council and Management Agenda 2020-21)**
- To launch the online collection feature on a newly developed Muscatine Art Center website. Connects to City of Muscatine Goal: support the City's social media campaign to promote #hometownmuscatine and/or additional hashtags. **(Council and Management Agenda 2020-21)**
- To use metrics to highlight impact of Program Coordinator's position turning fulltime. Connects to the City of Muscatine Goal: pursue organizational effectiveness, efficiency, cooperation, transparency, and customer service. **(Council and Management Agenda 2020-21)**
- To enhance the grounds of the Muscatine Art Center with the installation of a new permanent sculpture. Connects to City of Muscatine Goal: explore, develop, and implement placemaking strategies with a focus on projects to enhance the Muscatine experience for residents and visitors, and attract and retain a quality workforce. **(Council and Management Agenda 2020-21)**

Function:
Culture and Recreation

Department:
Art Center

Activity:
Art Center Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 304,270	\$ 318,630	\$ 351,200	\$ 348,800	\$ 359,300	2.31%
Commodities	7,979	9,113	8,100	8,400	8,300	2.47%
Contractual Services	22,804	51,728	52,700	51,600	52,700	0.00%
Capital Outlay	650	16,616	-	-	4,300	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 335,703	\$ 396,087	\$ 412,000	\$ 408,800	\$ 424,600	3.06%
Funding Sources						
Art Center Revenues	\$ 5,826	\$ 5,076	\$ 3,800	\$ 3,900	\$ 4,400	15.79%
Art Center Grant	10,000	10,000	10,000	10,000	10,000	0.00%
Support Foundation Contribution	20,501	21,837	23,500	23,700	24,000	2.13%
Friends of the Art Center Contribution	20,742	23,305	25,100	25,500	26,000	3.59%
Other Contributions	5,000	3,902	2,200	1,300	1,300	-40.91%
Hotel/Motel Tax	130,498	123,738	115,000	125,000	125,000	8.70%
General Revenues	143,136	208,229	232,400	219,400	233,900	0.65%
Total Funding Sources	\$ 335,703	\$ 396,087	\$ 412,000	\$ 408,800	\$ 424,600	3.06%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Art Center Director	1.00	1.00	1.00	1.00	1.00	
Office Coordinator	1.00	1.00	1.00	1.00	1.00	
Art Center Registrar	1.00	1.00	1.00	1.00	1.00	
Art Center Aide	-	-	1.00	1.00	1.00	
Total Full Time	3.00	3.00	4.00	4.00	4.00	
Part Time Positions:						
Art Center Aide	1.38	1.38	0.65	0.67	0.65	
Custodian	0.32	0.32	0.32	0.29	0.32	
Total Part Time	1.70	1.70	0.97	0.96	0.97	
Total	4.70	4.70	4.97	4.96	4.97	\$ 275,800
Employee Benefits						83,500
Total Personal Services						\$ 359,300

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Color Copy Machine	1	Yes	\$ 4,300

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION		DEPARTMENT: ART CENTER						ACTIVITY: ART CENTER OPERATIONS										
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021									
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)							
PERSONAL SERVICES																		
41XXX	REGULAR SALARIES & WAGES	\$179,361	\$187,949	\$235,700	\$57,704	\$177,990	235,694	\$235,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700	\$240,700
42XXX	PART TIME SALARIES & WAGES	59,981	61,999	35,400	8,719	24,362	33,081	33,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100	35,100
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	1,683	2,033	1,900	625	1,437	2,062	2,100	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
45XXX	PENSION & RETIREMENT	39,412	42,629	46,600	11,302	34,827	46,129	46,100	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500
46XXX	INSURANCE	23,833	24,020	31,600	7,843	24,010	31,853	31,800	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000
	SUBTOTAL	\$304,270	\$318,630	\$351,200	\$86,193	\$262,626	\$348,819	\$348,800	\$359,300									
COMMODITIES																		
51XXX	OFFICE SUPPLIES	\$3,162	\$3,563	\$3,800	\$639	\$3,161	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
52XXX	OPERATING SUPPLIES	4,636	5,296	3,500	1,321	2,779	4,100	4,100	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
53XXX	REPAIR & MAINTENANCE SUPPLIES	181	254	800	0	500	500	500	500	500	500	500	500	500	500	500	500	500
	SUBTOTAL	\$7,979	\$9,113	\$8,100	\$1,960	\$6,440	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
CONTRACTUAL SERVICES																		
61XXX	PROFESSIONAL FEES	\$4,059	\$5,921	\$4,300	\$570	\$3,630	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
62XXX	TECHNICAL SERVICES	625	500	1,000	0	1,000	1,000	1,000	900	900	900	900	900	900	900	900	900	900
63XXX	RENTALS	494	0	0	494	(494)	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	1,430	1,554	3,300	174	3,226	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400
65XXX	COMMUNICATIONS & UTILITIES	4,128	4,375	5,200	1,234	4,966	6,200	6,200	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400
66XXX	INSURANCE	9,864	37,031	35,800	0	33,800	33,800	33,800	34,800	34,800	34,800	34,800	34,800	34,800	34,800	34,800	34,800	34,800
67XXX	REPAIR & MAINTENANCE SERVICES	228	110	900	96	604	700	700	700	700	700	700	700	700	700	700	700	700
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	1,976	2,237	2,200	430	1,870	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
	SUBTOTAL	\$22,804	\$51,728	\$52,700	\$2,998	\$48,602	\$51,600	\$51,600	\$52,700									
CAPITAL OUTLAY																		
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	650	16,616	0	0	0	0	0	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300
	SUBTOTAL	\$650	\$16,616	\$0	\$0	\$0	\$0	\$0	\$4,300									
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$335,703	\$396,087	\$412,000	\$91,151	\$317,668	\$408,819	\$408,800	\$424,600									

Function:
Culture and Recreation

Department:
Parks and Recreation

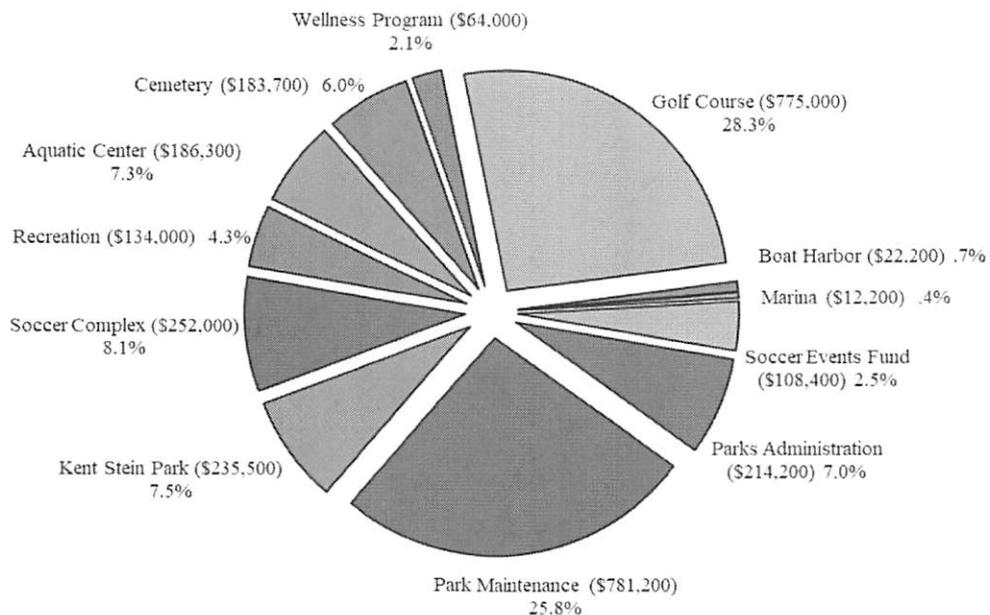
Activity:
Park Administration

GENERAL INFORMATION

The Parks and Recreation department is responsible for providing leisure time activities and maintaining green space and facilities for the citizens of Muscatine. The department administers programs for outdoor and indoor recreation activities that occur in the City's park facilities, the Weed Park Aquatic Center, and in various buildings owned by the public school system.

The Parks and Recreation Administration budget includes the costs related to the overall coordination of the parks and recreation programs. The office staff includes the positions of director and office coordinator. A part-time clerk is also utilized during peak times of the year. The Director also supervises the Boat Harbor, Marina, Golf Course, and Soccer Events enterprise fund operations in addition to overseeing the Cemetery, Park Maintenance, Kent Stein Park, Soccer Complex, Recreation, Aquatic Center, and Employee Wellness Program activities. An administrative fee has been charged to the Golf Course and Boat Harbor enterprise funds and credited to the Park Administration activity for staff support for these operations. The amount of the administrative fee is \$27,700 for 2020/2021. The Director also initiates and oversees capital improvements in the City's parks, golf course, and cemetery and provides administrative support for the Recreation Advisory Commission. Following is a chart of the 2020/2021 proposed budget expenditures by activity for the Parks and Recreation department.

**Parks and Recreation Department
2020/2021 Proposed Budget by Activity (\$2,968,700)**



CURRENT TRENDS AND ISSUES

The proposed budgets for all of the Park divisions include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The 2019/2020 revised estimate is \$4,500 more than the original budget primarily due to fulltime wage adjustments and a \$500 impact from the proposed new seasonal pay plan.

The 2020/2021 budget is \$9,700 (4.7%) higher than the 2019/2020 budget primarily due to increased personal services costs. Of this increase, \$600 is due to the proposed new seasonal pay plan.

GOAL STATEMENT

To establish and maintain the most efficient leisure service delivery system possible with the available resources. This system includes the parks, recreation, and cemetery divisions as well as a golf course and a municipal boat harbor.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Recreation Advisory Commission Meetings	9	8	7	8	8
Department Expenditures - All Divisions	\$2,616,532	\$2,604,711	\$2,714,704	\$3,004,800	\$2,968,700
Internet Receipts Issued	638	618	719	700	700
Office Receipts Issued	1,753	1,785	1,647	1,750	1,750
Pearl City Station Rentals*	126	110	69	70	100
Riverview Center Rentals*	114	85	63	85	85
Shelters/Rose Garden Rentals	424	378	355	400	400
Parks Adopted (Calendar Year Basis)	20 (2017)	23 (2018)	29 (2019)	29 (2020)	29 (2021)
Dog Park Passes	N/A	N/A	385	450	450

*The fluctuation in rentals of riverfront facilities is due to floods.

RECENT ACCOMPLISHMENTS

There continues to be strong citizen interest in conducting special events on public property. The number of groups collaborated with and the number of special events conducted on public property both increased this year.

The quality of the soccer complex was negatively impacted by the extremely wet weather conditions that were experienced during large tournament play in 2019. The Soccer Parking Expansion project was

completed and the new lighted fields should be ready for usage in the spring of 2020. The substantial Mississippi River flooding negatively impacted the Muscatine Riverfront and the usage venues in 2019. The Fuller Park Playground Safety Surfacing bid was awarded but the project has not yet been completed due to poor weather. The Muscatine Municipal Golf Course Irrigation Project Internal Loan was paid off in fiscal year 2018/2019.

The Muscatine Kiwanis Club is working with the Parks department to create an all-inclusive playground for Muscatine. The Parks department is also collaborating with the Muscatine Community School district on a concept plan and location for an indoor recreation facility.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue to recruit, retain, and train quality seasonal and full-time staff. **(Council and Management Continuous Service Improvement Goal)**
- To continue to work cooperatively and jointly with area associations and agencies to deliver efficient and appropriate services to the community. **(Council and Management Continuous Service Improvement Goal)**
- To continue to facilitate special event requests for use of public property. **(Council and Management Marketing, Communication, and Engagement Goal)**
- To continue to provide quality and efficient services to the community through the park and recreation system. **(Council and Management Continuous Service Improvement Goal)**
- To continue to administer the City Deer Management program.
- To operate within approved budgets. **(Council and Management Sustainability Goal)**
- To continue to administer the Kent Stein Park operation, the Soccer Complex, the Aquatic Center, the Municipal Golf Course, the Municipal Boat Harbor, and Marina.
- To continue to assist other City departments as requested.
- To continue to develop and promote the Adopt-A-Park and volunteer recruitment program. **(Council and Management Marketing, Communication, and Engagement Goal)**
- To continue to work on the development of the Weed Park Master Plan. **(Council and Management Key Projects, Programs, and Placemaking Goal)**
- To assist with City projects as requested. **(Council and Management Key Projects, Programs, and Placemaking Goal)**
- To continue to promote a positive and active Employee Wellness Program.
- To meet regularly with the Parks and Recreation Advisory Commission.

- To continue the community Reforestation and Tree Management Plans. (**Council and Management Key Projects, Programs, and Placemaking Goal**)
- To continue to administer the City-wide Recreation programs. (**Council and Management Marketing, Communication, and Engagement Goal**)
- To administer the Soccer Events program. (**Council and Management Marketing, Communication, and Engagement Goal**)
- To conduct a community needs and feasibility assessment for indoor recreation spaces. (**Council and Management Key Projects, Programs, and Placemaking Goal**)

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Park Administration

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 176,080	\$ 184,351	\$ 189,500	\$ 193,900	\$ 199,100	5.07%
Commodities	922	755	1,800	1,600	1,600	-11.11%
Contractual Services	11,788	12,128	13,200	13,500	13,500	2.27%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 188,790	\$ 197,234	\$ 204,500	\$ 209,000	\$ 214,200	4.74%
Funding Sources						
Park Revenues	\$ 75,124	\$ 38,252	\$ 49,300	\$ 36,700	\$ 46,500	-5.68%
Administrative Fee	24,400	26,100	26,900	26,900	27,700	2.97%
General Revenues	89,266	132,882	128,300	145,400	140,000	9.12%
Total Funding Sources	\$ 188,790	\$ 197,234	\$ 204,500	\$ 209,000	\$ 214,200	4.74%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions/Position Allocations:</i>						
Director of Parks and Recreation	1.00	1.00	1.00	1.00	1.00	
Office Coordinator	0.50	0.50	0.50	0.50	0.50	
Total Full Time	1.50	1.50	1.50	1.50	1.50	
<i>Temporary Part Time Position:</i>						
Office Clerk	0.20	0.20	0.20	0.20	0.20	
Total	1.70	1.70	1.70	1.70	1.70	\$ 142,700
Employee Benefits						56,400
Total Personal Services						\$ 199,100

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION										DEPARTMENT: PARKS & RECREATION										ACTIVITY: ADMINISTRATION									
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL			BUDGET			FIRST 3 MOS			LAST 9 MOS			ESTIMATE			CITY ADMIN			BUDGET			CITY ADMIN						
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021										
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)																		
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$122,227	\$128,112	\$132,000	\$33,594	\$101,815	135,409	\$135,400	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300	\$138,300				
42XXX	PART TIME SALARIES & WAGES	3,206	3,586	3,800	581	3,240	3,821	4,300	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900				
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
44XXX	OTHER SALARIES & WAGES	702	702	700	205	497	702	700	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800				
45XXX	PENSION & RETIREMENT	20,499	22,152	23,000	5,808	17,733	23,541	23,600	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000				
46XXX	INSURANCE	29,446	29,799	30,000	8,184	21,707	29,891	29,900	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500				
	SUBTOTAL	\$176,080	\$184,351	\$189,500	\$48,372	\$144,992	\$193,364	\$193,900	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500	\$198,500				
COMMODITIES																													
51XXX	OFFICE SUPPLIES	\$918	\$535	\$1,500	\$356	\$944	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300				
52XXX	OPERATING SUPPLIES	4	220	300	0	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300				
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$922	\$755	\$1,800	\$356	\$1,244	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600				
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$7,054	\$7,159	\$6,900	\$1,078	\$6,122	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200				
62XXX	TECHNICAL SERVICES	323	186	500	15	485	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500				
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
64XXX	TRAVEL AND EDUCATION	3,015	3,000	3,600	1,015	2,585	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600				
65XXX	COMMUNICATIONS & UTILITIES	1,061	1,076	1,800	265	1,535	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800				
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
69XXX	MISCELLANEOUS	335	707	400	170	230	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400				
	SUBTOTAL	\$11,788	\$12,128	\$13,200	\$2,543	\$10,957	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500				
CAPITAL OUTLAY																													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
	TOTAL EXPENDITURES	\$188,790	\$197,234	\$204,500	\$51,271	\$157,193	\$208,464	\$209,000	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600	\$213,600				

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Park Maintenance

GENERAL INFORMATION

The function of the Park Maintenance operation is to provide parks and facilities for the recreational pursuit of the citizens of Muscatine. Fifteen (15) of the City's sixteen (16) city parks are maintained by Park Maintenance personnel including Brook Street, John Duncan, Eversmeyer, Fourth Street, Fuller Memorial, Longview, Lucas, Mark Twain Overlook, McKee, Musser, Oak Street, Riverside, Taylor, Weed Park and the recent addition of the Dog Park. This division also maintains Iowa Field, the Mad Creek Greenbelt, and the City's trails.

The City's three (3) major parks are oriented toward different recreational pursuits. Kent Stein Park is a high-density use area utilized for a variety of recreational purposes, with its primary concentration being baseball and softball. A separate budget for the Kent Stein Park operation follows the Park Maintenance activity budget.

Weed Park is a combination of passive and organized activities including the Weed Park Aquatic Center, areas for picnics, a pond for fishing for young children, tennis courts, and a permanent greenhouse. Fuller Memorial Park provides a natural recreational location for hiking, nature trails, picnic areas, a tot lot, and a disc golf course.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is over the original budget by \$58,600. Personal services costs are \$13,800 more than the original budget primarily due to retirement pay for an employee. The revised estimate also includes an increase of \$5,200 in seasonal wages from the proposed new seasonal pay plan requested to be effective April 1, 2020. Commodities increased by \$18,700, which includes increases for chemicals, building repair supplies, and operating supplies. Contractual services increased by \$26,100 for repair and maintenance services and a \$10,000 increase in tree removal services for trees in the City right-of-ways, primarily Ash trees impacted by the Emerald Ash Borer. A portion of the commodity and contractual services increases were due to the multiple floods that occurred in 2019. Flood insurance has reimbursed the City for \$28,500 of the costs for the repairs of Pearl City Station and Riverview Center.

The 2020/2021 budget is \$22,800 (3.0%) more than the original 2019/2020 budget. Personal services costs increased by \$22,100. This increase includes \$8,200 for increased seasonal wages from the proposed new seasonal pay plan. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff. Commodities increased by \$9,700 for increased operating and repair and maintenance supplies, and contractual services increased by \$3,000. These increases were partially offset by a capital outlay decrease of \$12,000.

GOAL STATEMENT

To provide the citizens of the community with a variety of areas and facilities to pursue recreational activities in suitable environments.

PERFORMANCE MEASURES

Focus Maintenance Items:	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Parks	17	18 (1)	18	18	18
Park Acres	241	247 (2)	247	247	247
Park Shelters	17	18 (3)	18	18	18
Miles of Trail	9.3	13.8 (4)	13.8	15.8 (5)	15.8
Playgrounds	12	12	12	12	12
Buildings	12	12	12	12	12
Basketball Courts	5	5	5	5	5
Tennis Courts	8	8	8	8	8
Skate Parks	1	1	1	1	1
Sand Volleyball Courts	3	3	3	3	3
Disc Golf Course	1	1	1	1	1
Right-of-Way Miles	10.9	15.4 (6)	15.4	15.4	15.4
Aquatic Center	1	1	1	1	1
Interactive Fountain	1	1	1	1	1
Boat Ramps	4	4	4	4	4
Special Gardens	3	3	3	3	3
Street Tree Miles	140	140	140	140	140

1. Muscatine Dog Park – added as an additional park in 2017/2018
2. Muscatine Dog Park – added to additional park acres in 2017/2018
3. Shelter at the Muscatine Dog Park – added in 2017/2018
4. The Kent Stein Park to Deep Lakes Park Trail was added in 2017/2018.
5. The West Side Trail from Kent Stein Park to Discovery Park will be added in 2019.
6. 4.5 miles of right-of-way was added in 2017/2018 for the Kent Stein Park to Discovery Park trail.
7. 1.2 miles of right-of-way mowing will be added in 2020 with the completion of the West Side Trail extension.

RECENT ACCOMPLISHMENTS

With Muscatine experiencing the third and fourth highest Mississippi River floods in history in 2019, flood cleanup was a huge priority for the parks department. After the flood, Pearl City Station, Riverview Center, and the restroom building were completely cleaned and sanitized so that rentals could continue as quickly as possible. With the assistance of Public Works and the Muscatine Fire department, all of the sediment on the parking areas was removed and the lot was washed off. The playground was also completely cleaned and sanitized following the flood. All of the landscape beds affected by the flood were cleaned and re-mulched. All materials and supplies were removed from Pearl City Station and the basement of Riverview Center before the flood, and had to be returned following the flood. The high river levels caused the locks in the lower level of the Riverview Center to be under water for an extended time and had to be replaced, and the

elevator shaft had damages that were repaired. The Mississippi Mist fountain also had to be cleaned and sanitized before it was re-opened on July 29, 2019.

The City received flood insurance reimbursements for a portion of the cleanup and repairs of Pearl City Station and Riverview Center. The City was declared a disaster area due to the flooding and expects to receive FEMA reimbursements for a portion of the cost of flood repairs. FEMA will fund 75% of approved repair costs, the State will fund 10%, and the local share is 15%. Following are the projects that were submitted to FEMA due to flood damage: (1) Rip Rap replacement along the Mississippi River from the Boat Harbor to the mouth of Mad Creek; (2) Chain replacement on the Long Dock; (3) repair of the Transient Dock and a mitigation proposal to move the spud poles; (4) repair of the Courtesy Dock, repair of a boat ramp section, and replacement of a missing float on the Gas Dock; (5), replacing the chain link fence on the Riverfront from Cedar Street to the trail at Mad Creek; (6) replacement of the wooden fence on the trail by Spillway Lane and a mitigation request to replace the wooden fence with a chain link fence; (7) repair of the concrete around the Riverfront restroom; (7) replacing the upstairs flooring at Riverview Center due to the power outage that would not allow the air conditioner and dehumidifier to operate causing upheaval of the floor; (8) replacement of the concrete floor in the basement of Riverview Center that settled due to flooding; and (9) fixing the lights around the Clam Man Statue that were damaged by the flood. The evaluations by FEMA for funding of these projects is still in progress.

The Parks and Recreation staff participated in the United Way's Day of Caring. Several projects were completed in both the spring and fall events including: (1) Mulching all trees and landscape beds in Weed Park, (2) painting the Musser Park interior restroom walls, (3) painting the Eversmeyer Park shelter, (4) cleaning the Rose Garden beds, and (5) assisting the Zoo Garden Committee with cleanup. The Eversmeyer Bridge was replaced this past season with funding and installation assistance from an Eagle Scout project. The sidewalk leading up to the bridge and the sidewalk between the bridge and shelter at the Park were also replaced.

The Muscatine Dog Park opened its gates to the public on November 1, 2018. Since its opening, drinking fountains, signs, and mutt mitt stations have been installed in all three areas. The Rotary Club of Muscatine donated thirteen benches to be installed, eleven at the Dog Park and two at the Pollinator Park. Staff is currently working on the installation of the concrete pads for these benches, as well as adding a pad to the entrance of the large dog area.

Bids requests were sent for the installation of a new restroom facility to be placed by the Lagoon Shelter in Weed Park. Bids have been received for the purchase of a modular restroom that will include two stalls in the women's restroom and a stall and a urinal in the men's restroom. Staff is currently working with contractors and getting prices for the installation of the restroom facility.

The Fuller Playground resurfacing project will be completed this spring when weather is favorable. A total of sixty-five ash trees were treated throughout the parks, including the Golf Course. Thirty-seven trees were identified for transplanting and nineteen of those trees have been transplanted with the use of the new tree spade. The remaining trees will be transplanted this coming spring. During the past year, thirty-five dead street trees were also removed.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To complete the lagoon bank stabilization project to include dredging the lagoon, adding rip-rap along the banks and island, repairing drainage pipes, and repairing the viewing deck (subject to funding).
- To continue improving working relationships with volunteers and community groups that use the City's parks.
- To complete the restroom installation project in Weed Park.
- To complete the Fuller Park Playground Resurfacing project.
- To continue to provide the downtown streets with quality hanging flower baskets and banners.
- To continue to provide quality maintenance to current Park facilities, while also taking on additional maintenance responsibilities for new parks, trails, and other properties.
- To complete the drainage improvement project in Weed Park from the Aquatic Center to the upper loop of the lagoon.
- To complete the approved FEMA projects from the 2019 flood.

