

City Administrator's Monthly Activity Report

Carol Webb, City Administrator

May 2021

(Issued June 17, 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@muscataineiowa.gov.

MAY HIGHLIGHTS

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

- **City Administration** presented 22 regular agenda items for consideration by City Council during May, and provided an overview of the American Rescue Plan and possible uses of associated funding to City Council (May 13 In-Depth Session).
- **Department of Public Works** filled 1,057 potholes during May, up from 1,000 in April and 837.5 in March, using 95 pounds per hole of hot mix asphalt created by department owned equipment from recycled asphalt. Maintenance Division repaired approximately 300 pieces of equipment and vehicles.
- **Finance Department** continued updating the narrative and financial schedules to be included in the published FY21-22 budget. Prepared long-range plans for major funds.
- **Parks and Recreation Department** Mississippi Mist and the Aquatic Center opened for the season prior to Memorial Day despite cooler than normal temperatures. Shelters, Pearl City Station and the Riverview Center had great usage in the month of May with the great weather. Six large maple trees were donated to Weed Park near the Colorado Street entrance.
- **Community Development Department** issued 63 permits and conducted 85 construction inspections. Added 3 new team members as Tamara Wegner filled the long vacant Code Enforcement position, Meghan Custis is an intern focused on neighborhood planning and supporting the implementation of Community Heart & Soul, and Kim Floyd a recently vacated Office Assistant position.
- **Fire Department** The department hosted a car seat technician training (40 hours) and had three employees take the class; FF Ben Danielson, FF Elaine Sheber, and ambulance attendant Joe Colon. Lt. Roy Patterson and FF Josh Rudolph and FF Brandon Rodriguez

are working to revive the Fire Explorer program, with a plan for a 'mini academy' for the summer months and a push to transition to regular meetings in the fall.

➤ **Police Department** On 5/20/21 Captain Kies, Lieutenant Motto, Cpl. Koch, Officers Popp, Hull, Pena, and Shoultz delivered 1008 boxes of cereal for the Muscatine School District's "Cereal Box Dominos" campaign at Jefferson school. This effort and presentation was greatly appreciated by school staff. The endeavor had a very positive impact on the Muscatine community. Captain Kies and Officer Cabrera had lunch with Anthony Spurille, a student at Franklin Elementary School. The student excelled in the classroom and was rewarded with his wish of having lunch with a Police Officer.

Highlights from the Muscatine City Council

RECENT ITEMS CONSIDERED BY CITY COUNCIL

May 6 Regular Meeting:

- Approval of the Muscatine Municipal Housing Agency Annual Plan
- Commitment of Support for an application to the Iowa Finance Authority by Northport Apartments, LLC, for Housing Tax Credits
- Approval of an Agreement between the City of Muscatine and Senior Resources to support the provision of Senior Resident Services.

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>

May 13 In-Depth Meeting:

- Overview of the Muscatine Solid Waste Division
- Overview of landfill operations and governance structure
- Overview of the American Rescue Plan Act funding for local governments

May 20 Regular Meeting:

- Public Hearing and Approval of Amendment #2 to the Fiscal Year 2020/2021 City Budget
- Resolution supporting a grant application to the Community Heart & Soul Seed Grant Program for grant funds to implement the Community Heart & Soul planning model

June 3 Regular Meeting:

- Staff Update regarding the Muscatine Organics Recycling Center

June 10 In-Depth Session:

- Overview of the City Fireworks Code and associated activities
- Overview of the City's Leaf Pickup Program

UPCOMING ISSUES BEFORE CITY COUNCIL

June 17 Regular Session

- First Reading of an Ordinance related to Title 7 Chapter 12 of the City Code regarding Nuisance Vehicles
- Approval to renew City of Muscatine Insurance Policy
- Approval of a Design Contract for the East Hill Fire Station
- Approval of a Six-Month Contract Extension with Rittmer, Inc for Landfill Operations

July 8 In-Depth Session

- Proposed Property Maintenance Code
- Electric Vehicle Charger Review

From the City Administrator



Summer is here, school is out, and Muscatine residents are enjoying community trails, evenings on the Riverfront, and summer festivities. My family, including my dogs Cosmo and Hazel, are frequent visitors to the Muscatine Community Dog Park, a great community amenity located off Houser Street across from Kent Stein Park. The dog park includes four separated fenced areas for varying sizes and temperaments of dogs. If you have pets, this is the place to be! A park permit is required with an annual pass of \$15.00 per dog/per household. This fee helps us maintain this world-class amenity for all dog owners to enjoy. If you are interested in a permit, you can find more information on the City's website- <http://www.muscatineiowa.gov/1225/Muscatine-Dog-Park>.

On May 13, the City's Finance Director and I provided City Council with an overview of the American Rescue Plan (ARP) and preliminary planning considerations for the City of Muscatine's allocation of ARP funds. The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, and provides approximately \$1.9 trillion of funding for families, governments, businesses, schools, non-profits, and others impacted by the COVID-19 public health crisis. The total allocation in ARPA for state and local governments ("State and Local Fiscal Recovery Fund") totals \$350 billion. The estimated allocation for the City of Muscatine is \$3,277,725.43. The purpose of the direct aid funds is "to help cities and their communities recover and stabilize from the fiscal impacts of the COVID-19 pandemic". The City's priority for the funds received include replacing City revenue that was reduced due to COVID-19, partnering with other local institutions to assist in recovery of the local economy, and investing in projects that return benefits for years to come, including investing in technology and infrastructure. City staff will provide more information as we learn more about the guidelines for using the funds and the needs within the community. If you have ideas or questions regarding the use of the City's ARP funds, please reach out to the City at 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.

May Highlights

- Provided an overview of the American Rescue Plan and Possible Uses of Associated Funding to City Council at the May 13 In-Depth Session.
- Presented 22 regular agenda items for consideration by City Council
- Provided presentations to City Council on the Muscatine Solid Waste Program, the proposed demountable floodwall along Mississippi Drive, and an overview of the Safety Protocols for the 2021 Season at the Muscatine Aquatic Center.



Department of Administration | Division of Human Resources

May Highlights

The City is currently taking applications for several positions including Senior Engineer, Police Officer, and Laboratory Technician.

Sixty two personnel action forms were processed.

Safety Evaluations are close to being completed in the departments. Department heads are being sent reports with recommended corrections. This effort is intended to provide continuous improvement opportunities to provide employees with the safest possible work environment.

Human Resource staff spent much of May working to organize the annual employee recognition breakfast.



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.

May Highlights

- 28 press releases published including nine edited and sent for various department, and one blog posting.
- 19 GoToMeetings hosted including.
- 189 social media posts (91 Facebook, 45 Instagram, 49 Twitter, 1 LinkedIn, and 3 YouTube).



City of Muscatine Website May 2021	
Top Visited Pages	Visits
Facilities	2,014
Jobs	1,445
Parks & Recreation	963
Municipal Golf Course	811
Transfer Station	785
Parking Payments	676
Compost Facility	632
Bids	596
ATE Mobile	542
Book a tee time	537

May 2021 Website Data	
Actions (Visits, Page Views, Downloads, Searches)	200,006
Visits	37,567
Page Views	32,724
How Visitors Accessed Website May 2021	
Desktop	15,642
Smartphone	19,498
Tablet	1,611
Unknown/Other	996

Department of Administration | Finance & Records Division

Monthly Activity Summary Report Calendar Year 2021 through May

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

Summary of Activities	January 2021	February 2021	March 2021	April 2021	May 2021
Accounts Payable Checks and ACH Payments	823	479	501	541	597
Payroll Checks and Direct Deposits	634	648	653	1,061*	813
Accounts Receivable Invoices Sent	237	150	233	212	213
Finance Cash Register Transactions	373	557	622	550	488
Housing Receipt Transactions	162	171	160	164	187
Purchase Orders Processed	228	233	236	242	236

*Payroll checks for April include 3 payrolls and Parks seasonal new hires

Department Highlights for the Month of May:

Budget Work

- Continued updating narrative and financial schedules to be included in the published budget.
- Prepared long-range financial plans for major funds for published budget (new this year).
- Prepared Amendment #2 for the FY 21 Budget.

IT Division

- IT Staff did an overview of IT and IT security at a closed session meeting of City Council on May 6.
- IT staff sent out the Request for Proposals for the Security Information and Event Management (SIEM) and Managed Security Service Provider (MSSP). Proposals were received May 26 and evaluation of the proposals has begun.

Other

- With the City Administrator, gathered information from multiple webinars on uses of the new American Rescue Plan Act funds based on the initial guidance. Presented an overview at the May 13 City Council in-depth meeting.
- Audit interim work for FY21 was completed. Random selections or disbursements, receipts, and payroll checks were reviewed by auditors. Finance staff pulled all requested documentation, answered any questions, and walked the auditors through processes and procedures. This is the first of three onsite visits for the FY 21 audit.
- Information for the Other Postemployment Benefits (OPEB) plan was collected and submitted to the actuary at SilverStone Group. This information will be evaluated and the City will receive an Actuarial Valuation Report and year-end disclosure information for the audit.
- Participated in multiple online webinars on the new GASB 87 Statement on Leases which will be effective for FY 22 (Accounting Supervisor).
- Finance Director and Accounting Supervisor attended the daylong IACPA virtual Government Accounting Roundtable training.

Department of Parks & Recreation | Park Administration

The main office is open to the public with regular office hours Monday-Friday 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. There continue to be many requests to hold special events on public property. The complete special event listing can be found at our [website](#). Pearl City Station, Riverview Center and park shelters continue to receive many requests for reservations. The parks and recreation annual program brochure is now available and summer registrations for activities started the first week of May. Please enjoy the many services provided through the Parks and Recreation Department. Please contact us to let us know about your experiences as we love to hear from you.

