

City Administrator's Monthly Activity Report

Carol Webb, City Administrator

August 2021

(Issued September 16, 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.

AUGUST HIGHLIGHTS

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

- **City Administration** - Presented 33 regular agenda items for consideration by City Council during August. Provided presentations to City Council on Capital Projects, the Utility Franchise Fee, and the Muscatine Police Department's Code Blue Program.
- **Department of Public Works** – The Solid Waste Division collected an average of 189 pounds of bulky waste with 469 stops in August. The Division is averaging 425 stops per month and an average of 184 pounds per stop through the first eight months of 2021. Construction activity on Park Avenue and 2nd Street are nearly complete while work on Grandview Avenue and on Phase 5 of the West Hill Sanitary and Storm Sewer projects, both two-year projects, continue.
- **Finance Department** – Hershey Manor re-financing HUD loan application was reviewed and submitted by Grandbridge on Aug. 16, 2021. Department continued to submit information to the State for FEMA grant reporting and responding to requests for more information.
- **Parks and Recreation Department** – The Park Maintenance division worked hard in preparing for several special events that took place throughout our parks and the community in the month of August including: Walnut Park Baptist Church Ice Cream Social, United Ways Business After Hours, Watermelon Stampede, Almost Friday Fest, It Takes A Village Animal Rescue & Resources Event, and the Tirena Smith Memorial Car Show.

- **Community Development Department** – New residential project valuations came in at \$8.3 million in August pushing the 2021 total to just over \$23.0 million. A total of 79 residential building construction projects were permitted in August along with 19 commercial building construction projects. One nuisance property was acquired, conveyed to a non-profit, and demolished in preparation for placement of Homes for Iowa housing project.
- **Housing Agency** – A first time homebuyer's class was conducted for the first time since February 2019 while one-on-one housing counseling and Financial Literacy Classes also continued.
- **Fire Department** – Mike Collins received the Life Saving Award for his efforts in saving the life of a woman from an apartment fire. Employee spotlights and short department videos have been produced to assist with recruitment and retention efforts. MPW donated a new chlorine emergency Kit-B for HAZMAT operations.
- **Police Department** – Officers helped "Muscatine Rebuild" with a neighborhood revitalization project by assisting with electrical work. Assistant Chief Steve Snyder spent the better part of August talking with U.S. Senators and the FBI in an effort to help a friend escape Kabul. He and his family made it out and were evacuated to the United Kingdom. While he was at the airport, Taliban soldiers arrived at this home looking to detain him. A near miss with a good ending.

Highlights from the Muscatine City Council

RECENT ITEMS CONSIDERED BY CITY COUNCIL

August 5 Regular Session

- Public Hearing on A Request to Vacate Certain Utility Easements at Lot 1 Of Arbor Commons Subdivision-1613 Duncan Drive
- Public Hearing to Consider the Vacation and Sale of Right-Of-Way Adjoining 1820 Angle Street
- Second Reading of an Ordinance Prohibiting Parking of Semi-Trailers on Residential Parcels
- First Reading of an Ordinance Adding Section 15, Chronic Nuisance Property, to Title 9, Health and Safety Regulations, Chapter 3 Nuisance

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>

August 19 Regular Session

- A Public hearing concerning the plans and specifications of the 2021/2022 Asphalt Overlay Project.
- Third and Final Reading of an Ordinance Prohibiting Parking of Semi-Trailers on Residential Parcels
- Second Reading of an Ordinance Adding Section 15, Chronic Nuisance Property, to Title 9, Health and Safety Regulations, Chapter 3 Nuisance (Andrew Fangman, Assistant Community Development Director)
- Second Reading of Ordinance Vacating an Undeveloped Right of Way Adjoining 1820 Angle Street

September 2 Regular Meeting

- Third and Final Reading of an Ordinance Adding Section 15, Chronic Nuisance Property, to Title 9, Health and Safety Regulations, Chapter 3 Nuisance (Andrew Fangman, Assistant Community Development Director)
- Resolution Setting a Public Hearing for Sept 16, 2021 for the following:
 - Street Full Depth Patch Project
 - Papoose Lift Station Safety Platform Project

September 9 In-Depth Meeting

- Public Works Capital Project Update
- Discussion Regarding the Utility Franchise Fee

September 13 Special Meeting

- Request on first and second reading for a five day Special Class "C" Liquor License and Outdoor Service for Food Truck Fight, 252 West Mississippi Drive - BRB Live, Inc.

UPCOMING ISSUES BEFORE CITY COUNCIL

Upcoming Public Hearings:

- October 7
 - A public hearing to declare certain real estate owned by the City as Surplus and authorizing the sale of said certain real estate

Upcoming Discussion Items

- October 14
 - Budget Basis Financial Overview for Fiscal Year Ended June 20, 2021
 - Discussion regarding the Keeping of Pitbull Ordinance and related Animal Control Ordinances

From the City Administrator



I recently attended the Iowa League of Cities Annual Conference in Coralville. This conference is attended by local government administrators and elected officials from across the state and provides an opportunity to share best practices and innovative approaches to local government services, programs, and administration. Sessions on economic development, public engagement, and effective City Councils were attended by me, Mayor Broderson and several Councilmembers. Why do we invest our time and resources in such training? We are committed to creating a high performing local government that can

facilitate a vibrant community that we can take pride in, where all feel welcomed, and where we feel connected to one another – through our neighborhoods, our social networks, and our public spaces. Sometimes the City of Muscatine provides physical connections – a road from here to there, a shelter in a park, or a bike trail. Sometimes it's a public meeting – like a City Council meeting, that provides residents an opportunity to share their opinions on matters of their concern. Or, maybe it's a city facility – The Musser Public Library or the Muscatine Arts Center – where residents and visitors can gather and gain information or share ideas. We in local government are really about connection. This work is challenging at times. One session at the conference was about how to "stress less" by letting go of things you can't control, focusing on positive emotions, and practicing self-care. Good advice regardless of your profession. Is it challenging? Of course! Do we have setbacks? Yes. But we keep moving forward because the Muscatine community deserves it.

If you have ideas or questions regarding any issue, please reach out to the City at feedback@muscatineiowa.gov. If you have a specific concern, you may visit the City's website and click on "Let Us Know" - <https://www.muscatineiowa.gov/requesttracker.aspx>.



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.

September Highlights

- Presented 33 regular agenda items for consideration by City Council
- Provided presentations to City Council on Capital Projects, the Utility Franchise Fee, and the Muscatine Police Department's Code Blue Program.
- Responded to numerous citizen and City Council requests and concerns.

Department of Administration | Division of Human Resources

August Highlights

The HR department assisted in the interview processes for the creation of fire promotional lists, as well as interviews for roadway maintenance leadworker, parking meter attendant, and police officer.



The HR department assisted the parks department in the hiring of a new golf professional.

The employer's wellness council met as part of the healthy hometown initiative and will be actively engaging in improving wellness policies and activities community wide.

The HR Department coordinated a 10 hour OSHA course. Thirty one employees from various departments participated in this training and will receive their OSHA 10 hour cards. The August safety topic was immunization awareness.

The city continues to take applications for fire fighter, night route transit driver, custodian, and various seasonal positions.

The HR Department also said goodbye to Office Assistant Joccee McFate. Congratulations to Joccee on her promotion to the housing department!

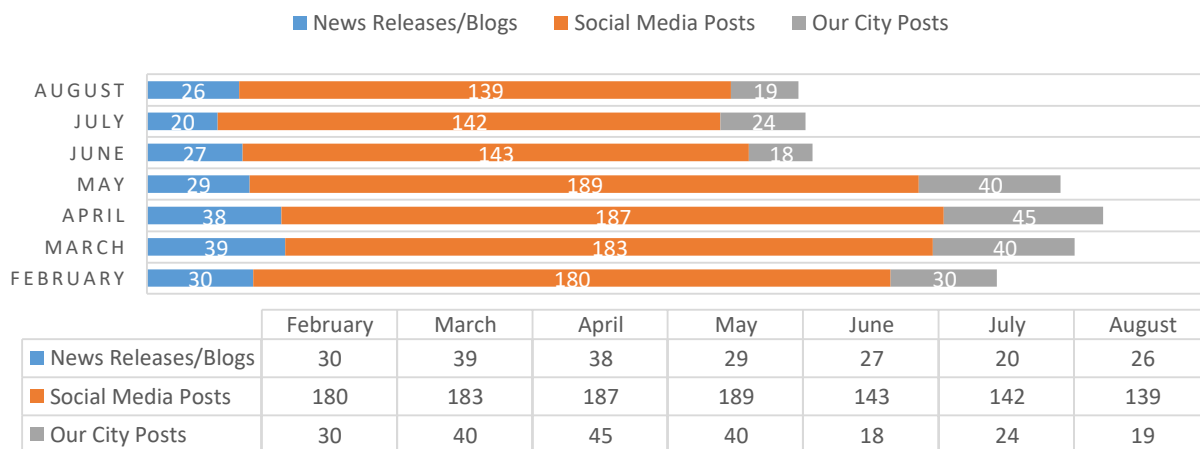
Department of Administration | Communications Division

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.

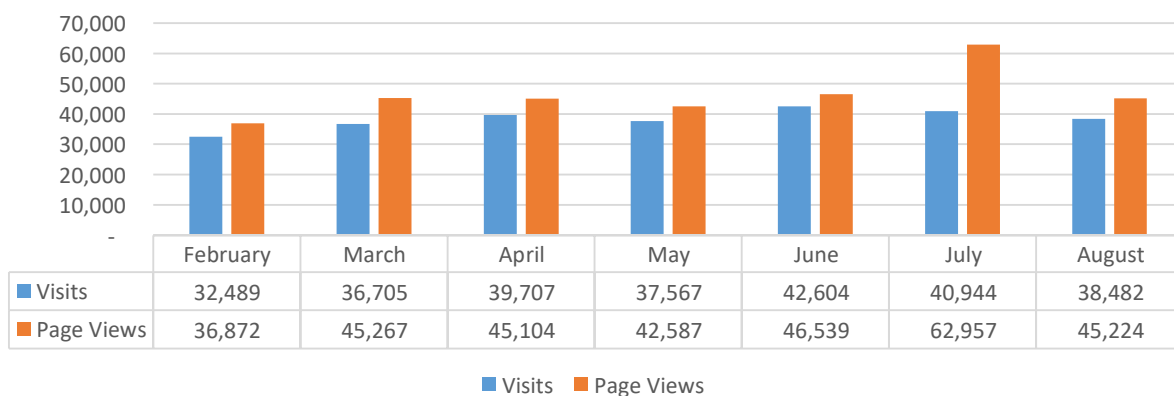
August Highlights

- A total of 26 news releases were produced and distributed to media and *Notify Me* subscribers.
- Hosted 25 GoToMeeting Virtual meetings for various departments.
- Created 139 social media posts (62 Facebook, 34 Instagram, 41 Twitter, and 2 YouTube).

