

City Administrator's Monthly Activity Report

Carol Webb, City Administrator

January 2021

(Issued February 18, 2021)



THE CITY OF
MUSCATINE
IOWA | USA

Monthly report of the City Departments of the City of Muscatine

The City Administrator's Monthly Report is intended to provide a brief summary of City activities, with links to additional information where possible. Due to the variety and complexity of City functions, however, the report is not all-encompassing. Please always feel free to contact the City of Muscatine for more information or with questions or concerns. View past and upcoming events on the City's calendar. Any feedback can be provided to the City Administrator's office by sending an email to feedback@muscatineiowa.gov.

JANUARY HIGHLIGHTS

In this report you will find detailed activity from City Departments for January 2021, such as:

- **City Administration** created and implemented COVID-19 policies that allowed for minimal disruption to services while still supporting the employee's needs.
- The **Public Art Advisory Commission** announced two public art opportunities - murals on the retaining wall along Houser and an installation in or near the roundabout at Second and Mulberry.
- **Community Development & Finance** implemented an emergency small business loan program to assist locally owned businesses impacted early by COVID-19 mandates.

Highlights from the Muscatine City Council

RECENT ITEMS CONSIDERED BY CITY COUNCIL

Note that this list is not all inclusive and only notes major discussion items. Please consult the published Council Agenda at <https://www.muscatineiowa.gov/86/Agendas-Minutes> or view Council meetings at <https://www.youtube.com/user/CityofMuscatine>

January 7 Regular Meeting:

- Approval of an Annual 28E Agreement with the Iowa Dept of Inspection and Appeals for investigations of fraud by Public Housing/Section 8 Housing Programs

January 14 In-Depth Meeting:

- Staff Presentation regarding Parks and Recreation Programs
- Presentation by Bird regarding electric scooters
- Staff Presentation regarding the City's Risk Management Programs

January 21 Regular Meeting:

- Various Public Hearings & Resolutions approving items related to the City's Pavement Management Program
- Resolution authorizing assessments to private properties
- Approval of application to Iowa's Rural Heritage Revitalization Grant

February 11 Regular Meeting:

- Proposed Changes to Muscatine City Code Chapter 3 of Title 9 regarding nuisance vehicles
- Staff Presentation regarding the Muscatine Organics Recycling Center

City Council Budget Sessions:

- In-depth budget sessions were held on January 28 & 30, February 2, 4, 6, & 9. All sessions may be viewed at <https://www.youtube.com/user/CityofMuscatine>

UPCOMING ISSUES BEFORE CITY COUNCIL

FEBRUARY 18 Regular Meeting:

- First Reading of proposed amendments to Muscatine City Code Section 6-3-13 regarding disorderly conduct
- Final reading of ordinance Establishing TIF Districts for Colorado Lofts and Steamboat Apartment Projects
- Resolutions approving three proposed development agreements: MVHA Partners and JNP Family 1, LP and Ales Foundation

Note that this list is subject to frequent change and is not all inclusive. Please consult the published Council Agenda at <https://www.muscatineiowa.gov/86/Agendas-Minutes>

MARCH 4 Regular Meeting:

- Second Reading of proposed amendments to Muscatine City Code Section 6-3-13 regarding disorderly conduct
- Public Hearing on Proposed Property Tax Levy for Fiscal Year 2021/2022
- Resolution approving the Maximum Property Tax for certain Property Tax levies for the City of Muscatine Fiscal Year 2021/2022

MARCH 11 In-Depth Meeting:

- Staff presentation regarding the proposed use of electric scooters in the City of Muscatine
- Staff/Council presentation regarding the proposed Grandview Avenue Revitalization Project

MARCH 18 Regular Meeting:

- Third Reading of proposed amendments to Muscatine City Code Section 6-3-13 regarding disorderly conduct
- Public Hearing & Resolution on Adoption of Amendments to the 2020/2021 City Budget
- Public Hearing & Resolution on Adoption of the Budget and Certification of Taxes for Fiscal Year 2021/2022.

From The City Administrator



Welcome to the first edition of the City Administrator's monthly report. This report is intended to provide a snapshot of the City's activities by department, provide data and information on City services, and to highlight upcoming activities. The report will be provided to the Mayor and City Council and will be published on the City of Muscatine website.

The City was off to a busy start in January 2021. Winter arrived and our Public Works and Parks and Recreation staff dedicated significant resources to plowing and applying deicing materials to streets, trails, and sidewalks to support the safety and mobility of the Muscatine community.

Public Works staff dedicated over 1900 hours of staff time to snow and ice control operations in January and continue to invest a significant amount of resources in winter operations. Other departments continued services through snow and cold as well, including our Muscabus drivers, our police officers, and our firefighters. Fire Department staff responded to 461 calls for service, averaging about 15 calls per day. In addition to responding to a high call volume, Fire Department staff continued fire prevention activities, including 48 fire inspections.

City budget discussions kicked off on January 28 with an overview of the City Administrator's recommended budget by the City's Finance Director, Nancy Lueck. The proposed Fiscal Year 2021/2022 budget reflects no increase in the overall City tax rate of \$15.67209/\$1,000 of taxable property valuation - a rate the City has maintained for the last 12 years. The overview was followed by 5 additional budget sessions (including 2 full day Saturday sessions) to review revenue sources, budget proposals from City departments, and current and future capital projects. Budget proposals and department objectives align with the City Council's recently adopted [City Strategic Plan](#), to ensure that the City's resources are dedicated to delivering on Council and community priorities. Due to restrictions on in-person attendance due to COVID-19, all budget sessions were offered virtually and are available on the City's YouTube Channel. City Council's next steps related to budget include a public hearing and approval of the proposed property tax levy (March 4) and a public hearing and adoption of the amended FY2021 budget and the FY2022 budget on March 18.

As the new City Administrator, I am excited to share with our community all of the good things happening at the City of Muscatine. Any feedback can be provided to the City Administrator's office by sending an email to feedback@muscatineiowa.gov.

Department of Administration / City Administrator's Office

The City Administrator's office is responsible for the overall management and administrative coordination of the activities of the City of Muscatine. The Office focuses on providing transparent and efficient city services that meet or exceed community expectations.

January Highlights

- Delivered a City Administrator's recommended budget for Fiscal Year 2021/2022 to City Council that aligns with Council and community priorities.
- Presented 22 regular agenda items for consideration by City Council
- Held numerous department budget meetings to prepare the City Budget



Department of Administration / Division of Human Resources

January Highlights –

- ✓ Kicked off community wide #WorkingWellMuscatine wellness challenge. The City and seven other organizations are currently participating.
- ✓ The City is currently taking applications for several positions including office coordinator, custodian, fire fighter, transit, and all seasonal positions.
- ✓ Assisted in interview process for office assistant and inspector in the Community Development Department. Completed hiring process for these positions.
- ✓ Processed 49 personnel action forms
- ✓ Received 45 employment applications
- ✓ Conducted 5 new hire orientations
- ✓ 2020 turnover rate citywide was 1.7%



Department of Administration / Communications Division

The goal of the Communication Division is to provide up-to-date and timely information to the citizens of Muscatine, and to provide a user friendly website for citizens to find and download various information specific to their needs.

January Highlights

- 26 press releases published including nine edited and sent for various department)
- 15 GoToMeetings hosted including two hybrid meetings for the budget review sessions
- 150 social media posts (88 Facebook, 34 Instagram, 31 Twitter, 1 LinkedIn, 6 YouTube)

City of Muscatine Website January 2021	
Top Visited Pages	Visits
Employment	1,395
Muscatine News: Letts Man Charged	868
Muscatine News: Man Found Deceased	760
Coronavirus Update	680
Bids	649
Parking Payments	613
Police Department Page	473
Police Department: Mobile ATE	439
Transfer Station	417
Health Department	403

January 2021 Website Data	
Actions (Visits, Page Views, Downloads, Searches)	221,813
Visits	33,944
Page Views	29,602
How Visitors Accessed Website January 2021	
Smartphone	16,260
Desktop	14,745
Tablet	1,712
Unknown/Other	1,227

Department of Administration / Finance & Records Division

City of Muscatine
Finance Department
Monthly Activity Summary Report

(Transparency Portal: <http://www.muscatineiowa.gov/1152/OpenGov>)

Summary of Activities for the Month of:	January 2021
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Accounts Payable Checks and ACH Payments	523
Payroll Checks and Direct Deposits	634
Accounts Receivable Invoices Sent	237
Finance Cash Register Transactions	373
Housing Receipt Transactions	162
Purchase Orders Processed	228