Subject	Result
Pearl City Station Reservations	81 Reservations Booked for 2021
Riverview Center Reservations	71 Reservations Booked for 2021
Shelter Reservations	251 Reservations Booked for 2021
Dog Park Passes	171 Dog Park Passes for 2021

Department of Parks & Recreation | Park Maintenance



The Rose Garden at Weed Park is in full bloom! Please stop out and visit the Rose Garden with freshly renovated restrooms, a new gazebo that was installed as an Eagle Scout project, and the beautiful assortment of roses.

Hanging baskets were put into place on 2nd Street. We look forward to watching them continue to grow and expand, and add a great décor to downtown Muscatine.

The Mississippi Mist opened for the season prior to Memorial Day. Shelters, Pearl City Station and the Riverview Center had great usage in the month of May with the great weather. Six large maple trees were donated to Weed Park near the Colorado Street entrance. Staff worked hard at preparing the Muscatine Aquatic Center for its opening. Playgrounds throughout the parks are open and are seeing great usage with the warming temperatures. The City of Muscatine received two \$5,000 grants from Trees Forever and is putting together a plan for fall tree plantings.

Subject	Result
Seasonal Employee Recruitment	12 Seasonal Employees Hired

Department of Parks & Recreation | Cemetery

Greenwood Cemetery remains open to the public for walkers, bicyclists, and the community's cemetery needs. The Cemetery was in great shape for the Memorial Day holiday. The Muscatine County Girl Scouts celebrated their Silver Award Presentation near the soldier plot at the Cemetery.

Subject	Result
Burials	20 Burials
Burial Spaces	12 Burial Spaces Acquired

Department of Parks & Recreation | Boat Harbor/Marina

The House Boat dock has been repaired and a new anchoring system and gangway has been installed from damages occurred from the derecho. Long Dock and Houseboat Dock boat 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 opened for the season in April, and no floods are predicted in the near future. The gas dock was installed prior to Memorial Day and the Marina Operations begin servicing boaters on Memorial Day weekend. Hours for the Marina Operations are Friday from 5-7 p.m. and Saturday and Sunday's from 10:00 a.m. – 2:00 p.m. Requests for fueling and pump out services outside of these hours may be made by contacting the parks and recreation office at 563-263-0241.



Subject	Result
Long Dock Slips (48 Available)	21 Long Dock Slips Rented
Houseboat Dock Slips (8 Available)	3 House Boat Slips Rented

Department of Parks & Recreation | Recreation

Youth and adult recreation programs and special events continue to be offered while adhering to COVID-19 safety protocols. Summer Program registration began Tuesday, May 4, and continued throughout the month. Current programs taking place include Youth Gymnastics and the Walking Club.

Subject	Result
Youth Program Participation	237 Participation Occurrences in May
Adult Program Participation	267 Participation Occurrences in May

Department of Parks & Recreation | Aquatics

The Aquatic Center was set to open for the season on Saturday, May 29, but cool temperatures delayed the opening until May 31. We are currently taking requests for pool party reservations and registrations for swim lessons. The Musser Public Library is partnering with us for Infant Toddler Swim and Story Time on alternating Tuesday mornings.

Subject	Result
Lifeguards	30 Lifeguards Hired
Pool Party Reservations	59 Pool Parties Booked
Swim Lesson Enrollments	224 Swim Lesson Students Enrolled

Department of Parks & Recreation | Wellness

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program and weekly Wellness Wednesday newsletters continue throughout the year.

Subject	Result
Participation	3 Participation Occurrences in May

Department of Parks & Recreation | Kent Stein

Kent Stein Park has continued its tournament season with another baseball tournament and a softball tournament. Both tournaments were successful with no issues in the park. Staff continues to manage weeds and make park improvements as schedules allow. Some of those improvements are installing clay in the pitcher's mound and batters boxes to improve the playability of the fields. Staff works on leveling the fields every other week to keep the consistent play throughout the park.

Subject	Result
Tournaments	11 Tournaments Scheduled for 2021

Department of Parks & Recreation | Soccer Complex

Soccer complex usage has seen a steady increase with both the main complex and Soccer West. Practices are still being held on soccer west. Staff continues to make improvements on the playing surfaces around the complex and is getting sprinkler heads raised before they become a safety issue. League games continue to be held by the Community Y, Muscatine Soccer Club, Pearl City Soccer Club, MSC Adult League, Pearl City Soccer Club Adult League, the High School boys and girls and the Iowa Soccer Association.

Subject	Result
Tournaments	5 Tournaments Scheduled for 2021

Department of Parks & Recreation | Soccer Events

The 25th Annual College Search Kickoff is scheduled to take place on July 22-25 in Muscatine. Registration is underway and we currently have 47 teams and 56 college coaches registered. It is our hope that we will have 150 college coaches and 60 plus teams for the event.

Subject	Result
College Coaches	47 College Coaches Registered
Soccer Teams	56 Teams Registered

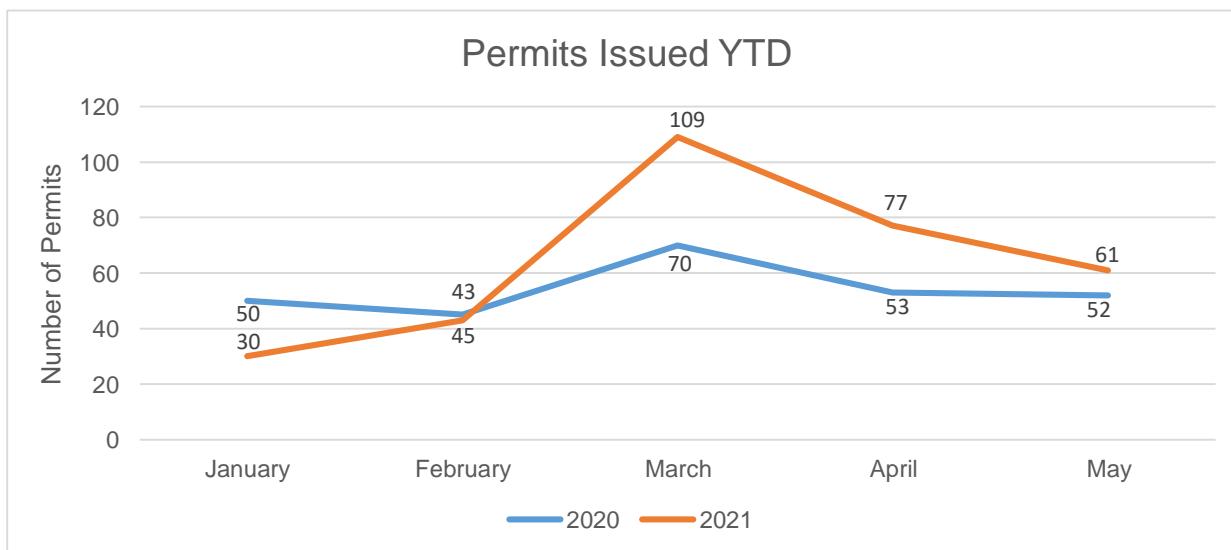
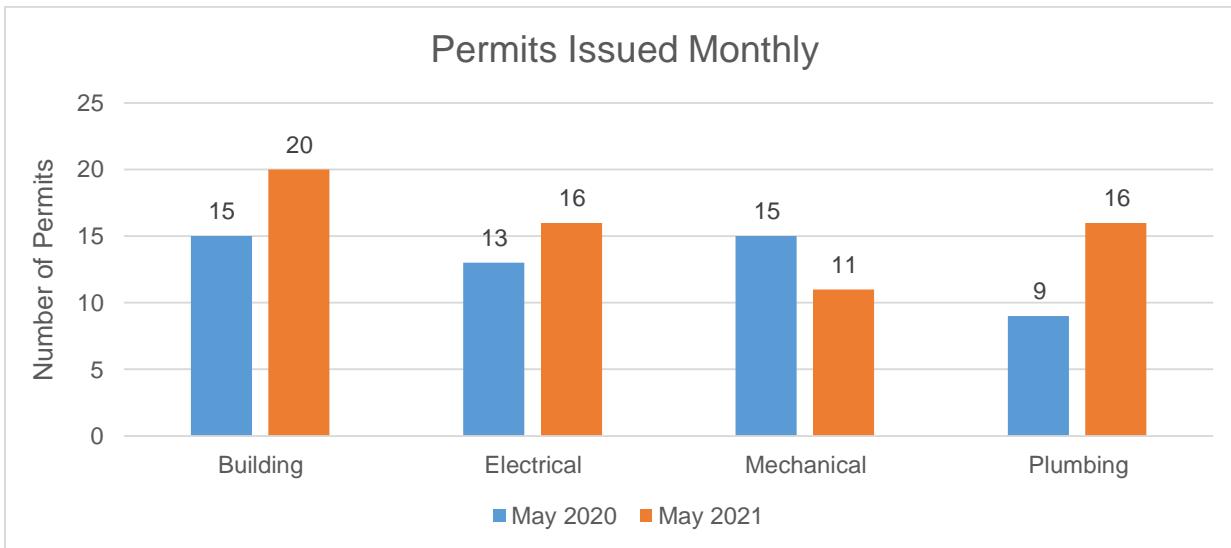
Department of Parks & Recreation | Golf

The Muscatine Municipal Golf Course is open for the season and we have received very good participation to date. Golf lessons, camps, clinics and leagues are available for all levels of play. The Golf Course continues to recruit seasonal staff. Anyone interested in a seasonal job with Parks and Recreation should contact the Parks and Recreation office at 563-263-0241.