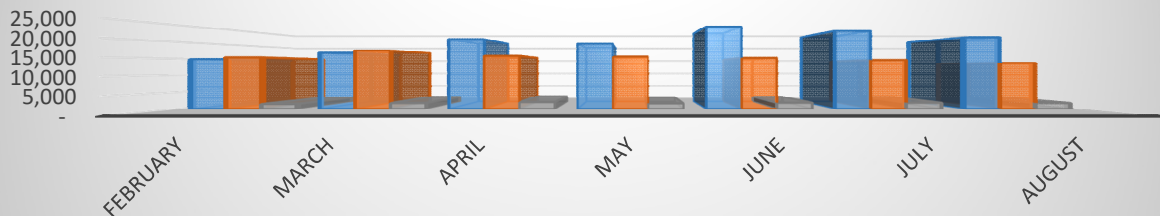
COMMUNICATIONS SENT



City of Muscatine Web Site 2021



Accessing City Web Site 2021



	February	March	April	May	June	July	August
Smartphone	14,934	16,710	20,920	19,498	24,562	23,327	21,484
Desktop	15,426	17,417	15,873	15,642	15,284	14,696	13,843
Tablet	1,460	1,716	1,975	1,611	1,777	1,788	1,712

Smartphone Desktop Tablet

City of Muscatine Website			
Top Visited Pages	August	Top Visited Pages	2021
Main Page	3,995	Main Page	30,146
Facilities	2,232	Facilities	16,889
Jobs	2,125	Jobs	13,555
Who We Are – MFD	917	Transfer Station	5,981
ATE	860	Parking Payments	5,600
Jobs – Office Assistant	689	Parks & Recreation	4,995
Transfer Station	672	Bids	4,906
Parking Payments	643	Municipal Golf Course	4,686
Police Department	599	Automated Traffic Enforcement	4,378
Municipal Golf Course	557	Police Department	4,168
Book a tee time	554	Agendas	3,722
Agenda's	550	Staff Directory	3,652
Bids	512	City Council Agenda Archive	3,578
Parks & Recreation	434	Compost Site	3,554
City Council Agenda Archives	433	Book A Tee Time	3,514

Department of Administration | Finance & Records Division

Monthly Activity Summary Report Calendar Year 2021

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

Summary of Activities	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
Accounts Payable Checks and ACH Payments	823	479	501	541	597	557	580	694
Payroll Checks and Direct Deposits	634	648	653	1,061*	813	855	585	836
Accounts Receivable Invoices Sent	237	150	233	212	213	251	202	262
Finance Cash Register Transactions	373	557	622	550	488	649	469	448
Housing Receipt Transactions	162	171	160	164	187	191	187	180
Purchase Orders Processed	228	233	236	242	236	252	303	280

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

Department Highlights for the Month of August:

Audit, Grants, and Housing

- Calls with Grandbridge representatives and housing staff to review the draft Hershey Manor re-financing HUD loan application. Application submitted by Grandbridge Aug. 16, 2021.
- Continued submitting information to the State for FEMA grant reporting and responding to requests for additional information.
- Prepared Audit working papers for onsite auditor visit. Auditor's onsite August 16-18, 2021.
- Calls with HUD staff for the Section 8 Voucher Management System review to discuss documentation questions from the Remote Review.

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. Summer activities are now underway with registrations being made daily. 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	112 Reservations Booked for 2021
Riverview Center Reservations	90 Reservations Booked for 2021
Shelter Reservations	310 Reservations Booked for 2021
Dog Park Passes	223 Dog Park Passes for 2021

Department of Parks & Recreation | Park Maintenance

The Park Maintenance Division worked hard in preparing for several special events that took place throughout our parks and the community in the month of August including: Walnut Park Baptist Church Ice Cream Social, United Ways Business After Hours, Watermelon Stampede, Almost Friday Fest, It Takes A Village Animal Rescue & Resources Event, and the Tirena Smith Memorial Car Show. With the great weather in August, shelter and building rentals were well utilized! Staff continued to provide support to both the Muscatine Aquatic Center and the Mississippi Mist. With the heat and dry conditions of the summer months, staff continued to water over 500 trees that were donated to the City of Muscatine. The hanging baskets in the downtown area continue to thrive and help bring wonderful colors to our downtown! Staff finalized planting plans with two non-profit groups for two \$5,000 tree grants, with a planting date set for early October.

Subject	Result
Seasonal Employee Recruitment	16 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 Steps are also open for public use. Staff installed several foundations for headstones in the month of August and continues to repair foundations throughout the Cemetery. Staff is currently gearing up for the Cemetery walk that will take place on September 26.

Subject	Result
Burials	11 Burials
Burial Spaces	10 Burial Spaces Acquired

Department of Parks & Recreation | Boat Harbor/Marina

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 Marina Operations continues to provide fuel, oil and pump out services to boaters. Hours for the Marina Operations are Friday from 5-7pm and Saturday and Sunday's from 10:00am – 2:00pm. 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)	25 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. Current programs taking place include Sport Shorts, Tennis Lessons, Adult Volleyball League, Muskie Youth Soccer Camp and the Walking Club.

Subject	Result
Youth Program Participation	220 Participation Occurrences in August
Adult Program Participation	1,336 Participation Occurrences in August

Department of Parks & Recreation | Aquatics

The Aquatic Center opened on June 1 for the season. The Musser Public Library is partnering with us for Infant Toddler Swim and Story Time on alternating Tuesday mornings. Infant Toddler Swim has been a very popular program this year with requests for additional sessions in 2022.

Subject	Result
Lifeguards	31 Lifeguards Hired
Pool Party Reservations	72 Pool Parties Booked
Swim Lesson Enrollments	292 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	5 Participation Occurrences in August

Department of Parks & Recreation | Kent Stein

The majority of August was spent doing field maintenance and prepping for fall usage. Scheduling requests for tournaments, games and practices continue to come in with heavy usage taking place.

Subject	Result
Tournaments	11 Tournaments Scheduled for 2021

Department of Parks & Recreation | Soccer Complex

Staff performed field maintenance in preparation for the fall soccer season. We continue to receive scheduling requests for usage at the Muscatine Soccer Complex and Soccer West sites.

Subject	Result
Tournaments	5 Tournaments Scheduled for 2021

Department of Parks & Recreation | Soccer Events

The 25th Annual College Search Kickoff took place on July 22nd - July 25th in Muscatine. The event was a success and we heard many positive comments from people who attended the showcase!

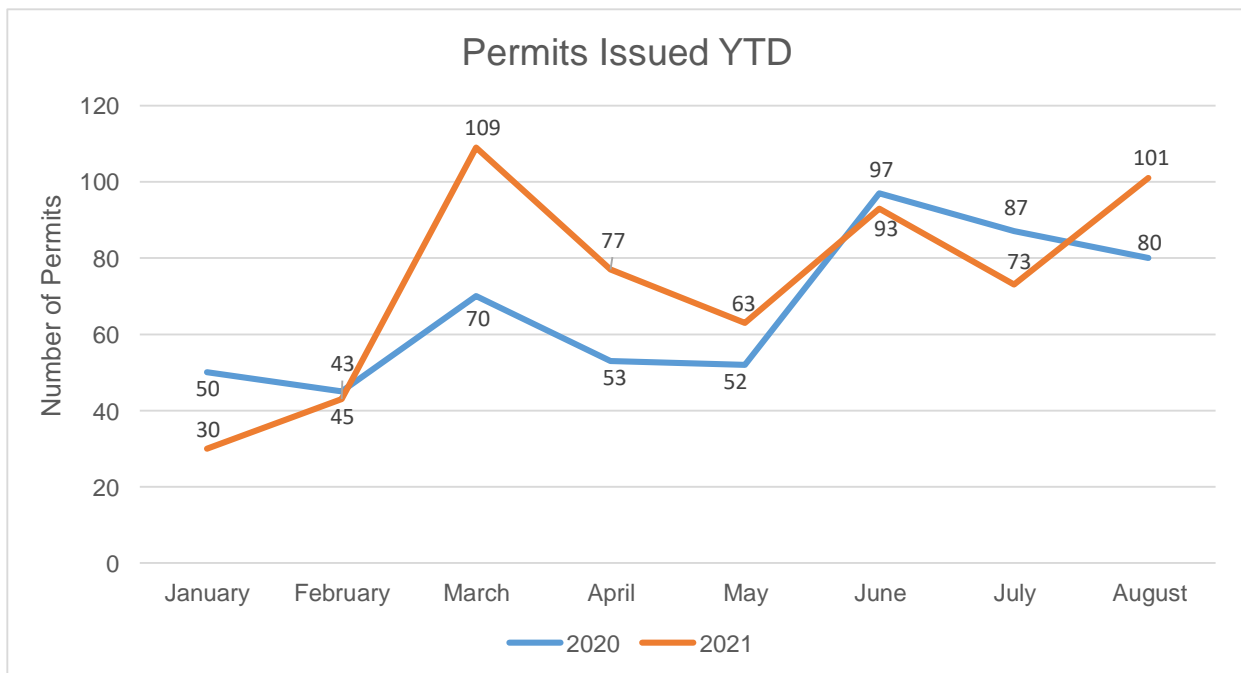
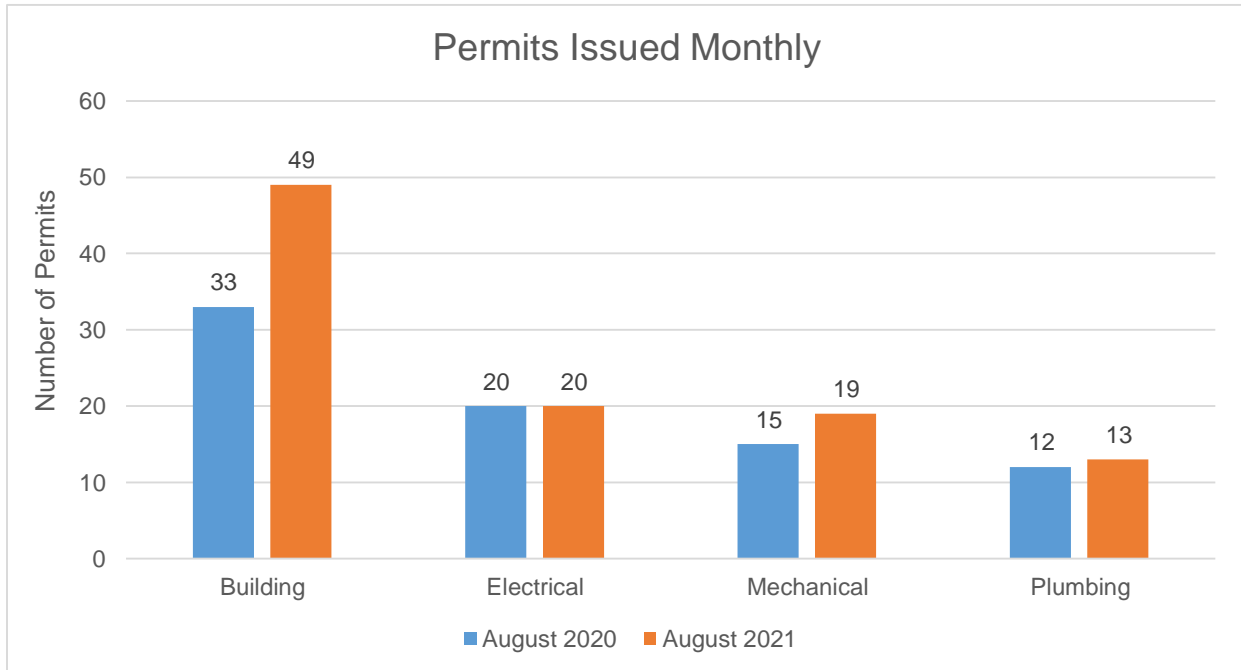
Subject	Result
College Coaches	158 College Coaches Registered
Soccer Teams	60 Teams Registered