Department Highlights for the Month of January:

W-2 s Issued and Distributed	421
1095 Forms (Health Care Coverage) Issued and Distributed	245
1099 Forms Issued and Sent to Vendors	206

*** The Finance Department was open to the public for the full month of January**

*** Budget Work:**

Completed Remaining Department Budget Review Meetings
 Balanced General Fund and Select Enterprise Fund Budgets
 Prepared and Presented Budget Power Point to City Council
 Began City Council budget review sessions

*** Continued Work on FEMA - 2019 Flood and 2020 Windstorm**

Department of Parks & Recreation

Park Administration Division

Due to COVID-19 reasons, the Parks and Recreation office has been closed to the public. The office will open to the public with regular office hours starting on Tuesday, February 16th. We ask that all visitors wear a mask. We will be conducting a Job Fair on Saturday, February 20th from 10:00 a.m. to 12:00 noon at the Municipal Golf Course. Each year we hire roughly 150 people to work seasonal jobs throughout the park system. Park shelters, Riverview Center and Pearl City Station reservations are being taken on a one day less than a year request. Dog Park tags are available for the 2021 season as well. Special event requests to use public property continue to be made. The complete listing can be found on our [website](#). The City Deer Hunt ended on January 10 with 57 deer taken this year.

Subject	Result
Pearl City Station Reservations	24 Reservations Booked for 2021
Riverview Center Reservations	24 Reservations Booked for 2021
Shelter Reservations	70 Reservations Booked for 2021
Dog Park Passes	35 Dog Park Passes for 2021
Deer Hunt	57 Deer Harvested

Park Maintenance Division

Winter snow and ice removal continues as needed. Work on machinery, equipment, and buildings continue in preparation for the spring season. Projects that are in process include: Riverfront restroom repairs, Riverfront fencing, Spillway Lane fence, Soccer West drainage, hanging flower basket grow-in, tree stump removal, Fuller Park bridge repairs, Fourth Street Park fence replacement, Skate Park fence replacement, Gas Dock repairs, and Houseboat Dock repairs.

Subject	Result
Snow Events	8 Snow Events in January

Cemetery Division

The cemetery remains open through the winter and is available to meet the community's needs. In January, there were 12 burial spaces acquired and 2 actual burials. Work on equipment, buildings and grounds continues in preparation for Spring.

Subject	Result
Burials	2 Burials
Burial Spaces	12 Burial Spaces Acquired

Boat Harbor/Marina Divisions

Long dock and Houseboat dock slips are available for rent for the 2021 season. Please contact the Parks and Recreation office for more information or to make arrangements. The harbor will open weather permitting around May 1st. The Marina has gas and diesel for sale and has a pump out station for boaters. Requests for fueling and pump out services may be made by contacting the Parks and Recreation office as well.

Subject	Result
Long Dock Slips (48 Available)	0 Long Dock Slips Rented
Houseboat Dock Slips (8 Available)	0 House Boat Slips Rented

Recreation Division

Youth and adult recreation programs continue to be offered while adhering to COVID-19 protocols. The Virtual Recreation Center continues to be updated with new and interesting family friendly activities. Gymnastics, the Walking Club and the Adult Volleyball League are currently ongoing with registrations being taken for BlastBall, Softball Skills Clinic and Baseball Fundamentals programs. The 2021 Summer Brochure is in progress with print release set for March.

Subject	Result
Youth Program Participation	154 Participation Occurrences in January
Adult Program Participation	761 Participation Occurrences in January

Aquatics Division

Aquatic Center staff recruitment began in January with seasonal applications being sent to previous staff and 2020 new applicants. Pool Party reservations are available to be made by contacting the Parks and Recreation Department office. The 2021 Swim Lesson program will be implemented with more lesson options than were offered in past seasons.

Subject	Result
Lifeguards	3 Lifeguards Hired
Pool Party Reservations	0 Pool Parties Booked
Swim Lesson Enrollments	0 Swim Lesson Enrollments

Wellness Division

The City Wellness division continues to offer programs through the virtual Wellness Center and personal tracking. The new 100K Your Way Challenge ended in January and the second semester of activities was released in the Wellness Center. The Fitness Reimbursement program and weekly Wellness Wednesday newsletters continue throughout the year. Annual Biometric Screenings have been scheduled and registrations are now being taken for employees and spouses on City insurance.

Subject	Result
Participation	31 Participation Occurrences in January



Kent Stein Division

The park is scheduled to open on April 1 weather permitting. Requests for tournaments, games, camps, clinics and practices are currently being taken. There are 15 tournaments scheduled to date for the 2021 season. Concession arrangements are in the process of being secured. The park has 17 lighted baseball/softball fields, batting cages, a trail, fishing areas and horseshoe pits.

Subject	Result
Tournaments	15 Tournaments Scheduled for 2021

Soccer Complex Division

The complex is scheduled to open on April 1st weather permitting. Requests for tournaments, games, practices, camps and clinics are currently being taken. There are 5 tournaments scheduled to date for the 2021 season. There are 8 full size soccer fields in the main complex with three of the fields lighted. Soccer West located to the west of the Soccer Complex will have its first full season this year. The drainage project for Soccer West will be completed when the weather breaks for the spring. There are 4 full size fields that are also lighted.

Subject	Result
Tournaments	5 Tournaments Scheduled for 2021

Soccer Events Division

The 25th Annual College Search Kickoff is scheduled to take place on July 22nd – July 25th. Registration is currently underway for teams and college coaches. It is our anticipation that there will be 60 plus teams and 150 plus college coaches in attendance!

Subject	Result
College Coaches	21 College Coaches Registered
Soccer Teams	2 Teams Registered

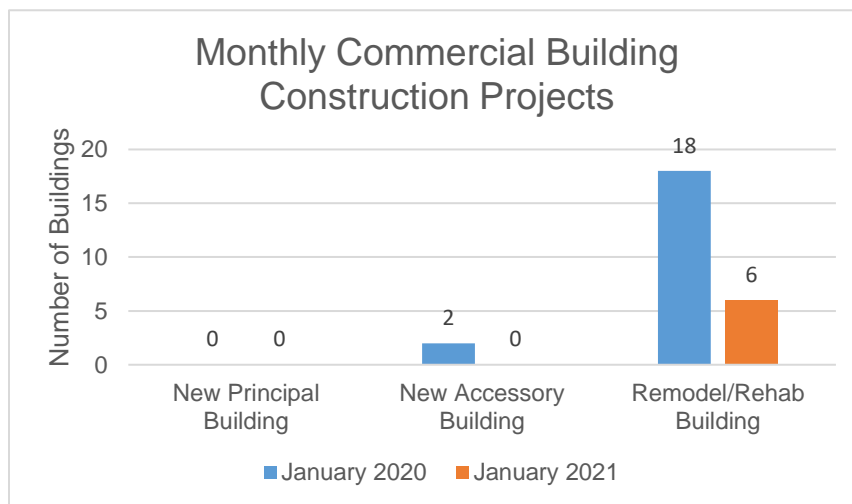
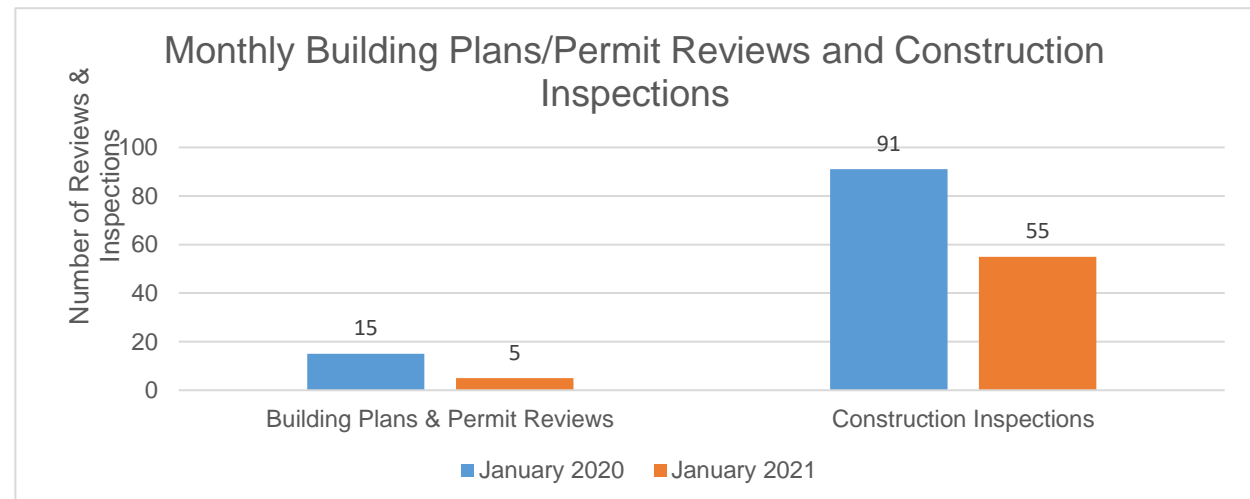
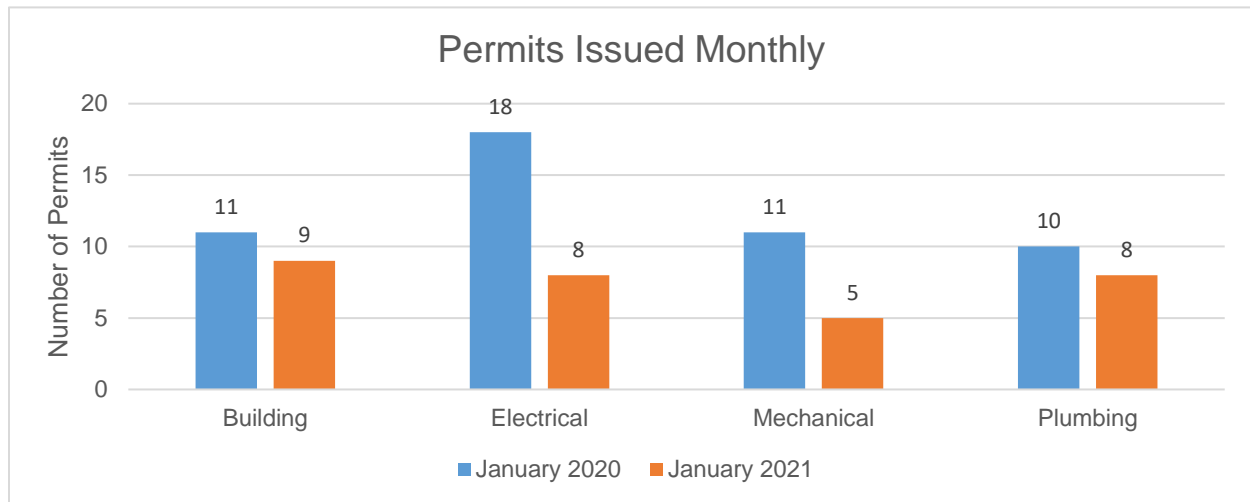
Golf Divisions