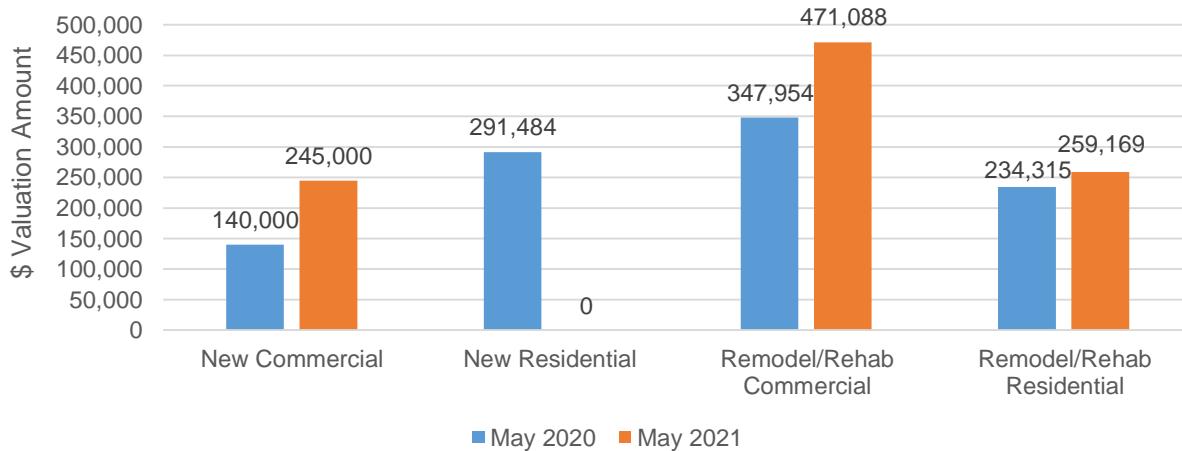
Subject	Result
Outings	25 Outings Scheduled for 2021
Leagues	7 Leagues Scheduled for 2021
Season Passes	242 Season Passes Sold
Rounds	3,260 Rounds Played



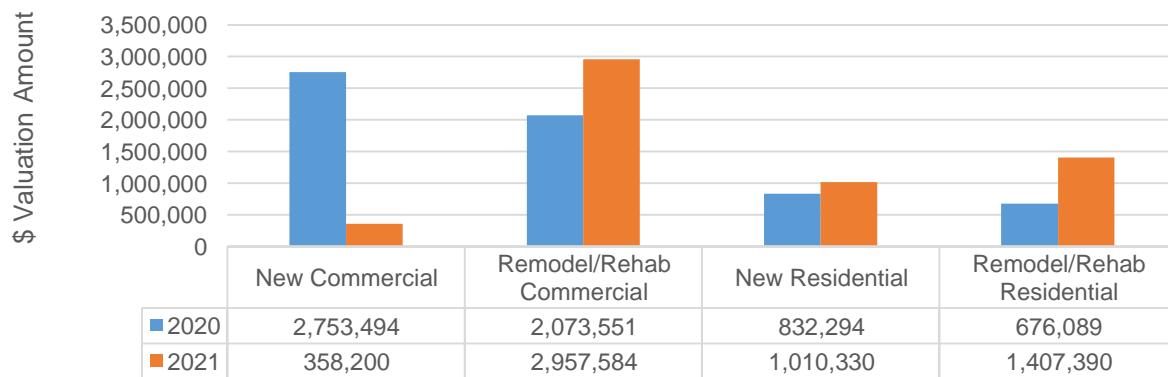
Department of Community Development



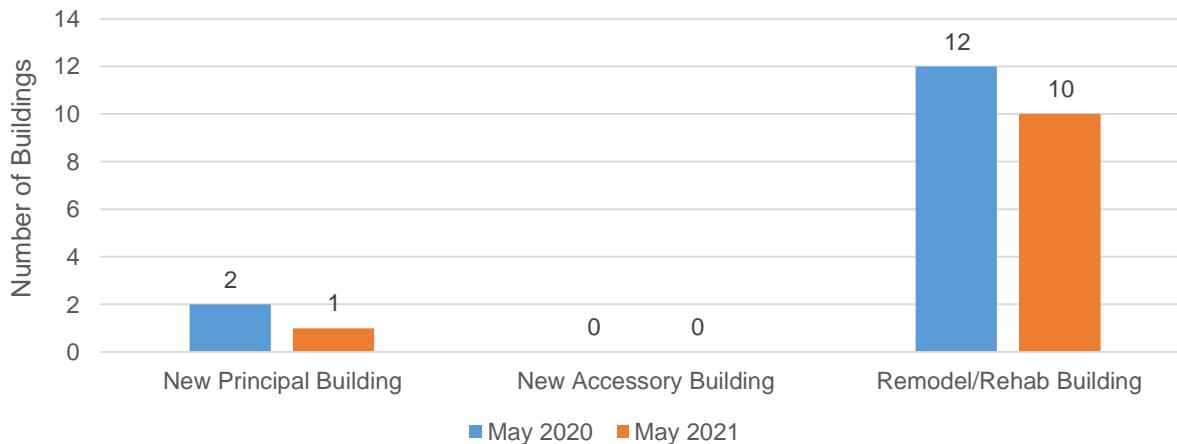
Monthly Construction Project Valuations



YTD Construction Project Valuations



Monthly Commercial Building Construction Projects

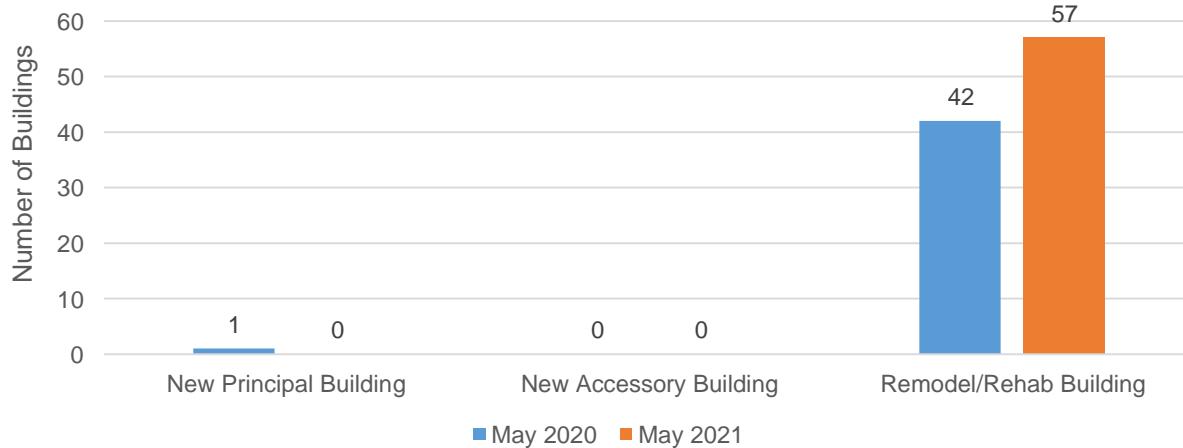


Principal Building defined as the construction of new building on a previously vacant lot/parcel.

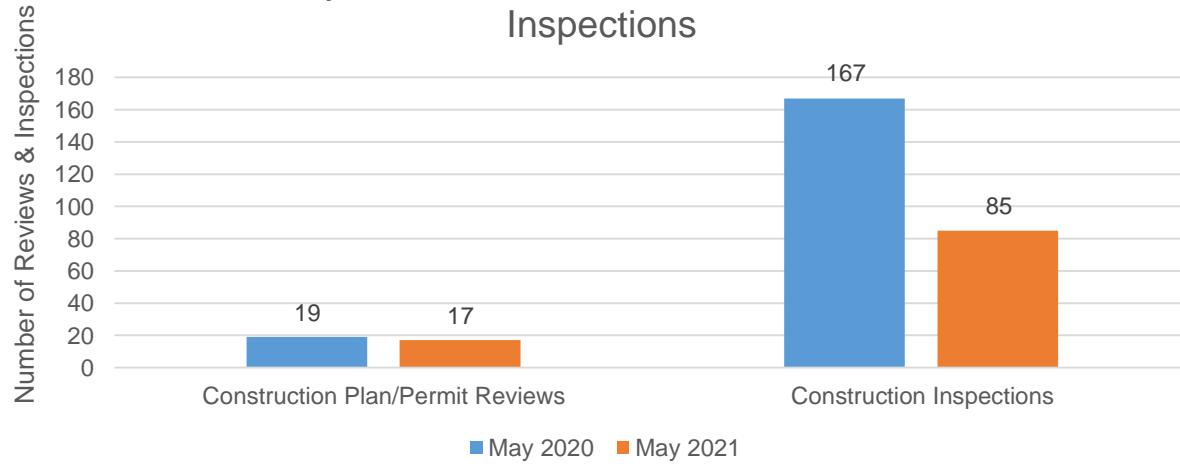
Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.

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

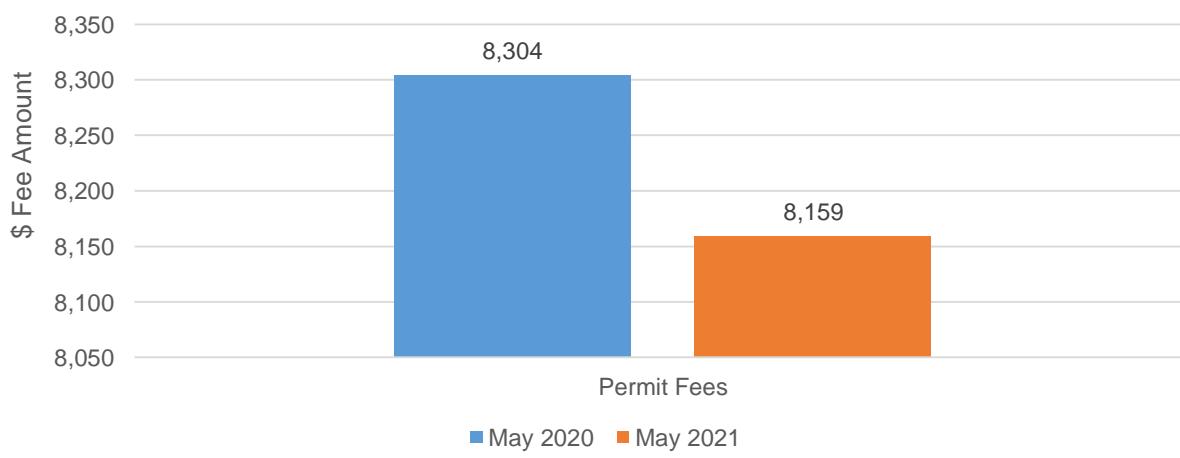
Monthly Residential Building Construction Projects