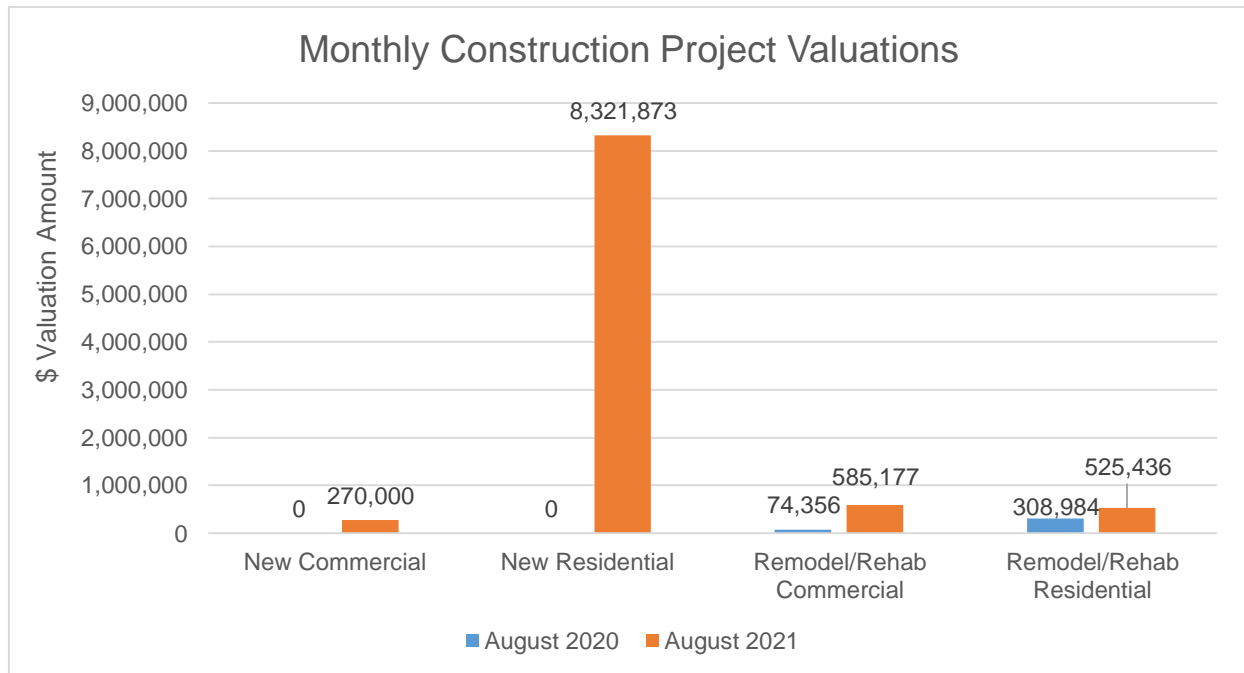
Department of Parks & Recreation | Golf

The Muscatine Municipal Golf Course has received very good participation to date. 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.

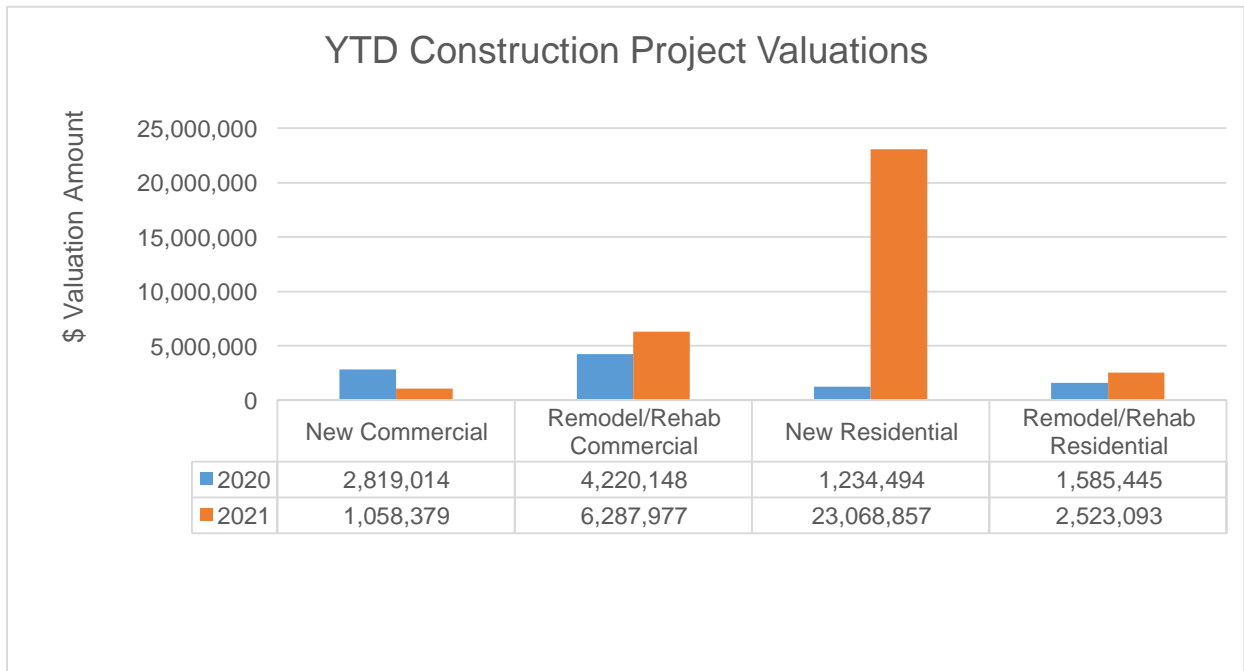
Subject	Result
Outings	26 Outings Scheduled for 2021
Leagues	7 Leagues Scheduled for 2021
Season Passes	250 Season Passes Sold
Rounds	4,273 Rounds Played

Department of Community Development





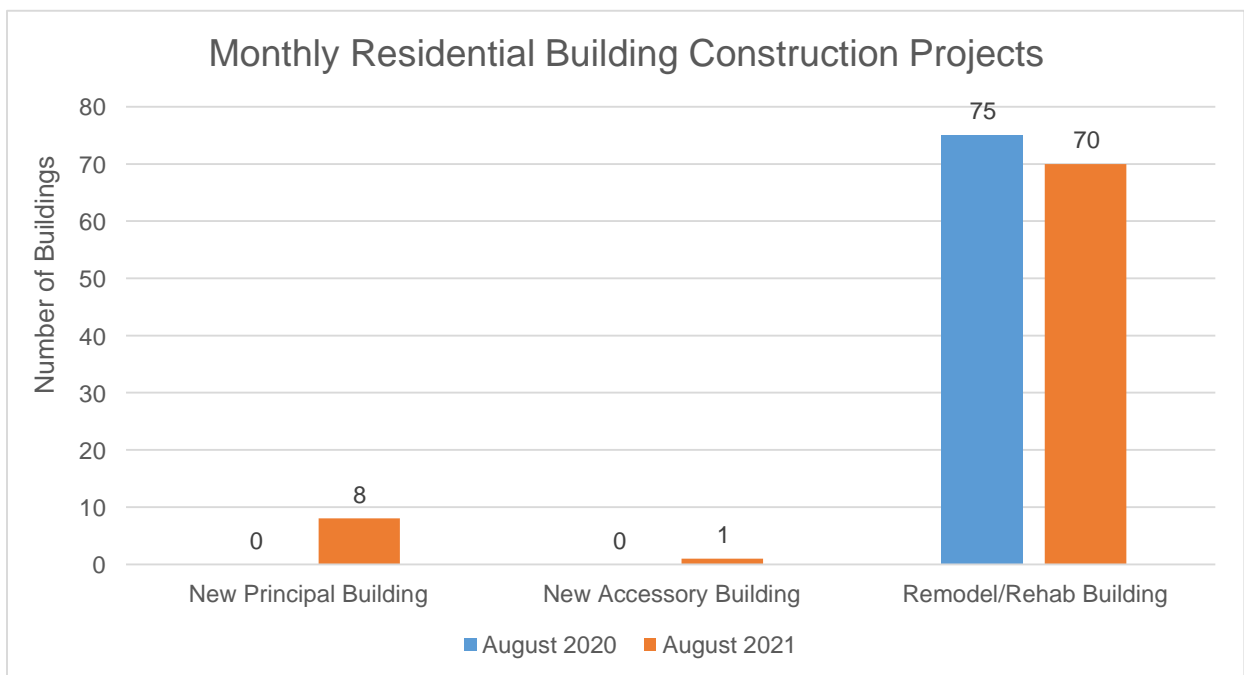
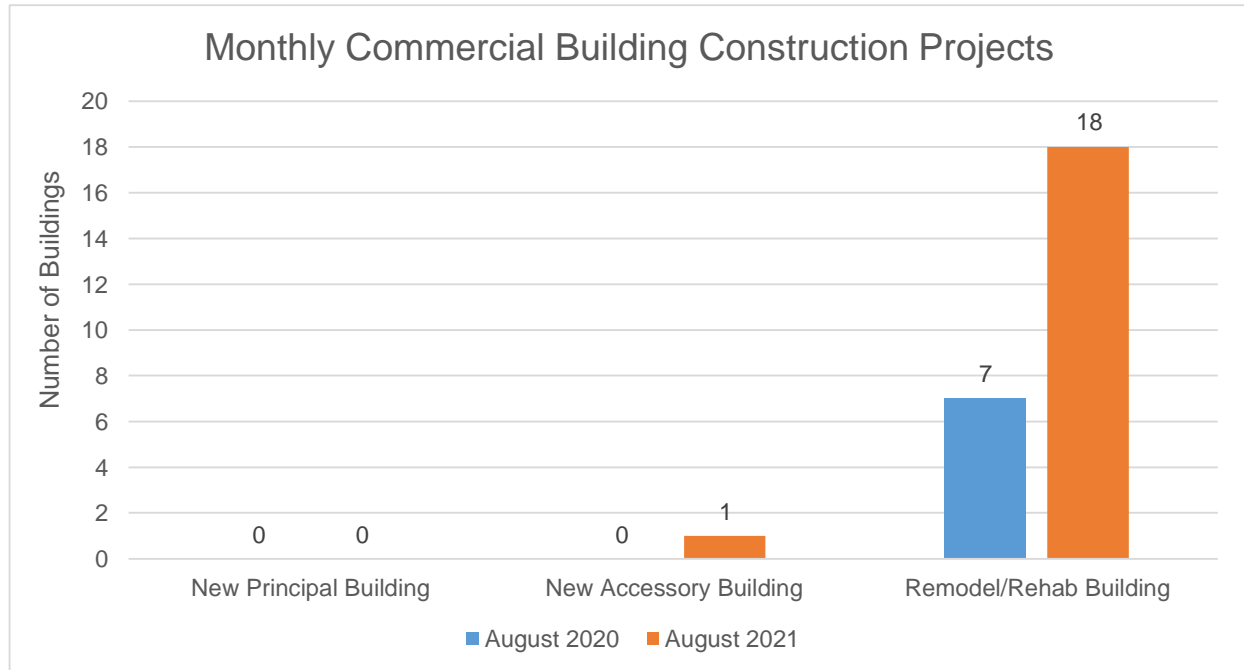
*New Residential includes two single family residences and an apartment building complex consisting of one duplex and five 8-plex buildings.