The clubhouse is open through the winter and is available to rent for outings. Season passes and golf supplies are now available for purchase. The indoor simulator is available for leagues, lessons and driving range usage. Equipment, grounds and building repairs continue in preparation for the season start which is scheduled to take place on March 1 weather permitting.

For more information, contact the Muscatine Municipal Golf Course at 563-263-4735, or email the golf course at golfshop@muscatineiowa.gov. You can also visit the [Muscatine Municipal Golf Course](#) page on the City of Muscatine website or like and follow the [Municipal Golf Course](#) on Facebook.

Subject	Result
Outings	9 Outings Scheduled for 2021
Leagues	1 League Scheduled for 2021

Department of Community Development



Principal Building defined as the construction of new building on a previously vacant lot/property.

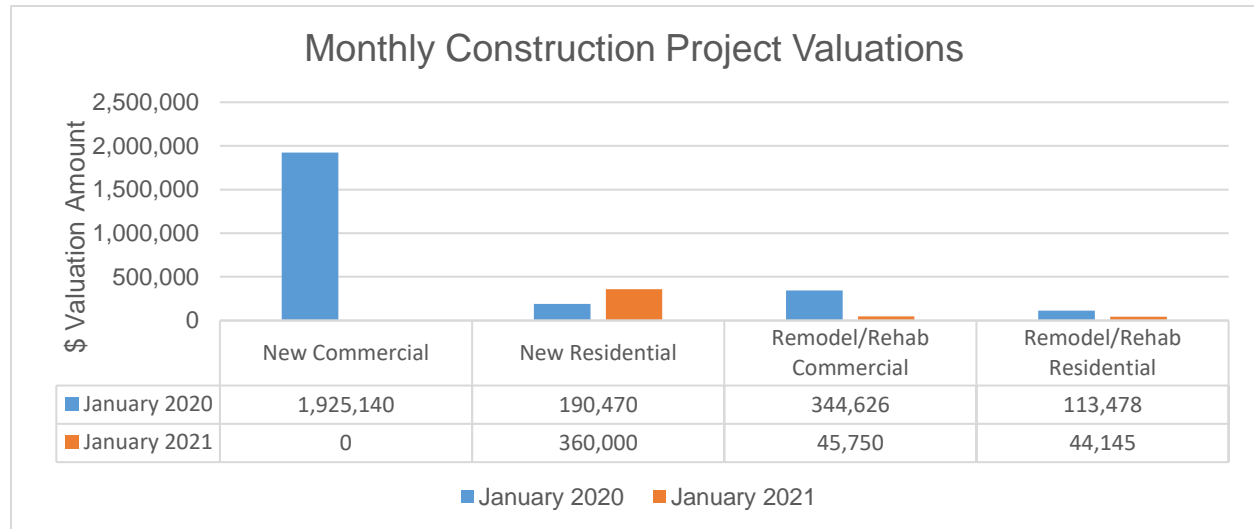
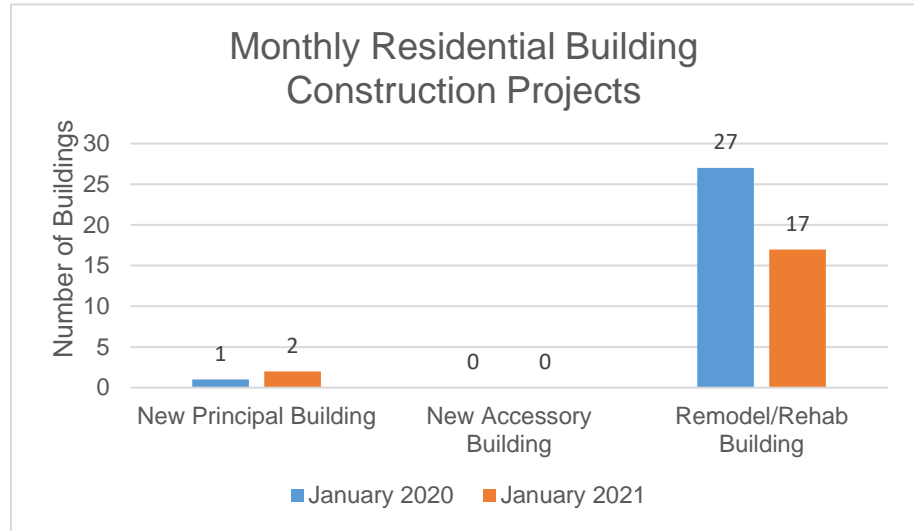
Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.

Remodel/Rehab defined as buildings undergoing any kind of alteration whether it be for a remodel or repair.