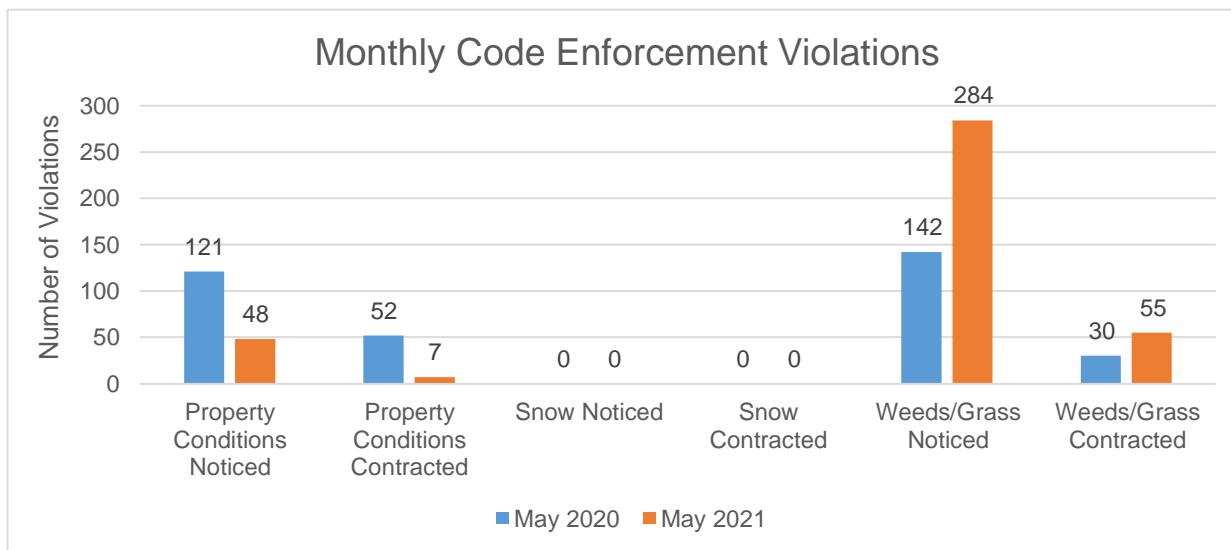


Monthly Construction Plan/Permit Reviews and Inspections

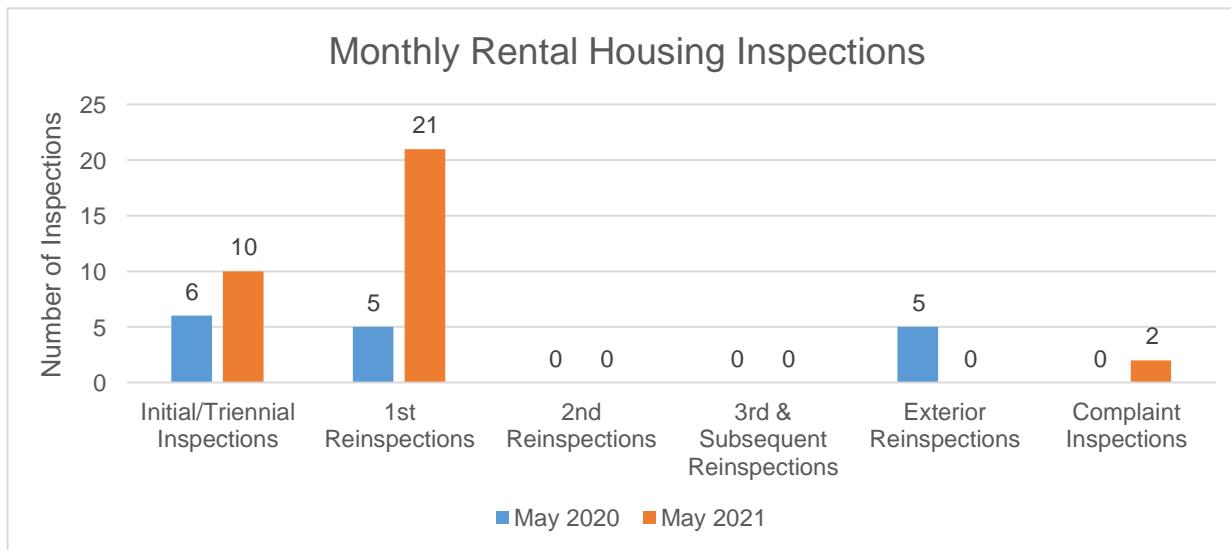


Monthly Permit Fees Collected





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



Other Community Development Activities:

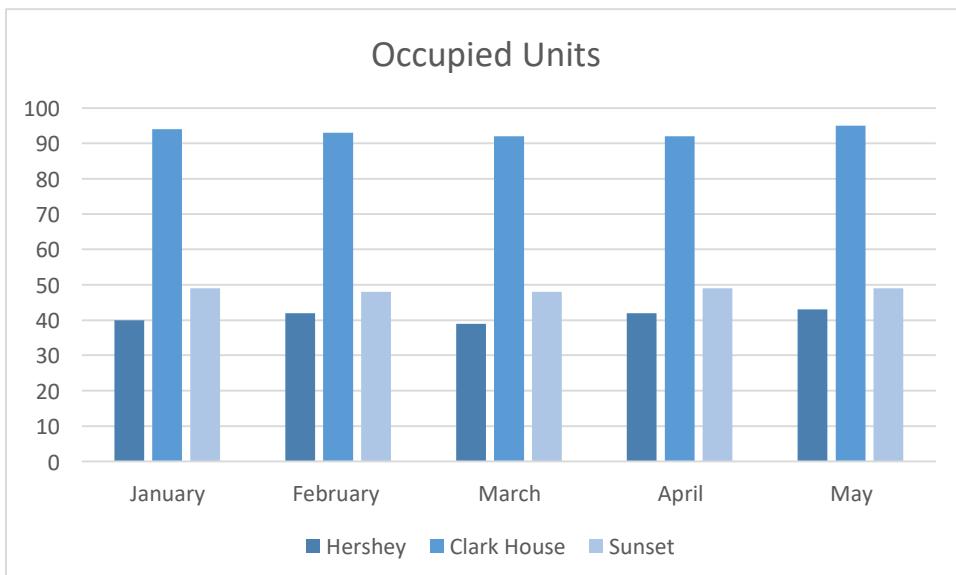
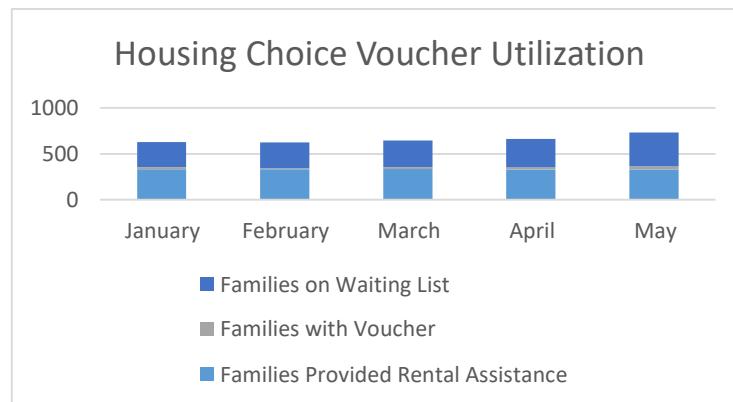
- ❖ We added 3 new team members. Tamara Wegner filled the long vacant Code Enforcement position, Meghan Custis is an intern focused on neighborhood planning and supporting the implementation of Community Heart & Soul, while Kim Floyd a recently vacated Office Assistant position.
- ❖ Staff has returned 11 parcels to private ownership by the end of May.

Housing Agency

- ❖ Housing Specialists are focused on supporting improved client self-sufficiency by prioritizing participation in the Family Self-Sufficiency Program and building up the Fueling the Future Partnership.
- ❖ Public Housing staff continues to work on increasing occupancy rates at all 3 properties.
- ❖ An employment and services fair was held at Sunset Park May 20. The event was open to all MMHA clients.
- ❖ Maintenance staff received 141 work order requests at the 3 properties, with only 1 not completed within 24 hours.

In May the Voucher program:

- Paid \$138,788 to private landlords on behalf of assisted clients.
- Earned \$18,402 in administrative fees.



Staff continues to work to fully lease up properties. This includes working with service providers for tenant recruitment. Overall we are currently 94% leased.



Department of Public Safety

Fire Department Monthly Report

By: Assistant Chief Mike Hartman

May Highlights

- The Ambulance Committee is completing specifications for the new ambulance.
- The ambulance ordered earlier this FY is being built in Florida and will arrive this fall.
- The department hosted a car seat technician training (40 hours) and had three employees take the class; FF Ben Danielson, FF Elaine Sheber, and ambulance attendant Joe Colon.
- Department staff worked with Community Development to develop a list of hazardous buildings. This list is now kept on fire apparatus and is available as a tool to help keep our members safe and more easily available.
- The department is also working with Community Development to see what vacant properties may be used for fire training. An acceptable property for the training gives our staff excellent training for fire situations and also decreases the end cost for a building that needs to be torn down.
- Lt Roy Patterson and FF Josh Rudolph and FF Brandon Rodriguez are working to revive the Fire Explorer program, with a plan for a 'mini academy' for the summer months and a push to transition to regular meetings in the fall. This program provides area youth an option to explore their interest in fire and EMS, and many past members have become certified as EMTs and/or been entered into this profession.