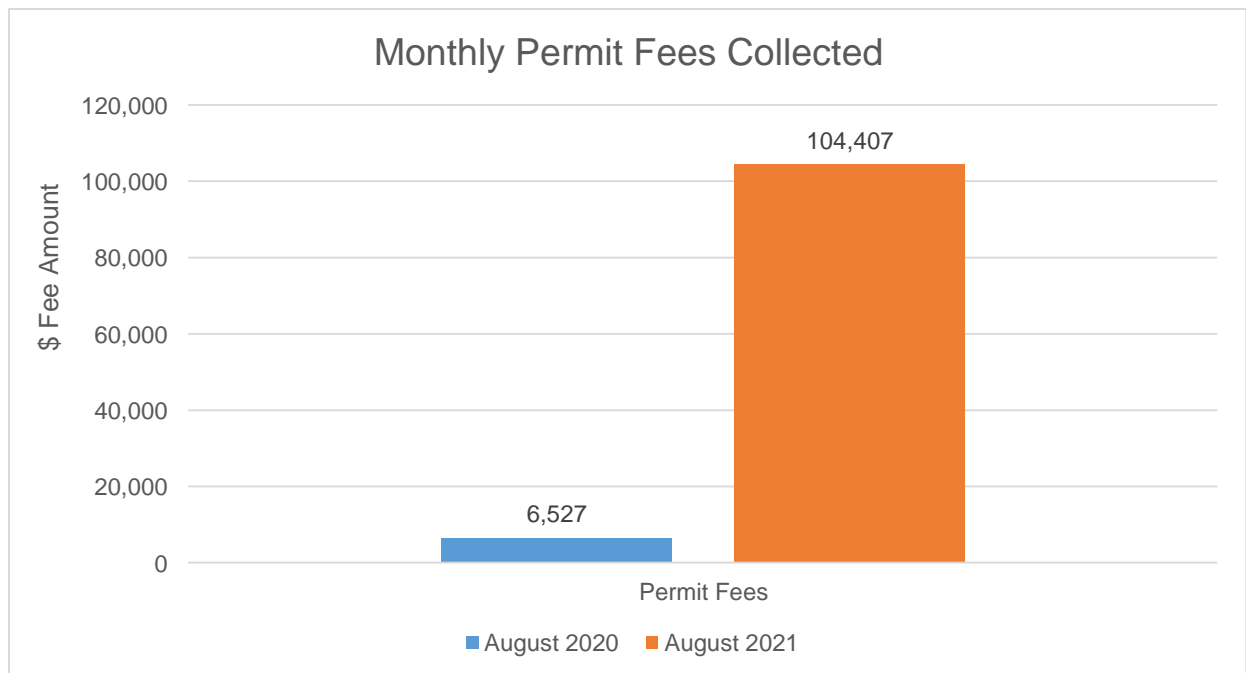
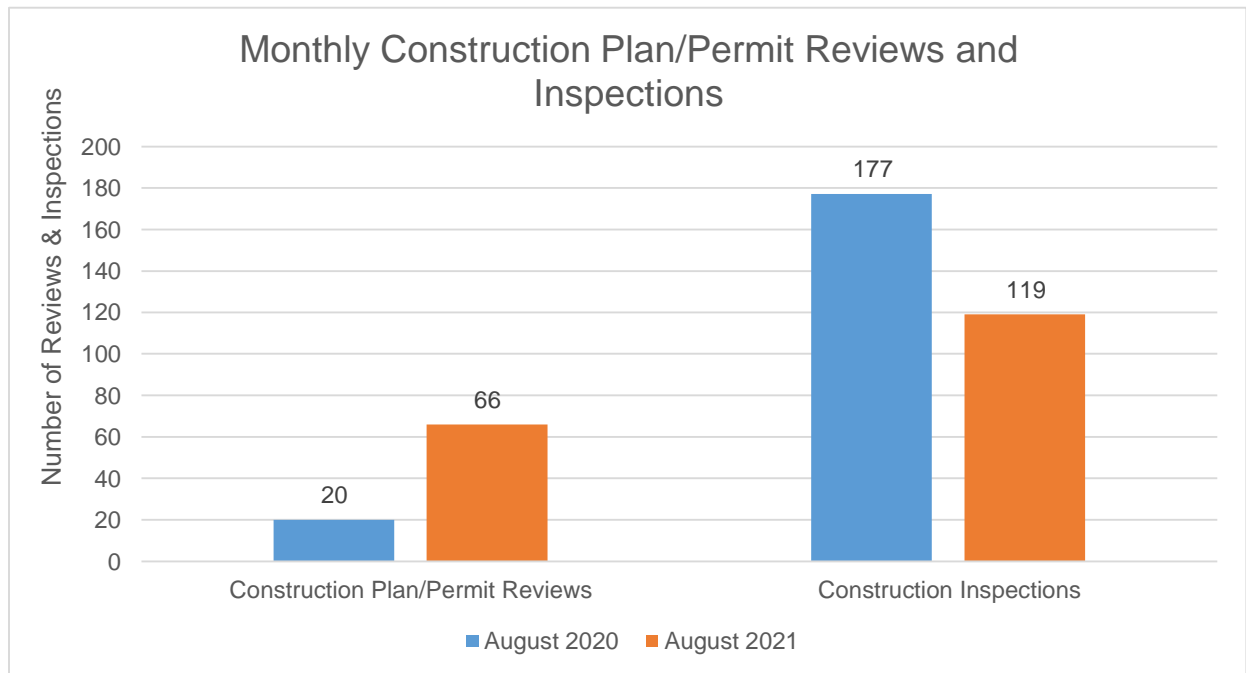


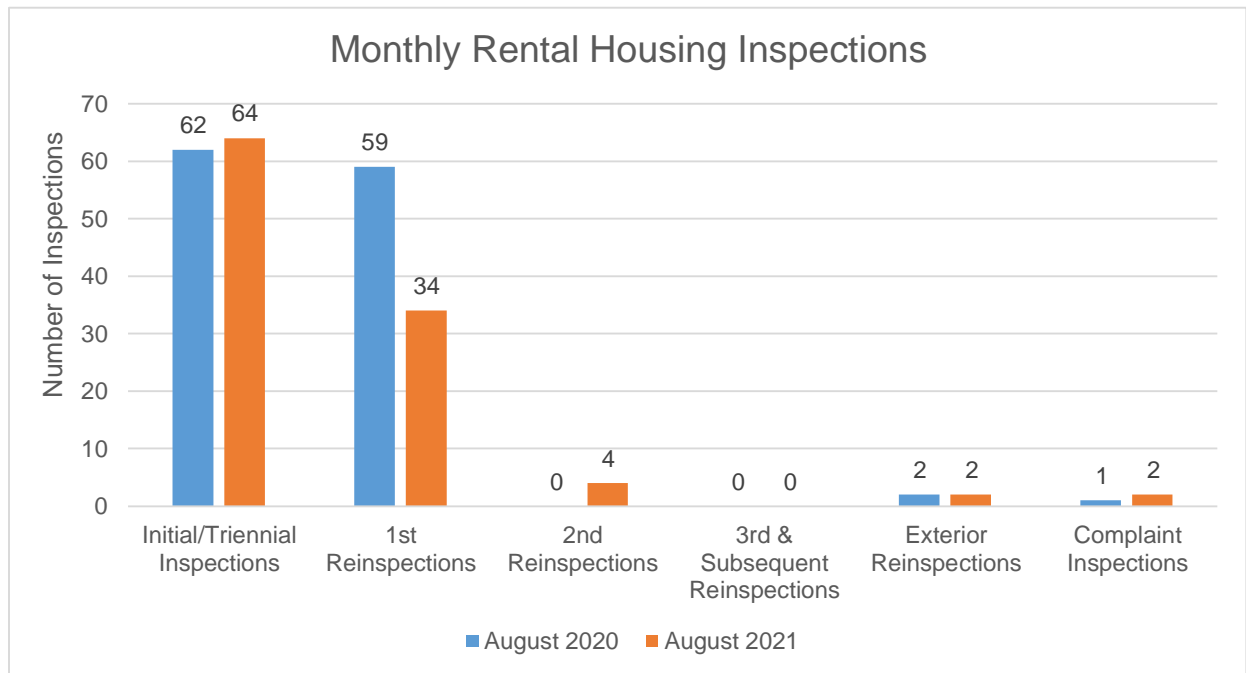
Principal Building defined as the construction of new building on a previously vacant lot/parcel.