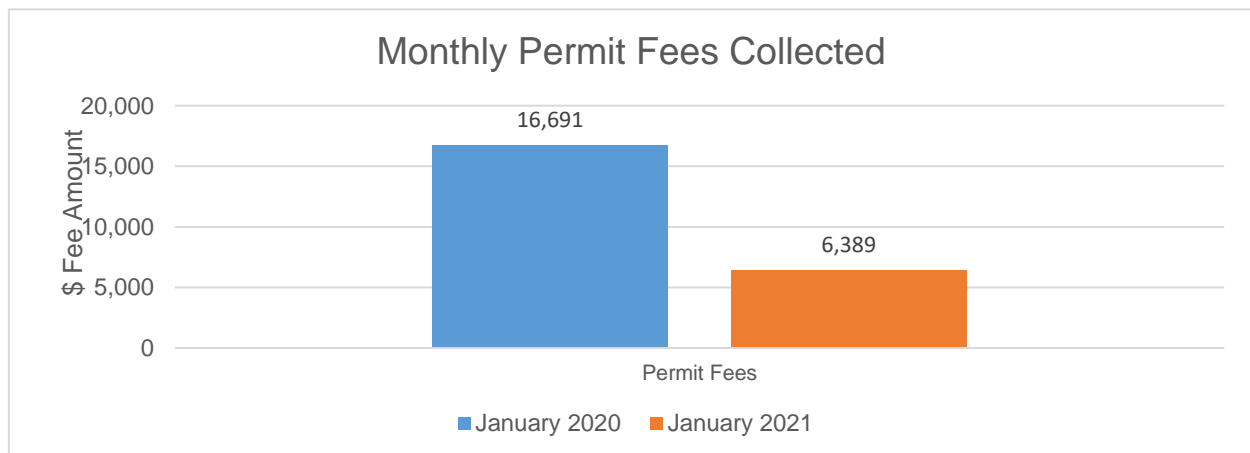
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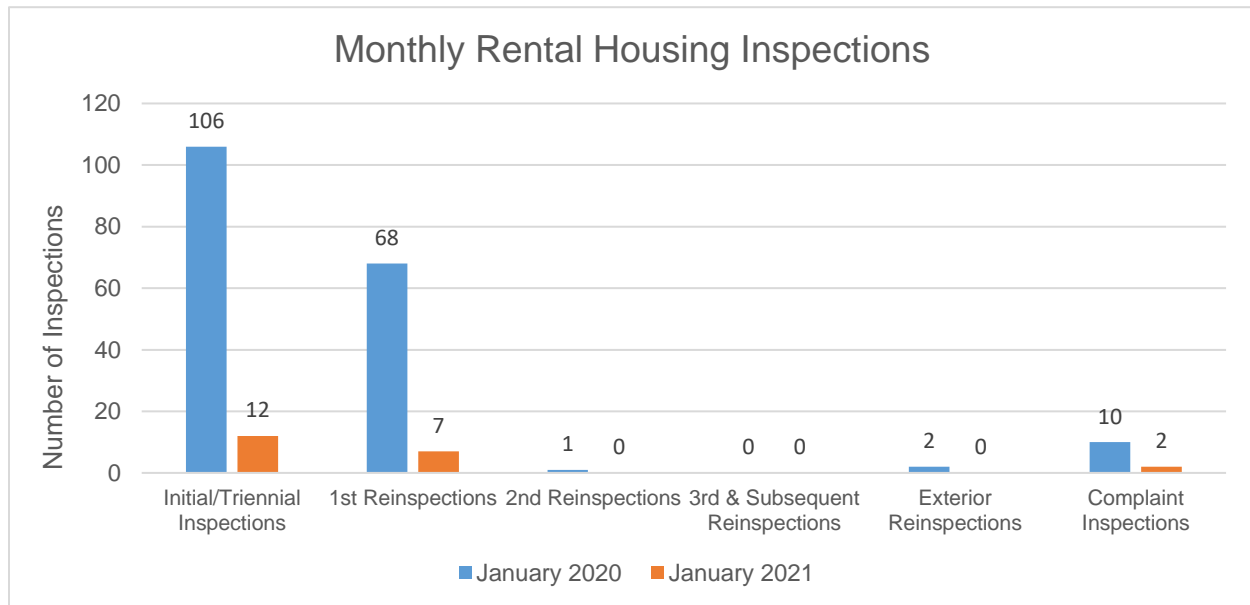
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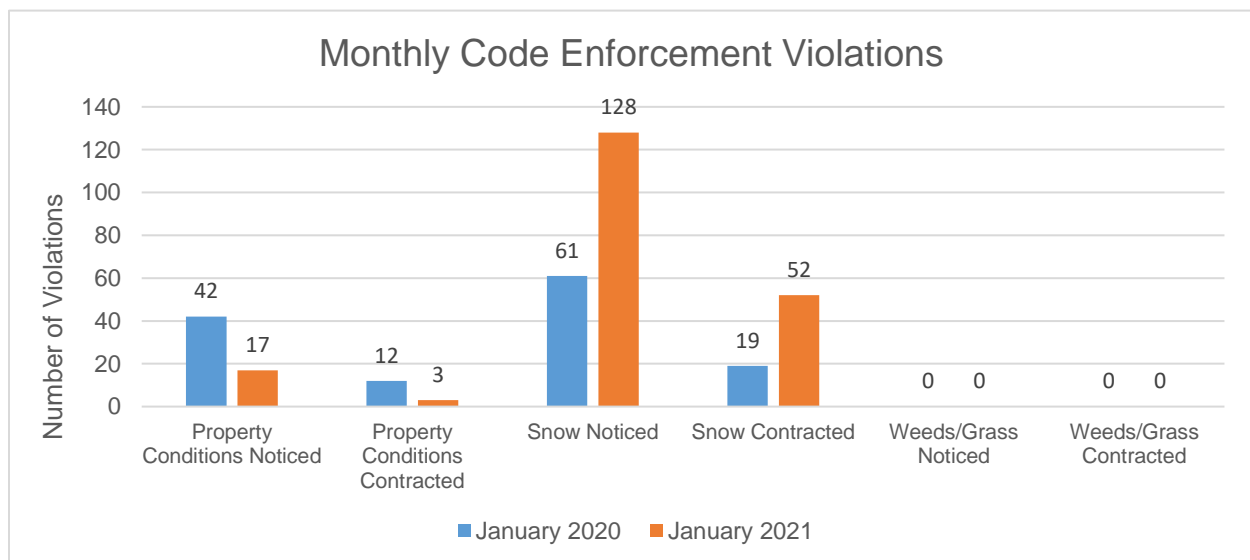


*January 2020 New Commercial Valuations includes the HS Storm Shelter and Non-Emergency Transport Parking Garage construction projects





*Due to the pandemic occupied units have not been inspected since March 2020 except when immediate threats to life and safety are suspected.



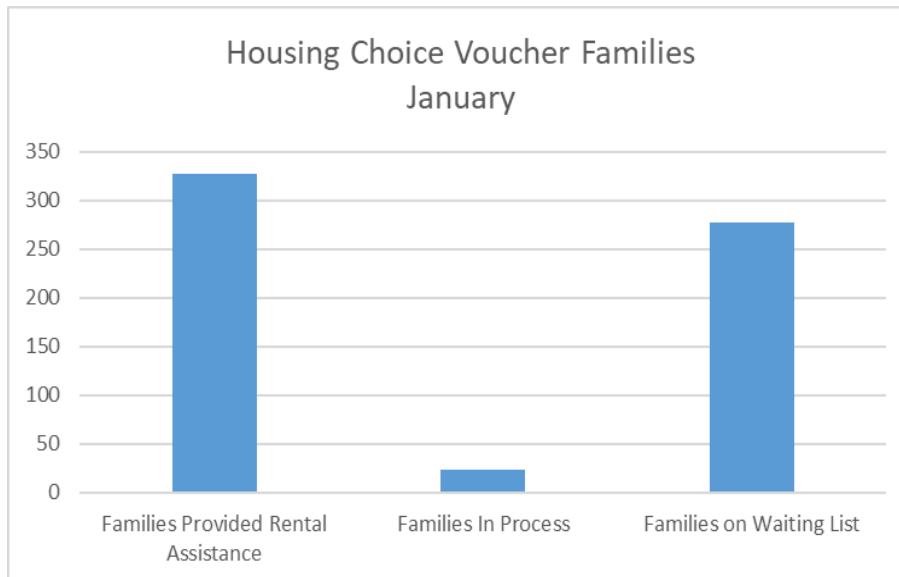
Property Conditions defined as Nuisance Abatements and other Code Violations include but are not limited to dangerous tree trimming/removal, zoning regulation violations, etc.

Other Community Development Activities:

- ❖ Conducted initial site plan review for the construction of the Grandview Avenue Departments. The Developer is completing consultation with the state as part of the HUD environmental review process.
- ❖ Submitted 19 requests for tax abatement to the Muscatine County Assessor's Office
- ❖ Initiated planning for the Southend neighborhood revitalization initiative

Housing Agency

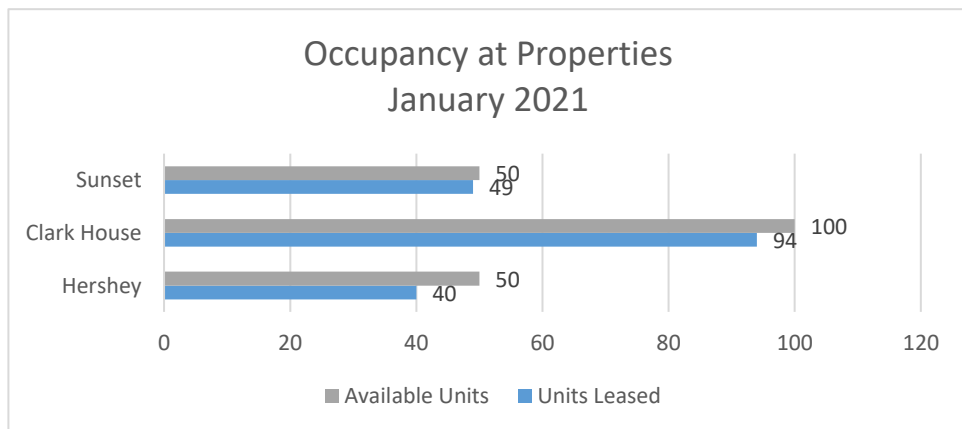
- ❖ Online applications were implemented for public housing and the Housing Choice Voucher (Section 8).
- ❖ The new Housing Specialist assumed property management of Sunset Park and Hershey Manor.