Staff Updates

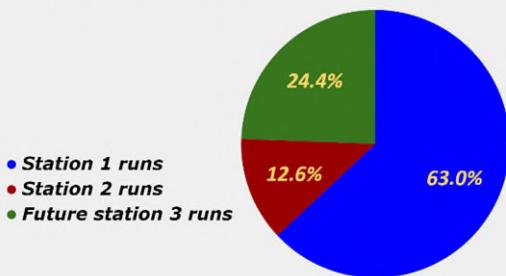
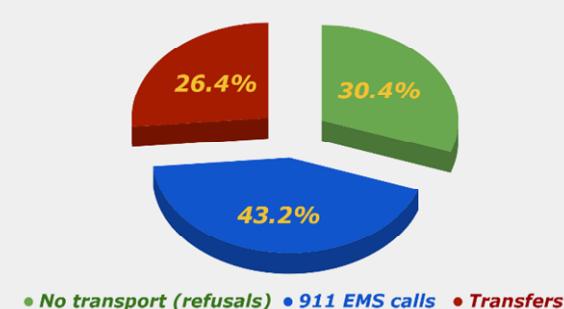
- The two firefighters who were on extended leave for illness/injuries have returned.

Demand for Services / Response Activity

	Avg. Per Day	Monthly Totals	YTD Totals
Fire Responses	1.5	45	191
911 EMS Responses	11.2	335	1430
Out of Town Transfers	3.6	109	602
Total Responses			
	Avg. Per Day	Monthly Totals	YTD Totals
Gold Alert Contacts	0.7	21	147
Urban Response Time Goal - 90% within 9 min or less		89.5%	85.6%
Rural Response Time Goal - 90% within 15 min or less		92.7%	95.4%

Note: May 2021 run volume was the highest in our history at 500 calls for service

NOTE: Gold Alert Contacts are potential or confirmed COVID positive patients that require additional personnel protective equipment and cleaning and disinfecting after each contact.

Calls per Coverage Area - May 2021**EMS Call Types - May 2021**

Staff Training

Type	Monthly Totals	YTD Totals
Recruit / Probationary	87	447
Fire Suppression	260	1243
EMS / Medical Related	59	615
Technical / Rescue	56	729
Driver / Operator	18	147
Professional Development / Leadership	6	62
Paramedic Program	160	1439
Totals	646	4681

Vehicle & Equipment Maintenance

	Monthly Totals	YTD Totals
Fire Vehicle Miles Driven	2,407	13,168
Ambulance Miles Driven	12,981	63,471
Total Miles Driven	15,388	76,639
Work Orders Completed (PPE, Vehicles, Equip)	58	258
Gallons of Diesel Fuel Dispensed	372.5	1,748.9
Gallons of Gasoline Dispensed	1,711.7	8,737.5
Total Gallons of Fuel Dispensed	2,084.2	10,486.4

Prevention, Education and Outreach

	Month	YTD		Month	YTD
Fire Inspections	20	157	Plan Reviews / Site Visits	13	91
Re-Inspections	19	187	Fire Investigations	4	34
Educational Events	0	0	Permits Issued (All types)	125	803

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



Department of Public Safety

Police Department Monthly Report

May Highlights

- On 5/20/21 Captain Kies, Lieutenant Motto, Cpl. Koch, Officers Popp, Hull, Pena, and Shoultz delivered 1008 boxes of cereal for the Muscatine School District's "Cereal Box Dominos" campaign at Jefferson school. This effort and presentation was greatly appreciated by school staff. The endeavor had a very positive impact on the Muscatine community.
- Captain Kies and Officer Cabrera had lunch with Anthony Spurille, a student at Franklin Elementary School. The student excelled in the classroom and was rewarded with his wish of having lunch with a Police Officer.
- Dayshift officers handed out popsicles on the last day of school to all the schools
- PD attended Diversity Equity Inclusion (DEI) monthly meeting



Staff Updates

- New Police Officers Demitri Wheeler and Dakota Mullen are assigned to the Field Training Officer (FTO) program.

MUSCATINE POLICE DEPARTMENT CALLS FOR SERVICE

CALL TYPE	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
HOMICIDE	2021	0	0	0	0	0								0
	2020	0	0	0	0	0								0
SEXUAL ASSAULT	2021	3	4	5	14	8								50
	2020	6	2	4	2	2								16
ROBBERY	2021	0	0	0	0	0								0
	2020	0	0	0	0	0								0
BURGLARY	2021	14	16	14	21	28								93
	2020	10	8	17	45	49								129
THEFT	2021	23	15	30	27	23								118
	2020	17	16	21	28	30								112
AUTO THEFT	2021	6	5	3	6	5								25
	2020	6	5	6	4	5								26
SHOPLIFTING	2021	8	8	12	11	8								47
	2020	14	9	11	4	9								47
													Class I Total	333

MAY 2021 CITY ADMINISTRATOR'S MONTHLY REPORT

ARSON	2021	0	0	0	0	0							0
	2020	0	0	0	0	0							0
ASSAULT	2021	7	4	18	10	8							47
	2020	15	12	6	11	14							58
FRAUD	2021	12	14	18	22	15							81
	2020	28	9	23	18	15							93
CRIMINAL MISCHIEF	2021	11	11	11	15	26							74
	2020	14	12	19	13	18							76
WEAPONS	2021	7	1	3	5	5							21
	2020	1	1	3	0	11							16
NARCOTICS/DRUGS	2021	7	15	4	13	9							48
	2020	14	9	13	13	13							62
OFFENSES AGAINST CHILDREN	2021	4	5	8	10	7							34
	2020	4	4	5	2	4							19
DISTURBANCES	2021	89	91	112	103	114							509
	2020	63	80	128	126	134							531
JUVENILE OFFENSES	2021	21	15	43	31	28							138
	2020	27	24	38	30	27							146
												Class II Totals	952

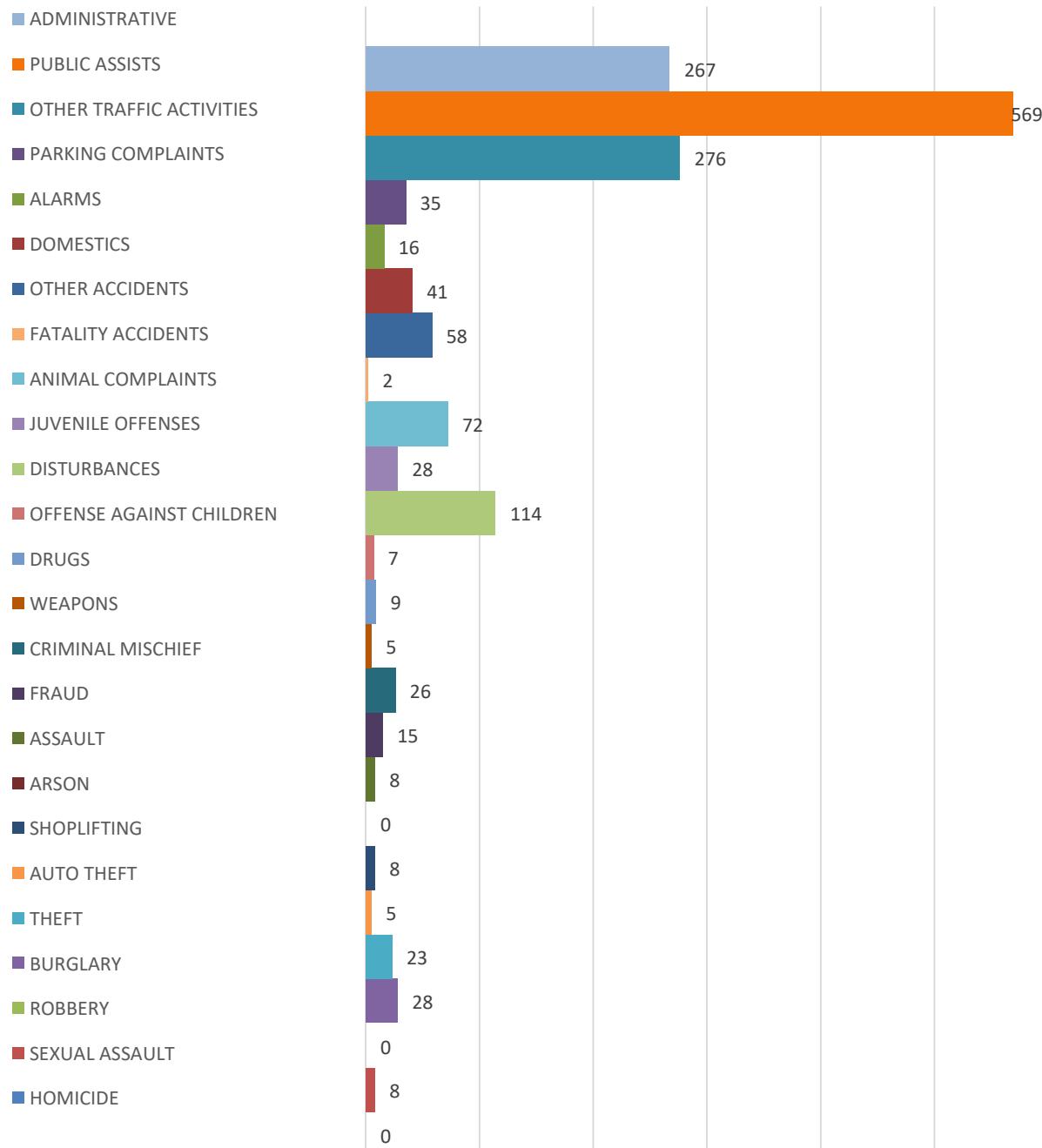
ANIMAL COMPLAINTS	2021	56	62	82	80	72							352
	2020	52	58	73	77	84							344
FATALITY ACCIDENT	2021	0	0	0	0	2							2
	2020	0	0	0	0	0							0
OTHER ACCIDENTS	2021	67	76	49	36	58							286
	2020	55	40	62	34	58							249
												Class IV Totals	640