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Park Maintenance

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 556,567	\$ 590,683	\$ 616,800	\$ 630,600	\$ 638,900	3.58%
Commodities	95,179	69,858	63,100	81,800	72,800	15.37%
Contractual Services	52,620	70,391	66,500	92,600	69,500	4.51%
Capital Outlay	17,324	66,071	12,000	12,000	-	-100.00%
Transfers	14,952	18,971	-	-	-	
Total Expenditures	<u>\$ 736,642</u>	<u>\$ 815,974</u>	<u>\$ 758,400</u>	<u>\$ 817,000</u>	<u>\$ 781,200</u>	3.01%
Funding Sources						
General Revenues	\$ 712,995	\$ 751,625	\$ 735,600	\$ 792,300	\$ 756,000	2.77%
Insurance Reimbursement	3,158	1,878	-	-	-	
Road Use Taxes	20,489	62,471	22,800	24,700	25,200	10.53%
Total Funding Sources	<u>\$ 736,642</u>	<u>\$ 815,974</u>	<u>\$ 758,400</u>	<u>\$ 817,000</u>	<u>\$ 781,200</u>	3.01%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Park Maintenance Superintendent	0.80	0.80	0.80	0.80	0.80	
Maintenance Repairperson	2.50	2.50	2.50	2.50	2.50	
Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	
Groundskeeper	0.50	0.50	0.50	0.50	0.50	
Landscape Horticulturalist	1.00	1.00	1.00	1.00	1.00	
Total Full Time	<u>5.80</u>	<u>5.80</u>	<u>5.80</u>	<u>5.80</u>	<u>5.80</u>	
Seasonal Part Time Positions:						
Seasonal Equipment Operator	1.61	1.61	1.61	1.61	1.61	
Seasonal Groundskeeper	1.03	1.03	1.03	1.03	1.03	
Seasonal Lead Groundskeeper	1.56	1.56	2.14	2.14	2.14	
Seasonal Equipment Operator (Right-of-Way Mowing)	0.75	0.75	0.75	0.75	0.75	
Total Seasonal Part Time	<u>4.95</u>	<u>4.95</u>	<u>5.53</u>	<u>5.53</u>	<u>5.53</u>	
Total	10.75	10.75	11.33	11.33	11.33	\$ 452,400
Employee Benefits						186,500
Total Personal Services						<u>\$ 638,900</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION				DEPARTMENT: PARKS & RECREATION				ACTIVITY: PARK MAINTENANCE					
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$300,150	\$313,231	\$322,800	\$80,542	\$240,258	320,800	\$320,800	\$330,300	\$330,300	\$330,300		
42XXX	PART TIME SALARIES & WAGES	87,260	101,768	114,600	51,121	63,477	114,598	119,300	114,600	122,100			
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0		
44XXX	OTHER SALARIES & WAGES	1,190	1,303	1,500	380	859	1,239	1,300	1,300	1,300			
45XXX	PENSION & RETIREMENT	57,208	62,735	66,900	18,094	47,682	65,776	66,200	68,100	68,900			
46XXX	INSURANCE	110,759	111,646	111,000	31,524	91,414	122,938	123,000	116,400	116,300			
	SUBTOTAL	\$556,567	\$590,683	\$616,800	\$181,661	\$443,690	\$625,351	\$630,600	\$630,700	\$638,900			
	COMMODITIES							updated seasonal pay plan		updated seasonal pay plan			
51XXX	OFFICE SUPPLIES	\$545	\$48	\$300	\$87	\$213	\$300	\$300	\$300	\$300	\$0		
52XXX	OPERATING SUPPLIES	69,772	45,407	43,200	16,616	30,984	47,600	47,600	48,600	48,600	0		
53XXX	REPAIR & MAINTENANCE SUPPLIES	24,862	24,403	19,600	8,244	25,656	33,900	33,900	23,900	23,900	0		
	SUBTOTAL	\$95,179	\$69,858	\$63,100	\$24,947	\$56,853	\$81,800	\$81,800	\$72,800	\$72,800			
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$100	\$0	\$100	\$100	\$100	\$100	\$100	\$100		
62XXX	TECHNICAL SERVICES	7,881	9,979	14,300	2,882	22,018	24,900	24,900	16,300	16,300	0		
63XXX	RENTALS	750	1,034	1,500	60	1,440	1,500	1,500	1,500	1,500	0		
64XXX	TRAVEL AND EDUCATION	1,125	1,254	1,400	0	1,400	1,400	1,400	1,400	1,400	0		
65XXX	COMMUNICATIONS & UTILITIES	15,963	16,638	15,400	1,735	13,665	15,400	15,400	15,400	15,400	0		
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0		
67XXX	REPAIR & MAINTENANCE SERVICES	26,624	41,185	33,400	14,477	34,423	48,900	48,900	34,400	34,400	0		
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0		
69XXX	MISCELLANEOUS	277	301	400	400	400	400	400	400	400	0		
	SUBTOTAL	\$52,620	\$70,391	\$66,500	\$19,154	\$73,446	\$92,600	\$92,600	\$69,500	\$69,500			
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0		
73XXX	IMPROVEMENTS	17,324	0	12,000	0	0	12,000	12,000	150,000	150,000	0		
74XXX	EQUIPMENT	0	66,071	0	0	0	0	0	0	0	0		
	SUBTOTAL	\$17,324	\$66,071	\$12,000	\$0	\$0	\$12,000	\$12,000	\$150,000	\$150,000			
90XXX	TRANSFERS	\$14,952	\$18,971	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	TOTAL EXPENDITURES	\$736,642	\$815,974	\$756,400	\$225,762	\$573,989	\$811,751	\$817,000	\$923,000	\$781,200			

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Kent Stein Park Operations

GENERAL INFORMATION

The Kent Stein Park operation consists of a high-density use area for baseball and softball activities. There are a total of 17 diamonds that are available for these activities in Kent Stein Park. The City is responsible for the maintenance and scheduling of the Kent Stein Park operations. Working with the City for operational programming are private groups which organize girls softball and Little League baseball activities. Also available at Kent Stein Park are regulation horseshoe pits and picnic facilities.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate and 2020/2021 proposed budgets for both Kent Stein Park and the Soccer Complex include a request for an Athletic Facilities Supervisor position that would be allocated 50% to Kent Stein Park and 50% to the Soccer Complex. This new supervisory position would oversee both of these operations as well as the Dog Park. With the addition of this position, the currently vacant Maintenance Worker I position that is allocated 50% to each of these budgets would be eliminated. The net additional cost of this change would total \$6,400 in the Revised Estimate and \$13,000 in 2020/2021. These increases would be 50% to Kent Stein Park and 50% to the Soccer Complex (\$3,200 and \$6,500, respectively, for the revised estimate and 2020/2021 budget).

The proposed budgets for all of the Park divisions also include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The revised estimate for 2019/2020 is over the original budget by \$6,100 due to a \$6,300 increase in personal services costs and a \$200 decrease in capital outlay. The personal services costs increase includes the net increase of \$3,200 for the addition of the proposed Athletic Facilities Supervisor position and the elimination of the Maintenance Worker I position, and \$2,200 for increased seasonal employee costs with the proposed new Seasonal Pay Plan. There was also retirement pay for the former employee which was partially offset by savings from the vacancy in that position.

The 2020/2021 budget is \$14,400 (6.5%) more than the original 2019/2020 budget due to increased personal services costs of \$13,900 and increased capital outlay of \$500. The increase in personal services includes \$6,500 from the staffing change which would add the Athletic Facilities Supervisor and eliminate the Maintenance Worker I position and a \$4,000 increase due to the proposed new Seasonal Pay Plan.

GOAL STATEMENT

To provide the citizens of the community with softball and baseball facilities for recreational and school participation.

PERFORMANCE MEASURES

Calendar Year Basis	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Ball Diamonds Maintained	20	20	20	20	20
Total Hours of Usage (1)	7,329	6,292	5,711	6,500	6,500
Number of Tournaments	20	14	17	17	17
Number of Leagues/Camps	26	26	26	26	26
Concession Revenue	\$8,680	\$4,507	\$2,729	\$3,000	\$3,000
Total Revenues (2)	\$47,399	\$38,479	\$29,556	\$30,700	\$30,700

- (1) Total hours of usage are scheduled usage only and does not account for drop-in usage.
- (2) Reduction in revenue from Bruner Field agreement

RECENT ACCOMPLISHMENTS

In the fall of 2019, the City participated in the United Way’s Day of Caring program. One of the projects was edging, leveling, and re-sodding the baselines on all of the baseball infields. Sod was placed in the worn areas on the ball diamonds, including around the dugout entrances and in front of the mounds on the baseball fields. Also this fall, all of the dead ash trees throughout the entire park were removed. Three trees were donated by the ELA program at Central Middle School and planted near Diamond #15.

The center median in the park was completely mulched this past summer and six trees were transplanted from the tree nursery behind the pollinator park.

The Muscatine Community School District paid for the replacement of the infield on Diamond #4. The old infield material was removed and new ag-lime was put in place and laser graded to the proper level. The infield/outfield border line was also laser graded to help improve the safety of the ball diamond.

Staff worked closely with Musco Sports Lighting to identify and replace ball diamond lights throughout the seventeen ball diamonds located within the park.

Staff worked hard this past year to clean up Musser Park and make the ball diamond and park available for usage following the severe floods that took place this past spring and summer. The outfield of the ball diamond was inaccessible for several months due to the high flood waters, causing grass to grow excessively. The entire park was cleaned and the ball diamond and park were usable this fall.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To upgrade the appearance of the park by removing the black cinders along the road and replacing them with permeable asphalt (subject to funding).
- To strive for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- To improve the parking lot west of Diamond #5 with an asphalt surface (subject to funding).

- To maintain high quality and safe fields while maximizing usage.
- To continue to support and assist other departments and city divisions as requested.
- To continue to recruit and train quality seasonal and full-time staff as needed.
- To work with the Hinman family property donation to develop a multi-use open green space (subject to funding).
- To work with the Muscatine Community School District on a maintenance plan for Bruner Field.
- To improve the safety of the ball diamonds by adding material to the bottom of all fence lines.

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Kent Stein Park Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 155,089	\$ 159,246	\$ 162,300	\$ 168,600	\$ 176,200	8.56%
Commodities	45,402	34,891	48,600	48,600	48,600	0.00%
Contractual Services	6,228	6,493	8,200	8,200	8,200	0.00%
Capital Outlay	-	1,500	2,000	1,800	2,500	25.00%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 206,719</u>	<u>\$ 202,130</u>	<u>\$ 221,100</u>	<u>\$ 227,200</u>	<u>\$ 235,500</u>	6.51%
Funding Sources						
Park Revenues	\$ 32,794	\$ 22,228	\$ 28,700	\$ 23,200	\$ 23,200	-19.16%
Housing Reimbursement	7,250	7,500	7,300	7,500	7,500	2.74%
Insurance Reimbursement	6,133	-	-	-	-	
General Revenues	<u>160,542</u>	<u>172,402</u>	<u>185,100</u>	<u>196,500</u>	<u>204,800</u>	10.64%
Total Funding Sources	<u>\$ 206,719</u>	<u>\$ 202,130</u>	<u>\$ 221,100</u>	<u>\$ 227,200</u>	<u>\$ 235,500</u>	6.51%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions/Position Allocations:</i>						
Park Maintenance Superintendent	0.10	0.10	0.10	0.10	0.10	
Athletic Facilities Specialist	0.50	0.50	0.50	0.50	0.50	
Maintenance Repairperson	0.12	0.12	0.12	0.12	0.12	
Maintenance Worker I	0.50	0.50	0.50	0.25	-	
Athletic Facilities Supervisor	-	-	-	0.25	0.50	
Total Full Time	<u>1.22</u>	<u>1.22</u>	<u>1.22</u>	<u>1.22</u>	<u>1.22</u>	
<i>Seasonal Part Time Positions:</i>						
Lead Groundskeeper	0.75	0.75	0.75	0.75	0.75	
Seasonal Equipment Operator/ Groundskeeper	<u>1.98</u>	<u>1.98</u>	<u>1.98</u>	<u>1.98</u>	<u>1.98</u>	
Total Seasonal Part Time	<u>2.73</u>	<u>2.73</u>	<u>2.73</u>	<u>2.73</u>	<u>2.73</u>	
Total	3.95	3.95	3.95	3.95	3.95	\$ 131,000
Employee Benefits						45,200
Total Personal Services						<u>\$ 176,200</u>

Capital Outlay			
Item	Quantity	Replacement	Amount
Popcorn Machine	1	Yes	<u>\$ 2,500</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION										DEPARTMENT: PARKS & RECREATION										ACTIVITY: KENT STEIN PARK									
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED											
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021																					
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)									
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$62,571	\$61,205	\$64,100	\$15,958	\$47,404	63,362	\$66,000	\$65,800	\$71,300																			
42XXX	PART TIME SALARIES & WAGES	51,759	56,118	56,100	24,823	31,277	56,100	58,100	56,100	59,700																			
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0																			
44XXX	OTHER SALARIES & WAGES	181	109	100	32	52	84	100	100	100																			
45XXX	PENSION & RETIREMENT	15,711	16,510	16,600	5,333	10,926	16,259	16,900	16,900	18,200																			
46XXX	INSURANCE	24,867	25,304	25,400	7,443	19,985	27,428	27,500	26,800	26,900																			
	SUBTOTAL	\$155,089	\$159,246	\$162,300	\$53,589	\$109,644	\$163,233	\$168,600	\$165,700	\$176,200																			
COMMODITIES																													
51XXX	OFFICE SUPPLIES	\$297	\$38	\$100	\$27	\$73	\$100	\$100	\$100	\$100																			
52XXX	OPERATING SUPPLIES	29,888	23,305	33,200	2,827	30,573	33,200	33,200	33,200	33,200																			
53XXX	REPAIR & MAINTENANCE SUPPLIES	15,217	11,548	15,300	1,427	13,873	15,300	15,300	15,300	15,300																			
	SUBTOTAL	\$45,402	\$34,891	\$48,600	\$4,081	\$44,519	\$48,600	\$48,600	\$48,600	\$48,600																			
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																			
62XXX	TECHNICAL SERVICES	1,346	443	600	84	516	600	600	600	600																			
63XXX	RENTALS	0	0	100	0	100	100	100	100	100																			
64XXX	TRAVEL AND EDUCATION	318	285	500	0	500	500	500	500	500																			
65XXX	COMMUNICATIONS & UTILITIES	1,284	1,290	1,000	322	678	1,000	1,000	1,000	1,000																			
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0																			
67XXX	REPAIR & MAINTENANCE SERVICES	3,075	4,385	5,800	264	5,536	5,800	5,800	5,800	5,800																			
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0																			
69XXX	MISCELLANEOUS	205	90	200	0	200	200	200	200	200																			
	SUBTOTAL	\$6,228	\$6,493	\$8,200	\$670	\$7,530	\$8,200	\$8,200	\$8,200	\$8,200																			
CAPITAL OUTLAY																													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																			
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0																			
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	150,000																			
74XXX	EQUIPMENT	0	1,500	2,000	0	1,800	1,800	1,800	1,800	2,500																			
	SUBTOTAL	\$0	\$1,500	\$2,000	\$0	\$1,800	\$1,800	\$1,800	\$1,800	\$2,500																			
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																			
	TOTAL EXPENDITURES	\$206,719	\$202,130	\$221,100	\$58,340	\$163,493	\$221,833	\$227,200	\$375,000	\$235,500																			

Function:
Culture and Recreation

Department:
Parks & Recreation

Activity:
Soccer Complex Operations

GENERAL INFORMATION

In 1992 the City Council was approached by the Muscatine Civic Improvement Foundation which shared with them their intent to privately develop a six-field soccer complex within the City of Muscatine. Further, it was their intention that once the field was developed, it would be given to the City of Muscatine who in turn would be responsible for the scheduling and ongoing maintenance of the facility.

Following a number of public hearings and reviews of this proposal, the City Council agreed to accept the gift and the responsibility for maintenance and scheduling of the facility. The original soccer complex consisted of six fields, two with lighting; administration, concession, and locker room facilities; a separate maintenance facility and storage area; and adequate parking to accommodate users. Two additional fields located adjacent to the original complex were developed and given to the City in 1994. The soccer complex is located on Houser Street between Hershey Avenue and the Sunset Park housing development. Known for its consistent quality and field play, this facility has been named "Soccer Facility of the Year" on two separate occasions.

CURRENT TRENDS AND ISSUES

The management of the soccer complex, including scheduling and maintenance activities, is the responsibility of the City through the Parks and Recreation department. Funding for the maintenance activities associated with the facility is partially from the City's General Fund and partially from other entities within the community who are the primary users of the facility. The Park Maintenance Superintendent has oversight responsibilities for this facility and 10% of his wages and benefit costs are allocated to this budget. Other staffing has included 50% of the Athletic Facilities Specialist and 50% of a Maintenance Worker I with the other 50% of these positions allocated to the Kent Stein Park budget. A 12.5% allocation of the Maintenance Repairperson to Soccer continues to be included in this budget. Two part-time seasonal employees are also involved in the maintenance of the soccer complex and additional part-time employees serve as on-site supervisors during special events at the complex.

In the late summer of 2018 the Houser Street Expansion project construction began and it is now nearing completion. This project added four additional playing fields and a parking lot. With this expansion, additional seasonal staff was needed to maintain the increased area. The 2019/2020 budget includes a new seasonal Lead Groundkeeper position. This position has been maintained in the 2020/2021 budget.

The 2019/2020 revised estimate and 2020/2021 proposed budgets for both Kent Stein Park and the Soccer Complex include a request for an Athletic Facilities Supervisor position that would be allocated 50% to Kent Stein Park and 50% to the Soccer Complex. This new supervisory position would oversee both of these operations as well as the Dog Park. With the addition of this position, the currently vacant Maintenance Worker I position that is allocated 50% to each of these budgets would be eliminated. The net additional cost of this change would total \$6,400 in the Revised Estimate and \$13,000 in 2020/2021. These increases would be 50% to Kent Stein Park and 50% to the Soccer Complex (\$3,200 and \$6,500, respectively, for the revised estimate and 2020/2021 budget).

The proposed budgets for all of the Park divisions also include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The 2019/2020 revised estimate is \$8,700 more than the original budget due to a \$6,800 increase in personal services costs, a \$400 increase in commodities, and a \$1,500 increase in contractual services. The personal services cost increase includes the net increase of \$3,200 for the addition of the proposed Athletic Facilities Supervisor position and the elimination of the Maintenance Worker I position, and \$2,900 for increased seasonal employee costs with the proposed new Seasonal Pay Plan. There was also retirement pay for the former employee which was partially offset by savings from the vacancy in that position.

The 2020/2021 budget is \$14,100 (5.9%) more than the 2019/2020 budget primarily due to increased personal services costs. The personal services increase includes \$6,500 from the staffing change which would add the Athletic Facilities Supervisor and eliminate the Maintenance Worker I position and a \$4,000 increase with the proposed new Seasonal Pay Plan.

The Soccer Complex is entering its 27th season of operation. The continued quality of the facility is what sets it apart from others across the state.

GOAL STATEMENT

To effectively manage and maintain a municipal soccer facility, to utilize the facility to best serve the growing soccer interest within the community, and to utilize the facility in a manner to attract regional and state-wide soccer activities.

PERFORMANCE MEASURES

Calendar Year Basis	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Number of Fields Maintained	8	8	8	12 (2)	12
Hours of Use for Games	2,663	2,585	1,821	3,000	3,000
Number of Tournaments (1)	25	21	16	19	19
Concession Commissions	\$6,854	\$4,239	\$2,311	\$3,100	\$3,100
Total Revenues	\$48,117	\$36,757	\$23,343	\$32,100	\$32,100
Number of Leagues/Camps	23	23	23	23	23

1. The number of tournaments reflects the number of days that tournaments are held.
2. The number of soccer fields maintained will increase by 4 with the addition of the Houser Street Expansion project in the spring of 2020.

RECENT ACCOMPLISHMENTS

The Houser Street Expansion project is nearing completion. Staff installed irrigation systems on all four new soccer fields. Following the irrigation installation, staff worked on backfilling the irrigation lines and completing final grading on all areas including the fields and rough. All areas have been seeded and the drainage and erosion control continues to be evaluated and improved. The fields will be seeded again this

spring to encourage rapid growth and promote high quality and safe playing surfaces for the usage groups. The plan is to install Bermuda grass on Field #9 this spring. Musco Sports Lighting has completed the field and parking lot light installation and the electrician has completed the installation of the power source to the site. The lights will be tested this winter.

The City received a \$2,500 grant from Alliant Energy Branching Out for the purchase of trees for the landscape bed that runs parallel to the parking lot. With the assistance of an Eagle Scout performing his Eagle Scout project, 120 plants were planted in the landscape bed this past summer.

This past season was another interesting one for growing turf on athletic fields. The fields started out slow with cool, wet weather in the spring, but then grew exceptionally well in late spring and into the middle of the summer. A late summer drought put a strain on the growth throughout this time frame, but was followed by significant rainfalls. The fields were all aerified, seeded, and fertilized in the fall to help shorten the length of recovery.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To complete the capital project for the renovation of Field #3 including replacing the sod and irrigation system.
- To complete the Houser Street Expansion project and open it for use.
- To re-establish a safe and high-quality turf on all eight soccer fields while maximizing usage.
- To continue to strive for positive relations with facility guests and associations by conducting regular meetings on relevant issues with various sponsoring organizations.
- To continue to support and assist other departments as requested.
- To continue to recruit and train quality seasonal and full-time staff as needed.
- To install Bermuda grass on Field #9.

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Soccer Complex Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 121,979	\$ 124,089	\$ 146,700	\$ 153,500	\$ 160,600	9.48%
Commodities	62,739	61,555	86,300	86,700	86,300	0.00%
Contractual Services	4,398	4,744	4,900	6,400	5,100	4.08%
Capital Outlay	13,160	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 202,276	\$ 190,388	\$ 237,900	\$ 246,600	\$ 252,000	5.93%
Funding Sources						
Park Revenues	\$ 39,247	\$ 28,320	\$ 43,000	\$ 32,100	\$ 32,100	-25.35%
Insurance Reimbursement	18,102	-	-	-	-	
General Revenues	144,927	162,068	194,900	214,500	219,900	12.83%
Total Funding Sources	\$ 202,276	\$ 190,388	\$ 237,900	\$ 246,600	\$ 252,000	5.93%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions/Position Allocations:</i>						
Park Maintenance Superintendent	0.10	0.10	0.10	0.10	0.10	
Athletic Facilities Specialist	0.50	0.50	0.50	0.50	0.50	
Maintenance Repairperson	0.13	0.13	0.13	0.13	0.13	
Maintenance Worker I	0.50	0.50	0.50	0.25	-	
Athletic Facilities Supervisor	-	-	-	0.25	0.50	
Total Full Time	1.23	1.23	1.23	1.23	1.23	
<i>Seasonal Part Time Positions:</i>						
Lead Groundskeeper	0	0.27	0.60	0.60	0.60	
On-Site Supervisor	0.41	0.41	0.41	0.41	0.41	
Seasonal Equipment Operator	0.35	0.35	0.35	0.35	0.35	
Seasonal Groundskeeper	0.74	0.74	0.74	0.74	0.74	
Total Seasonal Part Time	1.50	1.77	2.10	2.10	2.10	
Total	2.73	3.00	3.33	3.33	3.33	\$ 117,100
Employee Benefits						43,500
Total Personal Services						\$ 160,600

Capital Outlay - Equipment Replacement Fund			
Item	Quantity	Replacement	Amount
Topdresser	1	No	\$ 20,000

Capital Outlay - Soccer Events Fund			
Item	Quantity	Replacement	Amount
GPS Field Painter	1	No	\$ 38,000

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION		DEPARTMENT: PARKS & RECREATION						ACTIVITY: SOCCER COMPLEX					
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(U)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$62,571	\$61,205	\$64,100	\$15,958	\$47,404	63,362	\$66,000	\$65,800	\$71,300			
42XXX	PART TIME SALARIES & WAGES	23,267	26,012	42,200	12,253	29,918	42,171	44,700	42,200	45,800			
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0			
44XXX	OTHER SALARIES & WAGES	181	109	100	32	52	84	100	100	100			
45XXX	PENSION & RETIREMENT	11,867	12,320	15,200	3,665	11,017	14,682	15,400	15,500	16,800			
46XXX	INSURANCE	24,093	24,443	25,100	7,181	19,969	27,150	27,300	26,500	26,600			
	SUBTOTAL	\$121,979	\$124,089	\$146,700	\$39,089	\$108,360	\$147,449	\$153,500	\$150,100	\$160,600			
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$17	\$58	\$200	\$79	\$121	\$200	\$200	\$200	\$200			
52XXX	OPERATING SUPPLIES	40,274	39,214	57,200	18,396	38,804	57,200	57,200	57,200	57,200			
53XXX	REPAIR & MAINTENANCE SUPPLIES	22,448	22,283	28,900	9,883	19,417	29,300	29,300	28,900	28,900			
	SUBTOTAL	\$62,739	\$61,555	\$86,300	\$28,358	\$58,342	\$86,700	\$86,700	\$86,300	\$86,300			
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$191	\$553	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
62XXX	TECHNICAL SERVICES	1,317	1,574	1,300	196	1,104	1,300	1,300	1,300	1,300			
63XXX	RENTALS	406	225	100	0	300	300	300	300	300			
64XXX	TRAVEL AND EDUCATION	318	471	550	0	550	550	550	550	550			
65XXX	COMMUNICATIONS & UTILITIES	1,136	1,196	1,250	308	942	1,250	1,250	1,250	1,250			
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0			
67XXX	REPAIR & MAINTENANCE SERVICES	927	580	1,600	1,892	1,008	2,900	2,900	1,600	1,600			
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0			
69XXX	MISCELLANEOUS	103	145	100	0	100	100	100	100	100			
	SUBTOTAL	\$4,398	\$4,744	\$4,900	\$2,396	\$4,004	\$6,400	\$6,400	\$5,100	\$5,100			
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0			
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	30,000	0			
74XXX	EQUIPMENT	13,160	0	0	0	0	0	0	38,000	0			
	SUBTOTAL	\$13,160	\$0	\$0	\$0	\$0	\$0	\$0	\$68,000	\$0			
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
	TOTAL EXPENDITURES	\$202,276	\$190,388	\$237,900	\$69,843	\$170,706	\$240,549	\$246,600	\$309,500	\$252,000			

Function:
Culture and Recreation

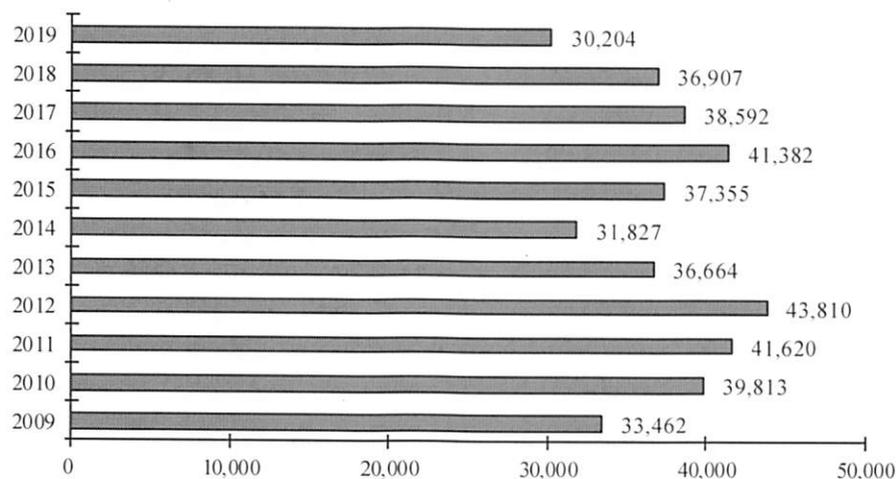
Department:
Parks and Recreation

Activity:
Aquatic Center

GENERAL INFORMATION

The Muscatine Aquatic Center at Weed Park first opened on June 3, 2004. Total attendance for the 2004 season was 46,576. In 2005 it increased to 55,948 and in 2006 it decreased to 45,891. Since then it has varied from approximately 30,200 to 43,800 as shown in the following graph. Much of the fluctuation can be attributed to the weather each summer. The 2012 summer was hot and dry with few rain days which resulted in increased attendance to 43,810. For the 2013 season, however, attendance decreased to 36,664 primarily due to the number of rain days in June. Attendance in 2014 decreased to 31,827, again primarily due to weather conditions. In 2015 attendance increased to 37,355 and in 2016 attendance increased to 41,382 due to minimal rain days. Attendance decreased to 38,592 in 2017 due to a cool summer and decreased again to 36,907 in 2018. The attendance further decreased to 30,204 in 2019 due to a very cool summer. In addition to recreational swimming, the Parks and Recreation department provides a diversified instructional program in aquatic activities. All staff and instructors are certified by the American Red Cross and receive periodic training to maintain these standards.