Through the voucher program the Muscatine Municipal Housing Agency:

- paid \$138,995 to private landlords on behalf of assisted clients
- earned \$17,362 in administrative fees

While occupancy at Sunset Park his recovering from the 2020 low, Clark House and Hershey Manor continue to have high vacancy rates at 7 and 20 percent respectively.



86 work orders were received with 93% completed within 24 hours. Of the 7 not completed within a day 4 were in common areas and all required either ordering parts or vendor services.



Department of Public Safety

Fire Department Monthly Report

By: Chief Jerry Ewers

January Highlights

- Three year renewal of Iowa Department of Public Health (IDPH) Authorized Ambulance Service Provider. Inspection noted zero deficiencies. Compliments to Battalion Chief Hillard, Captain Gaeta, and Ambulance Billing Manager Vogel.
- Ground Emergency Medical Transportation (GEMT) Medicaid Cost Report reviewed by Department of Human Services (DHS). Letter from DHS states "after reviewing this submitted report for inclusion of all schedules and signatures we find it complete." Compliments go out to Accounting Supervisor LeAnna McCullough for her detailed work on the cost reports.
- The 2020 Fire Department annual report is completed and available online.

Staff Updates

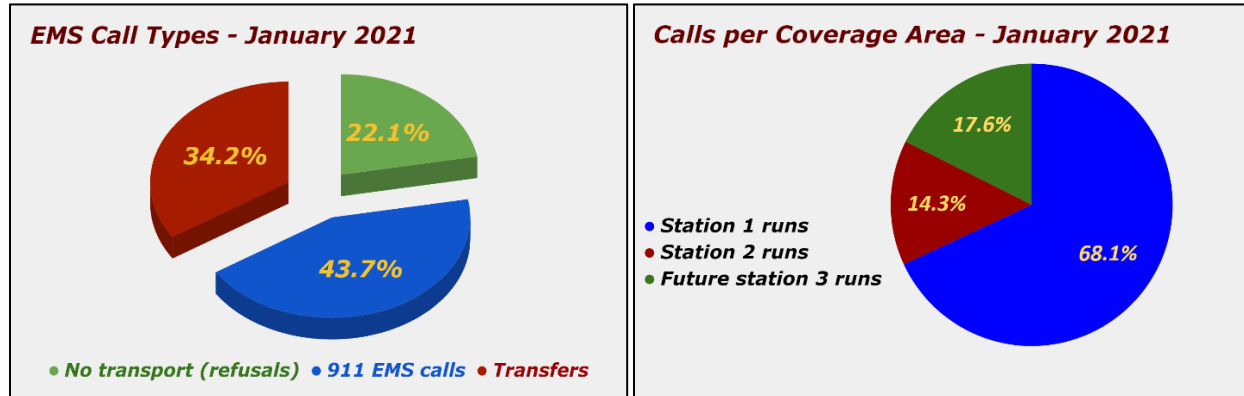
- Firefighter Brandon Rheingans started January 4, 2021. He completed a 4 week recruit academy on January 29, 2021.
- Sworn in four firefighters on January 7, 2021 who successfully passed probation. Firefighter Grafton, Sutherland, Rodriguez and Paustian.
- Applications are now being taken for Firefighter position. Entrance testing and CPAT will take place March through May. Current Civil Service list expires May 2021.
- Firefighter Willsher resigned January 19th. Was hired at Bettendorf Fire Department.
- Staff received second dose of COVID-19 vaccine.

Demand for Services / Response Activity

	Avg. Per Day	Monthly Total	YTD Totals
Fire Responses	.97	30	30
911 EMS Responses	9.67	300	300
Out of Town Transfers	4.23	131	131
Total Responses	14.87	461	461
	Avg. Per Day	Monthly Total	YTD Totals
Gold Alert Contacts	1.87	58	58
Urban Response Time Goal - 90% within 9 min or less		91.4%	91.4%

Rural Response Time Goal - 90% within 15 min or less		98.3%	98.3%
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NOTE: Gold Alert Contacts are potential or confirmed COVID positive patients that require additional personnel protective equipment and cleaning and disinfecting after each contact.



Staff Training

Type	Monthly Total	YTD Totals
Recruit / Probationary	189 hours	189 hours
Fire Suppression	185 hours	185 hours
EMS / Medical Related	122 hours	122 hours
Technical / Rescue	40 hours	40 hours
Driver / Operator	13 hours	13 hours
Professional Development / Leadership	2 hours	2 hours
Paramedic Program	192 hours	192 hours
Totals	743 hours	743 hours

- Auditing training records for compliance for Iowa and Illinois individual EMT and Paramedic recertification hours. Individual certification renewals due before March 31, 2021.
- A total of 743 hours of monthly training equates to an average of 16.51 hours per member.

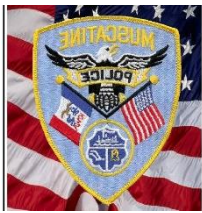
Vehicle & Equipment Maintenance

	Monthly Total	YTD Totals
Fire Vehicle Miles Driven	2,032	2,032
Ambulance Miles Driven	12,701	12,701
Total Miles Driven	14,733	14,733
Work Orders Completed (PPE, Vehicles, Equip)	44	44
Gallons of Diesel Fuel Dispensed	389.40	389.40
Gallons of Gasoline Dispensed	1,729.80	1,729.80
Total Gallons of Fuel Dispensed	2,119.20	2,119.20

Prevention, Education and Outreach

	Month	YTD		Month	YTD
Fire Inspections	48	48	Plan Reviews / Site Visits	5	5
Re-Inspections	26	26	Fire Investigations	6	6
Educational Events	0	0	Permits Issued (All types)	97	97

Note: Due to Covid no educational events have been scheduled with the public or schools.



Department of Public Safety

Police Department Monthly Report

January Highlights

- We worked with HNI to record active shooter training so they can push this out to their employees virtually during this time of social distancing.
- The Code Blue program was utilized 3 times in January. The Code Blue program has taken off this month and overall we have provided food to these families in need after a tragic incident in their lives. The PD partners with many restaurants with Code Blue and has been a huge success so far.
- Arrests were made in separate shooting and stabbing incidents. We are still in search of one individual involved in the stabbing incident.
- PD involved with Diversity Equity Inclusion (DEI) monthly meeting

Staff Updates

- Police Officers Nicole Blum, Demitri Wheeler, and Dakota Mullen are in Field Training.
- Sergeant Vince Motto promoted to Lieutenant
- Officer John Hesseling promoted to Sergeant
- Lieutenant Tony Kies promoted to Captain
- Captain Steve Snider promoted to Assistant Chief
- Assistant Chief Phil Sargent retired on January 8

MUSCATINE POLICE DEPARTMENT

INCIDENT REPORTS

CALL TYPE	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
MURDER/ NONNEGLIGENT- HOMICIDE	2021	0												0
	2020	0												0
FORCIBLE RAPE	2021	2												2
	2020	3												3
ROBBERY	2021	1												1
	2020	0												0
AGGRAVATED ASSAULT	2021	3												3
	2020	3												3
BURGLARY- INCLUDING VEH BURGS	2021	7												7
	2020	3												3
MOTOR VEHICLE THEFT	2021	1												1
	2020	3												3
LARCENY	2021	10												10
	2020	9												9
ARSON	2021	1												1
	2020	0												0
NON-FORCIBLE SEX OFFENSE	2021	0												0
	2020	2												2
NON-AGGRAVATED ASSAULT	2021	17												17
	2020	18												18
FRAUD	2021	5												5
	2020	17												17
CRIMINAL MISCHIEF	2021	13												13
	2020	6												6
NARCOTICS/DRUGS- INCLUDING PARAPHERNALIA	2021	15												15
	2020	12												12