MAY 2021 CITY ADMINISTRATOR'S MONTHLY REPORT

DOMESTICS	2021	34	38	33	48	41							194
	2020	40	36	47	51	87							261
ALARMS	2021	17	12	15	13	16							73
	2020	9	16	20	17	25							87
PARKING	2021	237	114	69	49	35							504
	2020	69	34	31	41	66							241
OTHER TRAFFIC	2021	232	221	303	244	276							1276
	2020	342	379	258	69	258							1306
PUBLIC ASSISTS	2021	491	420	446	492	569							2418
	2020	497	441	498	418	491							2345
													Class V Totals 4465
OPERATING WHILE INTOXICATED	2021	4	6	5	5	9							29
	2020	4	7	4	4	4							23
TRAFFIC CITATIONS ISSUED	2021	166	130	165	140	182							783
	2020	178	243	160	15	111							707
ADULT ARRESTS	2021	100	118	86	110	128							542
	2020	85	82	86	103	75							431
JUVENILE ARRESTS	2021	5	5	9	15	9							43
	2020	8	10	11	1	2							32
TOTAL ARREST	2021	105	123	95	125	137	0	0	0	0	0	0	585
	2020	93	92	97	115	77							474

ADMINISTRATIVE	2021	232	289	334	314	267							1436
	2020	190	146	95	34	117							582
*TOTAL REQUEST FOR POLICE	2021	1578	1436	1612	1564	1620	0	0	0	0	0	0	7810
	2020	1473	1341	1378	1037	1517	0	0	0	0	0	0	8236

Muscatine PD Calls for Service-May 2021

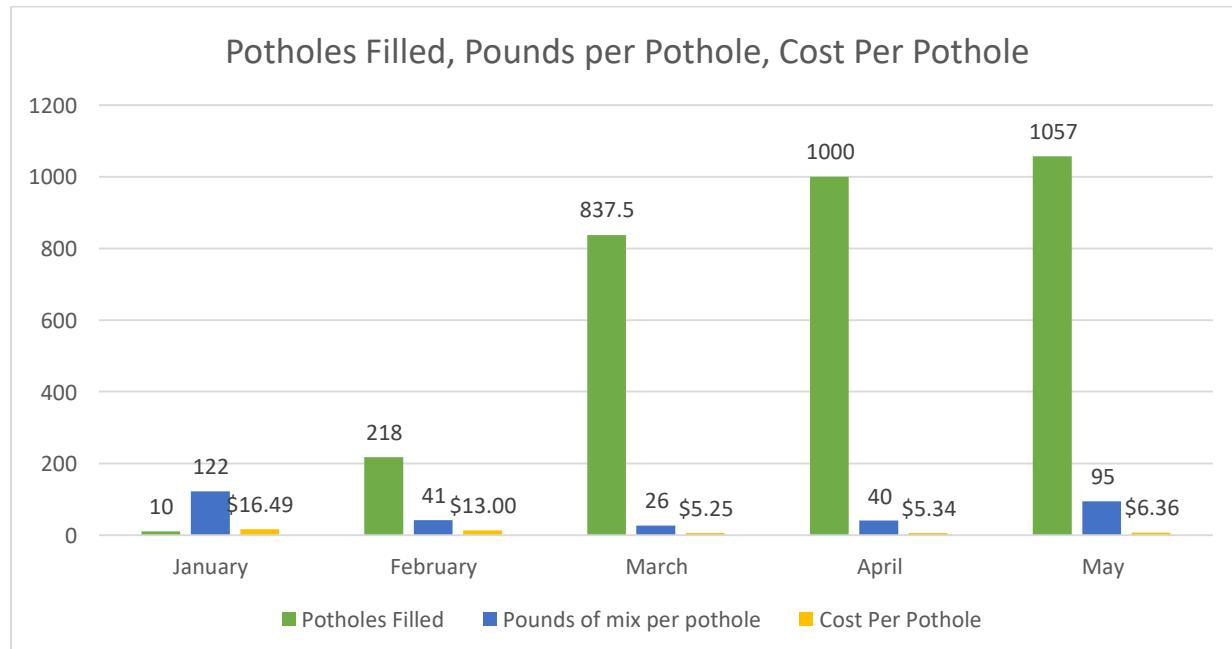


Department of Public Works (May 1-31, 2021)

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 May 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.



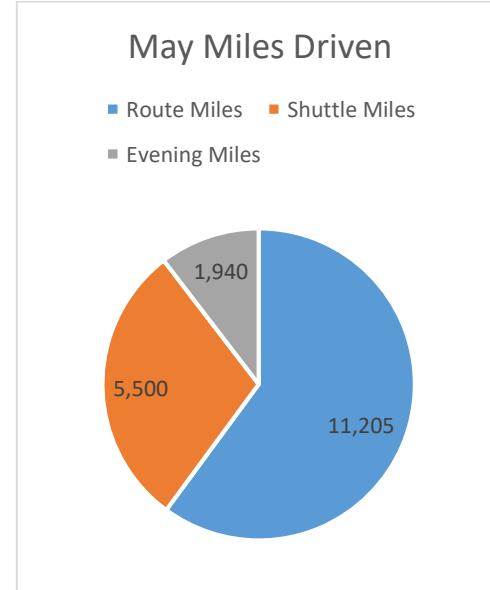
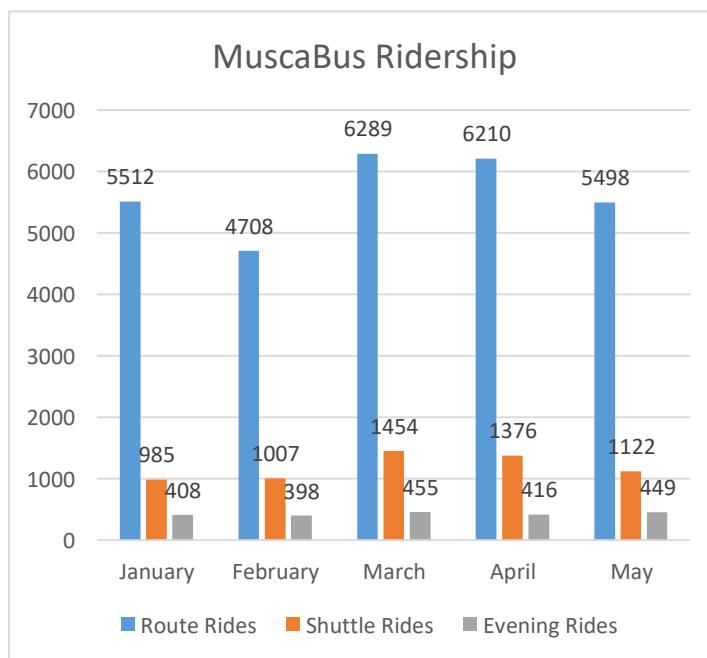
This measure indicates the number of potholes filled, the amount of material used to fill the hole in pounds, and the cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza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

Building and Grounds Activities for May 2021:

This month in addition to their regular duties including cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff have been mowing, weed eating, and spraying. Staff tested, and repaired as needed 50 backflow preventers between Building & Grounds covered buildings and Parks and Recreation buildings. Staff fabricated and installed a pit ladder in the public safety elevator shaft, washed half the outside windows at the library, and replaced the heat exchanger in the Art Center boiler. Many repairs at the Airport were made including hanger lighting upgrades, new conduit and electric to a light pole, repaired the front counter, and fixed the Airport sign and Flag poles. Also repaired RTU #10 at the library. We plumbed and installed a new ice maker at the South Fire Station, made repairs to the Art Center humidifiers and worked on the chiller warranty. We have continued to keep our buildings supplied with covid and sanitary supplies. Staff repaired various locks and cut keys for other city departments. We have worked on warranty, deferred maintenance and project quotes. Another busy month taking care of our City buildings

Transit Summary of Operations for May 2021:

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



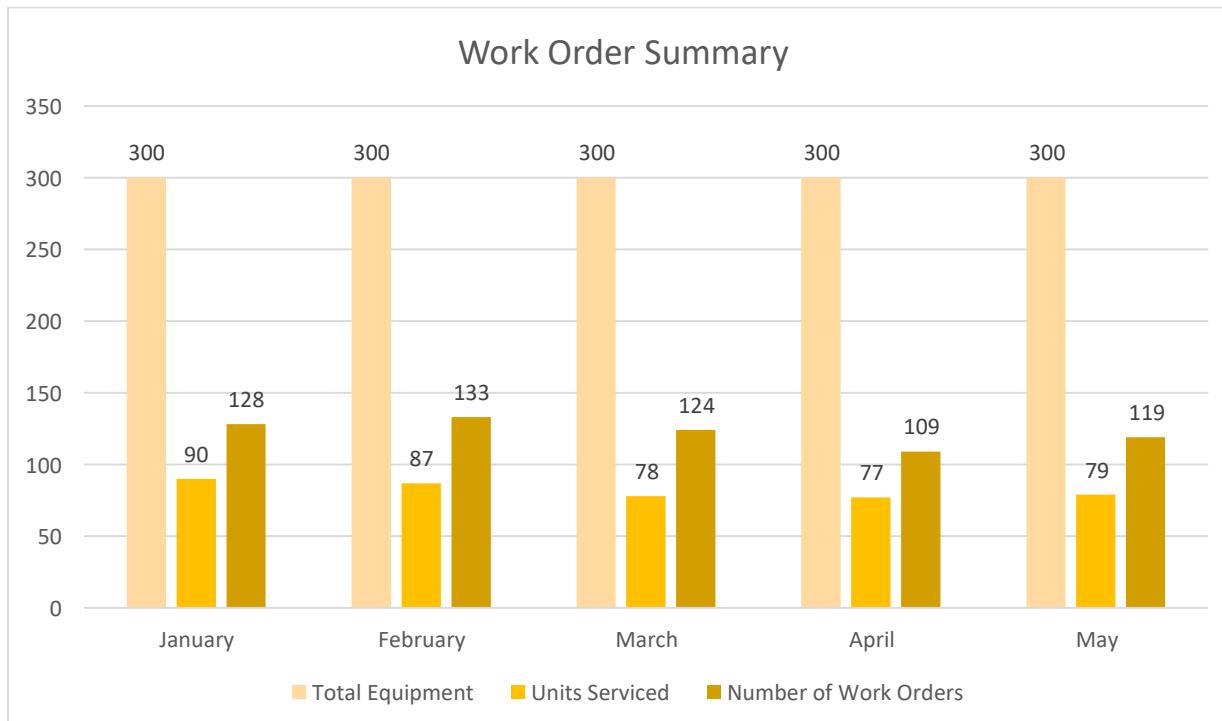
Engineering Division Report May 2021:

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

Project Name	Project Start	Percent Complete	Project Notes
Concrete Full Depth Patch	March	74%	Working of Ford Ave., Logan St.
Asphalt Street Overlay	May	90%	Washington Street
Asphalt Alley Overlay	May	60%	Alley base layers done
Grandview Reconstruction	May	5%	Installing sewer
West Hill Sewer Separation Phase 5	April	1%	Installing sewer on 8 th Street and dewatering work area
Park Avenue 4 to 3 lane	March	55%	Full-depth patch & traffic signals
2 nd Street Streetscape	March	60%	Sycamore to Iowa

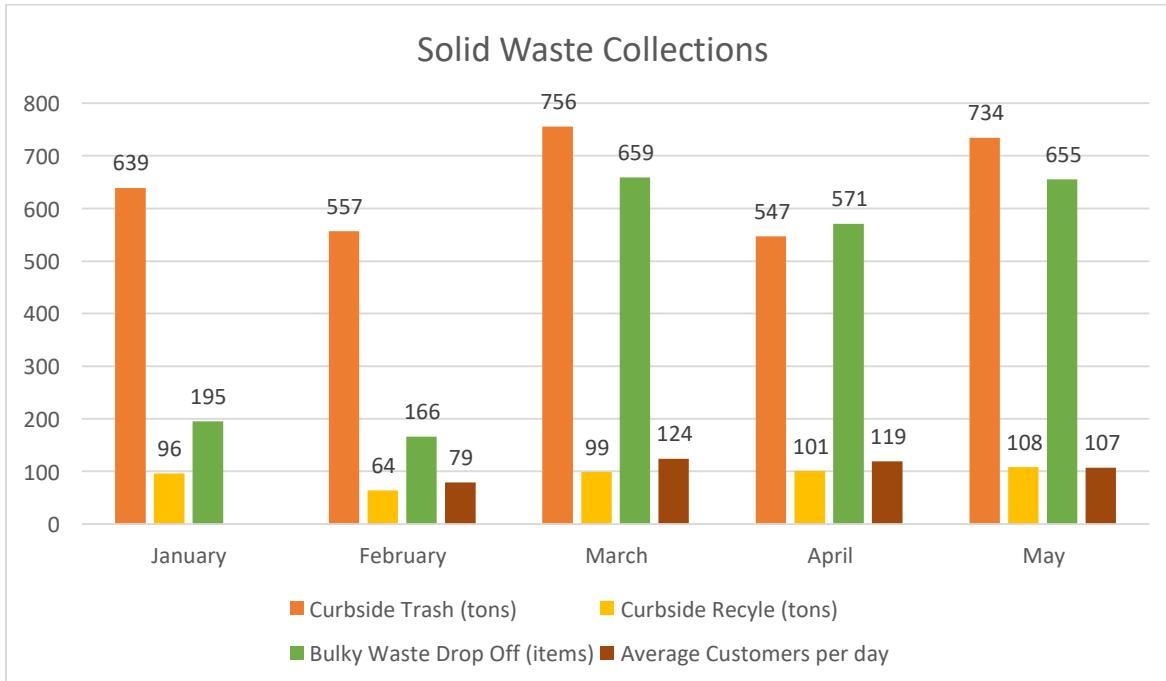
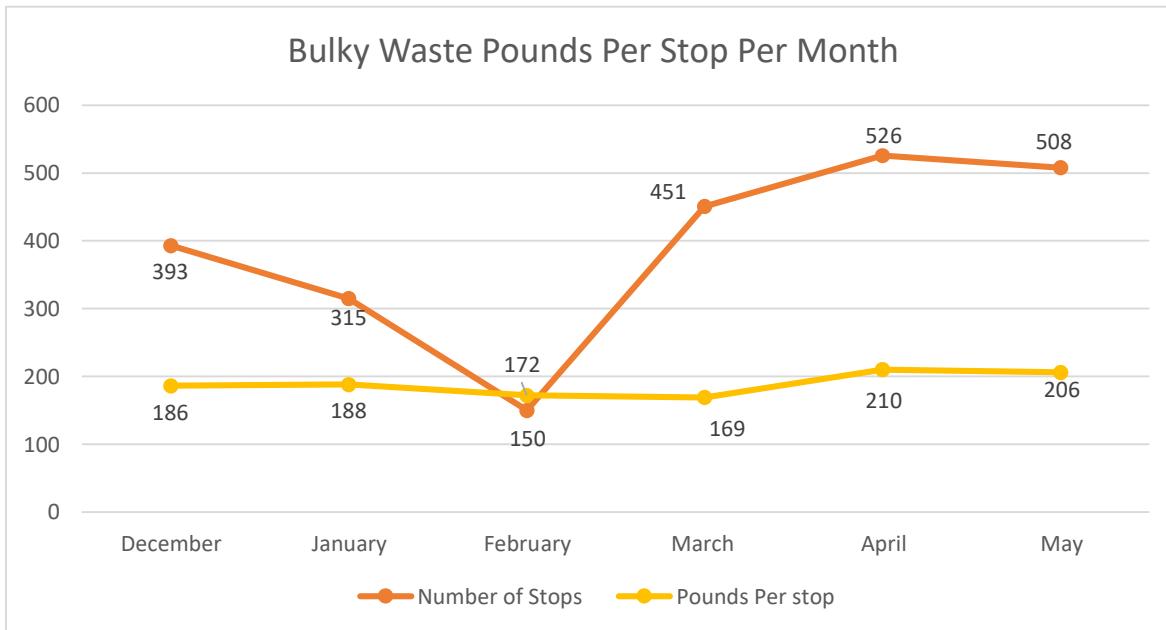
Vehicle Maintenance Division Report May 2021:

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 May 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.



This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include:

electronics, appliances, tires, household hazardous waste. Also included is the average number of customers per day at the Transfer Station.

Water & Resource Recovery Facility

Water & Resource Recovery Facility & Muscatine Organic Recycling Center

Biogas: 3,500,000 (est., meter is out 23 days, parts ordered)

HSW gallons: 330,840

MORC tons: 223.32

Water Recovered: 113.25 million gallons



Find details on the Muscatine Organic Recycling Center MORC) at

<https://www.muscatineiowa.gov/morc>



Musser Public Library & HNI Conference Center

Circulation May 2021

PRINTED MATERIALS	May 2021	Total 07/01/20 – 05/31/21	May 2020
Adult Books	3,108	35,831	941
Young Adult Books	247	2,343	63
Juvenile Books	3,562	41,592	820
Magazines	162	1,716	38
Other	28	365	3
RECORDED MATERIALS			
MP3 Books	0	2	0
Digi-Books / Playaway	20	192	0
Recorded Books	232	2,655	45
CDs	224	3,052	77
Adult Kits and JKits	12	74	1
A-V MEDIA			
Equipment	12	141	2
Microfilm	2	6	0
Video Games	91	928	17
DVDs	2,049	31,044	513
Blue-Ray	45	1,053	26
ONLINE			
Internet Computer Use	407	5,183	0
WiFi Usage	6,071	63,236	9,967
Database Usage	11,350	144,476	10,958
E Audio	494	4,671	497
E Books	757	9,642	1,172
E Magazines	186	7,824	1,157
E Music / Streaming	1,389	12,388	927
Circulation 2021			
Total Circulation	30,448		27,224
Previous Circulation	337,966		407,415
Total Circulation To Date	368,414		434,639

INTER-LOANS	2021	TOTAL TO DATE	2020
RS BORROWED	1,541	22,255	1,961
RS SENT	1,205	16,936	1,400
SILO BORROWED	3	100	23
SILO SENT	11	193	18
OCLC BORROWED	0	239	21
OCLC SENT	0	149	16
TOTAL	2,760		3,439

MAY 2021 CITY ADMINISTRATOR'S MONTHLY REPORT

PROGRAMMING	2021	TOTAL TO DATE	2020
CHILDRENS PROGRAMS	12 virtual 99 one min. 685 raw views	226 virtual 3 in person In person - 281 2,424 one 33,146 raw	22 2,655
TEEN PROGRAMS	0	2	11
TEEN PRG ATTENDANCE	0	28	1,283
ADULT PROGRAMS	1	20	1
ADULT PRG ATTENDANCE	6	30	15
TECHNOLOGY CLASSES	0	11	0
CLASS ATTENDANCE	0	11	0
BUILDING USAGE (WALK-IN)	6,865	71,162	13,347
MEETING ROOMS USAGE	362	1,596	1,130
REFERENCE			
REFERENCE QUESTIONS	160	1,352	186
TECHNICAL QUESTIONS	100	642	53
DIRECTIONAL QUESTIONS	178	736	65
TOTAL	438		304
EXAMS PROCTORED	0	3	3
NOTARY PUBLIC USAGE	13	135	13
GENEALOGY RESEARCHERS	4	65	10
GENEALOGY INTERLOANS	0	0	0
RESEARCH/OBIT REQUESTS	0	62	3
PHOTO PRINTS ORDERED	0	39	0
PATRON STATISTICS			
	ADDED	TOTAL	2020
ADULT RESIDENTS	37	14,911	16,062
COMPUTER USE ONLY	2	342	309
JUV RESIDENTS	14	2,330	2,653
IL (CONTRACT)	3	672	754
OPEN ACCESS	3	990	1,080
NEW BORROWER	9	322	301
OTHER	0	165	178
TOTAL	68	19,732	21,337
HOME DELIVERY STATISTICS			
(already included in circulation statistics)	2021	TOTAL TO DATE	2020
MATERIALS CIRCULATED	148	2234	61
VISITS	30	468	0
CLIENTS	41		41
VOLUNTEERS	1		11