Weed Park Aquatic Center Attendance



CURRENT TRENDS AND ISSUES

The proposed budgets for all of the Park divisions include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The revised estimate for 2019/2020 is \$6,100 higher than the original budget primarily due to increased personal services costs. The personal services increase is from the proposed new seasonal pay plan.

Commodities are under the original budget by \$1,200, contractual services are over by \$100, and capital outlay is over by \$1,100. The 2019/2020 budget included \$30,000 for painting the pool. This came in under budget at \$27,500. The revised estimate includes a new capital outlay request of \$3,600 to paint the shallow area pay structures.

The 2020/2021 budget is \$26,900 (12.6%) less than the 2019/2020 budget. Personal services costs are \$20,900 more than the 2019/2020 budget due to the proposed new seasonal pay plan and capital outlay decreased by \$47,800 compared to the prior year budget. The 2020/2021 budget includes a \$4,700 capital outlay allocation to replace the pool vacuum.

The 2020/2021 year will be the 17th full budget year for the Aquatic Center. There has been a trend of increasing maintenance costs as this facility ages.

Beginning in the 2011 season, the City established non-resident rates for Aquatic Center season passes. These rates are \$25 higher than the rates for City residents. Non-resident fees for Aquatic Center admissions and other recreational programs were implemented in 2012.

GOAL STATEMENT

To utilize the Weed Park Aquatic Center to maximum potential, and to offer to the Muscatine community a well-balanced program of aquatic activities.

PERFORMANCE MEASURES

	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Aquatic Center Attendance	38,592	36,907	30,204	38,000	38,000
Swim Lesson Enrollment	316	310	346	380	380
Season Passes Sold	101	77	71	85	90
Number of Pool Rentals	81	88	76	85	90
Special Events Attendance	1,272	1,519	1,040	1,500	1,600
Scholarship Pass Recipients	502	402	339	450	500

RECENT ACCOMPLISHMENTS

Special events and exclusive swim times continue to be well-attended activities at the Aquatic Center. A total of 1,040 patrons attended the Fantastic Father’s Day, Christmas in July, and National Friendship Day events. Deck games, contests, and unique activities are incorporated into daily operations with the goal of creating a new experience to boost attendance. Infant/Toddler swim times were held on three occasions to encourage parents to introduce their young children to the aquatic environment without the commotion of typical open swim traffic.

The Swim Lesson program continued its upward participation trend in 2019 with an increase to 346 swimmers. Semi-private lessons were the most popular class with 141 enrollments out of a possible 144. Preschool lessons followed closely with only one enrollment left unclaimed. American Red Cross Learn-to-Swim levels continue to be a popular activity in both morning and evening sessions. Morning Lap Swim took place every Monday, Wednesday and Friday in June and July, providing a consistent fitness opportunity for adults throughout the summer.

The standard of extensive high level training carried over to the 2019 season for Aquatic Center staff. Six in-service sessions were held in collaboration with the Muscatine Community YMCA that adhered to American Red Cross standards and covered all material included in the Lifeguard and CPR/First Aid courses. Slide Attendants continued to be certified at the same professional level as Lifeguards in CPR and First Aid. All training sessions incorporated lifesaving response time testing, skill competency evaluation, Emergency Action Plan execution, and teamwork. The Golf Course Clubhouse staff were also certified in the American Red Cross Adult and Child AED course.

Staff retention is vital to continuing seamless operation of the facility from season to season. The Pool Manager returned for her fourth year as manager and ninth year on staff. Three of five assistant managers returned to the management team. An overall staff retention rate of 56% was achieved from the 2018 season which was an 11% increase from the previous year. Thirteen new lifeguards were hired which resulting from year-round recruitment efforts.

The diving board and diving stand were replaced before the opening of the 2019 season as the original equipment broke at the end of the 2018 season. The pool was painted in the fall of 2019 after six years to meet the Iowa State Code. A new robotic pool vacuum was purchased in order to continue use of the vacuum cleaning system that assists in assuring water clarity throughout the season. Other improvements scheduled to take place during the current fiscal year include refinishing and repair of the water slides and replacing the original canopies from 2004.

Changes to the Public Bathing Code are still pending with no potential institution date published. Possible changes to the code could affect daily operations as well as staff and facility standards for the Aquatic Center.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To continue to evaluate the implications of a new proposed Public Bathing Code, and prepare for possible changes and adjustments in daily operations.
- To evaluate the swim lesson program and make changes as necessary to meet the demands and needs of the community in an effort to increase swim lesson participation. **(Programs and Services Goal)**
- To maintain staff excellence by implementing extensive training regiments that adhere to American Red Cross lifesaving standards.
- To add one new community special event at the Aquatic Center. **(Programs and Services Goal)**
- To continue to meet the requirements to receive a satisfactory report from the Health Inspector.
- To increase the number of after-hours private rentals and Multi-Purpose Room rentals.

- To continue with pre- and post-season facility management plans while implementing daily, weekly and monthly facility management plans. **(Key Projects, Programs, and Placemaking Goal)**
- To maintain a staff retention rate of at least 55%.
- To continue to evaluate admissions trends in an effort to maximize attendance and increase revenue.

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Aquatic Center

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 122,680	\$ 113,129	\$ 121,600	\$ 127,700	\$ 142,500	17.19%
Commodities	16,248	15,764	22,800	21,600	22,700	-0.44%
Contractual Services	13,310	11,438	16,300	16,400	16,400	0.61%
Capital Outlay	-	19,533	52,500	53,600	4,700	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 152,238	\$ 159,864	\$ 213,200	\$ 219,300	\$ 186,300	-12.62%
Funding Sources						
Swimming Pool Revenues	\$ 135,962	\$ 117,210	\$ 138,600	\$ 136,800	\$ 136,800	-1.30%
General Revenues	16,276	42,654	74,600	82,500	49,500	-33.65%
Total Funding Sources	\$ 152,238	\$ 159,864	\$ 213,200	\$ 219,300	\$ 186,300	-12.62%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Seasonal Part Time Positions:</i>						
Swimming Pool Manager	1	1	1	1	1	
Assistant Pool Manager	2	2	2	2	2	
Lifeguard	27	27	27	27	27	
Lesson Coordinator	1	1	1	1	1	
Swimming Instructor	8	8	8	8	8	
Cashier	4	4	4	4	4	
Slide Attendants	5	5	5	5	5	
Pool Maintenance	2	2	2	2	2	
Total	50	50	50	50	50	\$ 129,500
Employee Benefits						13,000
Total Personal Services						\$ 142,500

Capital Outlay			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Pool Vacuum	1	Yes	\$ 4,700

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION										DEPARTMENT: PARKS & RECREATION				ACTIVITY: AQUATIC CENTER						
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		
				FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021				
				(C)	(D)	(E)	(F)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)						
PERSONAL SERVICES																				
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	\$111,081	\$102,149	110,400	110,400	68,159	41,106	109,265	116,200	110,400	129,500	110,400	129,500	110,400	129,500	110,400	129,500	110,400	129,500	110,400
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	8,498	7,814	8,500	8,500	5,214	3,145	8,359	8,900	8,400	9,900	8,400	9,900	8,400	9,900	8,400	9,900	8,400	9,900	8,400
46XXX	INSURANCE	3,101	3,166	2,700	2,700	2,078	493	2,571	2,600	2,900	3,100	2,900	3,100	2,900	3,100	2,900	3,100	2,900	3,100	2,900
	SUBTOTAL	\$122,680	\$113,129	\$121,600	\$121,600	\$75,451	\$44,744	\$120,195	\$127,700	\$121,700	\$142,500	\$121,700	\$142,500	\$121,700	\$142,500	\$121,700	\$142,500	\$121,700	\$142,500	\$121,700
COMMODITIES																				
51XXX	OFFICE SUPPLIES	\$47	\$220	\$500	\$500	\$313	\$187	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
52XXX	OPERATING SUPPLIES	10,791	10,201	16,900	16,900	5,258	10,242	15,500	15,500	16,600	16,600	16,600	16,600	16,600	16,600	16,600	16,600	16,600	16,600	16,600
53XXX	REPAIR & MAINTENANCE SUPPLIES	5,410	5,343	5,400	5,400	329	5,271	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
	SUBTOTAL	\$16,248	\$15,764	\$22,800	\$22,800	\$5,900	\$15,700	\$21,600	\$21,600	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700
CONTRACTUAL SERVICES																				
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	3,583	2,609	4,400	4,400	0	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	676	786	900	900	392	508	900	900	900	900	900	900	900	900	900	900	900	900	900
65XXX	COMMUNICATIONS & UTILITIES	832	1,008	1,400	1,400	566	634	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	225	0	1,300	1,300	0	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	7,994	7,035	8,300	8,300	(308)	8,408	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100
	SUBTOTAL	\$13,310	\$11,438	\$16,300	\$16,300	\$650	\$15,750	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400	\$16,400
CAPITAL OUTLAY																				
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	14,870	40,000	40,000	0	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100	41,100
74XXX	EQUIPMENT	0	4,663	12,500	12,500	0	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
	SUBTOTAL	\$0	\$19,533	\$52,500	\$52,500	\$0	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600	\$53,600
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$152,238	\$159,864	\$213,200	\$213,200	\$82,001	\$129,794	\$211,795	\$219,300	\$165,500	\$186,300	\$165,500	\$186,300	\$165,500	\$186,300	\$165,500	\$186,300	\$165,500	\$186,300	\$165,500

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Recreation

GENERAL INFORMATION

The Recreation division provides leisure time activity programs for the residents of Muscatine. Many of the programs are taught by special instructors and are designed to be self-supporting. Most children's programs, however, are not self-supporting in order to encourage children from all economic and social sectors of the community to participate. The recreation activities are supervised by the Program Supervisor.

CURRENT TRENDS AND ISSUES

The proposed budgets for all of the Park divisions include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The 2019/2020 revised estimate is \$900 more than the original budget. This increase is due to the proposed new seasonal pay plan.

The 2020/2021 budget is \$9,200 (7.4%) more than the 2019/2020 budget due to increased personal services costs. The personal services increase includes \$4,400 with the proposed new Seasonal Pay Plan. The remaining portion of the overall increase is due to step increases and benefit cost increases.

GOAL STATEMENT

To provide the citizens of Muscatine with the opportunity to participate in a wide variety of quality recreational activities through the provision of programs, facilities, and the cooperation of various community organizations.

PERFORMANCE MEASURES

	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Adult Programs Offered (Including Leagues)	22	20	23	24	24
Children's Programs Offered	42	41	42	43	43
Adult Program Participants (1)	1,803	1,686	1,632	1,800	1,900
Children's Programs Participant (2)	2,660	1,962	2,256	2,500	2,600
New Programs Offered (3)	1	1	1	1	1
Volleyball League Teams	50	38	45	50	50

(1) Adult Program participants include those in Walking Club, Job Fair, Easter Egg Hunt, Family Bike Ride, Sand Volleyball, Sport Starters parents, Cemetery Walk, Fall Festival, Adult Recreation Volleyball, Adult Power Volleyball, Turkey Trot, Candy Cane Hunt, and Elves Workshop.

(2) Children's Program participants include those in Snowpile Treasure Hunt, Soccer Skills, Boys Basketball Skills, Winter BlastBall, Baseball Pitching, Baseball Fundamentals, Softball Skills Clinic, Job Fair, Easter Egg Hunt, Summer BlastBall, Family Bike Ride, Tee Ball, Gymnastics, Tennis Lessons, Skate Park Beginners Camp, Tot Lot, Sport Shorts, Girls Volleyball, Cemetery Walk, Muskie Youth Soccer Camp, Muskie Punt, Pass & Kick, Sport Starters, Flag Football, Little Muskies Football, Fall Festival, Girls Basketball, Smart Start Basketball, Youth Volleyball, Turkey Trot, Candy Cane Hunt, Elves Workshop and Basketball Shooting Camp.

(3) New Programs Offered – Weed Park Group Scavenger Hunt

RECENT ACCOMPLISHMENTS

Special events and one-day programs continued to be well-attended activities in 2019. The Easter Egg Hunt had over 600 attendees with the classic egg hunt and the new Group Scavenger Hunt activity. The Fall Festival had an increase in participation from 2018 with 330 attendees. The Snowpile Treasure Hunt, Candy Cane Hunt, and Elves Workshop contributed to a total special event attendance of over 1,500 participants.

The Family Bike Ride was held in June and had 32 cyclists biking a new route from Musser Park to Deep Lakes Park. The change was due to riverfront flooding. The Cemetery Walk drew 45 history buffs despite of a downpour. Two full Muscabus tours and one large walking tour were led through the Cemetery. The Turkey Trot had a very successful year with 87 competitors in 2019 compared to 55 in 2018.

Winter/Spring programs continued with strong numbers in 2019. The Soccer Skills Clinic and BlastBall programs experienced increases in participation with Gymnastics continuing to be a popular activity into the summer months.

Many summer programs saw substantial increases in participation during the 2019 session. The Sand Pit Volleyball League increased by seven teams and 83 matches played compared to the 2018 season. The Intern League increased by two teams with the Recreation B League increasing by five teams. Extra time slots were added to the Sand Volleyball schedule to accommodate the 192-game season.

The Muskie Youth Soccer Camp nearly doubled its enrollment in the second year it was offered with 63 participants. Over 20 Muscatine High School Girls Soccer players volunteered to assist 2nd through 7th graders improve their playing skills over the three-day camp. Tennis, Tee Ball, Girls Volleyball Clinic, Skate Park Beginners Camp, and Tot Lot all saw increases in participation this summer.

The Walking Club increased to 1,017 registered participants with over 12,910 miles walked. Participants recorded their minutes walked to work toward group and individual goals in the Walk the Appalachian Trail Challenge, the 90-Day Challenge and the 1,000 miles in 100 Days Challenge.

Fall football programs were successful with 45 children participating in Little Muskies Football and 24 players in the Flag Football League. The Muskie Punt, Pass, & Kick program hosted 10 competitors who vied for the most accurate kicks and throws in their age groups. Volunteer coaches assisted with all three of the fall football activities.

The Parks and Recreation department continues to offer Boys Basketball, Baseball Pitching, Baseball Fundamentals, Sport Shorts, Sport Starters, Girls Basketball, Smart Start Basketball, Youth Volleyball, Basketball Shooting Camp, Adult Power Volleyball and Adult Recreation Volleyball in addition to the previously highlighted activities.

OBJECTIVES TO BE ACOMPLISHED IN 2020/2021

- To continue to look at alternative programming and adjusting programming to fit the community's needs. **(Programs and Services Goal)**
- To evaluate and review new programs that have been implemented and make adjustments as needed. **(Programs and Services Goal)**
- To increase revenue by focusing on improved quality so that this may limit any negative impacts to participation numbers.
- To continue to keep a positive relationship and maintain good communication with area agencies and associations to offer quality recreational leisure services to the community. **(Marketing, Communication, and Engagement Goal)**
- To seek out and take advantage of networking and training opportunities.
- To continue to hire and train qualified youth recreation program leaders and aides.
- To continue to cross train for continuation of office and golf course operations services. **(Continuous Service Improvement Goal)**
- To continue to look for new and different technological ways to market programs. **(Marketing, Communication, and Engagement Goal)**
- To create and develop one new community special event. **(Programs and Services Goal)**

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Recreation

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 83,724	\$ 91,119	\$ 110,300	\$ 111,200	\$ 119,500	8.34%
Commodities	6,781	5,506	7,600	6,750	6,750	-11.18%
Contractual Services	5,272	7,068	6,900	7,750	7,750	12.32%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 95,777</u>	<u>\$ 103,693</u>	<u>\$ 124,800</u>	<u>\$ 125,700</u>	<u>\$ 134,000</u>	7.37%
Funding Sources						
Recreation Fees	\$ 45,961	\$ 41,445	\$ 46,800	\$ 46,800	\$ 46,800	0.00%
General Revenues	49,816	62,248	78,000	78,900	87,200	11.79%
Total Funding Sources	<u>\$ 95,777</u>	<u>\$ 103,693</u>	<u>\$ 124,800</u>	<u>\$ 125,700</u>	<u>\$ 134,000</u>	7.37%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions:</i>						
Program Supervisor	1.00	1.00	1.00	1.00	1.00	
<i>Seasonal Part Time Positions:</i>						
Various Instructors, Supervisors and Program Directors	23.00	23.00	23.00	23.00	23.00	
Total	24.00	24.00	24.00	24.00	24.00	\$ 94,300
Employee Benefits						25,200
Total Personal Services						<u>\$ 119,500</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: CULTURE & RECREATION		DEPARTMENT: PARKS & RECREATION							ACTIVITY: RECREATION		
ACCT NO.	ACCOUNT CLASSIFICATION	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES											
41XXX	REGULAR SALARIES & WAGES	\$44,575	\$51,418	\$55,300	\$13,617	\$41,665	55,282	\$55,300	\$58,900	\$58,900	\$58,900
42XXX	PART TIME SALARIES & WAGES	20,197	18,802	31,700	2,810	28,890	31,700	32,500	31,700	35,400	35,400
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	9,889	11,177	13,900	2,684	11,262	13,946	14,000	14,600	15,200	15,200
46XXX	INSURANCE	9,063	9,722	9,400	3,077	6,295	9,372	9,400	9,900	10,000	10,000
	SUBTOTAL	\$83,724	\$91,119	\$110,300	\$22,188	\$88,112	\$110,300	\$111,200	\$115,100	\$119,500	\$0
COMMODITIES											
51XXX	OFFICE SUPPLIES	\$655	\$90	\$700	\$10	\$490	\$500	\$500	\$500	\$500	\$0
52XXX	OPERATING SUPPLIES	6,126	5,416	6,900	851	5,399	6,250	6,250	6,250	6,250	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$6,781	\$5,506	\$7,600	\$861	\$5,889	\$6,750	\$6,750	\$6,750	\$6,750	\$0
CONTRACTUAL SERVICES											
61XXX	PROFESSIONAL FEES	\$191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	875	2,536	1,800	279	2,371	2,650	2,650	2,650	2,650	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	3,027	3,437	3,800	1,145	2,655	3,800	3,800	3,800	3,800	0
65XXX	COMMUNICATIONS & UTILITIES	396	468	500	90	410	500	500	500	500	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	783	627	800	170	630	800	800	800	800	0
	SUBTOTAL	\$5,272	\$7,068	\$6,900	\$1,684	\$6,066	\$7,750	\$7,750	\$7,750	\$7,750	\$0
CAPITAL OUTLAY											
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$95,777	\$103,693	\$124,800	\$24,733	\$100,067	\$124,800	\$125,700	\$129,600	\$134,000	\$0

Function:
Culture and Recreation

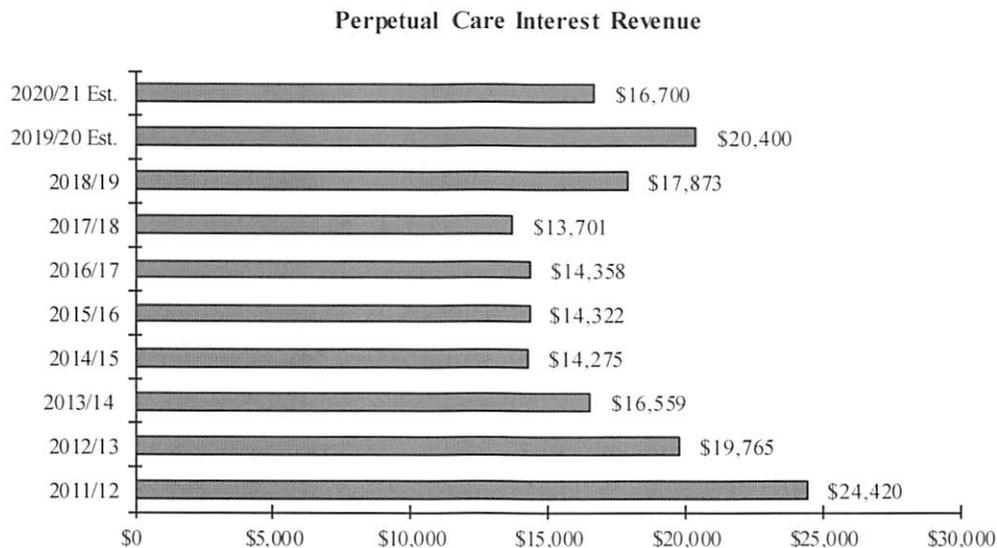
Department:
Parks and Recreation

Activity:
Cemetery

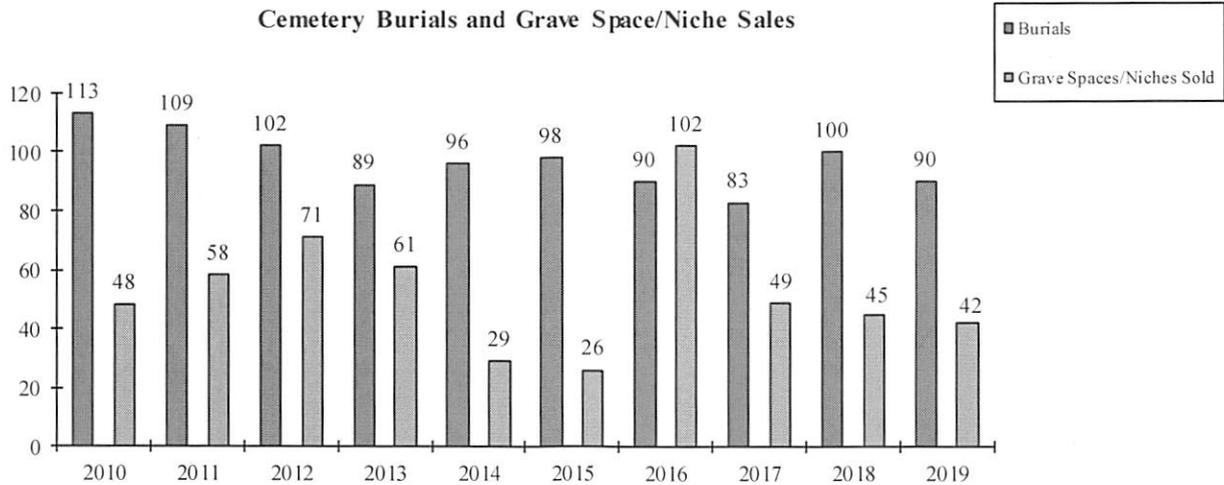
GENERAL INFORMATION

Greenwood Cemetery is a municipally owned and operated cemetery in the City of Muscatine. The Cemetery is a division of the Department of Parks and Recreation. Located on Lucas Street, the cemetery has adequate burial space for at least the next seventy-five (75) years.

Interest earnings from the Perpetual Care Fund are utilized to help support the operation of the cemetery. A percentage of all grave sales by State law are placed in the fund with the interest earnings available to support cemetery operating and improvement costs. The interest transfers from the Perpetual Care Fund to the General Fund from fiscal year 2011/2012 through 2018/2019 and the estimated amounts for 2019/2020 and 2020/2021 are follows:



The principal balance in the Perpetual Care Fund on June 30, 2019 was \$887,310 but as noted previously, this amount cannot be utilized for cemetery operations, only interest earned on the balance may be used.



CURRENT TRENDS AND ISSUES

Beginning with fiscal year 1991/92, cemetery revenues plus interest earnings on Perpetual Care funds have not been sufficient to fund the operating expenditures of the cemetery with the exception of the 2003/2004, 2007/2008, and 2010/2011 fiscal years. Based on budget projections a General Fund subsidy of \$48,700 is expected to be needed to cover the operating costs of the cemetery for 2019/2020 and \$56,200 is the estimated subsidy for 2020/2021. The decline in interest rates in recent years has reduced interest revenue from the Perpetual Care Fund, which is a contributing factor for these subsidies.

The proposed budgets for all of the Park divisions include requested increases for seasonal employee wages. An updated Seasonal Pay Plan is requested and is proposed to be effective April 1, 2020. As such, it will have an impact on both the 2019/2020 revised estimate and 2020/2021 budget. The goal of the requested pay plan update is to offer more competitive wages in an effort to recruit and retain qualified seasonal staff.

The 2019/2020 revised estimate is over the budgeted amount by \$3,700. This overall increase includes (1) an increase in commodities of \$1,900 for repair and maintenance and operating supplies, (2) a \$200 increase in the management fee, and (3) an increase of \$1,600 in personal services costs. The personal services increase includes \$2,700 from the proposed new Seasonal Pay Plan. Savings in employee pension and insurance costs offset a portion of this increase.

The 2020/2021 budget is \$8,800 (5.0%) higher than the 2019/2020 budget primarily due to a \$6,900 increase in personal services costs. The personal services increase includes \$4,600 with the proposed new Seasonal Pay Plan. The 2020/2021 budget also includes a \$1,700 increase in commodities for repair and maintenance, and operating supplies, and a \$200 increase in the management fee.

GOAL STATEMENT

To provide a cemetery facility with aesthetic surroundings for the interment of deceased in a manner which meets the needs of the family and relatives.