JANUARY 2021 CITY ADMINISTRATOR'S MONTHLY REPORT

OPERATING WHILE INTOXICATED	2021	4												4
	2020	4												4
TRAFFIC CITATIONS ISSUED	2021	166												166
	2020	178												178
ADULT ARRESTS	2021	100												100
	2020	85												85
JUVENILE ARRESTS	2021	5												5
	2020	8												8

DOMESTICS	2021	10												10
	2020	9												9
NCO VIOLATIONS	2021	9												9
	2020	0												0

ANIMAL COMPLAINTS	2021	56												56
	2020	52												52
FATALITY ACCIDENT	2021	0												0
	2020	0												0
OTHER ACCIDENTS	2021	67												67
	2020	55												55

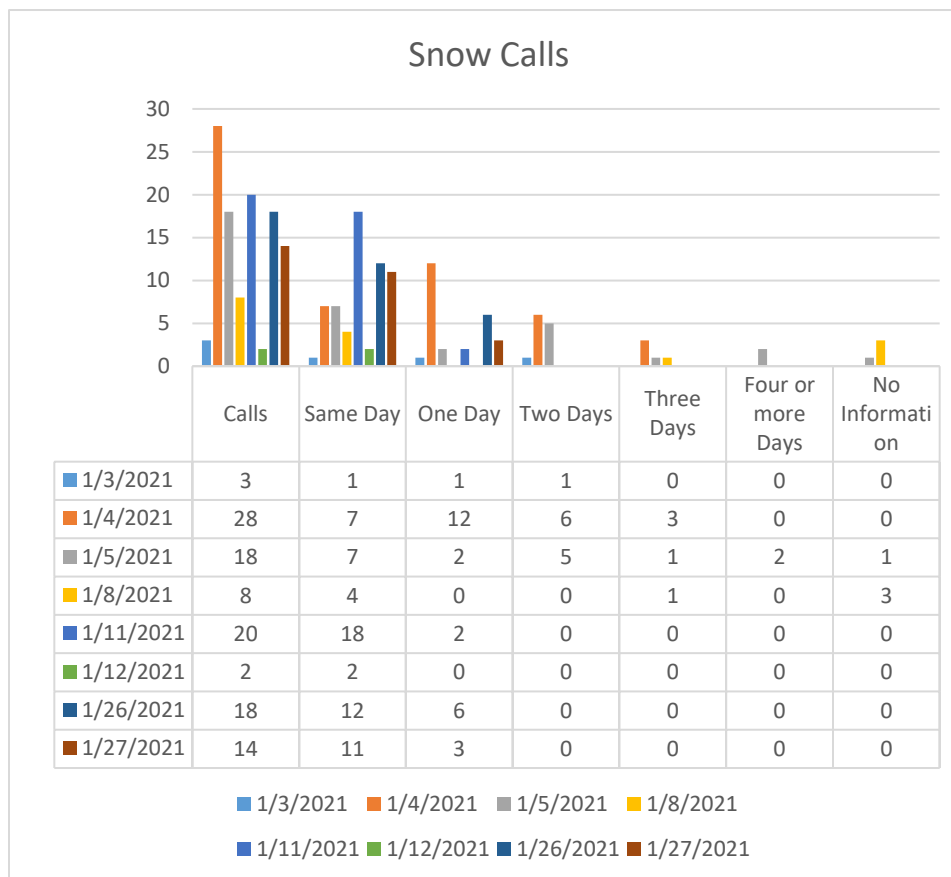
STATE ACCIDENT REPORTS	2021	22												22
	2020	20												20

Department of Public Works (January 1-31, 2021)

The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down into subdivisions. For the purpose of the monthly report there will be several divisions that will be reporting consistently, while others may only be reporting on special events or accomplishments.

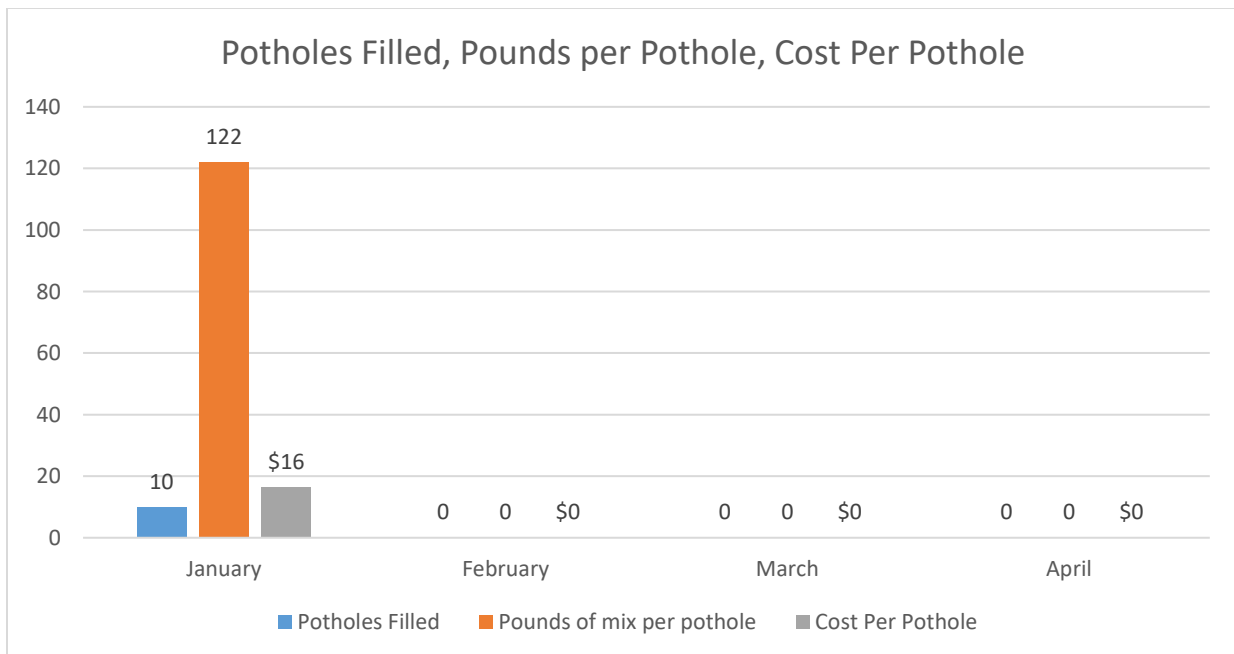
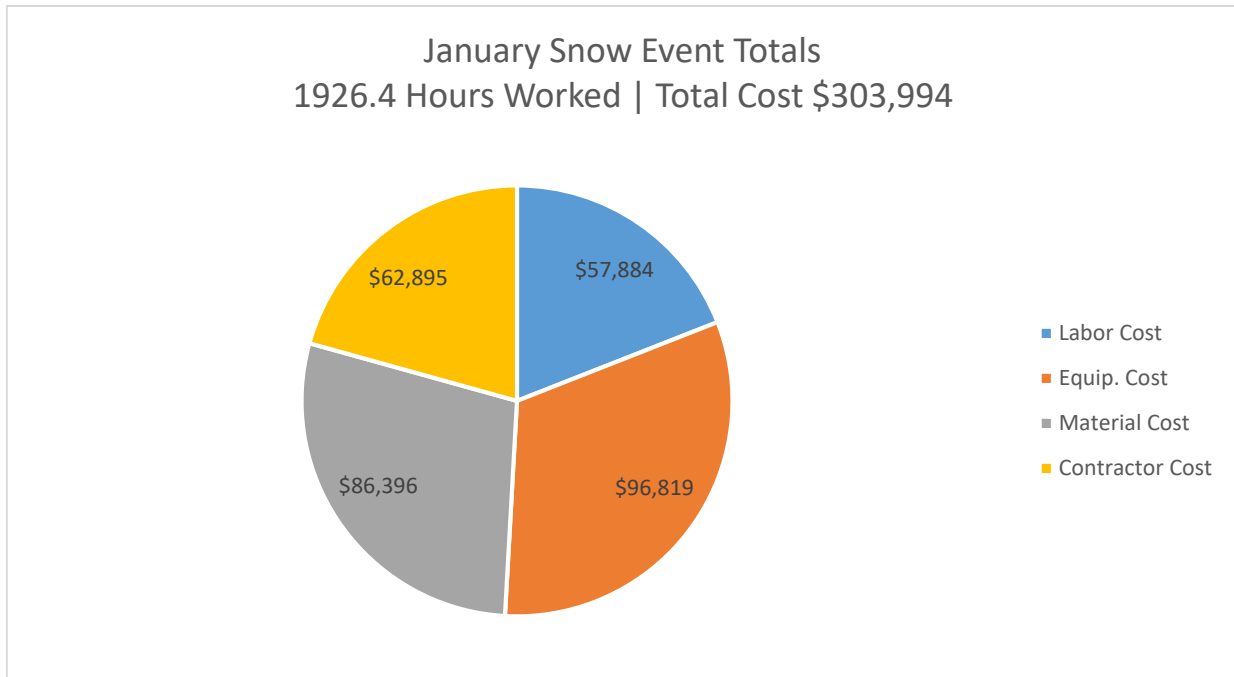
Roadway Maintenance Division Report January 2021:

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



This chart shows the number of calls after snow events and the response time to them. Our goal is to respond to requests for service within two days.