DATABASE USAGE	2021	2020
Ancestry Library Edition	50	4
Chilton	6	24
ContentDM Images	1,154	974
Gale	0	54
Gale Forms	1	13
Heritage Quest	203	85
Learning Express	0	0
Newspaper Archive	3,097	2,077
Newspaper.com Musc. Journal	1,176	677
New York Times	2,278	3,920
Niche Academy	9	0
Novelist	103	0
RefUSA	5	7
Sanborn Maps	34	0
Transparent Language	0	14
Value Line	3,234	3,102
TOTAL	11,350	10,958

	LIKES	
FACEBOOK	5,722	
WEBSITE	9,561	UNIQUE VISITORS
TWITTER	949	9,106

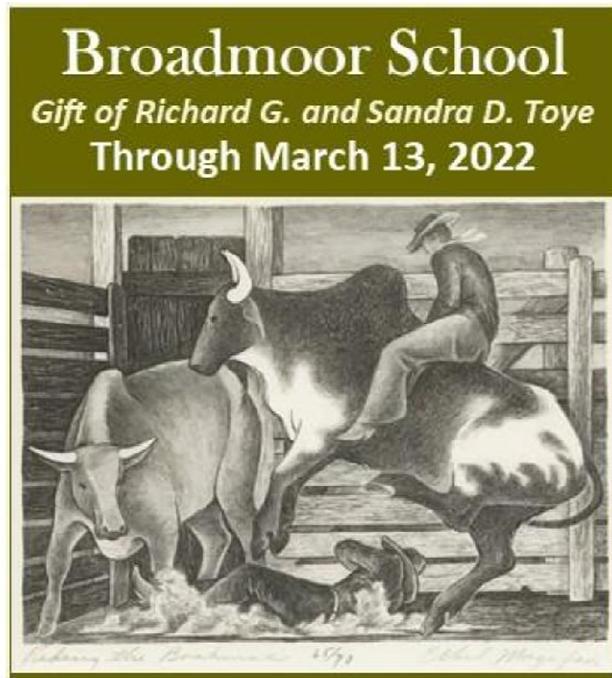
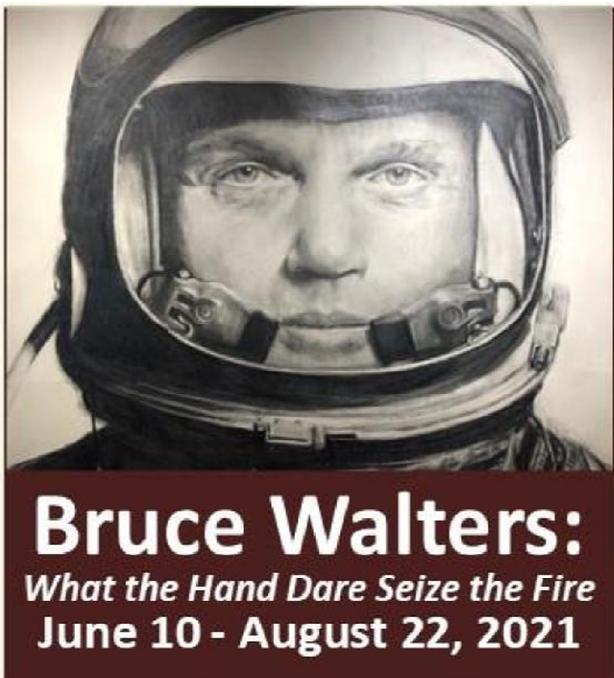
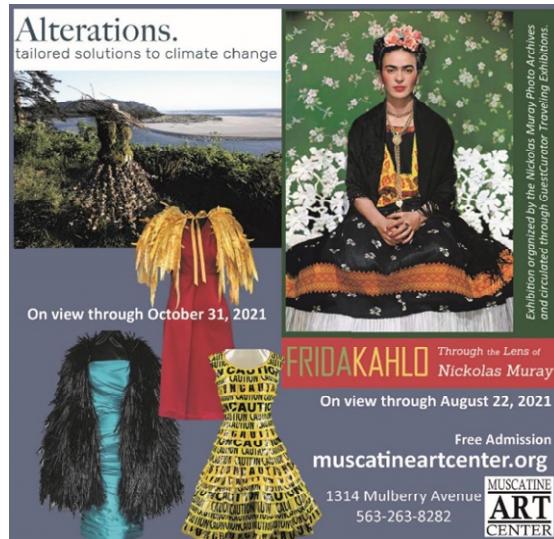




Noteworthy from the Muscatine Art Center

For a complete list of exhibitions, classes, programs, and projects at the Muscatine Art Center, request a copy of the quarterly newsletter or subscribe to the monthly e-newsletter by contacting art@muscataineiowa.gov.

EXHIBITIONS



UPCOMING CLASSES and ACTIVITIES**mini  masters**

Introduce your children (ages 2 to 7) to the world of art with free art classes. Each class consists of a story and two art projects! Classes meet **Wednesdays from 9:30 - 10:15 a.m. and Thursdays from 3:30 - 4:15 p.m.** At this time a total of 10 people (parents and children) can attend class so pre-registration is required. Classes will be pre-recorded and can be viewed on the Muscatine Art Center Mini Masters Facebook page. Classes are FREE of charge! Call 563-263-8282 to register. The theme for June is "Let's Make a Mess", and the theme for July is "Let's Recycle".

KIDS SATURDAY WORKSHOPS (ages 7-14)

One Saturday a month, join Miss Julie to create your own masterpieces! In these workshops, kids can paint like a famous artist, learn about another culture, celebrate different holidays, and so much more- each workshop is something different! These classes are free. Please register the Friday before class.

July: The glossy pages of a magazine can be turned into many things after you are done reading it. Instead of discarding old magazines, why not be creative with them? Join Miss Julie **Saturday, July 24 from 1:30 to 2:30 p.m.** to make your own upcycled paper beads you can then turn into a necklace or keychain! Bring your own magazines, or use some of ours!

Visiting Artist Summer Workshops for Kids**June 11 & 25, 11:00 a.m. - 1:00 p.m.: Year of the Musser Mansion-1908**

The historic Musser-McColl mansion was completed in 1908 during the Edwardian era (1901-1910) and many pieces on display in the mansion come from that period. During this era, the popular art movement was called Art Nouveau, or "new art". This June, join Muscatine High School teacher Kenedy Heimerdinger to learn about the historic era by taking a tour through the mansion, and creating projects in the Art Nouveau style, like faux stained glass, woodblock printing, and more!

July 8 & 9, 1:00 - 2:30 p.m.: Shadow Puppets with Eulenspiegel Puppet Theatre

On July 8th, the Eulenspiegel Puppeteers will take you through the process of constructing your own traditional hand puppet with a hard head and fabric body. Make the head from newspaper and plaster, using a process the puppeteers have used in classrooms for over 25 years. Paint the face and make a movable, no-sew body. Learn to work the puppet and come back on July 9th to practice and perform your own show.

July 14-16, 1:00 - 2:00 p.m.: Summer Camping Themed Projects

Local art teachers Mary Alice Sessler and Nancy Foxen lead this fun and imaginative workshop all about summer camping! Listen to camping stories and imagine you're in the woods! Make a fun 3D paper campfire complete with s'mores and learn about contrast while making a nighttime flashlight scene.

For Families

Nature in the Garden

In partnership with the Muscatine County Conservation Board, join us in the Japanese Garden at the Muscatine Art Center to learn about some animals with naturalist Michelle Berns! Kids will get to see live animals and learn about them. Then, make a craft inspired by that animal to take home! The program is free of charge, but pre-registration is required. In case of inclement weather, activities will be held in the Muscatine Art Center's studio.

June 19, 10:30 - 11:30 a.m. - Amphibians

Take Home Projects

Stop by the Muscatine Art Center during open hours and grab a Take & Make kit. Each bag contains a few projects that you can complete at home with just a few additional supplies. These bags are free to pick up! While supplies last.

July: 4th of July in a Bag - available June 25 - July 3

For Adults

First Thursday

Join our Program Coordinator Katy on the first Thursday to create fun projects to decorate your home or to give as a gift. Painted signs, keychains, fabric bowls, stepping stones, and more – there's always something new to try! Fee is \$15 or \$13.50 for Friends members, and all supplies are included. In July, participants will decoupage terra cotta flower pots. **July 1, 5:15- 6:45 p.m.**

HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR

WHAT TO DO

HEAT STROKE

- High body temperature (103°F or higher)
- Hot, red, dry, or damp skin
- Fast, strong pulse
- Headache
- Dizziness
- Nausea
- Confusion
- Losing consciousness (passing out)

- Call 911 right away—heat stroke is a medical emergency
- Move the person to a cooler place
- Help lower the person's temperature with cool cloths or a cool bath
- Do not give the person anything to drink

HEAT EXHAUSTION

- Heavy sweating
- Cold, pale, and clammy skin
- Fast, weak pulse
- Nausea or vomiting
- Muscle cramps
- Tiredness or weakness
- Dizziness
- Headache
- Fainting (passing out)

- Move to a cool place
- Loosen your clothes
- Put cool, wet cloths on your body or take a cool bath
- Sip water

Get medical help right away if:

- You are throwing up
- Your symptoms get worse
- Your symptoms last longer than 1 hour

HEAT CRAMPS

- Heavy sweating during intense exercise
- Muscle pain or spasms

- Stop physical activity and move to a cool place
- Drink water or a sports drink
- Wait for cramps to go away before you do any more physical activity

Get medical help right away if:

- Cramps last longer than 1 hour
- You're on a low-sodium diet
- You have heart problems

SUNBURN

- Painful, red, and warm skin
- Blisters on the skin

- Stay out of the sun until your sunburn heals
- Put cool cloths on sunburned areas or take a cool bath
- Put moisturizing lotion on sunburned areas
- Do not break blisters

HEAT RASH

- Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)

- Stay in a cool, dry place
- Keep the rash dry
- Use powder (like baby powder) to soothe the rash



CDC-2020-006