PERFORMANCE MEASURES

Fiscal Year Basis	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Burials:					
Casket	54	55	50	50	50
Cremains	34	30	43	35	35
County	3	3	4	3	3
Total Burials	91	88	97	92	92
Grave Spaces Sold	33	30	39	34	34
Columbarium Niches Sold	2	1	13	5	5
Acres Maintained	80	80	80	80	80
Perpetual Care Interest (Fiscal Year Ending June 30)	\$14,358	\$13,701	\$17,873	\$20,400	\$16,700
General Fund Subsidy (Fiscal Year Ended June 30)	\$43,334	\$45,978	\$28,152	\$48,700	\$56,200

RECENT ACCOMPLISHMENTS

The Muscatine Silver Chord high school group once again assisted the staff in the cemetery cleanup. The volunteer group assisted staff in the cleanup of grave decorations in both the spring and the fall.

This past spring, staff converted all of the lights in the maintenance building to LED. Staff has also begun replacing the chandelier lights in the Cemetery Chapel with LED lights. Staff continues to look for ways to operate cost efficiently. Staff has begun painting the inside of the Chapel building and is currently working on putting together cost estimates for tuck-pointing the perimeter of the building.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To complete the leveling of stones in the Veterans plot.
- To provide maintenance for the cemetery steps for the safety of users.
- To continue to improve the sidewalks in front of the cemetery.
- To complete the internet connection to the shop.
- To continue foundation repairs in the old sections of the cemetery.
- To continue improving working relationships with volunteers and community groups.
- To continue cross training of other park division staff in the Cemetery operation.
- To continue to recruit and train quality seasonal and full-time staff as needed.

Function:
Culture and Recreation

Department:
Parks and Recreation

Activity:
Cemetery Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 125,893	\$ 128,749	\$ 137,800	\$ 139,400	\$ 144,700	5.01%
Commodities	17,887	22,147	19,700	21,600	21,400	8.63%
Contractual Services	17,219	20,116	17,400	17,600	17,600	1.15%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 160,999</u>	<u>\$ 171,012</u>	<u>\$ 174,900</u>	<u>\$ 178,600</u>	<u>\$ 183,700</u>	5.03%
Funding Sources						
Cemetery Revenues	\$ 101,320	\$ 124,987	\$ 104,700	\$ 109,500	\$ 110,800	5.83%
Perpetual Care Interest	13,701	17,873	19,300	20,400	16,700	-13.47%
General Revenues	45,978	28,152	50,900	48,700	56,200	10.41%
Total Funding Sources	<u>\$ 160,999</u>	<u>\$ 171,012</u>	<u>\$ 174,900</u>	<u>\$ 178,600</u>	<u>\$ 183,700</u>	5.03%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Maintenance Repairperson	1.00	1.00	1.00	1.00	1.00	
Seasonal Part Time Positions:						
Seasonal Equipment Operator	2.46	2.46	2.46	2.46	2.46	
Total	3.46	3.46	3.46	3.46	3.46	\$ 106,200
Employee Benefits						38,500
Total Personal Services						<u>\$ 144,700</u>

Capital Outlay - Equipment Replacement Fund			
<i>Item</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
Zero Turn Mower	1	Yes	<u>\$ 13,500</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: CULTURE & RECREATION				DEPARTMENT: PARKS & RECREATION				ACTIVITY: CEMETERY					
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021	
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$50,128	\$52,146	\$53,700	\$13,328	\$40,393	53,721	\$53,700	\$54,800	\$54,800	\$54,800	\$54,800	
42XXX	PART TIME SALARIES & WAGES	41,849	41,806	47,200	18,762	28,437	47,199	49,700	47,200	47,200	51,400	51,400	
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	
44XXX	OTHER SALARIES & WAGES	156	156	200	45	111	156	200	300	300	300	300	
45XXX	PENSION & RETIREMENT	12,126	12,903	15,000	3,801	10,440	14,241	14,400	15,300	15,300	15,600	15,600	
46XXX	INSURANCE	21,634	21,738	21,700	6,725	14,648	21,373	21,400	22,500	22,500	22,600	22,600	
	SUBTOTAL	\$125,893	\$128,749	\$137,800	\$42,661	\$94,029	\$136,690	\$139,400	\$140,100	\$144,700	\$144,700	\$0	
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$9	\$208	\$200	\$77	\$123	\$200	\$200	\$200	\$200	\$200	\$200	\$0
52XXX	OPERATING SUPPLIES	11,108	12,812	12,300	2,768	9,732	12,500	12,500	12,500	12,500	12,500	12,500	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	6,770	9,127	7,200	1,952	6,948	8,900	8,900	8,700	8,700	8,700	8,700	0
	SUBTOTAL	\$17,887	\$22,147	\$19,700	\$4,797	\$16,803	\$21,600	\$21,600	\$21,400	\$21,400	\$21,400	\$0	
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$7,200	\$7,320	\$7,200	\$0	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$0
62XXX	TECHNICAL SERVICES	373	3,002	2,900	418	2,482	2,900	2,900	2,900	2,900	2,900	2,900	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	100	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	3,364	3,994	3,600	510	3,090	3,600	3,600	3,600	3,600	3,600	3,600	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	6,111	5,574	3,300	0	3,300	3,300	3,300	3,300	3,300	3,300	3,300	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	171	226	300	50	350	400	400	400	400	400	400	0
	SUBTOTAL	\$17,219	\$20,116	\$17,400	\$978	\$16,622	\$17,600	\$17,600	\$17,600	\$17,600	\$17,600	\$17,600	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	6,500	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$0	\$0
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$160,999	\$171,012	\$174,900	\$48,436	\$127,454	\$175,890	\$178,600	\$185,600	\$183,700	\$183,700	\$0	

Function:
Health and Social Services

Department:
Legislative and Council

Activity:
Economic Well-Being

GENERAL INFORMATION

The function of the Economic Well-Being activity has been to provide financial support to promote social and economic opportunities for certain citizens in Muscatine, including senior citizens, the mentally and physically handicapped, and certain low income individuals and families.

As the federal and state governments have reduced subsidies for social programs, the City has experienced increases in requests for assistance from local agencies which provide social service programs. The agency allocations for the past five (5) years and the proposed subsidies for 2020/2021 are as follows:

<u>Agency</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Proposed 2020/2021</u>
Senior Resources*	\$ 20,000	\$ 20,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000
MCSA Homeless Prevention Program	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 55,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>

* The allocations to Senior Resources include Meals on Wheels.

CURRENT TRENDS AND ISSUES

Due to reductions in funding to the City's General Fund, the subsidies to Senior Resources including the Meals on Wheels program have been held in check in recent years. In fiscal year 2011/2012 \$17,800 was budgeted for Senior Resources and the funding was increased to \$20,000 beginning in 2012/2013 and continuing through 2016/2017. Senior Resources requested a \$30,000 subsidy for 2017/2018. The originally proposed budget for 2017/2018 included a \$20,000 allocation to Senior Resources. The final 2017/2018 budget, however, included a one-time increase in the subsidy to Senior Resources from \$20,000 to \$30,000 due to their loss of funding from other sources. The budget allocations to Senior Resources were \$25,000 for both 2018/2019 and 2019/2020. Senior Resources has requested their subsidy be increased to \$27,500 for 2020/2021. As has been standard practice of the City, the proposed budget reflects the status quo subsidy to Senior Resources. City Council can consider their request for increased funding as part of the budget decision-making process.

For the 2015/2016 budget, the City received a request for funding from the Muscatine Center for Social Action (MCSA) for their Homeless Prevention Navigator/Homeless Prevention Program. The 2015/2016 budget included a one-time commitment of \$25,000 for this program. MCSA requested and received continued funding for this program of \$25,000 in 2016/2017, 2017/2018, 2018/2019, and 2019/2020. For 2020/2021 MCSA again requested \$25,000 and that amount has been included in the budget. The City's funding, however, may be reduced by any grant funding that may be received for this program.

For the 2020/2021 budget, a new request for funding was received from the Vision 2020 Board. Their request is for a 3-year commitment totaling \$60,000 (\$20,000 per year). As noted previously, per the City's standard practices, this amount has not been included in the proposed budget. Also, in all recent years, the City has not been accepting or funding new subsidy requests so City funds can be directed to the City's own core services. City Council can consider this request as part of the budget decision-making process.

Function:
Health and Social Services

Department:
Legislative and Council

Activity:
Economic Well-Being

	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Budget 2019/2020</u>	<u>Revised Estimate 2019/2020</u>	<u>Budget 2020/2021</u>	<u>Percent Change</u>
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	55,000	50,000	50,000	50,000	50,000	0.00%
Capital Outlay	-	-	-	-	-	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 55,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	0.00%
Funding Sources						
General Revenues	<u>\$ 55,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	0.00%

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: HEALTH AND SOCIAL SERVICES										DEPARTMENT: LEGISLATIVE AND COUNCIL										ACTIVITY: ECONOMIC WELL-BEING									
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021					
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
COMMODITIES																													
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
68XXX	AID TO AGENCIES	55,000	50,000	50,000	50,000	50,000	18,750	31,250	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SUBTOTAL		\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$18,750	\$31,250	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
CAPITAL OUTLAY																													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
9XXXX TRANSFERS																													
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES		\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$18,750	\$31,250	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		

Status quo allocations reflected



December 5, 2019

Ms. Nancy Lueck, City Finance Director
City Hall
215 Sycamore Street
Muscatine, Iowa 52761

Re: Funding Consideration for Senior Resources

Dear Ms. Lueck,

Senior Resources is a 501(c)(3) nonprofit organization established in 1972 as the Commission on Aging. Our mission is to provide and promote quality and supportive programs and services for seniors and disabled adults in Muscatine County. Being nonprofit we are always in the need of funding especially now with federal tax cuts in effect and charitable contributions down a reportedly 3% nationwide.

We have five major programs that we operate at Senior Resources with caring employees who are underpaid but work tirelessly to meet the needs of our participants. The programs are Adult Day Center, Meals on Wheels, Home Repair, Chore and Outreach. We have helped approximately 750 unduplicated elderly, low-income and mentally/physically disadvantaged people of Muscatine County over the past year. Your support of our programs over the past several years has helped Senior Resources provide these services.

The number of clients served during fiscal year 2018-19 for each of our departments varies with the Outreach group serving the most people. We dealt with 496 different people involving approximately 2000 contacts with this group. The contacts ranged from Medicaid paperwork or directing people eligible for Medicare to the Senior Health Insurance Information Program (SHIIP) representatives located in our headquarters at 1808 Mulberry Avenue. Wellness visits were also included in these numbers. Additionally, this group is also responsible for the delivery of 170+ Christmas baskets this year to needy citizens in our city.

The Adult Day Center provides respite during the day for people who can no longer care for themselves. This helps those who are caring for elderly or physically/mentally challenged people to work or accomplish chores during the day while their loved ones rest or take part in activities in a safe, caring environment. These clients receive a meal at lunch time and a snack in the morning and afternoon. The Adult Day group serviced about 26 unduplicated clients throughout the year with some people being served 5 days during the week while others attend at different intervals.

Our Meals on Wheels department, as the name implies, engages volunteers to deliver meals to shut ins during the lunch hour. This may be the only contact these participants have with outside world during the entire day. The meal received by the client accounts for one-third of their daily nutritional needs. This service delivers 6 days during the week with the Saturday service including a frozen meal for Sunday

Senior Resources

1808 Mulberry Avenue ~ Muscatine, IA 52761
Phone: 563-263-7292 ~ 888-667-2026 ~ Fax 563-263-7257

if clients so desire. Approximately 82 total clients took advantage of this service during the last fiscal year.

The Chore department involves helping people do chores around their homes such as lawn mowing or snow removal. Contract workers are hired to do this work provided they pass a background check. Approximately 91 clients had this service in the past fiscal year. These clients are charged on a sliding fee scale.

Finally, our Home Repair group involves an individual who does more extensive work around the home for people who can no longer accomplish these tasks themselves or afford to have it done commercially. This work can involve minor plumbing repairs, replacing windows, installing window air conditioners, gutter cleaning, etc. The number of people serviced last year was approximately 71. These clients are also charged on a sliding fee scale.

Additionally, we provide a lending closet for durable medical equipment such as wheelchairs, walkers and crutches. This service is provided at no cost and the borrower can use these items as needed with the understanding to return the borrowed item once the borrower is through with them.

Please note the Vision 20/20 Initiative to bring the non-profit organizations of Muscatine (Senior Resources, MCSA, Crossroads and Muscatine Welfare Association) under one administrative umbrella is now a functioning entity with a CEO who came on board in November 2019. We look forward to further collaboration with the other nonprofits to help with accounting, marketing, fundraising, etc.

Your past support for our organization is very much appreciated and with the above scenario, we are still very much in need of your future support. Enclosed please find a draft copy of our audited financial statement for year ending June 30, 2018 and our revenue and expenditure budget for the upcoming year. We are asking for \$27,500 from the City this year.

Thank you in advance for your attention to our requisition.

Sincerely,



Pete DeGabriele
Operations Manager



312 Iowa Avenue
Muscatine, Iowa 52761

December 10, 2019

Acting City Administrator
City of Muscatine
City Hall
215 Sycamore Street
Muscatine, Iowa 52761

Dear City Administrator and Members of the Muscatine City Council,

The MCSA Homeless Prevention Program respectfully requests a contract renewal for the fiscal year 2020/2021 with terms and payment consistent with the fiscal year 2019/2020 contract totaling \$25,000. The Homeless Prevention Program works in partnership with the City of Muscatine Municipal Housing Agency to efficiently supplement the City's services.

We look forward to our continued partnership.

Best regards,

Scott Dahlke
Muscatine Center for Social Action
Executive Director

Vision 20/20

January 10, 2020

Greg Jenkins
Interim City Administrator
Muscatine, Iowa 52761

Dear Mr. Jenkins,

I, along with members of the Vision 20/20 Board, would like the opportunity to meet with the City Council to provide a presentation and to make a formal request for funding consideration during the budget process. Vision 20/20 is a collaborative initiative between the Muscatine welfare Association, Senior Resources, Crossroads, and the Muscatine Center for Social Action (MCSA) to develop a sustainable, more efficient and effective delivery system.

Please let me know if you require additional information for us to get on the agenda. I look forward to your response.

Sincerely,

Cheryl A Plank, CEO

Vision 20/20 is a nonprofit entity established to build and bring greater coordination and organization of the Muscatine Welfare Association, Senior Resources, Crossroads, and the Muscatine Center for Social Action. The purpose of this funding request is to support the establishment of the Vision 20/20 Initiative. The goal of this initiative is to **develop a more efficient, and effective delivery system that will leverage resources to better sustain the services provided** through these longstanding Muscatine Human Service nonprofit entities.

These **four initial participating entities** serve the needs of the most vulnerable in our community in the areas of Health, Mental Health and Substance Abuse. The specific objective of this application is the **implementation of the Vision 20/20** collaborative system with the hiring of the Vision 2020 Collaborative CEO. This individual **will lead the systematic implementation of the Vision 20/20 Initiative.**

Grants and other funds will support the CEO's salary, provide administrative support and system development. Resources for the implementation phase have been committed from the initial participating entities including the **Muscatine Welfare Association, Senior Resources, Muscatine Center for Social Action, and Crossroads** in the amount of \$20,000 each, the **HNI Charitable Foundation** in the amount of \$10,000 for the next three years, the **Magnus Trust** in the amount of \$5000 for the next 3 years the **Muscatine Health Support Foundation** in the amount of \$10,000 for the next 3 years and the **Roy J. Carver Charitable Trust** in the amount of \$10,000 for the next 3 years.

This funding request to the **City of Muscatine** is for \$60,000. (\$20,000 for each of the next 3 years). The funds committed through the **City of Muscatine** are important to the success of the Vision 20/20 Initiative because they share in the development and implementation of this very important community initiative that continues the viability of these integral community services and leverages a breadth of community resources to sustain these valued community services.

Vision 20//20 has been established to address and coordinate the work of the 4 Muscatine based mission driven non-profits providing broad human and health related services for seniors, disabled and displaced persons. These entity partners the Muscatine Welfare Association (1954), Crossroads, (1969), Senior Resources and Muscatine Center for Social Action (1992) are the foundational anchoring community human service nonprofits in Muscatine County.

The **Muscatine Welfare Association** is the oldest welfare association in the County which provide supports through housing and other help to the poor and disabled of Muscatine. The MWA owns 2 group homes, the Drake Schauland Apartments and Fulton Place, a low income apartment complex.

CROSSROADS, INC., was established in 1969, as a non-profit agency offering employment training, day habilitation, and community living assistance. CROSSROADS, INC., works closely with employers to develop employment skills needed in today's work force. CROSSROADS, INC. enhances the Muscatine community by helping people to become more independent.

Senior Resources is a non-profit organization located in Muscatine, Iowa that is dedicated to helping senior citizens throughout Muscatine County. Senior Resources provide services for seniors so that they may continue living independently with dignity in their own homes. Programs include: Adult Day, Chore, Home Repair, Meals on Wheels, Medicare Assistance, Property Tax/Rent Refund, Outreach and Caregiver Resources.

Muscatine Center for Social Action provides temporary shelter, basic health care, educational and vocational support services for those in need in Muscatine County while working to reduce these needs through long-term social change.

Specifically, the **Transitional Housing Program** provides a secure living space for women and children. There are 9 private rooms available and accommodations can be made for any size family. Each unit includes 2 full size beds, bedding and

pillows, towels, and basic supplies. Additional beds or cribs are available as needed. The units share a large open living space, kitchenette, bathroom, and laundry.

Overnight Housing is available for single men. Each evening at 9:00 p.m., the gymnasium converts into a sleeping space. The gym can accommodate up to 45 for sleeping each evening.

The collaborative work of Vision 20/20 **will encourage and assist in the sustainability of these 4 and potential additional nonprofits and their services in the City and County of Muscatine, Iowa. Vision 20/20 is developing an organizational system and staff to maintain and support the integrity of the services provided to and for Muscatine County residents. Vision 20/20 establishes a collaborative organizational structure that ensures the continued viability of human and health related services in our community.** The hiring of a CEO, and commensurate support will allow for the implementation of the Vision 20/20 Initiative.

Vision 20/20 is **focused on leveraging resources, developing organizational and community efficiencies, as well as, providing optimal efficiencies for the 4 non-profit entities annually charged with providing a variety of integral services to their customers.** It is important to note each of these integral services are included in what has been defined as the **Social Determinants of Health.** They are collectively related to the health of participants and ultimately the health of our community. Vision 20/20's **intent is to maximize resources, talents and provide efficiencies and effectiveness in delivering services to our community at large and its taxpayers.** Services provided through the 4 entities impact individually **over 2000 persons** and ultimately impacts every county resident (40,000 persons).

Vision 20/20 has been a work in progress since 2016. A volunteer, visionary group of dedicated community members have met since that time establishing the following:

- Incorporation of a conceptual design entity "Vision 20/20"

- Joined the 4 entities through Letters of Intent to pursue a collaborative partnership.
- Received financial commitments for the next 3 years from each of the initial 4 entities of \$20,000 each year.
- Formed a Board of Directors
- Developed bylaws
- Hired a recruiter for a Vision 20/20 CEO Search
- Hired a CEO to implement the vision and the system.

The Vision 20/20 **design team** is composed of 5 well known community volunteers who have great credibility within the community, county and state.

John Beckey, President of the Vision 20/20 Board of Directors has been a teacher and very successful businessman, as well as a history of longstanding involvement with the Muscatine Welfare Association and the community in general.

Mike Hagerty is also a very successful local businessman and community volunteer who serves the Magnus Trust and has a significant resume of philanthropic involvement.

Mike Johannsen has strong experience in the administration and delivery of Human Services and most specifically those services provided to Muscatine County and the State of Iowa.

Gary Carlson brings his extensive corporate leadership and Human Resource experience as well his legislative experience as one of our representatives in the Iowa Legislature to the teams work to design the most efficient and effective collaborative. Gary had served several years as member of the Crossroads Board and currently serves on the board of the Crossroads Foundation.

Angela Johnson, Trinity Muscatine Healthcare Executive Director has extensive experience in health care administration, finance and strategic planning. She also brings a strong background of service integration and efficiency development.

Along with these 5 volunteers, the partner nonprofits bring well over a century of experience and service to their customers, and our resident taxpayers.

Project Funding

Funds Committed (Secured)

\$60,000 - Muscatine Welfare Association

\$60,000 - Muscatine Center for Social Action

\$60,000 -Senior Resources

\$60,000 – CROSSROADS, INC.,

\$30,000- HNI Charitable Foundation

\$15,000 - Magnus Trust

\$30,000 - Muscatine Health Support Grant Fund -CFGM

\$30,000 – Kent Corporation

\$30,000 – Roy J. Carver Charitable Trust

Funds Requested (Not Secured at this time)

\$60,000 – City of Muscatine

\$60,000 - Muscatine County

\$105,000 - Development Fund Drive with Active Committee

Vision 20/20 Project Total: \$600,000

Employing the Vision 20/20 CEO, providing administrative support and system establishment (office supplies, computer, meeting materials) will have a total cost in the amount of \$200,000 annually.

Vision 20/20 will initially rely on support from each of the 4 nonprofits and the other support received through local grants, foundations, local government entities and local bequests. After **initial implementation of the Vision 20/20 process**, the collaborative work of member entities will create the necessary resources to sustain it. Examples of such work are job training, product manufacturing and housing development and management.

Evaluation Process

Vision 20/20 will be continually evaluated as the 4 entities begin to share and leverage their resources. The CEO position is integral to the development of this new system. Evaluation measures include:

- Sustainability of service delivery of needed programs and services.
- Efficiency and optimum use of financial and human resource talent
- Strengthened recruitment, development and compensation of skilled leaders and employees
- Effective use and recruitment of strong board members possessing needed skills and passion.
- Improve revenue opportunities.
- Strengthen donor base and commitment driven by most effective use of donor funding.
- Bringing services together for the most effective delivery to those in need.

The CEO will develop a matrix indicating the current state pre-Vision 20/20 implementation and show growth markers annually as the new system of Vision 20/20 grows and evolves. The Board of Directors will work in concert with the CEO and the leadership of each of the 4 initial entities to address the collaborative growth and provide support in addressing and overcoming system issues.

Function:
Community and Economic Development

Department:
Community Development

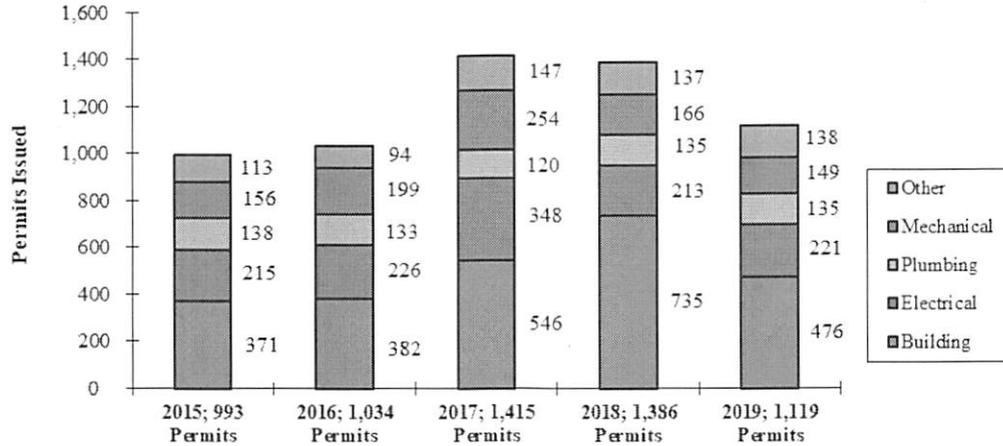
Activity:
Community Development

GENERAL INFORMATION

The Community Development department is responsible for administering the zoning ordinance, building codes, the comprehensive plan, the capital improvements program, subdivisions, zoning changes, annexation reviews, and a variety of other planning and environmental functions. The department conducts building and site plan and site review for all building permit applications with respect to both building and zoning requirements including lot size, area, height, and the site plan review criteria. Also, compliance with handicap and energy code regulations is reviewed in accordance with state and local requirements. Inspections of all rental housing units are performed on a regular basis and the department conducts nuisance abatement activities in accordance with both state and local law.

During the past five calendar years, the following building-related permits were issued by the department with follow-up inspections:

Building-Related Permits by Year



Two (2) full time and one (1) part-time inspector in this department perform on-site building and zoning inspections. The rental housing inspection program results in approximately 2,000 inspections each year. In addition to these inspections and related record keeping, staff of this department conduct inspections arising from complaints received and perform re-inspections of residential units found to be in violation of the adopted codes for compliance with City ordered repairs. The Community Development department also has responsibility for all nuisance abatement efforts including the weed and snow removal programs; trash, garbage, and junk removal orders; and demolition of substandard and dilapidated structures and outbuildings.

CURRENT TRENDS AND ISSUES

The 2020/2021 revised estimate is \$69,300 less than the original budget primarily due to a reduction in personal services costs. After the 2019/2020 budget was adopted there was a reorganization of staffing in this department. As part of this reorganization (1) the former Housing Administrator was promoted to the Community Development Director position; however, the new CD Director will continue to oversee the Housing division and a portion of her position is being allocated to the various housing programs, (2) the former City Planner was promoted to Assistant Community Development Director, (3) the Community Development Coordinator position was changed to a City Planner I, and (4) a 20 hour/week Office Assistant position was added replacing the temporary clerical assistance that was allowed for in the original budget.

The 2020/2021 budget is \$28,400 (3.3%) more than the original 2019/2020 budget. This increase includes: (1) Personal services costs are \$11,600 (1.7%) higher than the original 2019/2020 budget, (2) contractual services increased by \$10,500 which includes a \$5,300 increase in training costs for staff as well as training opportunities for members of the Historic Preservation Commission; and increases in various other contractual services line items, and (3) an increase of \$6,200 in capital outlay. Nuisance abatement costs accounted for in this budget are estimated at \$65,000. These costs are billed to property owners, and if not paid are assessed as a lien on the properties.