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

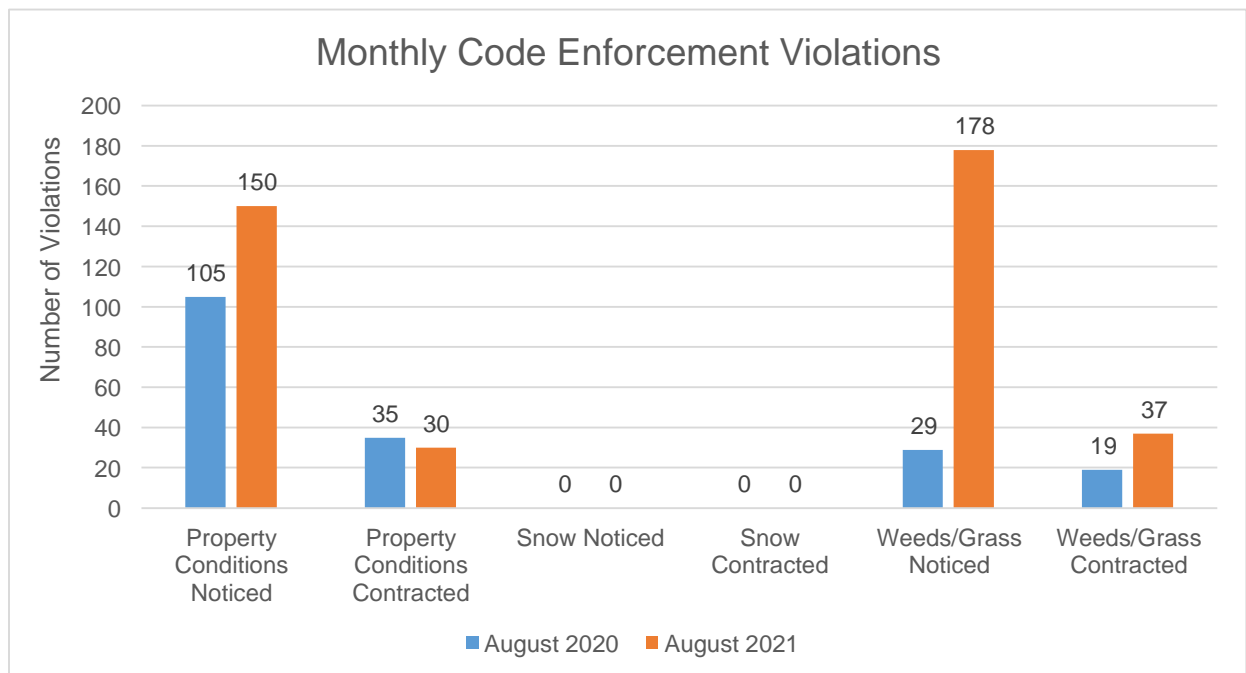
Remodel/Rehab defined as buildings undergoing any alterations whether it be for a remodel or repair.







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

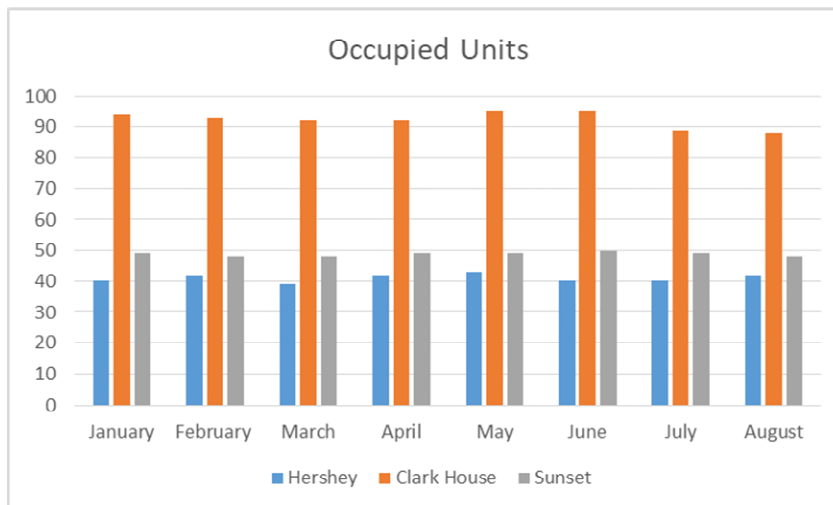


Other Community Development Activities

- One nuisance property was acquired, conveyed to a non-profit and demolished in preparation of placement of Homes for Iowa housing unit.
- Permitted the first development adjacent to the theater in 10 years. Scooter's Coffee will break ground in September.
- Awarded the contract for demolition of 4 additional nuisance properties.
- Started the review of the 2021 International Building Code for adoption in 2022.
- Housing inspections are now being conducted for all properties.
- Code revisions were made clarifying what constitutes junk and nuisance vehicles, prohibiting the parking of semi-trailers in residential neighborhoods for extended periods of time, and instituting penalties for chronic nuisance offenders.

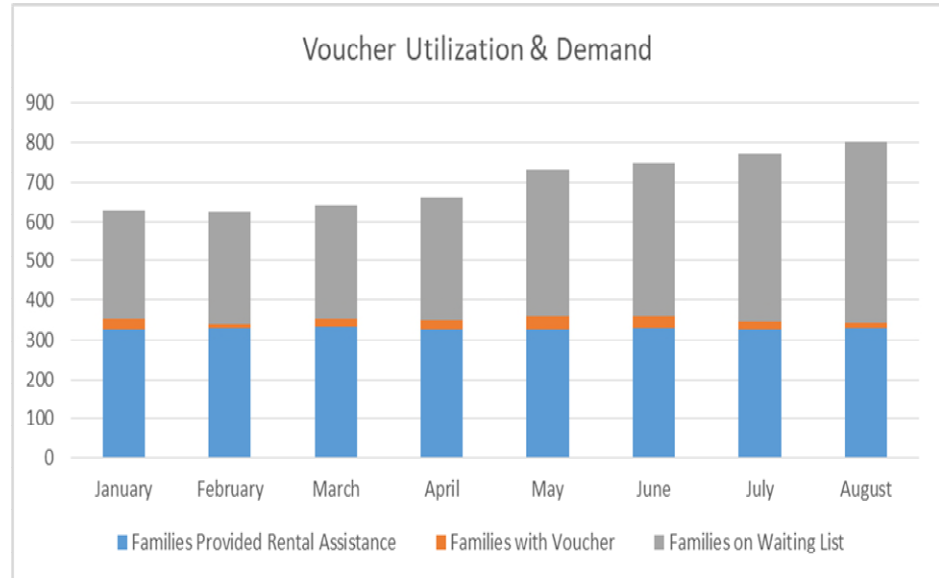
Housing Agency Activities

- The application for refinancing Hershey Manor to replace the HVAC system was resubmitted to HUD.
- A new Housing Specialist was hired, fully staffing the property management roles.
- The first 1st Time Homebuyers Class was conducted since February 2019, and continued to provide one-on-one housing counseling and Financial Literacy Classes.
- HUD conducted an audit of our Voucher Management System data which determined all data was in compliance and there were no findings.



- Received 186 requests for work orders; all of which were completed within 1 day
- Overall occupancy remained the same; the primary issue with improving occupancy continues to be health related

- Paid \$144,899 to private landlords on behalf of assisted clients
- Received \$18,628 in administrative fees based on the 82% proration of fees earned





Department of Public Safety

Fire Department Monthly Report

By: Chief Jerry Ewers

August Highlights

- Fire Department is pushing out employee spotlights and short department videos to assist with our recruitment and retention efforts. You can see these on FaceBook and Twitter platforms.



- Placed order for new 2022 Pierce Fire Engine to replace a 1988 Fire Engine. Delivery time is 13-14 months away.

- MPW donated a new chlorine emergency Kit-B for our HAZMAT operations.



Staff Updates

- Life Saving Award given to Firefighter Mike Collins on August 11th for his efforts in saving the life of a woman from an apartment fire.



Demand for Services / Response Activity

	Avg. Per Day	Monthly Totals	YTD Totals
Fire Responses	1.63	49	328
911 EMS Responses	10.57	317	2,400
Out of Town Transfers	3.83	115	943
Total Responses	16.43	493	3,671
	Avg. Per Day	Monthly Totals	YTD Totals
Urban Response Time Goal - 90% within 9 min or less		86.8%	89.4%
Rural Response Time Goal - 90% within 15 min or less		90.7%	94.4%

Staff Training

Type	Monthly Totals	YTD Totals
Recruit / Probationary	826.25	1,846.1
Fire Suppression	197.25	1,693.15
EMS / Medical Related	58.65	855.05
Technical / Rescue	153	1,255.2
Driver / Operator	33	249.65
Professional Development / Leadership	1	81.65
Paramedic Program	114	1,568.5
Totals	1,83.15	7,549.3

Vehicle & Equipment Maintenance

	Monthly Totals	YTD Totals
Fire Vehicle Miles Driven	4388	22,968
Ambulance Miles Driven	10,993	101,337
Total Miles Driven	15,381	124,305
Work Orders Completed (PPE, Vehicles, Equip)	45	446
Gallons of Diesel Fuel Dispensed	439.8	2,873.7
Gallons of Gasoline Dispensed	1,771.8	14,176.1
Total Gallons of Fuel Dispensed	2,211.6	17,049.8

Prevention, Education and Outreach

	Month	YTD		Month	YTD
Fire Inspections	39	210	Plan Reviews / Site Visits	11	218
Re-Inspections	6	215	Fire Investigations	10	60
Permits Issued (All types)	38	987			



Department of Public Safety

Police Department Monthly Report

August Highlights

- Officers helped "Muscatine Rebuild" with a neighborhood revitalization project. Electrical work was done to the house.
- Det. Roseman bought a pizza dinner for 3 children who were being victimized by their parents.
- Det. Raisbeck bought lunch for two kids he transported to Cedar Rapids for a forensic exam. After the exam was finished, he stopped by Walmart and allowed the victim to pick out a new Basketball, which he also paid for.
- A.C. Snider spent the better part of this month talking with our US senators and the FBI in an effort to help a friend escape Kabul. He and his family made it out and were evacuated to the UK. As he was at the airport awaiting his flight, Taliban soldiers arrived at his home looking to detain him. A near miss with a good ending.
- The Detectives have been working with CPC to organize a golf outing fundraiser to help them cover a budget shortfall, which is threatening to shut down their operations in Muscatine.
- Officer Cabrera spoke to people at Senior Resources and had a question and answer segment about being a Police Officer and what the job entails.
- PD attended Diversity Equity Inclusion (DEI) monthly meeting

Staff Updates

- Police Officers Demetri Wheeler and Dakota Mullen were assigned solo patrol after completing the Field Training Program (FTO).