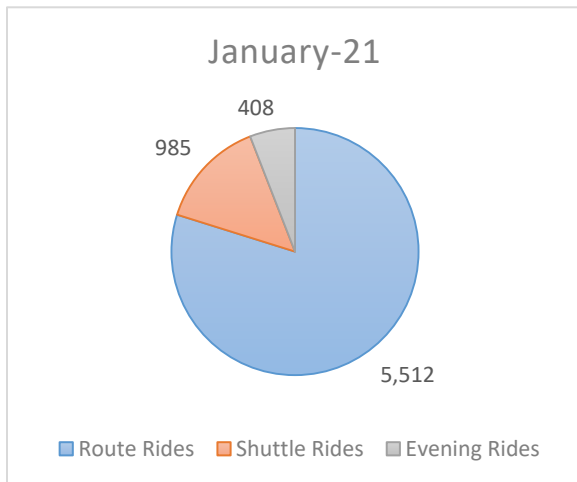
The chart below shows the amount of time, equipment and material used for snow and ice removal



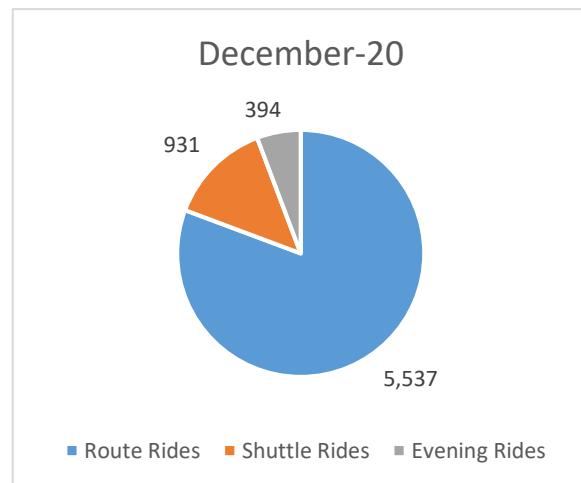
This measure indicates the number of potholes filled, the amount of material used to fill the hole in pounds, and the cost to fill each pothole. Beginning January 20, 2021, a “standard” pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box.

Building and Grounds Activities for January 2021:

This month in addition to their regular duties including cleaning, plumbing, electric, HVAC work and all other regular repairs, staff have been working on public works indoor beautification projects including painting, ceiling tile replacement, lighting upgrades and floor resurfacing. The drinking fountain at the Public Safety Building outside of MUSCOM was replaced with a water bottle filler. Staff repaired the Art Center humidifiers and oversaw the warranty work on the Art Center chiller. Deferred maintenance work was completed on the Public Works wash bay interior walls. Staff is currently working on washing the remaining wall and painting the wall that wasn't covered in the wash bay repairs, plus we are doing lighting upgrades in the bay. Staff has been doing snow removal at all our buildings plus bus shelters. In addition, they have kept buildings supplied with all Covid-related supplies.

MuscaBus Summary of Operations for January 2021:

For the month of January 2021, MuscaBus provided 5,512 route rides (up 175 from Dec 2020), 985 shuttle rides (up 54 from Dec 2020), and 408 evening rides (up 14 from Dec 2020). COVID had not hit us yet at this time last year. Our route rides are down 46%, shuttle rides are down 60% and evening rides are down 20% from January 2020 ridership.



We continue to do all we can to make transportation safe on MuscaBus. We are cleaning the buses daily, requiring masks to be worn by passengers and drivers, monitoring the health of drivers and taking temperatures, and requiring passengers to have a destination when getting on the bus. We no longer allow passengers to just ride around for several hours, as we want to provide more space between passengers that are riding. The President has signed an executive order requiring all public transportation passengers and operators to wear masks. We have required this since April 2020.

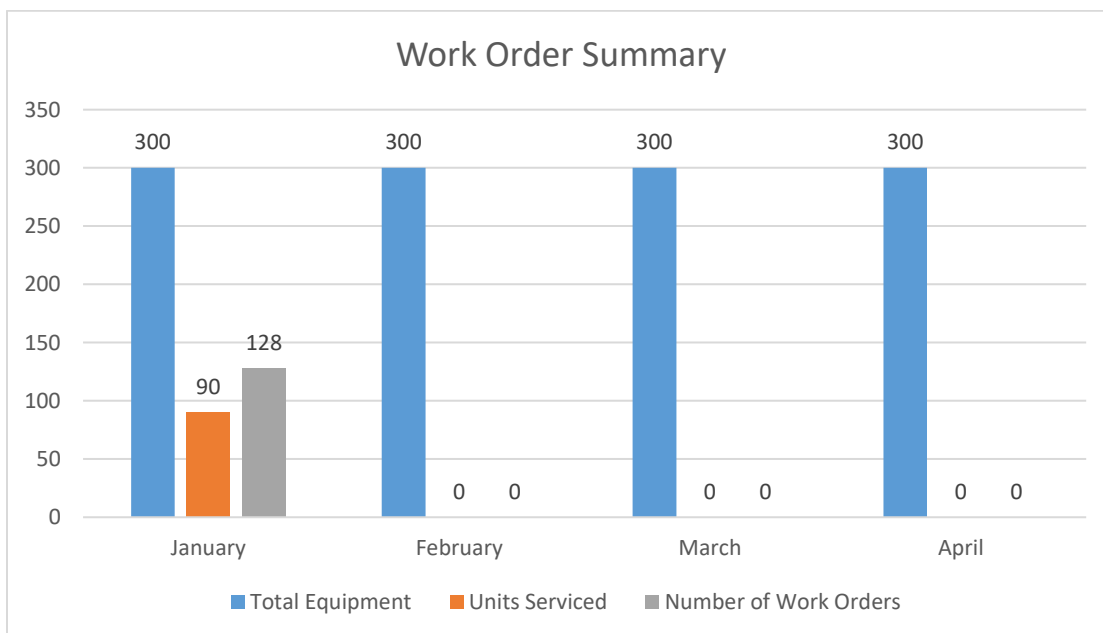
Engineering Division Report January 2021:

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

Project Name	Bids Due	Project Award	Approx. Construction Start
Concrete Full Depth Patch	February 23	March 4	March-April 2021
Asphalt Street Overlay	February 23	March 4	April-May 2021
Asphalt Alley Overlay	February 23	March 4	April-May 2021
Grandview Reconstruction	March 16	April 1	April-May 2021
West Hill Sewer Separation Phase 5	March 9	March 18	April 2021
Park Avenue 4 to 3 lane		2020	March-April 2021
2 nd Street Streetscape		2020	March-April 2021