GOAL STATEMENT

The goal of the Community Development department is to improve conditions where the residents of Muscatine live, work, and shop through implementation of planning and community development processes and initiatives that address the social, physical, and economic needs of the City's residents through programs that establish minimum standards to safeguard health, safety, and public welfare through building design and construction, promote quality housing options, foster economic opportunity, and encourage positive community engagement.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Building Permits Issued - Building, Plumbing, Electrical, HVAC, Accessibility, Energy, Sign, Percolation, Excavation, Sidewalk, Curb Cut, Occupancy, Tree, Demolition, House Moving, Foundation	1,268	2,363	1,105	1,200	1,200
Building Permit Fees	\$306,841	\$446,379	\$308,175	\$275,000	\$310,000
Building Inspections - Electrical, Building, Plumbing, and HVAC	1,483	1,922	1,890	1,750	1,750
Site and Building Plan Reviews	203	135	219	150	150
Certificates of Occupancy	28	28	34	25	25
Rental Housing Inspections	1,199	2,047	1,780	1,750	1,750
Rental Housing Inspection Fees	\$68,902	\$59,686	\$70,737	\$72,000	\$72,000
Other Health Inspections –Tanning Salons, Swimming Pools, and Tattoo Parlors	14	28	25	25	25
Nuisance Complaints - Weeds, Snow, Junk Car, Debris, Garbage, Water, and Vectors	1,611	1,546	1,226	1,500	1,500
Writ of Possessions	8	11	9	5	5
Properties Posted	117	103	148	100	100
Vehicles Towed/Impounded	9	25	3	5	5
Nuisance Citations/Assessment Fees Paid	\$97,737	\$78,543	\$74,957	\$75,000	\$75,000
Planning & Zoning Commission Meetings	9	8	11	8	8
Zoning Board of Adjustment Meetings	9	7	5	4	6
Rezoning Requests Processed	10	3	2	2	2
Subdivision Requests Processed	5	7	7	5	5
Community Development and Airport Grants Administered	14	7	4	4	5

RECENT ACCOMPLISHMENTS

Calendar year 2019 has been one of many changes for the Community Development department, with 3 of 10 staff positions becoming vacant including the Director position. The departure of the Community Development Director allowed the City Administrator to evaluate internal capacity and opportunities for organizational efficiencies, resulting in the merging of the Community Development and Housing Departments with the Housing Administrator assuming the Director position and some repositioning of existing staff. These efficiencies resulted in more than \$50,000 in savings with limited loss of capacity.

Throughout this transition, the Department has continued to provide the core services, including inspections, planning and economic development, while evaluating concerns with customer service and improving the flow of information. To this end, a customer survey was created and distributed to solicit feedback on the permitting and building inspection process while administrative staff continues to work on improving the on-line application process. Feedback received through the surveys has been positive, and staff continues to work with external entities on resolving rubs between code requirements and proposals received.

Staff has also worked to promote economic development and tax abatement programs by updating the website, creating brochures explaining the benefits of the programs and how to apply, and promoting these programs at community and individuals meetings. Last year \$537,167 in private capital was leveraged through the investment of \$74,562 for three new businesses and 20 properties were assisted with \$62,763 in reduced taxes after \$1,622,580 of improvements. However, it was recognized that before rehabilitation, seriously dilapidated buildings were not often assessed higher than market value resulting in the abatement being reduced and/or delaying projects. As an operating expenses, higher than anticipated taxes due to the lower abatement can impact the long-term viability of a project. Working with the County Assessor, a modified process has been established for determining the abatement value on such properties.

When evaluating projects to pursue, City staff is always balancing community benefit with operational goals, including addressing identified needs, removing obstacles to participation, reducing on-going costs, and increasing revenue. In this vain two new programs have been developed, Façade Improvements and Code/ADA Compliance. The Façade program provides financial assistance to downtown property owners for visual improvements to their 2nd Street frontages between Mulberry Avenue and Pine Street with the goal of creating a downtown that attracts quality businesses and customers. The compliance program allows businesses within the Urban Revitalization Area to offset costs often triggered when improving their premises.

Supporting revitalization through the reuse of underutilized and vacant buildings and properties has been a focus of the Department. The use of tax increment financing to support the redevelopment of the Hershey Building into much needed housing units and providing a grant to support the redevelopment of 500 Mulberry are visible examples of this focus. Support of three TIF districts this year will result in the development of 136 new housing units by the end of 2020, including the first new subdivision in the City in more than a decade. A portion of this \$1,747,445 investment will also be available for future use on projects benefiting low and moderate income households. All of these projects address needs identified in the Housing Demand Study.

Offering City-owned properties to non-profit entities and adjacent property owners is another mechanism the Department has employed to return vacant properties to active use, either to provide additional, quality housing opportunities or to improve lots for property owners. This year the Department staff took the lead for the sale of nine City-owned properties to adjacent property owners which also decreased maintenance costs incurred by the City.

Community Development also oversees the Muscatine Municipal Airport and Historic Preservation Commission. In 2019, an extension to grants from the Iowa Department of Transportation were secured, allowing the City to pursue the construction of the first new hangars at the airport in more than 50 years. Development of the Fair Oaks District nomination to the National Historic Register was completed in October when the Commission hosted a public meeting and historic tax credits seminar. The nomination has been approved by the Iowa Department of Cultural Affairs and submitted to the Department of Interior for consideration.

In partnership with other departments and community organizations, Community Development staff has participated in efforts to provide a positive experience for residents and visitors, including designing wayfinding signs for the trail system, incorporating trail extensions into private development activity, and design and construction of the dog park. Work has also been done for the 2020 Census address process and the complete count planning initiative. Additionally, the Planning Division managed the creation of a new Capital Improvement Plan for the City. Listing the capital projects and associated funding requirements will help guide investment of City resources over the next five years.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To support economic development with six (6) small business forgivable loans. **(Community and Economic Development Goal)**
- To pursue disposal of four (4) surplus properties. **(Community and Economic Development Goal)**
- To work with community partners to develop a vision for gateways. **(Community and Economic Development Goal)**
- To complete the update of the rental housing code. **(Housing and Continuous Service Improvement Goals)**
- To create a vacant properties list. **(Housing Goal)**
- To work with community partners for the reuse of identified vacant properties and infill opportunities. **(Housing Goal)**
- To update the Bike and Pedestrian Master Plan. **(Programs and Services Goal)**
- To implement a process for evaluating and recording sidewalk conditions. **(Programs and Services Goal)**
- To apply for two (2) grants to support increasing or maintaining homeownership. **(Programs and Services Goal)**
- To evaluate the building permit process and the fee schedule for possible revisions. **(Programs and Services Goal)**
- To promote the tax abatement program. **(Marketing, Communication, and Engagement Goal)**
- To partner with community organizations to develop information packets for new or potential new employees to consider for living in the community. **(Marketing, Communication, and Engagement Goal)**
- To utilize technology to more accurately document inspections and for training purposes. **(Continuous Service Improvement Goal)**
- To create more readable abatement and inspection notices. **(Continuous Service Improvement Goal)**
- To identify and implement computer programs to fully support rental housing and nuisance abatement operations. **(Continuous Service Improvement Goal)**
- To revise City Code Title 9 – Health and Sanitary Regulations: Nuisance. **(Continuous Service Improvement Goal)**

- To revise City Code Title 9 – Health and Sanitary Regulations: Weeds. **(Continuous Service Improvement Goal)**
- To implement a pilot neighborhood revitalization project to improve quality of life. **(Key Projects, Programs, and Placemaking Goal)**
- To apply for a catalyst grant to support the redevelopment of 500 Mulberry. **(Key Projects, Programs, and Placemaking Goal)**
- To partner with other departments and organizations to implement the Riverfront Master Plan. **(Key Projects, Programs, and Placemaking Goal)**

Function:
Community and Economic Development

Department:
Community Development

Activity:
Community Development

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 636,532	\$ 634,478	\$ 702,300	\$ 633,100	\$ 713,900	1.65%
Commodities	8,570	6,071	10,200	9,100	10,300	0.98%
Contractual Services	129,533	144,975	139,700	140,700	150,200	7.52%
Capital Outlay	1,164	2,362	-	-	6,200	
Transfers	-	-	-	-	-	
Total Expenditures	\$ 775,799	\$ 787,886	\$ 852,200	\$ 782,900	\$ 880,600	3.33%
Funding Sources						
Community Development Revenues	\$ 600,451	\$ 475,322	\$ 472,700	\$ 444,600	\$ 482,000	1.97%
Historic Preservation Grant	-	8,623	-	-	-	0.00%
Project Administrative Fees	28,068	-	-	-	-	
General Revenues	147,280	303,941	379,500	338,300	398,600	5.03%
Total Funding Sources	\$ 775,799	\$ 787,886	\$ 852,200	\$ 782,900	\$ 880,600	3.33%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions/Position Allocations:						
Community Development Director	1.00	1.00	1.00	0.60	0.70	
Assistant Community Development Director	-	-	-	1.00	1.00	
City Planner	1.00	1.00	1.00	-	-	
Building Division Manager	1.00	1.00	1.00	1.00	1.00	
Inspector II	0.67	0.67	0.67	0.67	0.67	
Community Development Coordinator	1.00	1.00	1.00	-	-	
City Planner I	-	-	-	1.00	1.00	
Office Coordinator	1.00	1.00	1.00	1.00	1.00	
Community Services Officer II	1.00	1.00	1.00	1.00	1.00	
Comm Services Officer/Hsg Specialist	0.00	0.00	0.00	0.15	0.25	
Total Full Time	6.67	6.67	6.67	6.42	6.62	
Part-Time Positions:						
Community Services Officer	1.00	1.00	1.00	0.55	0.50	
Allocation of PT Community Services Officer to Refuse Collection Fund	(0.75)	(0.75)	(0.75)	(0.27)	(0.25)	
Inspector II	0.50	0.50	0.50	0.63	0.63	
Office Assistant	0.00	0.00	0.00	0.25	0.50	
Office Clerk (as needed)	0.38	0.00	0.38	0.00	0.00	
Total	7.80	7.42	7.80	7.58	8.00	\$ 510,600
Employee Benefits						203,300
Total Personal Services						\$ 713,900

Capital Outlay			
Item	Quantity	Replacement	Amount
Ipads (6)	6	No	\$ 4,500
Body Cameras (4)	4	No	1,700
			\$ 6,200

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT				DEPARTMENT: COMMUNITY DEVELOPMENT				ACTIVITY: COMMUNITY DEVELOPMENT				
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021	
												(A)
PERSONAL SERVICES												
41XXX	REGULAR SALARIES & WAGES	\$425,948	\$416,778	\$458,300	\$98,930	\$297,847	396,777	\$396,800	\$442,800	\$442,800		
42XXX	PART TIME SALARIES & WAGES	39,270	42,429	45,600	13,878	43,702	57,580	57,600	67,800	67,800		
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0		
44XXX	OTHER SALARIES & WAGES	637	683	800	182	442	624	600	800	800		
45XXX	PENSION & RETIREMENT	76,255	76,744	87,200	19,144	59,213	78,357	78,300	88,300	88,300		
46XXX	INSURANCE	94,422	97,844	110,400	28,039	71,748	99,787	99,800	114,200	114,200		
	SUBTOTAL	\$636,532	\$634,478	\$702,300	\$160,173	\$472,952	\$633,125	\$633,100	\$713,900	\$713,900	\$0	
COMMODITIES												
51XXX	OFFICE SUPPLIES	\$3,606	\$921	\$3,800	\$685	\$2,415	\$3,100	\$3,100	\$4,400	\$4,400	\$0	
52XXX	OPERATING SUPPLIES	4,964	5,150	6,400	1,649	4,351	6,000	6,000	5,900	5,900	0	
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	
	SUBTOTAL	\$8,570	\$6,071	\$10,200	\$2,334	\$6,766	\$9,100	\$9,100	\$10,300	\$10,300	\$0	
CONTRACTUAL SERVICES												
61XXX	PROFESSIONAL FEES	\$23,009	\$38,511	\$24,100	\$13,285	\$9,215	\$22,500	\$22,500	\$25,500	\$25,500	\$0	
62XXX	TECHNICAL SERVICES	63,995	60,717	72,200	17,403	54,297	71,700	71,700	76,700	71,700	0	
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	
64XXX	TRAVEL AND EDUCATION	15,301	14,682	17,800	3,441	13,759	17,200	17,200	21,700	23,100	0	
65XXX	COMMUNICATIONS & UTILITIES	3,748	3,814	3,700	792	2,908	3,700	3,700	4,200	4,200	0	
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	
67XXX	REPAIR & MAINTENANCE SERVICES	5,946	7,890	5,900	3,792	5,908	9,700	9,700	9,600	9,600	0	
68XXX	AID TO AGENCIES	10,715	10,715	11,000	0	11,000	11,000	11,000	11,000	11,000	0	
69XXX	MISCELLANEOUS	6,819	8,646	5,000	483	4,417	4,900	4,900	5,100	5,100	0	
	SUBTOTAL	\$129,533	\$144,975	\$139,700	\$39,196	\$101,504	\$140,700	\$140,700	\$153,800	\$150,200	\$0	
CAPITAL OUTLAY												
71XXX	LAND	\$1,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	
74XXX	EQUIPMENT	0	2,362	0	0	0	0	0	6,200	6,200	0	
	SUBTOTAL	\$1,164	\$2,362	\$0	\$0	\$0	\$0	\$0	\$6,200	\$6,200	\$0	
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL EXPENDITURES	\$775,799	\$787,886	\$852,200	\$201,703	\$581,222	\$782,925	\$782,900	\$884,200	\$880,600	\$0	

January 7, 2020

City of Muscatine
215 Sycamore Street
Muscatine, Iowa

RE: Budget Request for Historic Preservation Committee

Honorable Mayor and Council Members,

The Historic Preservation Commission is requesting \$5,000 as a line item in the Community Development budget for FY 2021.

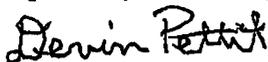
This is the first time the HPC has requested an allocation, and it is probably overdue. There are a couple of reasons why this request is needed. First, we are planning to pursue further grants for creating new historic districts. These grants require a cash/volunteer match. It has been harder to get/keep volunteers for these projects, thus the need for a larger cash match. It is unknown if we would get any of these grants in any given grant cycle, but the commission would rather have something in the budget than coming back later and asking for money that is not budgeted.

Creating a historic district promotes economic development, by leveraging money via historic tax credits. These credits include a state tax credit of 25% and for income producing properties an additional 20% federal credit. Properties individually eligible for the National Register of Historic Places along with contributing properties in a historic district are eligible for these tax credits. The improvements property owners make increase property values, and thus increase the tax base. In the two districts that are already in existence, hundreds of thousands of dollars have been invested using these tax credits, and a third district (Fair Oaks) should have been approved by the National Park Service, by the time this budget is presented.

Second, continuing education for members of the commission is required by the state to maintain Certified Local Government (CLG) status. It is by maintaining this status that we are able to apply for the historic preservation grants. Some of the training is free, but not all, and the commission would like to have money available in these cases as well.

I hope the Council keeps this information in mind when you are going thru budget preparations. Money in the general fund budget is always tight, but given this can be used as an economic development tool that can result in an increase to the general fund, I hope this will help make it an easier decision.

Respectfully submitted,



Devin Pettit
Chair Historic Preservation Commission

Function:
Community and Economic Development

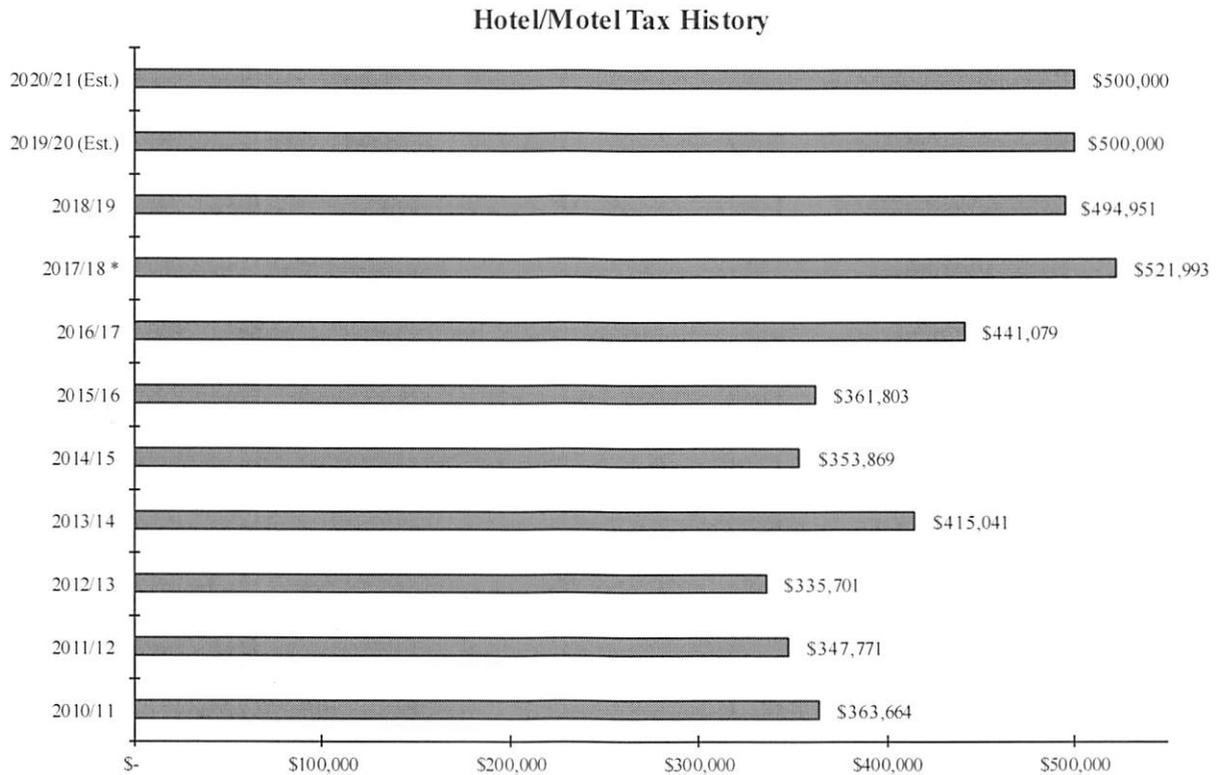
Department:
Legislative and Council

Activity:
Economic Development

GENERAL INFORMATION

The budget for this activity provides financial support for the Greater Muscatine Chamber of Commerce and Industry (GMCCI) and for the Convention and Visitors Bureau (CVB).

In 1981 the City first began to collect a hotel/motel tax of 4%. In 1991 voters approved increasing the hotel/motel tax to 7% effective April 1, 1992. The following chart shows the hotel/motel tax revenue for the last nine years as well as the estimated amounts for 2019/2020 and 2020/2021:



* Hotel/motel tax receipts in 2017/2018 included \$46,907 received for prior years.

Through fiscal year 2012/2013, one-half of the hotel/motel tax revenue was utilized in the General Fund as general revenues and the other half was allocated to support the Art Center/Museum and the Public Library. Of the general revenue of the General Fund, the Tourism and Convention division of the Chamber of Commerce received financial support for their activities. For 2011/2012 \$55,000 was included in the budget for the tourism program and that funding level was maintained for 2012/2013.

In 2012/2013 the Convention and Visitors Bureau (CVB) took steps to become a separate entity and in July of 2013 they officially became an entity separate from the Chamber. A CVB Board was established and the CVB Manager relocated to an office in the lower level of City Hall. The City provided accounting services for the CVB operation and the CVB's funds were accounted for as a discretely presented component unit of the City through the 2014/2015 fiscal year. As of June 30, 2015, the non-profit CVB was dissolved and the CVB became an enterprise fund of the City.

The 2013/2014 budget was based on changing the CVB's funding allocation from a fixed amount each year to 25% of actual Hotel/Motel tax receipts. The CVB and the City have agreed that the annual allocations to the CVB would be 25% of the prior fiscal year's actual hotel/motel tax receipts. The City must designate at least 50% of the hotel/motel taxes for eligible purposes in order to meet State Code requirements and the City more than meets these requirements with the 25% allocations to the Library, Art Center, and CVB.

The State Code specifically requires the following:

"Each County or City which levies the tax shall spend at least 50% of the revenues derived therefrom for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining recreation, convention, cultural or entertainment facilities including but not limited to memorial buildings, halls and monuments, civic center, convention buildings, auditoriums, coliseums, and parking areas for facilities located at those recreation, convention, cultural, or entertainment facilities; for the payment of principal and interest, when due, on bonds, or other evidence of indebtedness issued by the County or City for those recreation, convention, cultural, or entertainment facilities; or for the promotion and encouragement of tourist and convention business in the City or County and surrounding areas."

CURRENT TRENDS AND ISSUES

The 2019/2020 budget included \$43,000 in funding to the Greater Muscatine Chamber of Commerce and Industry (GMCCI), with \$3,000 of this amount designated for hosting visitors from Muscatine's various sister cities or other international visitors. The original budget also included estimated funding to the Convention and Visitors Bureau of \$115,000 which was 25% of the estimated 2018/2019 Hotel/Motel taxes. Actual 2018/2019 hotel/motel taxes, however, were more than budgeted and the revised estimate allocation to the CVB has been increased to \$123,800 (25% of actual 2018/2019 hotel/motel taxes). The original budget included an estimated \$10,000 for TIF-related legal and professional services and \$25,000 for economic development marketing costs. The revised estimate maintains the \$10,000 for legal costs, but has decreased the allocation for marketing to \$10,000. The revised estimate allocations total to \$186,800 which is \$6,200 less than the original budget of \$193,000. This overall decrease was due to the net effect of the marketing allocation decrease and the CVB allocation increase due to the higher hotel/motel tax revenues in 2018/2019.

The 2020/2021 Economic Development budget of \$188,000 includes \$125,000 in estimated funding to the Convention and Visitors Bureau and \$43,000 to the Greater Muscatine Chamber of Commerce and Industry (GMCCI). The budget also includes an allocation of \$10,000 for economic development-related legal services and \$10,000 for economic development marketing costs.

GOAL STATEMENT

To provide financial assistance to various community organizations which are involved with the economic development of the City provided such development meets the overall city economic development and governmental service plans.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To work with the Chamber, Convention and Visitors Bureau, the Community Improvement Action Team (CIAT), and others to promote economic development in the City. **(Council and Management Marketing, Communications, and Engagement Goal)**

Function:
Community and Economic Development

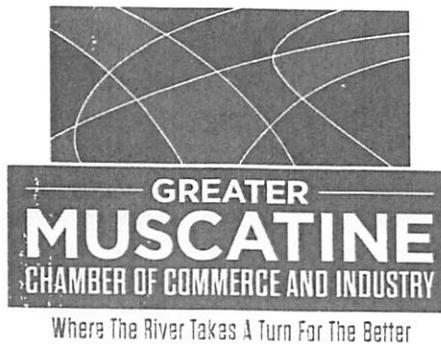
Department:
Legislative and Council

Activity:
Economic Development

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	44,140	38,000	78,000	63,000	63,000	-19.23%
Capital Outlay	-	-	-	-	-	
Transfers	<u>110,270</u>	<u>130,498</u>	<u>115,000</u>	<u>123,800</u>	<u>125,000</u>	8.70%
Total Expenditures	<u>\$ 154,410</u>	<u>\$ 168,498</u>	<u>\$ 193,000</u>	<u>\$ 186,800</u>	<u>\$ 188,000</u>	-2.59%
Funding Sources						
Hotel/Motel Tax	\$ 110,270	\$ 130,498	\$ 115,000	\$ 123,800	\$ 125,000	8.70%
Tax Increment Funds for Economic Development	<u>44,140</u>	<u>38,000</u>	<u>78,000</u>	<u>63,000</u>	<u>63,000</u>	-19.23%
Total Funding Sources	<u>\$ 154,410</u>	<u>\$ 168,498</u>	<u>\$ 193,000</u>	<u>\$ 186,800</u>	<u>\$ 188,000</u>	-2.59%

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: COMMUNITY & ECONOMIC DEVELOPMENT		DEPARTMENT: LEGISLATIVE AND COUNCIL						ACTIVITY: ECONOMIC DEVELOPMENT			
ACCT NO.	ACCOUNT CLASSIFICATION	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES											
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES											
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES											
61XXX	PROFESSIONAL FEES	\$6,140	\$0	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	25,000	0	10,000	25,000	10,000	25,000	10,000	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	38,000	38,000	43,000	10,750	32,250	43,000	43,000	43,000	43,000	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$44,140	\$38,000	\$78,000	\$10,750	\$52,250	\$78,000	\$63,000	\$78,000	\$63,000	\$0
CAPITAL OUTLAY											
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXX	TRANSFERS	\$110,270	\$130,498	\$115,000	\$30,935	\$92,865	\$123,800	\$123,800	\$125,000	\$125,000	\$125,000
	TOTAL EXPENDITURES	\$154,410	\$168,498	\$193,000	\$41,685	\$145,115	\$201,800	\$186,800	\$203,000	\$186,000	\$0



December 10, 2019

Rich Klimes
City of Muscatine
215 Sycamore Street
Muscatine, Iowa 52761

Dear Rich,

On behalf of the GMCCI Board of Directors I would like to extend a sincere thank you to you, the Mayor and the City Council for your continued support for The Greater Muscatine Chamber of Commerce and Industry's economic development efforts. GMCCI is proud of its long term Public-Private Partnership with the City of Muscatine and will continue to build on this foundation towards greater economic growth.

We would request the city to provide funding for Greater Muscatine Chamber of Commerce and Industry for Economic Development efforts in the amount of \$40,000.

The city has, over the last three years, provided an additional \$3000 targeted for expenditures for hosting international visitors. We encourage the city to continue with this funding.

I have enclosed with this letter a copy of our 2016-17 audited financial statement.

We look forward to discussing this with you and the City Council.