CITY ADMINISTRATOR'S REPORT OF AUGUST 2021 ACTIVITY

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	0	0					0
	2020	0	0	0	0	0	0	0	0					0
SEXUAL ASSAULT	2021	3	4	5	14	8	6	11	9					95
	2020	6	2	4	2	2	6	10	3					35
ROBBERY	2021	0	0	0	0	0	0	0	0					0
	2020	0	0	0	0	0	0	0	2					2
BURGLARY	2021	14	16	14	21	28	27	26	18					164
	2020	10	8	17	45	49	31	38	33					231
THEFT	2021	23	15	30	27	23	37	33	39					227
	2020	17	16	21	28	30	33	30	29					204
AUTO THEFT	2021	6	5	3	6	5	7	10	7					49
	2020	6	5	6	4	5	3	3	4					36
SHOPLIFTING	2021	8	8	12	11	8	8	6	8					69
	2020	14	9	11	4	9	5	4	5					61
Class I Total														604

ARSON	2021	0	0	0	0	0	0	0	0					0
	2020	0	0	0	0	0	0	0	0					0
ASSAULT	2021	7	4	18	10	8	18	14	17					96
	2020	15	12	6	11	14	11	18	15					102
FRAUD	2021	12	14	18	22	15	19	16	19					135
	2020	28	9	23	18	15	12	18	27					150
CRIMINAL MISCHIEF	2021	11	11	11	15	26	35	21	20					150
	2020	14	12	19	13	18	25	20	16					137
WEAPONS	2021	7	1	3	5	5	1	5	7					34
	2020	1	1	3	0	11	9	6	10					41
NARCOTICS/DRUGS	2021	7	15	4	13	9	13	14	14					89
	2020	14	9	13	13	13	16	17	6					101
OFFENSES AGAINST CHILDREN	2021	4	5	8	10	7	10	8	5					57
	2020	4	4	5	2	4	13	6	15					53
DISTURBANCES	2021	89	91	112	103	114	189	185	109					992
	2020	63	80	128	126	134	278	206	138					1153
JUVENILE OFFENSES RUNAWAYS	2021	21	15	43	31	28	32	56	41					267
	2020	27	24	38	30	27	25	26	24					221
Class II Totals														1820

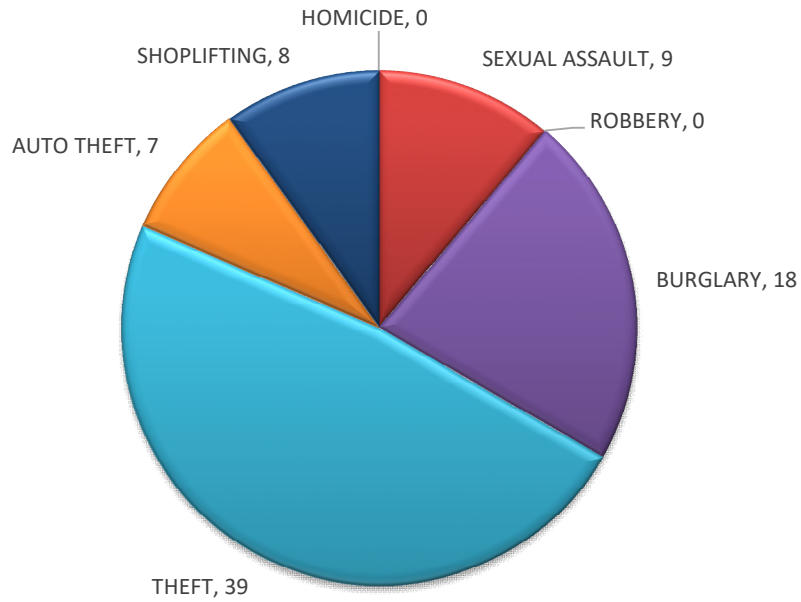
ANIMAL COMPLAINTS	2021	56	62	82	80	72	84	77	95					608
	2020	52	58	73	77	84	100	105	95					644
FATALITY ACCIDENT	2021	0	0	0	0	2	0	0	0					2
	2020	0	0	0	0	0	0	0	0					0
OTHER ACCIDENTS	2021	67	76	49	36	58	60	58	68					472
	2020	55	40	62	34	58	81	69	71					470
Class IV Totals														1082

CITY ADMINISTRATOR'S REPORT OF AUGUST 2021 ACTIVITY

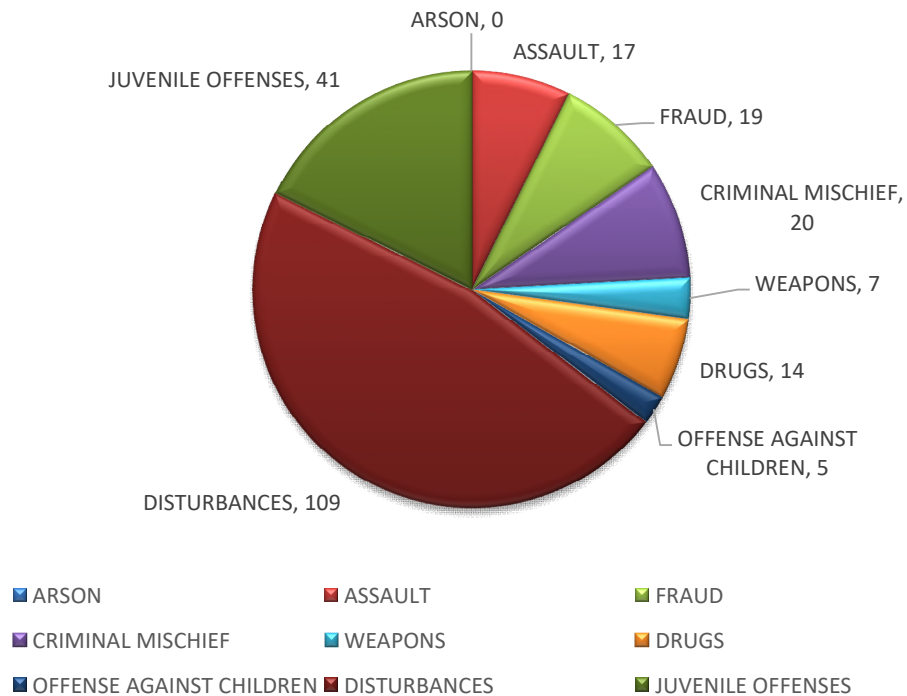
DOMESTICS	2021	34	38	33	48	41	48	53	52					347
	2020	40	36	47	51	87	52	68	73					454
ALARMS	2021	17	12	15	13	16	24	26	25					148
	2020	9	16	20	17	25	25	30	17					159
PARKING COMPLAINTS	2021	237	114	69	49	35	48	52	41					645
	2020	69	34	31	41	66	52	47	51					391
OTHER TRAFFIC RELATED ACTIVITIES	2021	232	221	303	244	276	231	261	266					2034
	2020	342	379	258	69	258	270	236	394					2206
PUBLIC ASSISTS	2021	491	420	446	492	569	532	538	541					4029
	2020	497	441	498	418	491	528	536	575					3984
Class V Totals														7203
OPERATING WHILE INTOXICATED	2021	4	6	5	5	9	6	7	6					48
	2020	4	7	4	4	4	6	4	8					41
TRAFFIC CITATIONS ISSUED	2021	166	130	165	140	182	170	165	176					1294
	2020	178	243	160	15	111	146	119	248					1220
ADULT ARRESTS	2021	100	118	86	110	128	106	131	108					887
	2020	85	82	86	103	75	98	68	110					707
JUVENILE ARRESTS	2021	5	5	9	15	9	6	14	8					71
	2020	8	10	11	1	2	9	6	2					49
TOTAL ARREST	2021	105	123	95	125	137	112	145	116	0	0	0	0	958
	2020	93	92	97	115	77	107	74	112					767
ADMINISTRATIVE	2021	232	289	334	314	267	333	390	332					2491
	2020	190	146	95	34	117	181	191	226					1180
*TOTAL REQUEST FOR POLICE	2021	1578	1436	1612	1564	1620	1762	1860	1733	0	0	0	0	13165
	2020	1473	1341	1378	1037	1517	1756	1684	1829	0	0	0	1490	13505