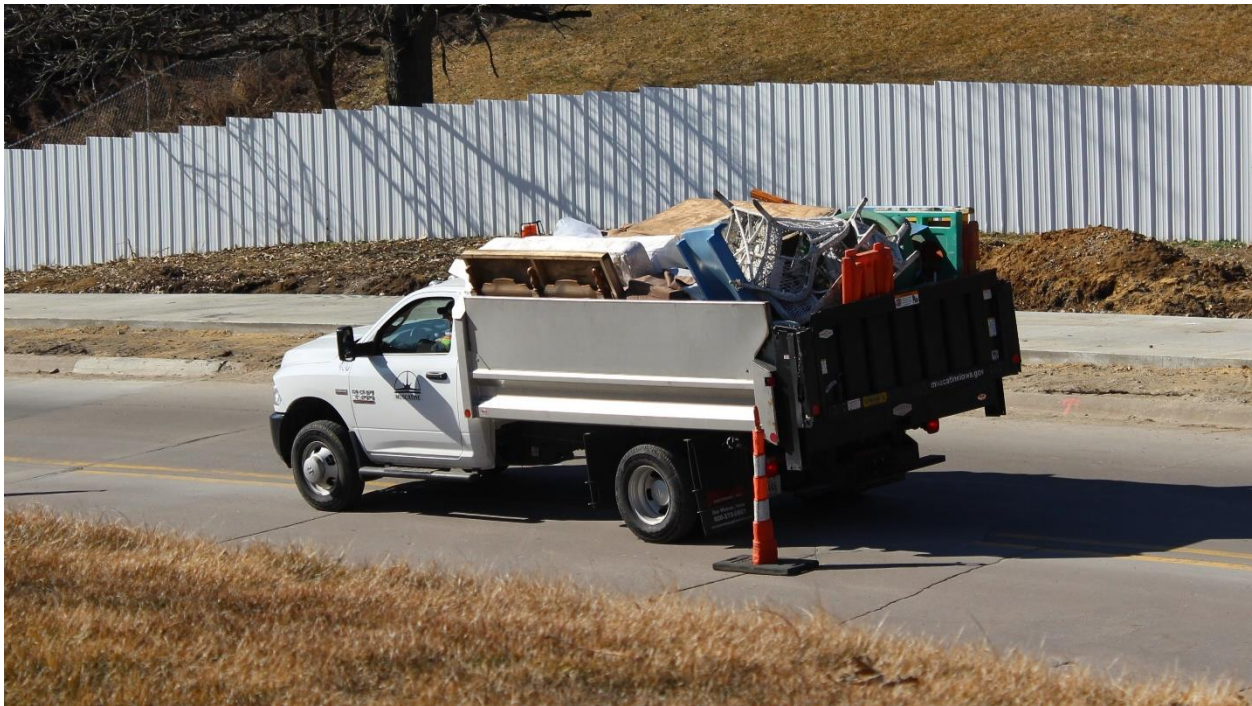
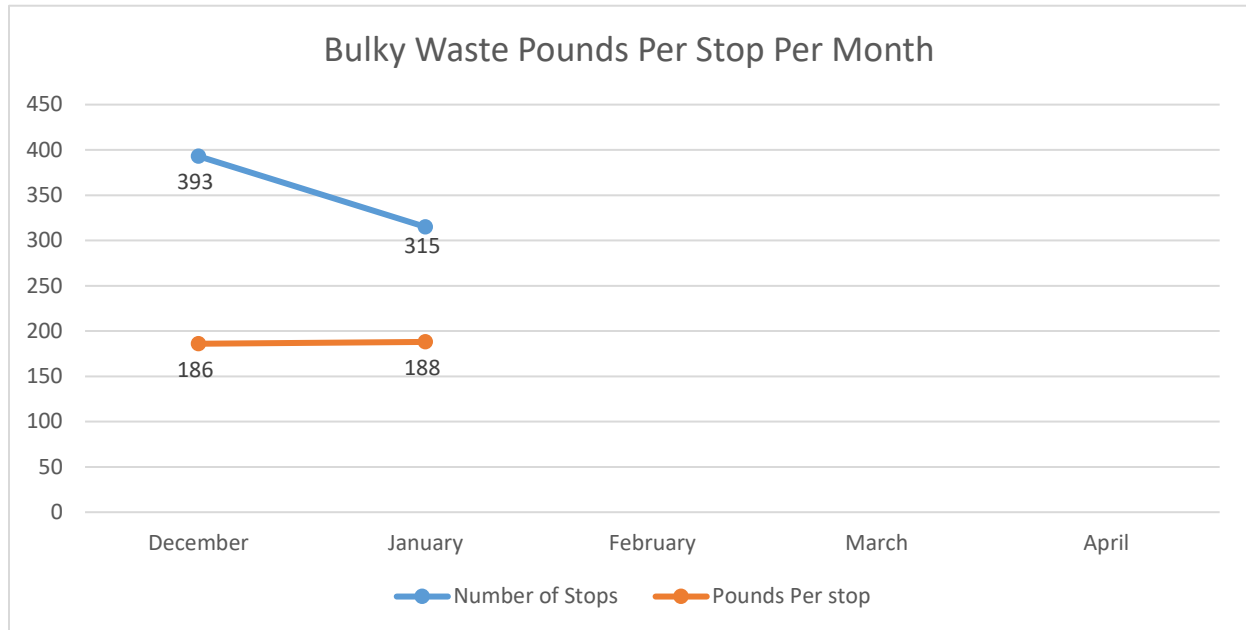
Vehicle Maintenance Division Report January 2021:

The Vehicle Maintenance Division services and repairs approximately 300 pieces of equipment and vehicles from all city departments with the exception of the Fire Department, Soccer, and WPCP.



Solid Waste Division Report January 2021:

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



Water & Resource Recovery Facility

- HSW received: 67 loads 171,452 gallons
- MORC received: 8 loads 69.33 tons
- Water recovered: 133 million gallons
- Biogas produced: 4,496,504 scf



Musser Public Library

Partial Activity List

- Developed an all age Winter Reading Program themed ***Superstition***
- Planned a supporting publicity program featuring a well-known, but never verified cryptoid.
- Developed and began filming awareness and how-to guides to all of our online products including eBooks and eAudio along with eMagazines and the ***New York Times***.
- Finished the first Zoom LENA series with all twelve families graduating.
- Began planning and preparing the application for The Early **Childhood** Iowa grant application to continuing LENA funding.
- Accepted appointment to the **Muscatine County Historical Preservation Society**.
- Began preparing with LS&S to implement Library IQ at a much more detailed level.
- Continued developing a program schedule for Channel 5 along with planning new equipment implementation.

Circulation January 2021		
PRINTED MATERIALS	January 2021	Total 07/01/20 - 01/31/21
Adult Books	3,106	23,108
Young Adult Books	183	1,449
Juvenile Books	3,330	26,414
Magazines	180	1,159
Other	19	
RECORDED MATERIALS		
MP3 Books	0	2
Digi-Books / Playaway	18	104
Recorded Books	235	1,657
CDs	243	2,006
Adult Kits and JKits	0	38
A-V MEDIA		
Equipment	3	109
Microfilm	0	0
Video Games	77	623
DVDs	2,852	21,918
Blue-Ray	111	762

Selective Statistics

- **Channel 5** and **Facebook** broadcasts for January.
- 18 New broadcasts created for **Ch5 & Facebook**
- 52 Different programs aired on **Channel 5**
- 606 total broadcasts on **Channel 5**
- 338 hours, 42 minutes of total airtime
- 7,708 people on **Facebook** were reached with Jan videos
- 3,234 unique viewers watched our Jan videos on **Facebook**

Circulation January 2021		
ONLINE	January 2021	Total 07/01/20 - 01/31/21
Internet Computer Use	454	3,314
WiFi Usage	Not Received yet	26,096
Database Usage		74,706
E Audio	445	2,973
E Books	973	6,488
E Magazines	1,026	7,068
E Music / Streaming	1,345	7,722

Circulation January 2021		
BUILDING USAGE		
Walk-In	6,556	44,913
Meeting Room Usage	104	450

Circulation January 2021		
CARD HOLDERS		
Adult Residents	35	15,286
Computer Use Only	1	336
Juvenile Residents	4	2,483
IL (Contract)		687
Open Access	1	1,022
New Borrower	0	289
Other	0	165
TOTAL	42	20,268

Muscatine Art Center

The Muscatine Art Center staff applied for an Iowa Rural Heritage Revitalization grant in the amount of \$125,000 to implement a treatment plan for the historic Japanese Garden.

The new exhibition, "Great Cover Ups: Quilts of the 19th & 20th Centuries," will be on view through April 4, 2021. The exhibition features approximately 30 quilts from the permanent collection as well as nearly a dozen mid-1800s prairie dresses worn by women from the Muscatine area.



"Valentine's Day in a Bag" kits were available for free from the Muscatine Art Center. Each bag contains Valentine's crafts for kids to make at home with just a few additional supplies. Stop by during regular hours to pick up a free kit.



At Iowa State University ...

One quarter of slip and fall injuries on ice occurred while walking into work.

Walking during the winter requires special attention to avoid slipping and falling.

The National Safety Council estimates that falls cause more than 1,500 deaths and 300,000 injuries per year.



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Environmental Health and Safety