Sincerely,

Greg Jenkins
President & CEO



2020-2021 Budget

Income	2020-2021 Budget	
Membership Dues	\$	140,000.00
Member Pledges	\$	210,000.00
City of Muscatine Contribution	\$	43,000.00
City of Muscatine CVB Contribution	\$	63,750.00
Muscatine County Contribution	\$	10,000.00
Chamber Foundation Grants	\$	36,000.00
Young Professionals Network	\$	15,000.00
Leadership Muscatine	\$	20,000.00
Muscatine Magazine	\$	55,000.00
Annual Meeting	\$	33,000.00
Event Revenues	\$	6,500.00
Investment Earnings	\$	7,000.00
Misc. Income	\$	750.00
Total Income		\$ 640,000.00

Expense	2020-2021 Budget	
<i>Administrative</i>		
Staffing	\$	415,000.00
Professional Services & Contracts	\$	43,000.00
Travel & Training	\$	30,000.00
International Hospitality	\$	2,000.00
Insurance	\$	8,000.00
Dues & Subscriptions	\$	14,000.00
Young Professionals Network Contribution	\$	6,000.00
Bank Fees & Finance Charges	\$	2,000.00
		\$ 520,000.00



2020-2021 Budget

Expense	2020-2021 Budget	
<i>Office & Equipment</i>		
Annual Lease	\$	24,000.00
Telephone	\$	6,000.00
Internet	\$	1,000.00
Computer & IT	\$	7,000.00
Office Supplies & Equipment	\$	14,000.00
Postage	\$	1,000.00
Printing	\$	2,000.00
	\$	55,000.00
 <i>Marketing</i>		
Muscatine Magazine	\$	38,000.00
Promotional Items	\$	2,500.00
Muscatine.com Website	\$	500.00
Event Expenses	\$	4,000.00
	\$	45,000.00
Total Expense	\$	620,000.00
Net Income	\$	20,000.00

Function:
Public Works

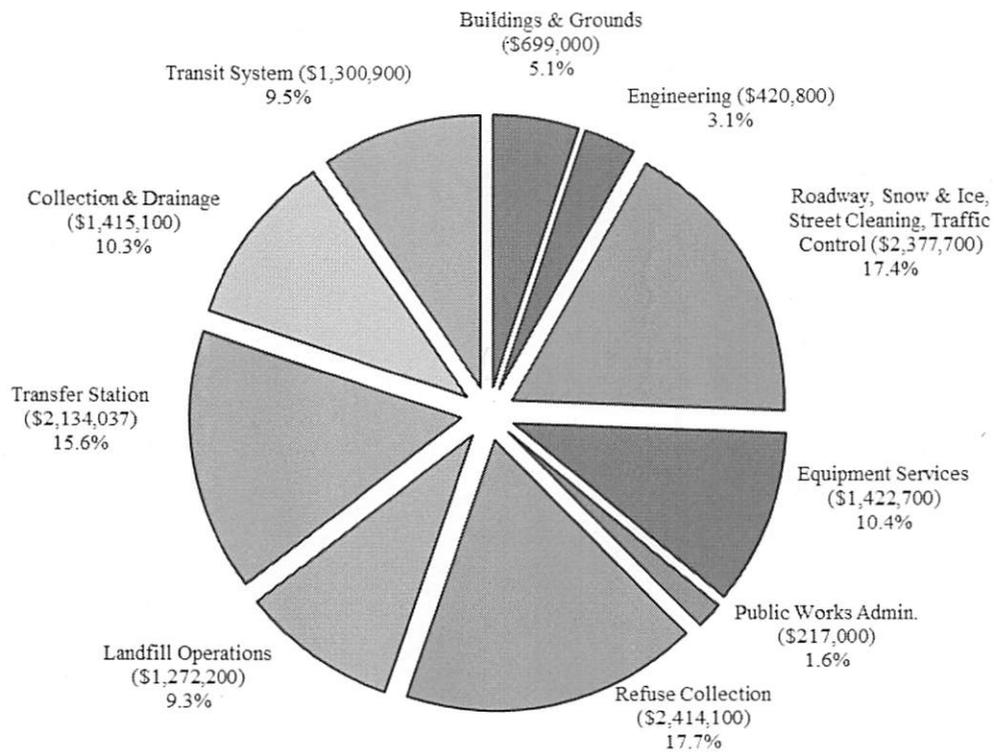
Department:
Public Works

Activity:
Public Works Administration

GENERAL INFORMATION

The Public Works Administration budget includes the costs of administrative coordination of all Public Works related activities. These activities are Engineering, Roadway Maintenance, Snow and Ice Control, Street Cleaning, Traffic Control, Collection and Drainage, Building and Grounds, Equipment Services, Refuse Collection, Transfer Station Operations, Landfill Operations, and the Transit System. The Public Works department performs a variety of functions, many seemingly unrelated but virtually all related to the City's physical infrastructure and contribution to the quality of the urban environment. The following chart shows the proposed budget operating expenditures for the various public works activities for the 2020/2021 fiscal year.

2020/2021 Public Works Proposed Budgets by Activity
\$13,673,537



The Public Works Administration activity is included in the General Fund budget. However, several activities under the supervision of the Public Works Director are in the Enterprise and Internal Service Funds. These include Refuse Collection, Transfer Station, Landfill Operations, Transit System, Collection and Drainage, and Equipment Services Operations. An administrative fee is charged to Refuse Collection, Landfill Operations, Collection and Drainage, Equipment Services Operations, and the Transit System. For 2020/2021 these fees total \$72,400 and this amount has been included as revenue to the General Fund.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$1,800 higher than the original budget. Personal services costs are \$2,800 higher due to wage adjustments, contractual services increased by \$800, commodities decreased by \$100, and capital outlay decreased by \$1,700.

The 2020/2021 budget is \$500 (.2%) higher in total than the 2019/2020 budget. This increase includes (1) an increase of \$7,300 in personal services costs, (2) a \$100 decrease in commodities, (3) a \$100 decrease in contractual services, (4) a \$7,400 decrease in capital outlay, and (5) a \$800 increase in transfers.

GOAL STATEMENT

To contribute to the health and welfare needs of the citizens of Muscatine by providing modern, efficient, and economical public works services to the community through efficient management services in the coordination of the following City activities: Engineering, Roadway Maintenance, Snow and Ice Control, Street Cleaning, Traffic Control, Collection and Drainage, Building and Grounds, Equipment Services, Refuse Collection, Landfill Operations, Transfer Station, and the Transit System.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Operating Expenditures - All Public Works Activities	\$12,161,834	\$13,053,794	\$13,407,664	\$13,473,100	\$13,673,537
Full Time Employees - All Public Works Activities	44	44	44	44	45
Part Time Employees - All Public Works Activities	30	30	36	36	36
Infrastructure Projects Under Construction	5	3	2	2	4
Infrastructure Projects Completed	4	2	1	1	2

RECENT ACCOMPLISHMENTS

Summaries of Public Works Department activities are more specifically described in the separate division narratives. Following are several of the highlights.

In the 2018/2019 fiscal year the Solid Waste and Collection and Drainage divisions were reorganized and are now under the leadership of the Solid Waste and Sewer System Manager. The former Solid Waste Manager

moved into this new position and the Collection and Drainage Supervisor position was eliminated. A lead worker position was created in the Collection and Drainage division with one of the Equipment Operators moving into this position. These changes appear to be working well.

In the fall of 2019 the Solid Waste division implemented a Compost Site policy which requires non-City residents and tree removal companies to pay a fee to dispose of brush and yard waste at the Compost Site. The goals of this policy are to lead to either increased revenue or a reduction in the amount of material to be ground each year which will reduce compost site costs overall.

The Engineering division oversaw the completion of Phase 4B of the West Hill Sewer Separation Project and continues to meet with the design engineer to move closer to the final plan for Phase 5.

Public Works completed a stormwater management project in the parking lot across from City Hall which features a bio-retention cell and permeable pavers. This project was done using in-house labor and equipment. A State grant assisted in funding this project.

The department continued with the second year of a full-depth concrete patch repair program and the asphalt alley overlay project. Other projects either recently bid or soon to be bid include the 2nd and Mulberry Roundabout, the 2nd Street Streetscape Project, Grandview Avenue Reconstruction, and Park Avenue 4 to 3 lane conversion.

Public Works staff also fought the second highest Mississippi River flood on record for this area and dealt with flood water for over 100 days this summer. The Building and Grounds division continues to maintain most of the city-owned buildings and grounds. Public Works management staff continues to hire new staff to replace retiring personnel and continues to work on a succession plan for retiring staff as well.

As always, the Public Works department continues to take the lead on multiple infrastructure improvement projects throughout the community in addition to overseeing day to day operations of the Transfer Station, Landfill, Refuse Collection, Building and Grounds, MuscaBus, Vehicle Maintenance, Collection and Drainage, Engineering, Roadway Maintenance, Snow and Ice Control, Street Cleaning, and Traffic Control. These activities are vital to the community and while often overlooked when done well, are front and center when things go wrong. One of the department's goals is to prevent things from going wrong and fix them as soon as possible when they do.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To fully implement the PubWorks asset management software across all public works divisions.
- To update the city flood management plan and provide copies to all partners and the community.
- To improve security at the Transfer Station buildings.
- To complete and implement a lane closure and barricade policy.
- To work with Water Pollution Control Plant staff to implement an inspection and maintenance program to maintain native plants and monitor storm water management practices.
- To identify a system that will show where crews are working in real-time.

- To facilitate the design of Phase 5 of the West Hill Sewer Separation project. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- To facilitate implementation of components of the Riverfront Master Plan. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- To complete five-year plans for facilities maintenance, sewer maintenance, and the sidewalk program. **(Council and Management Key Projects, Programs, and Placemaking Goals)**
- To implement an ADA accessible ramp replacement program.
- To receive bids and manage construction of the Grandview Avenue Reconstruction Project.
- To manage construction of the 2nd Street Streetscape Project.
- To manage construction of the 2nd and Mulberry Roundabout Project.
- To continue to work with partner organizations to design, fund, and construct a demountable floodwall for the riverfront from Mulberry Avenue to Broadway Street.
- To complete the design and bid process for conversion of a portion of Park Avenue from a 4-lane to a 3-lane roadway.
- To seek grant funding for the design and construction of green infrastructure projects.
- To continue succession planning for the replacement of retirement or close to retirement age staff.
- To devise a plan for usage of the newly acquired former DOT facility on Lake Park Boulevard.
- To evaluate a brine making system for snow removal.
- To implement a better way to provide Spring Clean-Up Week. **(Council and Management Key Projects, Programs, and Placemaking Goals)**

Function:
Public Works

Department:
Public Works

Activity:
Public Works Administration

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 163,769	\$ 171,754	\$ 176,200	\$ 179,000	\$ 183,500	4.14%
Commodities	3,034	2,214	3,900	3,800	3,800	-2.56%
Contractual Services	10,979	10,720	14,100	14,900	14,000	-0.71%
Capital Outlay	1,299	1,299	7,400	5,700	-	-100.00%
Transfers	<u>11,600</u>	<u>13,500</u>	<u>14,900</u>	<u>14,900</u>	<u>15,700</u>	5.37%
Total Expenditures	<u>\$ 190,681</u>	<u>\$ 199,487</u>	<u>\$ 216,500</u>	<u>\$ 218,300</u>	<u>\$ 217,000</u>	0.23%
Funding Sources						
Road Use Taxes	\$ 124,381	\$ 131,187	\$ 146,200	\$ 148,000	\$ 144,600	-1.09%
Administrative Fees	<u>66,300</u>	<u>68,300</u>	<u>70,300</u>	<u>70,300</u>	<u>72,400</u>	2.99%
Total Funding Sources	<u>\$ 190,681</u>	<u>\$ 199,487</u>	<u>\$ 216,500</u>	<u>\$ 218,300</u>	<u>\$ 217,000</u>	0.23%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Position/Position Allocations:</i>						
Public Works Director	1.00	1.00	1.00	1.00	1.00	
Administrative Secretary	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	
Total Full Time	1.33	1.33	1.33	1.33	1.33	\$ 135,700
Employee Benefits						<u>47,800</u>
Total Personal Services						<u>\$ 183,500</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: PUBLIC WORKS		DEPARTMENT: PUBLIC WORKS										ACTIVITY: ADMINISTRATION	
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$118,854	\$126,683	\$130,300	\$33,016	\$99,927	132,943	\$132,900	\$135,700	\$135,700			
42XXX	PART TIME SALARIES & WAGES	46	0	0	0	0	0	0	0	0			
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0			
44XXX	OTHER SALARIES & WAGES	312	312	300	91	219	310	300	300	300			300
45XXX	PENSION & RETIREMENT	19,770	21,616	22,300	5,653	17,115	22,768	22,800	23,200	23,200			23,200
46XXX	INSURANCE	24,787	23,143	23,300	6,515	16,431	22,946	23,000	24,300	24,300			24,300
	SUBTOTAL	\$163,769	\$171,754	\$176,200	\$45,275	\$133,692	\$178,967	\$179,000	\$183,500	\$183,500			\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$3,019	\$2,208	\$3,400	\$492	\$2,908	\$3,400	\$3,400	\$3,400	\$3,400			\$3,400
52XXX	OPERATING SUPPLIES	15	6	500	0	400	400	400	400	400			400
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0			0
	SUBTOTAL	\$3,034	\$2,214	\$3,900	\$492	\$3,308	\$3,800	\$3,800	\$3,800	\$3,800			\$3,800
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$1,029	\$1,029	\$800	\$0	\$1,000	\$1,000	\$1,000	\$1,100	\$1,100			\$1,100
62XXX	TECHNICAL SERVICES	3,835	3,085	3,000	904	3,096	4,000	4,000	3,000	3,000			3,000
63XXX	RENTALS	0	0	0	0	0	0	0	0	0			0
64XXX	TRAVEL AND EDUCATION	4,305	5,672	7,400	1,900	5,500	7,400	7,400	7,400	7,400			7,400
65XXX	COMMUNICATIONS & UTILITIES	728	709	1,500	119	981	1,100	1,100	1,100	1,100			1,100
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0			0
67XXX	REPAIR & MAINTENANCE SERVICES	922	60	700	0	700	700	700	700	700			700
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0			0
69XXX	MISCELLANEOUS	160	165	700	170	530	700	700	700	700			700
	SUBTOTAL	\$10,979	\$10,720	\$14,100	\$3,093	\$11,807	\$14,900	\$14,900	\$14,000	\$14,000			\$14,000
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0			0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0			0
74XXX	EQUIPMENT	1,299	1,299	7,400	5,645	55	5,700	5,700	3,000	3,000			0
	SUBTOTAL	\$1,299	\$1,299	\$7,400	\$5,645	\$55	\$5,700	\$5,700	\$3,000	\$3,000			\$0
9XXX	TRANSFERS	\$11,600	\$13,500	\$14,900	\$0	\$14,900	\$14,900	\$14,900	\$15,700	\$15,700			\$15,700
	TOTAL EXPENDITURES	\$190,681	\$199,487	\$216,500	\$54,505	\$163,762	\$218,267	\$218,300	\$220,000	\$217,000			\$0

Function:
Public Works

Department:
Public Works

Activity:
Roadway Maintenance

GENERAL INFORMATION

The Roadway Maintenance activity includes the repair and maintenance of all roadways in the City of Muscatine except the U.S. 61 By-Pass and a small portion of Business Route U.S. 61 which are maintained by the State of Iowa. There is a total of over 128 miles of streets within the City limits. In addition, the Roadway Maintenance division maintains alleys, parking lots, and traffic signs. The division is also involved in various other projects including cleaning and replacing culverts, painting for traffic control, replacing curbs and gutters, repairing City streets, and repairing sidewalks.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$11,400 higher in total than the original budget. This overall increase is due to the \$60,400 increase in capital outlay costs. This increase has been partially offset by a decrease of \$43,600 in personal services costs and a net decrease of \$5,400 in various commodity and contractual services line items. The reduction in personal services costs is due to savings from several vacancies during the year and the new hires starting at lower steps in the pay plan. The increase in capital outlay was for the asphalt recycling equipment, which was originally budgeted at \$50,000, and the revised estimate for this equipment is \$109,100. After Public Works staff researched this equipment, it was determined that functionality of the asphalt recycling equipment would be much greater with a different type of equipment that would include a hot box reclaimer in addition to the asphalt recycler. City Council authorized this purchase at the December 19, 2019 meeting. Public Works deferred several other capital outlay purchases to assist in funding the additional cost for this equipment.

The 2020/2021 budget is \$85,500 (5.4%) less than the 2019/2020 budget. Personal services costs increased by \$4,700; contractual services decreased by \$5,500; and capital outlay decreased by \$84,700.

The primary source of funding for the Roadway Maintenance activity is Road Use Tax funds collected by the State of Iowa and appropriated to cities based on a per capita formula. Road Use Tax funds are utilized to support the Public Works Administration, Engineering, Roadway Maintenance, Traffic Control, Street Cleaning, and Snow and Ice Control budgets. Expenditures for these six (6) activities and the right-of-way mowing program in the Park Maintenance budget, are budgeted at \$3,040,700 for 2020/2021. Of this amount, \$2,820,600 will be funded from Road Use Taxes and \$220,100 from Public Works revenues. Specific information concerning the Road Use Tax Fund is included in the Special Revenue Funds section of the City budget.

GOAL STATEMENT

To provide a safe and well-maintained street system for the efficient movement of residential, commercial, and industrial traffic, assist with the health, welfare, and general appearance of the City through weed abatement, flood control assistance, and general community cleanup projects.

PERFORMANCE MEASURES

	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Estimated 2021
Miles of Streets Maintained	128	128	128	128	128
Hot Mix/Cold Mix Used	35,000	35,000	35,000	35,000	35,000
Annual Street Resurfacing Program	2.1 miles 5,424 Tons	.5 miles 1,200 Tons	0 miles	1.3 miles	1.3 miles
Curb and Gutter Repair (Lineal Feet)	200 LF	100 LF	0	0	0
Full Depth Concrete Repair (SY)	1,812 SY	6,000 SY	5,862 SY	5,500 SY	5,500 SY
Number of ADA Sidewalks Installed	63	106	30	30	30
Associated Sidewalks (SY)	0	56,756 SF	N/A	N/A	N/A
Modified Subbase Supplied (City Projects)	N/A	21,649 SY	25,372 SY	20,000 SY	20,000 SY

RECENT ACCOMPLISHMENTS

Public Works employees started cleaning up equipment and City streets in April. This included street sweeping, pothole patching, rocking roadway shoulders, grading alleys, spring leaf pickup, and assisting with Spring Cleanup Week. Cleanup Week was completed early in May. Spring rains and flooding issues kept this division busy through June and early July.

The Public Works crew built the storm water retention area in the parking lot across from City Hall. Other work during the summer included trail work around the Transfer Station, grading and repair at the compost site, sweeping city streets, sign repair and replacements, grading alleys and roadways, delivering barricades to the Central Business District for special events, asphalt repairs in nine alleys, and repairs of bad plumber ditches.

This summer the City experience major flooding of the Mississippi River. Water remained very high through most of the summer. Public Works crew filled and used 8,000 sand bags, walked the levee 24 hours/day for a month, set up road closures, set up flood gates, and experienced three major crests. Two of the flood crests set records in the top five. With all the flooding along Mississippi Drive, road crews were able to install all of the flood gates, including the upper flood wall along Mulberry and the #1 flood gate.

Fall activities including hauling three barge loads of salt, leaf pickup, prepping all of the salt boxes, snow plows, road grader, and trucks. Winter came early and there were three snow events in the month of October. Leaves fell later this fall which extended the leaf pickp program

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To develop a matrix list for cracksealing.
- To continue the asphalt alley overlay program.
- To continue to use green infrastructure practices for storm water management.

Function:
Public Works

Department:
Public Works

Activity:
Roadway Maintenance

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 881,882	\$ 927,117	\$ 916,500	\$ 872,900	\$ 921,200	0.51%
Commodities	110,501	123,881	147,100	147,200	147,100	0.00%
Contractual Services	282,356	310,026	244,300	238,800	238,800	-2.25%
Capital Outlay	258,600	135,294	273,700	334,100	189,000	-30.95%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 1,533,339</u>	<u>\$ 1,496,318</u>	<u>\$ 1,581,600</u>	<u>\$ 1,593,000</u>	<u>\$ 1,496,100</u>	-5.41%
Funding Sources						
Road Use Taxes	\$ 1,496,624	\$ 1,463,764	\$ 1,560,400	\$ 1,567,300	\$ 1,474,900	-5.48%
Street Revenues	24,524	18,773	20,500	20,500	20,500	0.00%
Insurance Reimbursement	10,536	11,557	-	-	-	
Other	1,655	2,224	700	5,200	700	0.00%
Total Funding Sources	<u>\$ 1,533,339</u>	<u>\$ 1,496,318</u>	<u>\$ 1,581,600</u>	<u>\$ 1,593,000</u>	<u>\$ 1,496,100</u>	-5.41%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Position/Position Allocations:</i>						
Street Maintenance						
Supervisor	1.00	1.00	1.00	1.00	1.00	
Street Maintenance Leadworker	1.00	1.00	1.00	1.00	1.00	
Equipment Operator III	3.00	3.00	4.00	3.00	4.00	
Equipment Operator II	5.00	5.00	4.00	5.00	4.00	
Equipment Operator I	1.00	1.00	1.00	1.00	1.00	
Maintenance Worker II	0.10	0.10	0.10	0.10	0.10	
Administrative Secretary	0.33	0.33	0.33	0.33	0.33	
Total	11.43	11.43	11.43	11.43	11.43	\$ 580,000
Employee Benefits						341,200
Total Personal Services						<u>\$ 921,200</u>

Capital Outlay			
<i>Item:</i>	<i>Quantity</i>	<i>Replacement</i>	<i>Amount</i>
14,000 GVW One Ton Dually Truck	1	Yes	45,000
Saw Trailer (Drop Down Style)	1	No	11,000
Asphalt/Concrete Grinding			75,000
4 x 4 One Ton Dump Truck	1	Yes	50,000
HotBox	1	No	8,000
			<u>\$ 189,000</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: PUBLIC WORKS										DEPARTMENT: PUBLIC WORKS				ACTIVITY: ROADWAY MAINTENANCE			
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)	CITY ADMIN		CITY ADMIN	
														FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020
PERSONAL SERVICES																	
41XXX	REGULAR SALARIES & WAGES	\$548,866	\$553,452	\$572,700	\$139,601	\$413,515	553,116	\$553,100	\$580,000	\$580,000	\$580,000	\$580,000	\$0				
42XXX	PART TIME SALARIES & WAGES	35	0	0	0	0	0	0	0	0	0	0	0				
43XXX	OVERTIME SALARIES & WAGES	5,395	25,347	4,000	1,054	2,946	4,000	4,000	4,000	4,000	4,000	4,000	4,000				
44XXX	OTHER SALARIES & WAGES	5,760	5,965	6,200	1,589	3,869	5,458	5,500	5,800	5,800	5,800	5,800	5,800				
45XXX	PENSION & RETIREMENT	91,000	97,946	99,700	23,786	71,834	95,620	95,600	100,800	100,800	100,800	100,800	100,800				
46XXX	INSURANCE	230,826	244,407	233,900	65,845	148,891	214,736	214,700	230,600	230,600	230,600	230,600	230,600				
	SUBTOTAL	\$881,882	\$927,117	\$916,500	\$231,875	\$641,055	\$872,930	\$872,900	\$921,200	\$921,200	\$921,200	\$921,200	\$0				
COMMODITIES																	
51XXX	OFFICE SUPPLIES	\$370	\$485	\$500	\$357	\$243	\$600	\$600	\$500	\$500	\$500	\$500	\$0				
52XXX	OPERATING SUPPLIES	44,039	52,660	53,300	10,361	42,939	53,300	53,300	53,300	53,300	53,300	53,300	53,300				
53XXX	REPAIR & MAINTENANCE SUPPLIES	66,092	70,736	93,300	8,153	85,147	93,300	93,300	93,300	93,300	93,300	93,300	93,300				
	SUBTOTAL	\$110,501	\$123,881	\$147,100	\$18,871	\$128,329	\$147,200	\$147,200	\$147,100	\$147,100	\$147,100	\$147,100	\$0				
CONTRACTUAL SERVICES																	
61XXX	PROFESSIONAL FEES	\$3,430	\$3,430	\$2,800	\$274	\$3,526	\$3,800	\$3,800	\$3,900	\$3,900	\$3,900	\$3,900	\$0				
62XXX	TECHNICAL SERVICES	9,788	12,982	16,500	110	16,390	16,500	11,500	16,500	16,500	16,500	11,500	11,500				
63XXX	RENTALS	0	0	500	0	500	500	500	500	500	500	500	500				
64XXX	TRAVEL AND EDUCATION	23	0	2,000	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000				
65XXX	COMMUNICATIONS & UTILITIES	24,026	30,245	32,700	1,580	29,620	31,200	31,200	31,200	31,200	31,200	31,200	31,200				
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0				
67XXX	REPAIR & MAINTENANCE SERVICES	205,055	224,428	149,500	33,867	115,633	149,500	149,500	149,500	149,500	149,500	149,500	149,500				
68XXX	AID TO AGENCIES	39,117	38,303	38,600	10,585	28,015	38,600	38,600	38,500	38,500	38,500	38,500	38,500				
69XXX	MISCELLANEOUS	917	638	1,700	270	1,430	1,700	1,700	1,700	1,700	1,700	1,700	1,700				
	SUBTOTAL	\$282,356	\$310,026	\$244,300	\$46,686	\$197,114	\$243,800	\$238,800	\$243,800	\$243,800	\$243,800	\$238,800	\$238,800				
CAPITAL OUTLAY																	
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0				
73XXX	IMPROVEMENTS	75,200	75,000	75,000	0	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000				
74XXX	EQUIPMENT	183,400	60,294	198,700	1,872	257,228	259,100	259,100	119,800	119,800	119,800	119,800	114,000				
	SUBTOTAL	\$258,600	\$135,294	\$273,700	\$1,872	\$332,228	\$334,100	\$334,100	\$194,800	\$194,800	\$194,800	\$189,000	\$0				
9XXXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
	TOTAL EXPENDITURES	\$1,533,339	\$1,496,318	\$1,581,600	\$299,304	\$1,298,726	\$1,598,030	\$1,593,000	\$1,506,900	\$1,506,900	\$1,506,900	\$1,496,100	\$0				

Function:
Public Works

Department:
Public Works

Activity:
Traffic Control Operations

GENERAL INFORMATION

The Traffic Control Operations activity was established to separately account for traffic control activities including street striping, street signs, and various other traffic control functions.

In most communities this activity would be funded at a substantially higher level. However, in Muscatine the municipally owned utility, Muscatine Power and Water, provides direct benefits to the general city operation by providing all street lighting including installation, maintenance, and operating costs. All maintenance and operational costs for traffic signals are paid by the utility with the exception of two traffic signals located outside of the utility's service district. These services are provided in lieu of a payment in taxes to the City.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$2,000 less than the original budget. Personal services costs are \$800 less and capital outlay purchases \$1,200 less than the original budget.

The 2020/2021 budget is \$5,300 (2.8%) less than the original 2019/2020 budget. Personal services costs increased by \$2,000 (2.4%) and capital outlay decreased by \$7,300.

GOAL STATEMENT

To provide for the efficient and safe movement of vehicular and pedestrian traffic through the painting of street markings, fabrication, replacement, and maintenance of street name and traffic signs, and to cooperate with Muscatine Power and Water to develop, maintain, and operate the street and traffic light system.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Number of Street Signs Maintained	6,016	6,167	6,297	6,300	6,300
Number of New Signs Installed	36	74	32	50	50
Lineal Feet of Street Striping	332,973	335,611	339,394	339,400	339,400
Number of Stop Bars Painted	298	303	305	305	305
Number of Arrows Painted	413	413	413	413	413
Number of Handicapped Stalls Marked	93	93	96	96	96
Number of Regular Parking Stalls Painted	2,741	2,636	2,679	2,679	2,679
Number of Crosswalks Painted	232	232	228	228	228
Number of Railroad Crossings Painted	37	37	37	37	37
Traffic Committee Meetings	18	17	14	18	18
Number of Signs Removed	18	2	8	10	10
Number of Sign Posts Maintained	4,386	4,363	4,398	4,398	4,398
Number of Speed Humps Painted	2	2	2	2	2
Number of Yellow No Parking Curb	140	140	140	140	140

RECENT ACCOMPLISHMENTS

The annual street striping program got underway July 9, 2019 and concluded in mid-October. Weikert Contracting was awarded the street striping contract again this year. City crews painted crosswalks and stop bars throughout the city. Crews also painted handicapped parking stalls, loading zones, parking stalls, yellow “No Parking” curbs, and repainted parking stalls in the parking lot across from City Hall.

Sign replacements continue all year long, along with replacing damaged signs and posts. Crews also remove and replace signs and posts in construction areas. The employee assigned to Traffic Control also monitors tree limbs blocking signs, faded and worn out signs, and signs for events that take place on city property (i.e. Central Business District events, Weed Park events, and street closures for events in other areas of the City). This division is also called upon to assist the Fire department for street closures for fires, Police department for emergency situations, and water main breaks/power outages as requested by Muscatine Power & Water.

Public Works staff meet bi-monthly to review and discuss traffic issues that arise, to review projects for proper traffic control, and requests for street closures.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To change over to Uni-Strut Tubing posts from green u-channel posts to have the capability of attaching multiple signs to both sides of the post.
- * To complete Year #5 of the five-year plan for replacement of street name signs that do not meet current FHWA (Federal Highway Administration) standards.

Function:
Public Works

Department:
Public Works

Activity:
Traffic Control

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 78,438	\$ 79,093	\$ 85,200	\$ 84,400	\$ 87,200	2.35%
Commodities	18,906	13,433	14,400	14,400	14,400	0.00%
Contractual Services	73,109	3,318	74,000	74,000	74,000	0.00%
Capital Outlay	8,473	18,749	19,100	17,900	11,800	-38.22%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 178,926</u>	<u>\$ 114,593</u>	<u>\$ 192,700</u>	<u>\$ 190,700</u>	<u>\$ 187,400</u>	-2.75%
Funding Sources						
Road Use Taxes	<u>\$ 178,926</u>	<u>\$ 114,593</u>	<u>\$ 192,700</u>	<u>\$ 190,700</u>	<u>\$ 187,400</u>	-2.75%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions:</i>						
Equipment Operator III	1.00	1.00	1.00	1.00	1.00	\$ 54,800
Employee Benefits						32,400
Total Personal Services						<u>\$ 87,200</u>

Capital Outlay			
Item	Quantity	Replacement	Amount
Air Operated Post Pounder	1	Yes	\$ 6,000
27" Traffic Cones	250	Yes	5,800
			<u>\$ 11,800</u>

Function:
Public Works

Department:
Public Works

Activity:
Snow and Ice Control

GENERAL INFORMATION

This activity accounts for the cost of snow and ice removal from the streets of Muscatine as well as the spreading of salt and sand. The City has designated certain streets as snow emergency routes for priority snow removal prior to cleaning residential streets with low density traffic. In addition, the City has specific salt and sand routes for secondary consideration. The City continues to utilize the salt dome which was a joint City/County project. The City also has a separate salt facility that was completed in 2005.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is \$53,700 higher than the original budget. The original budget allowed for two barge loads of salt to be purchased. However, due to the extreme winter in 2018/2019, little was left of the prior year inventory and three barge loads were needed.

The 2020/2021 budget is \$66,000 (13.1%) less than the original 2019/2020 budget due to a reduced allocation for capital outlay. The 2020/2021 budget again includes funds for two barge loads of salt.

The budget for 2000/2001 first included funding for an outside contractor to provide snow removal services in the downtown area. A history of the contracted downtown snow removal costs and the number of snow events each year is as follows:

	<u>Cost</u>	<u>Snow Events</u>
2000/2001	\$41,503	24
2001/2002	17,250	10
2002/2003	10,560	12
2003/2004	27,976	13
2004/2005	9,200	9
2005/2006	14,038	9
2006/2007	17,615	9
2007/2008	55,805	23
2008/2009	60,225	25
2009/2010	37,870	21
2010/2011	64,670	15
2011/2012	12,120	12
2012/2013	25,245	11
2013/2014	51,495	26
2014/2015	48,455	14
2015/2016	26,075	11
2016/2017	8,833	11
2017/2018	39,570	19
2018/2019	84,630	20

The 2019/2020 revised estimate and 2020/2021 budget each include \$50,000 for contracted snow removal in the downtown area.

GOAL STATEMENT

To provide a safe street system during the winter months through efficient and effective snow and ice removal and control procedures.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Number of Storms	11	19	20	15	15
Tons of Salt Used (includes 50/50 mix)	1,200	3,565	4,000	3,000	3,000
Tons of Sand Used	0	400	1,500	500	500
Gallons Calcium Chloride Used	1,200	1,500	2,000	1,500	1,500

RECENT ACCOMPLISHMENTS

The first winter storm of the 2018-2019 winter took place on November 17, 2018 with two inches of snow and temperatures were in the mid 20's. Crews started salt runs around 3 a.m. Saturday morning and worked all day to salt it away. November produced two storms totaling 15.1 inches of snow. The November 25 storm had 13.1 inches which kept the crews busy for a week. December had two storms which totaled 2 inches. January had 8 storms which totaled to 29 inches. February produced another 6 storms which totaled to 14.8 inches. March came in like a lamb with 1 inch of snow on March 8 and another 1.5 inches on March 17. Snowfall for the season was 64.4 inches. The crews performed really well during the 2018-2019 winter season.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- Once the LAS (Liquid Application System) is delivered, to train the employees in all of its uses and determine how it will best work in the winter operations.
- To devise a plan for the best use of the former IDOT property for winter operations (i.e. salt storage, 50/50 storage, and salt brine making/using).

Function:
Public Works

Department:
Public Works

Activity:
Snow and Ice Control

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 92,780	\$ 146,749	\$ 84,300	\$ 84,300	\$ 84,300	0.00%
Commodities	26,394	230,645	239,800	289,800	239,800	0.00%
Contractual Services	71,878	124,165	108,400	114,100	108,400	0.00%
Capital Outlay	3,228	10,775	72,500	70,500	6,500	-91.03%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 194,280</u>	<u>\$ 512,334</u>	<u>\$ 505,000</u>	<u>\$ 558,700</u>	<u>\$ 439,000</u>	-13.07%
Funding Sources						
Road Use Taxes	\$ 186,342	\$ 506,496	\$ 501,000	\$ 554,700	\$ 435,000	-13.17%
Reimbursement of Expenses	7,938	5,838	4,000	4,000	4,000	0.00%
Total Funding Sources	<u>\$ 194,280</u>	<u>\$ 512,334</u>	<u>\$ 505,000</u>	<u>\$ 558,700</u>	<u>\$ 439,000</u>	-13.07%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
Full Time Positions:						
Equipment Operator III	N/A	N/A	N/A	N/A	N/A	
Equipment Operator II	N/A	N/A	N/A	N/A	N/A	
Equipment Operator I	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	
Total	N/A	N/A	N/A	N/A	N/A	\$ 45,000
Employee Benefits						<u>39,300</u>
Total Personal Services						<u>\$ 84,300</u>

Capital Outlay			
Item	Quantity	Replacement	Amount
4-way 9-Foot Snow Plow	1	Yes	\$ 6,500
			<u>\$ 6,500</u>

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: PUBLIC WORKS										DEPARTMENT: PUBLIC WORKS				ACTIVITY: SNOW & ICE CONTROL							
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED BUDGET 2020/2021	
				FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021	FISCAL YEAR 2020/2021		FISCAL YEAR 2020/2021				
PERSONAL SERVICES																					
41XXX	REGULAR SALARIES & WAGES	\$33,961	\$63,610	\$45,000	\$2,333	\$42,667	45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	
42XXX	PART TIME SALARIES & WAGES	0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
43XXX	OVERTIME SALARIES & WAGES	42,872	58,409	25,000	1,207	23,792	24,999	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
44XXX	OTHER SALARIES & WAGES	1,146	1,397	400	0	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	
45XXX	PENSION & RETIREMENT	12,648	20,734	12,000	598	11,426	12,024	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	
46XXX	INSURANCE	2,153	2,580	1,900	1,175	670	1,845	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	
SUBTOTAL		\$92,780	\$146,749	\$84,300	\$5,313	\$78,955	\$84,268	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	\$84,300	
COMMODITIES																					
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52XXX	OPERATING SUPPLIES	26,394	224,139	237,700	134,955	152,745	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	287,700	
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	6,506	2,100	0	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	
SUBTOTAL		\$26,394	\$230,645	\$239,800	\$134,955	\$154,845	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	\$289,800	
CONTRACTUAL SERVICES																					
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62XXX	TECHNICAL SERVICES	32,130	96,942	63,100	0	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	68,800	
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64XXX	TRAVEL AND EDUCATION	27	200	600	0	600	600	600	600	600	600	600	600	600	600	600	600	600	600	600	
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
67XXX	REPAIR & MAINTENANCE SERVICES	39,721	27,023	44,700	0	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	44,700	
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL		\$71,878	\$124,165	\$108,400	\$0	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	\$114,100	
CAPITAL OUTLAY																					
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
74XXX	EQUIPMENT	3,228	10,775	72,500	0	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	
SUBTOTAL		\$3,228	\$10,775	\$72,500	\$0	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	\$70,500	
99XXX TRANSFERS																					
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES		\$194,280	\$512,334	\$505,000	\$140,268	\$418,400	\$558,668	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	\$558,700	

Function:
Public Works

Department:
Public Works

Activity:
Street Cleaning

GENERAL INFORMATION

The Street Cleaning activity involves the operation of the City's street sweepers and the leaf collection program. The street cleaning operation functions primarily on streets with curbs and gutters and in the downtown commercial areas. Two (2) employees are involved in the operation utilizing two (2) machines. One machine is operated in the Central Business District, alleys, and narrow locations with the other machine used in other areas of the City. During the winter season the equipment operators supplement the snow and ice removal crews. The City's Street Cleaning operation is hindered substantially in its effectiveness as a result of the amount of on-street parking permitted throughout the City and the elimination of the night sweeping program because of machine noise. Further, the addition of new curb and guttered hard surface streets adds to the miles of streets which require street sweeping.

The City has four leaf vacuum units in addition to four leaf boxes, which can be mounted on existing dump trucks. This equipment has greatly improved the City's ability to pick up leaves as a service to residents and has helped keep leaves out of the City's sewer system. This service continues to be very popular.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate is under the originally budget amount by \$15,800 primarily due to the \$15,000 reduction in capital outlay. The \$15,000 allocation was for a new leaf box. This purchase was deferred to the 2020/2021 budget in order to assist in funding the additional cost for asphalt recycling equipment included in the Roadway Maintenance budget.

The 2020/2021 budget is \$37,900 (17.4%) more than the 2019/2020 budget. Personal services costs increased by \$4,900 and capital outlay increased by \$33,000. The capital outlay allocation of \$48,000 includes \$15,000 for the new leaf box deferred from the 2019/2020 budget and \$33,000 for a new leaf vacuum unit.

GOAL STATEMENT

To contribute to the health, welfare and appearance of the City through a systematic program of street sweeping and leaf removal.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Miles of Streets Cleaned with Sweeper	88	88	88	88	88
Employee Hours for the Leaf Program	648	761	789	775	775
Temporary Employee Hours for the Leaf Program	1,105	1,319	1,286	1,046	1,050
Fall Leaf Loads	117	228	248	260	260
Spring Leaf Loads	10	10	10	10	10

RECENT ACCOMPLISHMENTS

Spring street sweeping took longer than usual due to Spring rains keeping everything wet for a longer period of time. It took the crew three months to complete the first round of sweeping all of the city streets. Due to the long winter and more snow than in recent years, over 700 tons of debris was collected and hauled to the landfill.

Spring leaf pickup was shorter than usual since staff was able to collect leaves through most of December in 2018. Spring leaf pickup started April 1 and concluded April 17. With the flooding this spring, crews were not able to pick up leaves every day.

Fall leaf pickup started October 14 and it was slow the first two weeks. Warm weather lasted most of October, delaying the first heavy frost. The last regular pass for leaf collection was on schedule. The crews will continue to pick up leaves until they are finished or until the weather turns bad and everything gets covered with snow.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- * To work with the Transfer Station to finish the compost area, building the new roadway along the fence line, and hauling away the excess debris left behind from previous years.
- * To continue to train and educate operators so they can alternate throughout the summer to accommodate scheduled time off for the employees.

Function:
Public Works

Department:
Public Works

Activity:
Street Cleaning

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 125,291	\$ 129,283	\$ 143,100	\$ 142,300	\$ 148,000	3.42%
Commodities	4,480	5,419	7,900	7,900	7,900	0.00%
Contractual Services	44,490	43,035	51,300	51,300	51,300	0.00%
Capital Outlay	-	-	15,000	-	48,000	
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 174,261</u>	<u>\$ 177,737</u>	<u>\$ 217,300</u>	<u>\$ 201,500</u>	<u>\$ 255,200</u>	17.44%
Funding Sources						
Road Use Taxes	<u>\$ 174,261</u>	<u>\$ 177,737</u>	<u>\$ 217,300</u>	<u>\$ 201,500</u>	<u>\$ 255,200</u>	17.44%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions/Position Allocations:</i>						
Equipment Operator I	0.45		-	-	-	
Equipment Operator II	<u>1.45</u>	<u>1.90</u>	<u>1.90</u>	<u>1.90</u>	<u>1.90</u>	
Total Full Time	1.90	1.90	1.90	1.90	1.90	\$ 98,500
Employee Benefits						<u>49,500</u>
Total Personal Services						<u>\$ 148,000</u>

Capital Outlay			
Item	Quantity	Replacement	Amount
Leaf Vacuum	1	Yes	\$ 33,000
Leaf Box	1	Yes	<u>15,000</u>
			<u>\$ 48,000</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: PUBLIC WORKS		DEPARTMENT: PUBLIC WORKS										ACTIVITY: STREET CLEANING										
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	ACTUAL		BUDGET		FIRST 3 MOS		LAST 9 MOS		ESTIMATE		CITY ADMIN		BUDGET		CITY ADMIN		APPROVED		
				FISCAL YEAR 2017/2018	FISCAL YEAR 2018/2019	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2019/2020	FISCAL YEAR 2020/2021											
PERSONAL SERVICES																						
41XXX	REGULAR SALARIES & WAGES	\$83,279	\$84,902	\$95,300	\$23,264	\$71,752	95,016	\$95,000	\$98,500	\$98,500	0	0	0	0	\$98,500	\$98,500	0	0	0	0	0	0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
43XXX	OVERTIME SALARIES & WAGES	69	964	2,000	43	1,957	2,000	2,000	2,000	2,000	0	0	0	2,000	2,000	0	0	0	0	0	0	
44XXX	OTHER SALARIES & WAGES	550	766	800	223	541	764	800	800	800	0	0	0	800	800	0	0	0	0	0	0	
45XXX	PENSION & RETIREMENT	13,711	14,586	16,700	3,956	12,689	16,645	16,600	17,300	17,300	0	0	0	17,300	17,300	0	0	0	0	0	0	
46XXX	INSURANCE	27,682	28,065	28,300	8,262	19,646	27,908	27,900	29,400	29,400	0	0	0	29,400	29,400	0	0	0	0	0	0	
	SUBTOTAL	\$125,291	\$129,283	\$143,100	\$35,748	\$106,585	\$142,333	\$142,300	\$148,000	\$148,000				\$148,000	\$148,000						\$0	
COMMODITIES																						
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52XXX	OPERATING SUPPLIES	4,480	5,419	7,900	1,157	6,743	7,900	7,900	7,900	7,900	0	0	0	7,900	7,900	0	0	0	0	0	0	
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUBTOTAL	\$4,480	\$5,419	\$7,900	\$1,157	\$6,743	\$7,900	\$7,900	\$7,900	\$7,900				\$7,900	\$7,900						\$0	
CONTRACTUAL SERVICES																						
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
62XXX	TECHNICAL SERVICES	18,298	21,018	24,900	267	24,633	24,900	24,900	24,900	24,900	0	0	0	24,900	24,900	0	0	0	0	0	0	
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64XXX	TRAVEL AND EDUCATION	75	0	200	0	200	200	200	200	200	0	0	0	200	200	0	0	0	0	0	0	
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
67XXX	REPAIR & MAINTENANCE SERVICES	26,117	22,017	26,200	2,420	23,780	26,200	26,200	26,200	26,200	0	0	0	26,200	26,200	0	0	0	0	0	0	
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SUBTOTAL	\$44,490	\$43,035	\$51,300	\$2,687	\$48,613	\$51,300	\$51,300	\$51,300	\$51,300				\$51,300	\$51,300						\$0	
CAPITAL OUTLAY																						
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
74XXX	EQUIPMENT	0	0	15,000	0	0	0	0	0	0	0	0	0	48,000	48,000	0	0	0	0	0	0	
	SUBTOTAL	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0				\$48,000	\$48,000						\$0	
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL EXPENDITURES	\$174,261	\$177,737	\$217,300	\$39,592	\$161,941	\$201,533	\$201,500	\$255,200	\$255,200				\$255,200	\$255,200						\$0	

Function:
Public Works

Department:
Public Works

Activity:
Engineering Operations

GENERAL INFORMATION

The Engineering division currently consists of the City Engineer and the Assistant City Engineer position that was added in the 2018/2019 budget. The City contracts for outside engineering services for the design of major projects and also for engineering inspection services for specific projects. The costs of the contracted engineering services are charged directly to each project. The City Engineer and Assistant City Engineer charge a portion of their time to the City's various capital projects and Road Use Taxes fund the time not directly charged to projects. This budget also allows for two seasonal intern positions with a portion of their hours charged to the capital projects they work on.

A new part-time Right-of-Way (ROW) Inspector position was added to the 2018/2019 revised estimate and 2019/2020 budget and was authorized to start in May of 2019 as part of the Public Works reorganization approved by City Council in December of 2018. However, the City has not been successful in finding a part-time ROW Inspector and the Public Works department is currently requesting a fulltime ROW Inspector position be authorized in the 2019/2020 revised estimate and 2020/2021 budget, with the fulltime position to start in April of 2020.

CURRENT TRENDS AND ISSUES

The revised estimate for 2019/2020 is \$7,900 less than the original budget. Personal services costs are \$10,800 less than the original budget due to the net effect of (1) not finding a suitable candidate for the part-time ROW Inspector position, (2) additional hours for the engineering interns since the part-time ROW Inspector position was not filled, and (3) the cost of a fulltime ROW Inspector requested to start in April of 2020. The proposed budget is based on 75% of the fulltime ROW Inspector being charged to the Engineering budget and 25% to Collection and Drainage since this position will be doing the utility locate work formerly done by the Collection and Drainage staff. There were increases in commodities of \$200 and contractual services of \$2,700 that offset a portion of the decrease in personal services.

The budget for 2020/2021 is \$59,000 (16.3%) higher than the 2019/2020 budget. Personal services costs are \$44,400 (14.5%) higher than the original 2019/2020 budget. Of this increase, \$36,100 is due to the 75% allocation of a fulltime ROW Inspector position compared to the cost of a part-time Inspector. Commodities increased by \$1,400, contractual services increased by \$9,100, and capital outlay increased by \$4,100. The contractual services increase includes \$5,700 for travel and education, including ROW Inspector training, and \$2,900 in vehicle and equipment maintenance with the additional vehicle for the ROW Inspector.

The City Engineer is also responsible for managing the three contractual project managers/inspectors. The cost of those managers/inspectors is charged directly to the capital projects that they are working on.

GOAL STATEMENT

To provide technical engineering services for public works infrastructure, coordinate construction activities of existing public works features, participate in review and evaluation of requests for new services, and provide information on request where municipal engineering is involved.

PERFORMANCE MEASURES

	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Estimated 2019/2020	Estimated 2020/2021
Right of Way Permits Processed	0	0	95	300	350
Utility Services Digitally Located and Uploaded into MAGIC	0	0	0	150	200
Percent and Amount of Billed Time to Projects (City Engineer)	29.2% \$36,635	39.7% \$52,643	28.1% \$39,481	30% \$45,000	30% \$45,000
Percent and Amount of Billed Time to Projects (Assistant City Engineer)	N/A	N/A	49.7% \$55,827	70% \$77,500	70% \$77,500

RECENT ACCOMPLISHMENTS

Final design for the Grandview Avenue Reconstruction Project – the consultant has completed the final design and has submitted the plans to the Iowa DOT for review. Property and easement acquisitions have been completed.

Park Avenue 4 to 3 Lane Conversion - after extensive negotiations with the Iowa DOT (Department of Transportation) the project has increased in scope for items the Iowa DOT wanted to address with the project. This has grown the project to an estimated \$1.8 million with the DOT finding funding assistance for approximately \$1.4 million. The consultant is approximately 75% complete with the design. The City is working with Muscatine Power & Water (MP&W) on the traffic signal design which will be incorporated into the construction documents prior to the IDOT submittal.

The City Engineer served as City Lead for the 2nd Street Streetscape Project design. The consultant has completed the design and bids on the project were received in January of 2020. Construction is anticipated to begin in the spring of 2020 and is expected to go through fall of 2021.

The 2nd Street and Mulberry Roundabout Project - construction began in January of 2020. The project was delayed due to property acquisitions necessary to construct the roundabout.

As the sponsor for the Mississippi River levee, engineering staff assisted GPC and MP&W in USACE (Army Corps of Engineers) permit requests as well as participated in the annual levee inspections; staff also assisted City departments with addressing items the USACE deemed deficient.

Engineering staff continues to have a positive working relationship with the new MP&W management team and have implemented the model for cost sharing on future projects that was established with the Mississippi Drive Corridor Project.

Staff continues to provide construction management for Phase IV of the West Hill Sewer Separation Project and is also working with the design engineer for planning of Phase 5 of this project. Phase 5 planning also involves MP&W.

The proposed Lane Closure Policy utilizing SUDAS standards will be presented to Council for adoption in the spring of 2020. This is also being coordinated with MP&W and their conversion to SUDAS standards.

Construction of the Westside Trail project began in the fall of 2019. It is anticipated that construction will continue through the winter and be completed in the spring of 2020.

Engineering staff assisted the Water and Resource Recovery Facility (WRRF) staff with the bidding and construction management of the High Strength Waste Receiving Station project; assisted the WRRF with the Nutrient Reduction Study; and spearheaded the Sanitary Sewer Study for the Grandview and Highway 61 drainage area.

Engineering staff coordinated with Community Development on the permitting process with respect to permits within the City rights-of-way including review of permit applications and inspection of open permits. Staff also participated in all site review meetings for new developments in the City and within a two-mile radius.

Staff is also providing construction observation for public infrastructure being constructed within private developments (Oak Park, Arbor Commons, and the HNI Pump Station); assisted with the design and construction management of the Biocell project in the parking lot across the street from City Hall; acted as liaison between the City and Canadian Pacific Railroad for permits needed by Public Works or other City departments; attended Staff Traffic Committee meetings; and assisted the Street division with the PCC Full Depth Patching bid documents and construction.

OBJECTIVES TO BE ACCOMPLISHED IN 2020/2021

- To complete construction of the 2nd Street and Mulberry Avenue Roundabout. **(Council and Management Key Projects, Programs, and Placemaking Goal)**
- To serve as liaison for the Project Management Team for:
 - Mulberry/2nd Intersection – Construction 2020
 - Construction of Phase 4C of the West Hill Sewer Separation project - 2020
 - Planning and Design for Phase 5 of the West Hill Sewer Separation project – 2020
 - Phase 5-A of the West Hill Sewer Separation project - 2021
 - Grandview Avenue Design Completion and Bidding –2020
 - Park Avenue 4 to 3-lane conversion – Construction 2020
 - West Side Trail – 2019-2020

(Council & Management Key Projects, Programs, and Place-Making Goals)

- To assist the Street division with the annual pavement management projects.

- To continue to serve as a member of the Staff Traffic Committee.
- To implement SUDAS (Statewide Urban Design and Specifications) as the City standard for all public improvement projects.
- To maintain a good working relationship with Muscatine Power & Water staff by creating a group of key individuals from each organization that meet regularly to discuss current and potential projects.
- To begin construction on the Grandview Avenue Reconstruction project. **(Council and Management Key Projects, Programs, and Place-Making Goal)**
- To begin construction on the Park Avenue 4-Lane to 3-Lane Conversion project. **(Council and Management Key Projects, Programs, and Place-Making Goal)**
- To begin construction on the 2nd Street Streetscape project. **(Council and Management Key Projects, Programs, and Place-Making Goal)**
- To start construction on Phase 4-C of the West Hill Sanitary Sewer Separation project as well as complete the design for Phase 5 and issue for bids.
- To continue to work with the Building division to implement a coordinated inspection program between the Right-of-Way Inspector and building division staff for work done in the City right-of-way.
- To coordinate with the Canadian Pacific Railroad on a study for a potential demountable flood wall along Mississippi Drive that would span between the two levee systems.
- To begin the design of the Redundant Force Main from Musser Park to the Water and Resource Recovery Facility. This force main has been mandated by the Iowa Department of Natural Resources to be completed by 2026.
- To address the traffic congestion on Isett Avenue by initiating a traffic study of the Isett corridor from Washington and Cypress to Isett and Lake Park Boulevard.

Function:
Public Works

Department:
Public Works

Activity:
Engineering Operations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ 157,587	\$ 259,907	\$ 306,400	\$ 295,600	\$ 350,800	14.49%
Commodities	1,057	1,843	3,700	3,900	5,100	37.84%
Contractual Services	4,523	14,596	21,300	24,000	30,400	42.72%
Capital Outlay	2,800	2,011	30,400	30,400	34,500	13.49%
Transfers	-	-	-	-	-	
Total Expenditures	<u>\$ 165,967</u>	<u>\$ 278,357</u>	<u>\$ 361,800</u>	<u>\$ 353,900</u>	<u>\$ 420,800</u>	16.31%
Funding Sources						
Engineering Fees	\$ 52,643	\$ 96,420	\$ 122,500	\$ 122,500	\$ 122,500	0.00%
Road Use Tax	<u>113,324</u>	<u>181,937</u>	<u>239,300</u>	<u>231,400</u>	<u>298,300</u>	24.66%
Total Funding Sources	<u>\$ 165,967</u>	<u>\$ 278,357</u>	<u>\$ 361,800</u>	<u>\$ 353,900</u>	<u>\$ 420,800</u>	16.31%

Personnel Schedule						
	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Budget Amount 2020/2021
<i>Full Time Positions:</i>						
City Engineer	1.00	1.00	1.00	1.00	1.00	
Assistant City Engineer	0.00	1.00	1.00	1.00	1.00	
Right-of-Way Inspector*	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.19</u>	<u>0.75</u>	
Total Full Time	1.00	2.00	2.00	2.19	2.75	
<i>Part Time Positions:</i>						
Right-of-Way Inspector*	<u>0.00</u>	<u>0.00</u>	<u>0.54</u>	<u>0.00</u>	<u>0.00</u>	
Total	1.00	2.00	2.54	2.19	2.75	\$ 249,700
Employee Benefits						101,100
Total Personal Services						\$ 350,800
* A part-time ROW Inspector position was included in the 2019/2020 budget. It is now requested this be a full-time position effective April 1, 2020. It is proposed that 25% of the fulltime position be allocated to the Collection and Drainage fund.						

Capital Outlay			
Item	Quantity	Replacement	Amount
Rugger Laptop for ROW Inspector	1	No	\$ 4,500
GPS RTK Rover Unit	1	No	30,000
			<u>\$ 34,500</u>

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

1/14/2020

FUNCTION: PUBLIC WORKS										DEPARTMENT: PUBLIC WORKS										ACTIVITY: ENGINEERING OPERATIONS									
ACCT NO.	ACCOUNT CLASSIFICATION	ACTUAL FISCAL YEAR		BUDGET FISCAL YEAR	FIRST 3 MOS FISCAL YEAR		LAST 9 MOS FISCAL YEAR		ESTIMATE FISCAL YEAR		ESTIMATE FISCAL YEAR		REQUEST FISCAL YEAR		REVISION FISCAL YEAR		APPROVED BUDGET 2020/2021												
		2017/2018	2018/2019		2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2020/2021	2020/2021															
(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)																		
PERSONAL SERVICES																													
41XXX	REGULAR SALARIES & WAGES	\$97,469	\$178,101	\$186,700	\$46,814	\$141,881	\$188,695	\$198,200	\$192,700	\$232,900																			
42XXX	PART TIME SALARIES & WAGES	19,127	11,971	40,800	5,565	27,242	32,807	16,800	40,800	16,800																			
43XXX	OVERTIME SALARIES & WAGES	2,361	101	0	0	0	0	0	0	0																			
44XXX	OTHER SALARIES & WAGES	0	0	0	0	13	13	0	100	200																			
45XXX	PENSION & RETIREMENT	18,367	30,989	37,500	8,289	27,394	35,683	36,100	37,700	42,700																			
46XXX	INSURANCE	20,263	38,745	41,400	11,687	29,271	40,958	44,500	43,400	58,200																			
	SUBTOTAL	\$157,587	\$259,907	\$306,400	\$72,355	\$225,801	\$298,156	\$295,600	\$314,700	\$350,800																			
COMMODITIES																													
51XXX	OFFICE SUPPLIES	\$157	\$78	\$900	\$17	\$883	\$900	\$900	\$900	\$900																			
52XXX	OPERATING SUPPLIES	900	1,765	\$2,800	518	2,482	3,000	3,000	4,200	4,200																			
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	\$0	0	0	0	0	0	0																			
	SUBTOTAL	\$1,057	\$1,843	\$3,700	\$535	\$3,365	\$3,900	\$3,900	\$5,100	\$5,100																			
CONTRACTUAL SERVICES																													
61XXX	PROFESSIONAL FEES	\$2,000	\$3,101	\$7,700	\$912	\$9,488	\$10,400	\$10,400	\$7,700	\$7,700																			
62XXX	TECHNICAL SERVICES	2	3,239	5,800	119	5,681	5,800	5,800	5,800	5,800																			
63XXX	RENTALS	0	0	0	0	0	0	0	0	0																			
64XXX	TRAVEL AND EDUCATION	13	2,968	2,100	26	2,074	2,100	2,100	7,800	7,800																			
65XXX	COMMUNICATIONS & UTILITIES	360	792	700	317	383	700	700	1,100	1,100																			
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0																			
67XXX	REPAIR & MAINTENANCE SERVICES	2,148	4,289	4,700	825	3,875	4,700	4,700	7,600	7,600																			
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0																			
69XXX	MISCELLANEOUS	0	207	300	170	130	300	300	400	400																			
	SUBTOTAL	\$4,523	\$14,596	\$21,300	\$2,369	\$21,631	\$24,000	\$24,000	\$30,400	\$30,400																			
CAPITAL OUTLAY																													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																			
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0																			
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0																			
74XXX	EQUIPMENT	2,800	2,011	30,400	0	30,400	30,400	30,400	34,500	34,500																			
	SUBTOTAL	\$2,800	\$2,011	\$30,400	\$0	\$30,400	\$30,400	\$30,400	\$34,500	\$34,500																			
9XXX	TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0																			
	TOTAL EXPENDITURES	\$165,967	\$278,357	\$361,800	\$75,259	\$281,197	\$356,456	\$353,900	\$384,700	\$420,800																			

Function:
Transfers

Department:
City Administrator

Activity:
Transit Subsidy

GENERAL INFORMATION

The Muscatine City Transit System has provided public transportation for all citizens of the community since 1981. State law permits the City to levy up to \$.95 per \$1,000 of assessed valuation for Public Transportation outside the \$8.10 General Fund limitation. Tax monies are transferred to the Transit System Enterprise Fund to support transit operations.

CURRENT TRENDS AND ISSUES

The 2019/2020 budget included a tax levy of \$.05607 per \$1,000 of valuation for public transportation which will generate \$52,200 (including the utility replacement excise tax and the commercial/industrial State reimbursement).

The transit tax levy rate for 2020/2021 has been increased to \$.11987 per \$1,000 of valuation which will generate \$113,026 (including the utility replacement excise tax and the commercial/industrial State reimbursement). The tax rates for 2018/2019, 2019/2020 and 2020/2021 are lower than most previous years. The lower tax rates were possible due to (1) increased federal and state grant funding, (2) reduced bus maintenance costs, (3) the transit fare increase effective July 1, 2015, and (4) having a sufficient Transit fund balance to use for the local share of bus and other capital purchases.

More information on the Transit Operation is included in the Enterprise Funds section of this document.

Function:
Transfers

Department:
City Administrator

Activity:
Transit Subsidy

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	<u>100,555</u>	<u>52,386</u>	<u>52,360</u>	<u>52,200</u>	<u>113,026</u>	115.86%
Total Expenditures	<u>\$ 100,555</u>	<u>\$ 52,386</u>	<u>\$ 52,360</u>	<u>\$ 52,200</u>	<u>\$ 113,026</u>	115.86%
Funding Sources						
Transit Tax Levy	\$ 95,553	\$ 50,004	\$ 49,825	\$ 49,825	\$ 107,436	115.63%
Utility Tax Replacement						
Excise Tax	419	179	175	175	459	162.29%
Commercial and Industrial						
State Reimbursement	<u>4,583</u>	<u>2,203</u>	<u>2,360</u>	<u>2,200</u>	<u>5,131</u>	117.42%
Total Funding Sources	<u>\$ 100,555</u>	<u>\$ 52,386</u>	<u>\$ 52,360</u>	<u>\$ 52,200</u>	<u>\$ 113,026</u>	115.86%

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: TRANSFERS		DEPARTMENT: CITY ADMINISTRATOR						ACTIVITY: TRANSIT SUBSIDY					
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXXX	TRANSFERS	\$100,555	\$52,386	\$52,360	\$4,129	\$48,071	\$52,200	\$52,200	\$113,026	\$52,200	\$113,026	\$113,026	\$0
	TOTAL EXPENDITURES	\$100,555	\$52,386	\$52,360	\$4,129	\$48,071	\$52,200	\$52,200	\$113,026	\$52,200	\$113,026	\$113,026	\$0

Function:
Transfers

Department:
City Administrator

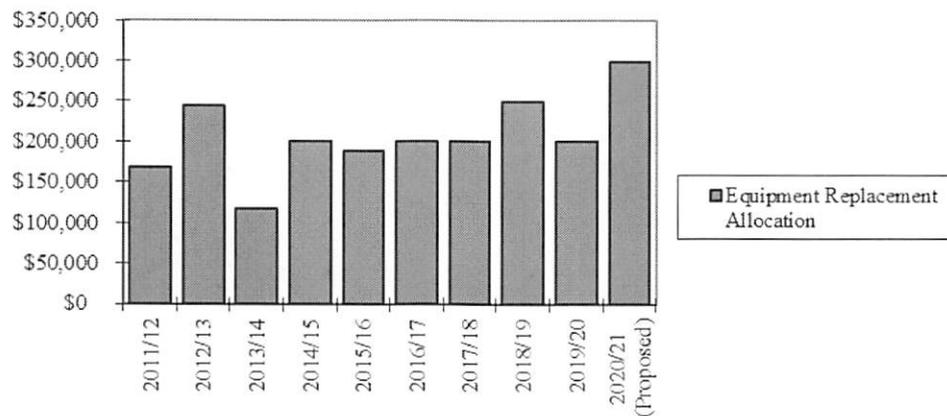
Activity:
Equipment Replacement Transfer

GENERAL INFORMATION

The Equipment Replacement Fund was established in an effort to provide a more systematic method of replacing equipment and leveling the cost of replacing such equipment. This activity has funded equipment replacements in the General Fund with the exception of equipment eligible for Road Use Tax funding. Equipment to be replaced in the Enterprise Funds is funded directly from each Enterprise activity.

A comprehensive inventory of all equipment currently owned by the City including autos, pickup trucks, dump trucks, heavy equipment, and other miscellaneous equipment has been completed in an effort to assess the overall condition of the City's inventory. Staff has developed a replacement and cost schedule for each piece of equipment. An equipment maintenance cost program has also been developed and is used in conjunction with the replacement schedule to determine the most cost effective and economical time to replace City equipment.

Annual funding transfers have normally been made from the General Fund to fund current requirements and to anticipate and prepare for future equipment replacement needs. Over the last ten years these amounts have ranged from \$117,000 in 2013/2014 to \$300,000 for 2020/2021. A history of funding levels is shown in the following chart. It should be noted that this chart only reflects the regular transfers to the Equipment Replacement Fund. As such, it does not include the funding transfer in 2012/2013 specifically designated for the purchase of a new fire engine at a total cost of \$497,000 and the \$148,500 allocation for a new ambulance in 2015/2016.



CURRENT TRENDS AND ISSUES

In 2011/2012 a funding allocation of \$168,900 was included in the budget and the funding transfer increased to \$245,000 for 2012/2013, decreased to \$117,000 for 2013/2014, increased to \$200,000 for 2014/2015, decreased to \$188,000 for 2015/2016, increased to \$200,000 for 2016/2017, remained at \$200,000 for 2017/2018, and increased to \$250,000 for 2018/2019. The budgeted transfer for 2019/2020 is \$200,000 and for the 2020/2021 budget the transfer is proposed to increase to \$300,000.

Regular purchases from the Equipment Replacement Fund in 2019/2020 total \$206,600. This includes \$25,000 for a Police administrative vehicle, \$45,000 for a new animal control truck and transport unit, \$44,100 for a new tractor for the cemetery, \$73,400 for a new mower for the Soccer Complex including the expanded area, and \$19,100 for a new utility vehicle for the Soccer Complex.

Proposed purchases from the Equipment Replacement Fund in the 2020/2021 budget total \$310,500 which includes \$245,000 for five new Police patrol vehicles (Tahoes), \$32,000 for a new one-ton cargo van for Building and Grounds, \$13,500 for a new zero-turn mower for the cemetery, and \$20,000 for a topdresser for the Soccer Complex. The balance in the Equipment Replacement Fund on June 30, 2021 is estimated at \$74,385.

Additional information on the Equipment Replacement Fund is included in the Special Revenue Funds section of this document.

Function:
Transfers

Department:
City Administrator

Activity:
Equipment Replacement Transfer

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	<u>200,000</u>	<u>250,000</u>	<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	50.00%
Total Expenditures	<u>\$ 200,000</u>	<u>\$ 250,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 300,000</u>	50.00%
Funding Sources						
General Revenues	<u>\$ 200,000</u>	<u>\$ 250,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 300,000</u>	50.00%

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: TRANSFERS		DEPARTMENT: CITY ADMINISTRATOR					ACTIVITY: EQUIPMENT REPLACEMENT SUBSIDY							
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021			
PERSONAL SERVICES														
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES														
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES														
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY														
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXXX	TRANSFERS	\$200,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$300,000	\$300,000	\$300,000
	TOTAL EXPENDITURES	\$200,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$300,000	\$300,000	\$300,000

Function:
Transfers

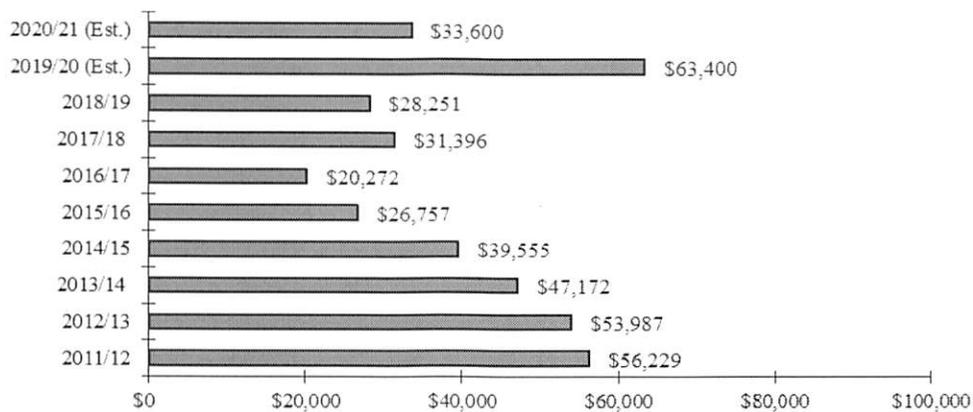
Department:
City Administrator

Activity:
Airport Operations Subsidy

GENERAL INFORMATION

The Municipal Airport operation has been designated as an Enterprise Fund for budgeting purposes. As such, it has been necessary to make subsidy transfers from the General Fund as expenses incurred exceed revenues received from the operation. A summary of General Fund transfers since fiscal year 2011/2012 follows:

General Fund Airport Subsidies



The General Fund subsidy has ranged from approximately \$20,300 to \$63,400 during the past ten years. The fluctuations in the subsidies were due to costs of repair and maintenance of airport facilities and navigational equipment, capital outlay costs, and changes in farm prices which are linked to the rental land which helps support the Airport Operation.

CURRENT TRENDS AND ISSUES

The 2019/2020 revised estimate subsidy of \$63,400 is \$5,500 more than the original budget. Revised estimate Airport expenditures are \$5,500 more than the original budget. The increase is primarily due to the increase in repair and maintenance services which includes \$4,250 to repair a runway blowup.

The budgeted subsidy for fiscal year 2020/2021 is \$33,600, which is a \$24,300 (42.0%) decrease from the original 2019/2020 budgeted subsidy. The Airport budget for 2019/2020 included a total of \$20,000 to paint the exterior of the former HNI hangar and renovate the interior of that building and there are no capital outlay items in the Airport operating budget in 2020/2021.

A full review of the airport operation is included in the Airport Operations budget in the Enterprise Funds section of this document. As the Municipal Airport is an integral part of the community and plays an important role in the economic development of the City, it is anticipated that the General Fund will continue to subsidize this operation in the future.

Function:
Transfers

Department:
Community Development

Activity:
Airport Operations Subsidy

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	<u>31,396</u>	<u>28,251</u>	<u>57,900</u>	<u>63,400</u>	<u>33,600</u>	-41.97%
Total Expenditures	<u>\$ 31,396</u>	<u>\$ 28,251</u>	<u>\$ 57,900</u>	<u>\$ 63,400</u>	<u>\$ 33,600</u>	-41.97%
Funding Sources						
General Revenues	<u>\$ 31,396</u>	<u>\$ 28,251</u>	<u>\$ 57,900</u>	<u>\$ 63,400</u>	<u>\$ 33,600</u>	-41.97%

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: TRANSFERS		DEPARTMENT: CITY ADMINISTRATOR						ACTIVITY: AIRPORT SUBSIDY					
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
99XXX TRANSFERS		\$31,396	\$28,251	\$57,900	\$0	\$63,400	\$63,400	\$63,400	\$63,400	\$33,600	\$33,600	\$33,600	\$0
TOTAL EXPENDITURES		\$31,396	\$28,251	\$57,900	\$0	\$63,400	\$63,400	\$63,400	\$63,400	\$33,600	\$33,600	\$33,600	\$0

Function:

Transfers

Department:

City Administrator

Activity:

Levee Project Subsidy

GENERAL INFORMATION

The State Code of Iowa allows cities in the State to levy up to \$.0675 per \$1,000 of valuation for a levee improvement fund in special charter cities. A project was completed in 2000 which increased flood protection along the Mississippi River in Muscatine. The U.S. Army Corps of Engineers contracted for the improvements and provided funding of 80% of project costs with the remaining costs funded by the City of Muscatine. The levee tax levy was used to generate tax funding for a portion of the local costs of this project and was also used to fund a portion of the local cost of the Mad Creek Flood Control/Levee project completed in December of 2012.

CURRENT TRENDS AND ISSUES

From 1996/97 through 2015/2016 the City of Muscatine levied the maximum tax rate of \$.0675 per \$1,000 of valuation to fund a portion of the local costs of the levee improvement projects. For 2016/2017 the City was able to reduce the levee tax rate to \$.01923 per \$1,000 of valuation which generated \$16,932 (including the utility replacement excise tax and the commercial/industrial State reimbursement). The 2017/2018 levee rate was increased to the maximum tax rate of \$.0675 per \$1,000 of valuation which generated \$60,386 (including the utility replacement excise tax and the commercial/industrial State reimbursement). At the time the 2017/2018 budget was prepared, it was thought that a levee toe repair project may be needed. After review of the study for this project, the Corps of Engineers determined the project was not needed. For 2018/2019, 2019/2020, and 2020/2021 the City was able to eliminate this levy since there were no known levee projects and the collections from the 2017/2018 levy will allow funds for routine levee maintenance through 2020/2021.

Levee taxes are required to be received in the General Fund and transferred to levee improvement capital project funds.

Function:
Transfers

Department:
City Administrator

Activity:
Levee Project Subsidy

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	<u>60,386</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Expenditures	<u>\$ 60,386</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Funding Sources						
Levee Tax Levy	\$ 57,383	\$ -	\$ -	\$ -	\$ -	
Utility Tax Replacement						
Excise Tax	251	-	-	-	-	
Commercial/Industrial State Reimbursement	<u>2,752</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Funding Sources	<u>\$ 60,386</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

CITY OF MUSCATINE
 DETAILED EXPENDITURE CLASSIFICATION
 FORM 2

FUNCTION: TRANSFERS		DEPARTMENT: CITY ADMINISTRATOR						ACTIVITY: LEVEE PROJECT TAX LEVY			
ACCT NO.	ACCOUNT CLASSIFICATION	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021
PERSONAL SERVICES											
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES											
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES											
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY											
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXX	TRANSFERS	\$60,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$60,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Function:
Transfers

Department:
City Administrator

Activity:
Assigned Funding Allocations

GENERAL INFORMATION

Governmental Accounting Standards Board Statement 54 was effective for the City's fiscal year ended June 30, 2011. This Statement provided for clearer, more structured fund balance classifications and clarified the definitions of each fund type. This statement provides that the fund balances of governmental funds, including the General Fund of governmental entities, be classified into nonspendable, restricted, committed, assigned, and unassigned amounts.

The 2012/2013 General Fund budget included three assigned funding allocations (1) COPS grant future funding commitment, (2) Fire engine replacement, and (3) City financial software replacement. The Fire engine and the financial software were purchased in 2012/2013. The funding assignments in 2013/2014 and 2014/2015 were for the COPS grant future funding commitment. The funding assignments for the COPS grant were expended in fiscal year 2015/2016.

Merit Allowance Funding Assignment

The 2015/2016 budget included an assigned funding allocation of \$12,300 to allow for merit increases for fulltime non-union employees. This was the first year of this program which allowed for employees in this group to progress above the mid-point of their pay ranges based on merit performance in their positions. The budget amount was based on an estimated 30% of the employees in this group being eligible for merit pay of up to 1% of their annual salary. While these funds were budgeted in the Assigned Funding allocation for 2015/2016, actual merit increases were reflected in the respective department budgets. The 2016/2017 budget also included \$12,300 to allow for merit increases up to 1% for fulltime non-union employees. The 2017/2018 budget included \$50,000 to allow for pay increases in the non-union pay plan. This amount allowed for merit increases of up to 3% and included funds to allow for several positions to be placed on different grades in the pay plan based on market surveys. The 2018/2019 budget again included \$50,000 to allow for merit increases up to 3% for employees in the non-union pay plan.

The 2019/2020 budget continued the \$50,000 allocation for merit increases up to 3% for employees in the non-union pay plan. While these funds were budgeted in the Assigned Funding allocation, the revised estimate in this budget is zero since actual merit increases have been reflected in the respective department budgets. The 2020/2021 budget again includes \$50,000 to allow for merit increases up to 3% for employees in the non-union pay plan. Since the employees receiving merit pay have not yet been determined, the budget estimate is again being reflected as an assigned funding allocation for 2020/2021.

Function:
Transfers

Department:
Non-Department

Activity:
Assigned Funding Allocations

	Actual 2017/2018	Actual 2018/2019	Budget 2019/2020	Revised Estimate 2019/2020	Budget 2020/2021	Percent Change
Expenditure Summary						
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	-	-	-	-	-	
Contractual Services	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
Transfers	-	-	50,000	-	50,000	0.00%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>	0.00%
Funding Sources						
General Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>	0.00%

CITY OF MUSCATINE
DETAILED EXPENDITURE CLASSIFICATION
FORM 2

FUNCTION: TRANSFERS		DEPARTMENT: CITY ADMINISTRATOR					ACTIVITY: ASSIGNED FUNDING ALLOCATIONS						
ACCT NO.	ACCOUNT CLASSIFICATION	(A)	(B)	(C)	(D)	(E)	(F1)	(F2)	(F)	(G)	(H)	(I)	(J)
		ACTUAL FISCAL YEAR 2017/2018	ACTUAL FISCAL YEAR 2018/2019	BUDGET FISCAL YEAR 2019/2020	FIRST 3 MOS FISCAL YEAR 2019/2020	LAST 9 MOS FISCAL YEAR 2019/2020	ESTIMATE FISCAL YEAR 2019/2020	CITY ADMIN ESTIMATE FISCAL YEAR 2019/2020	BUDGET REQUEST FISCAL YEAR 2020/2021	CITY ADMIN REVISION FISCAL YEAR 2020/2021	APPROVED BUDGET 2020/2021		
PERSONAL SERVICES													
41XXX	REGULAR SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
42XXX	PART TIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
43XXX	OVERTIME SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
44XXX	OTHER SALARIES & WAGES	0	0	0	0	0	0	0	0	0	0	0	0
45XXX	PENSION & RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0
46XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMODITIES													
51XXX	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
52XXX	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
53XXX	REPAIR & MAINTENANCE SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES													
61XXX	PROFESSIONAL FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62XXX	TECHNICAL SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
63XXX	RENTALS	0	0	0	0	0	0	0	0	0	0	0	0
64XXX	TRAVEL AND EDUCATION	0	0	0	0	0	0	0	0	0	0	0	0
65XXX	COMMUNICATIONS & UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0
66XXX	INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
67XXX	REPAIR & MAINTENANCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
68XXX	AID TO AGENCIES	0	0	0	0	0	0	0	0	0	0	0	0
69XXX	MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY													
71XXX	LAND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72XXX	BUILDINGS	0	0	0	0	0	0	0	0	0	0	0	0
73XXX	IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
74XXX	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9XXXX	TRANSFERS	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	\$0	\$0
	TOTAL EXPENDITURES	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	\$0	\$0