Class I Calls

■ HOMICIDE ■ SEXUAL ASSAULT ■ ROBBERY ■ BURGLARY ■ THEFT ■ AUTO THEFT ■ SHOPLIFTING

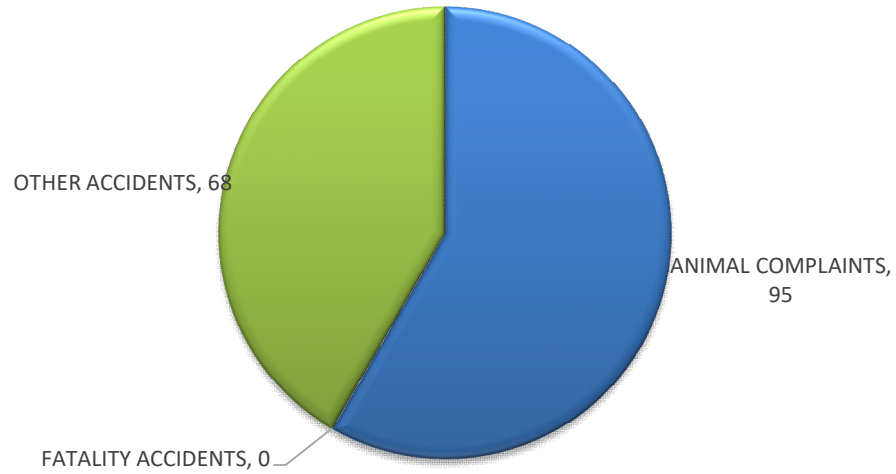


Class II Calls



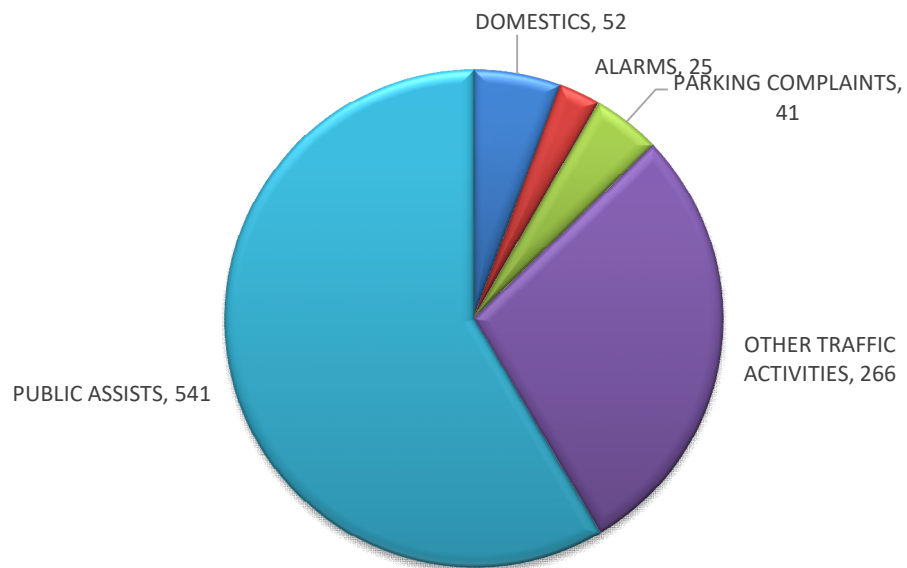
Class IV Calls

■ ANIMAL COMPLAINTS ■ FATALITY ACCIDENTS ■ OTHER ACCIDENTS



Class V Calls

■ DOMESTICS ■ ALARMS ■ PARKING COMPLAINTS ■ OTHER TRAFFIC ACTIVITIES ■ PUBLIC ASSISTS

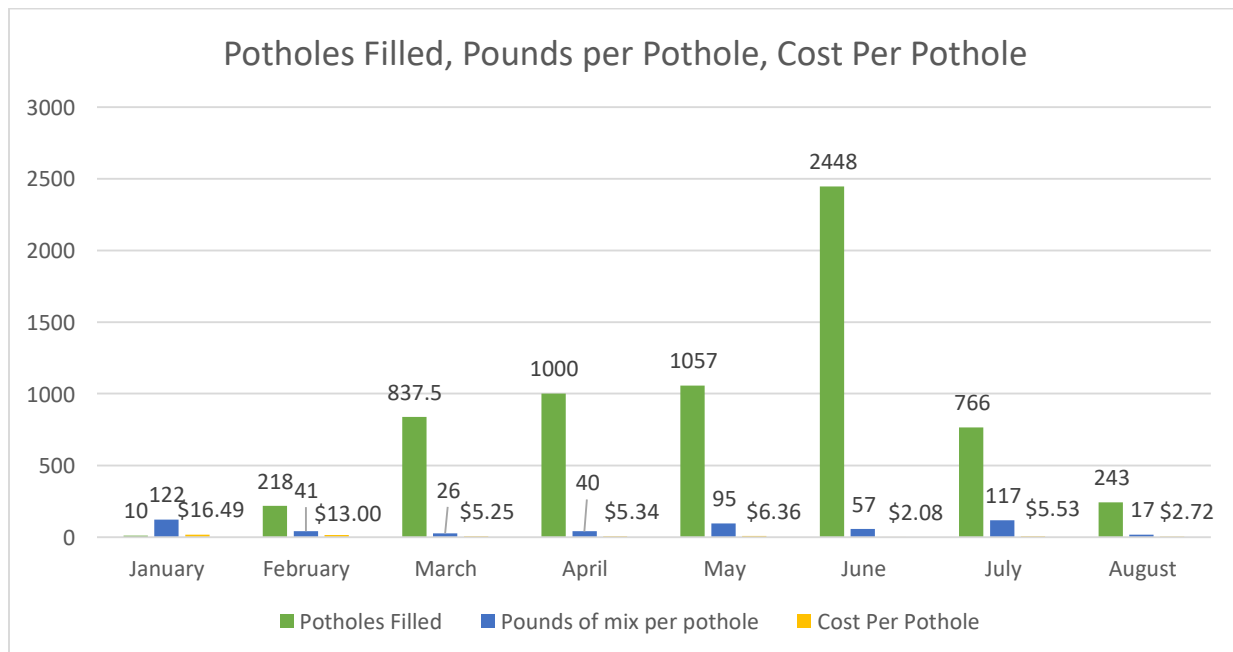


Department of Public Works

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

Roadway Maintenance Division Report August 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 August 2021:

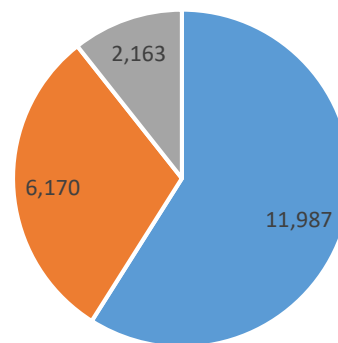
This month in addition to their regular duties including cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff have been mowing, weed eating, and spraying. At the Public Works Building, staff upgraded a planting area and removed a planting area to increase vehicle parking, and unplugged the drains in the vehicle storage garage. At the library they repaired the irrigation system, replaced a contactor on a piece of equipment, and delivered and returned the children's foam play blocks to the Art Center for the ice cream social. At the Art Center, staff oversaw the warranted repairs on the chiller and continue to work with contractors and insurance adjusters for the gutter and roof repairs. Staff also have been actively seeking quotes for deferred maintenance projects and other budget items. All of this was done while all staff members attended OSHA 10-hour Training and several took vacation leave.

Transit Summary of Operations for August 2021:

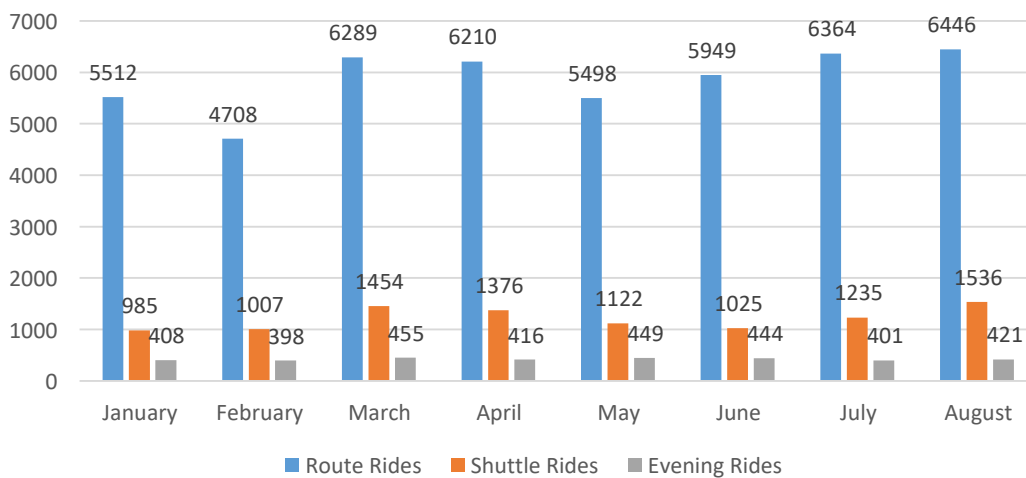
MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.

August Miles Driven

Route Miles Shuttle Miles Evening Miles



MuscaBus Ridership



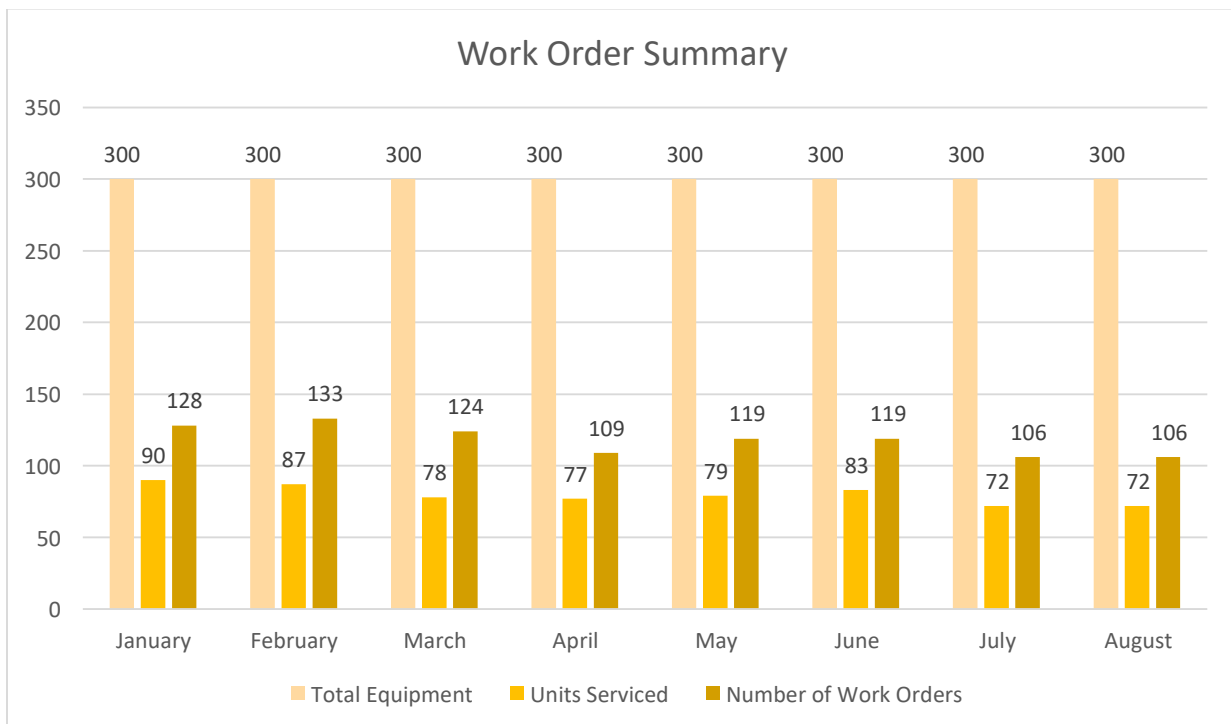
Engineering Division Report August 2021:

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

Project Name	Project Start	Percent Complete	Project Notes
Concrete Full Depth Patch	October 2021	N/A	Plan & spec. creation
Asphalt Street/Alley Overlay	August 2021	N/A	Out to Bid
Grandview Reconstruction	May	10%	Install sewer & Water Main, paving
West Hill Sewer Separation Phase 5	April	15%	Installing sewer on 8 th Street
Park Avenue 4 to 3 lane	March	77%	Mill & overlay pavement
2 nd Street Streetscape	March	75%	Iowa Intersection to Chestnut

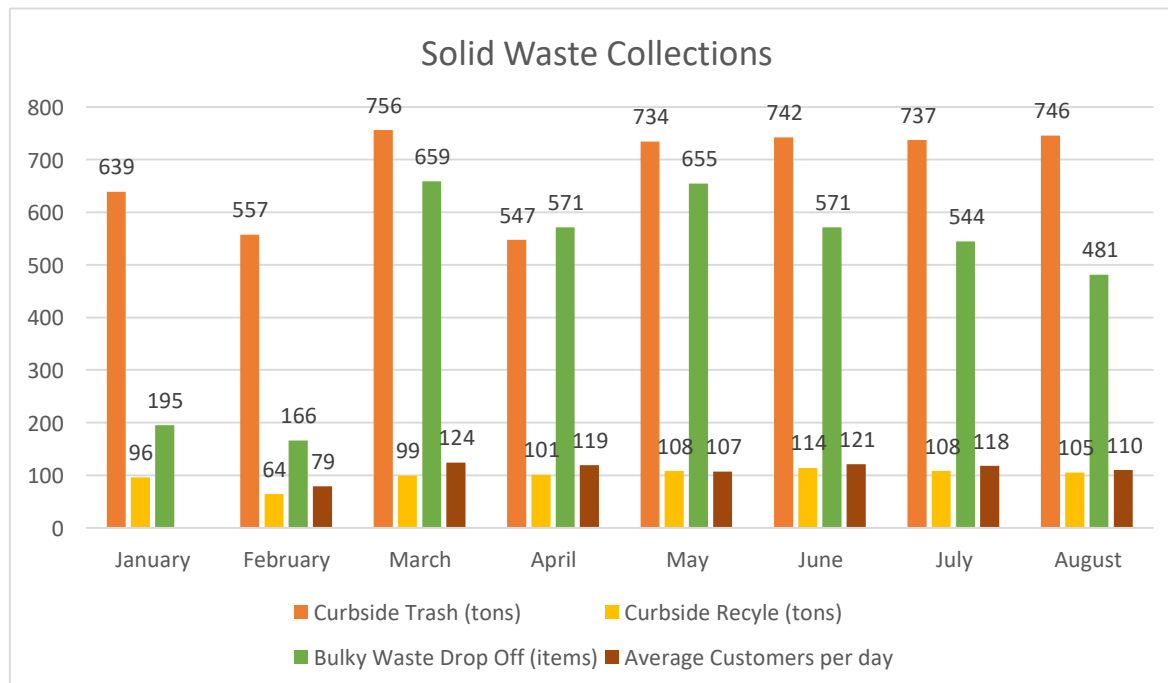
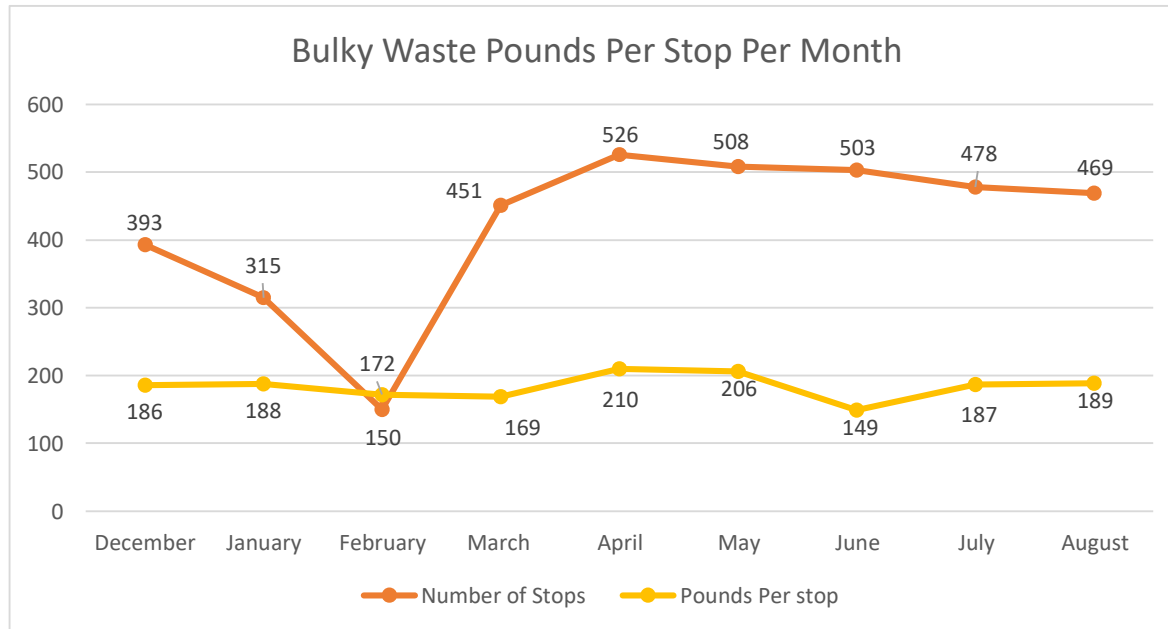
Vehicle Maintenance Division Report August 2021:

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 August 2021:

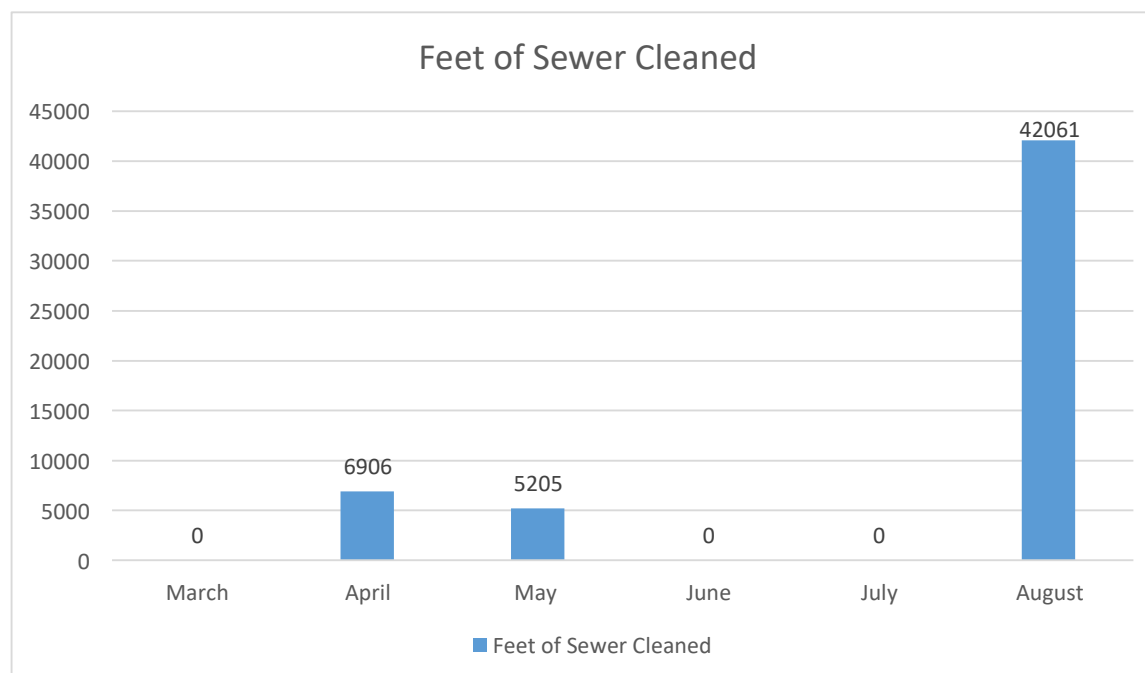
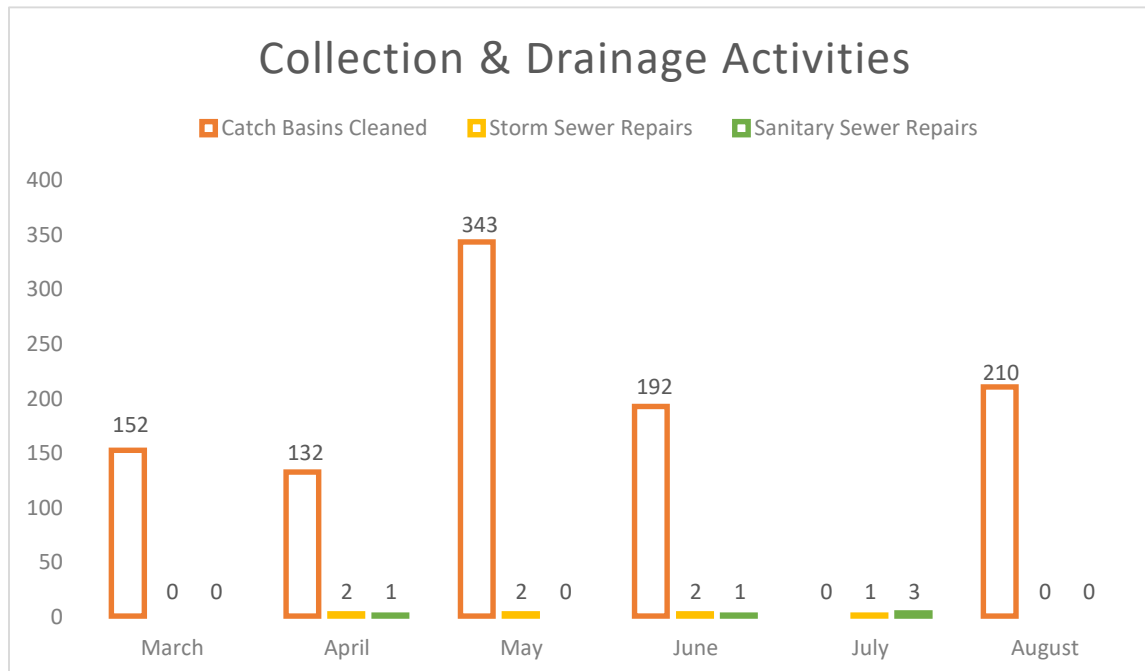
The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.



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.

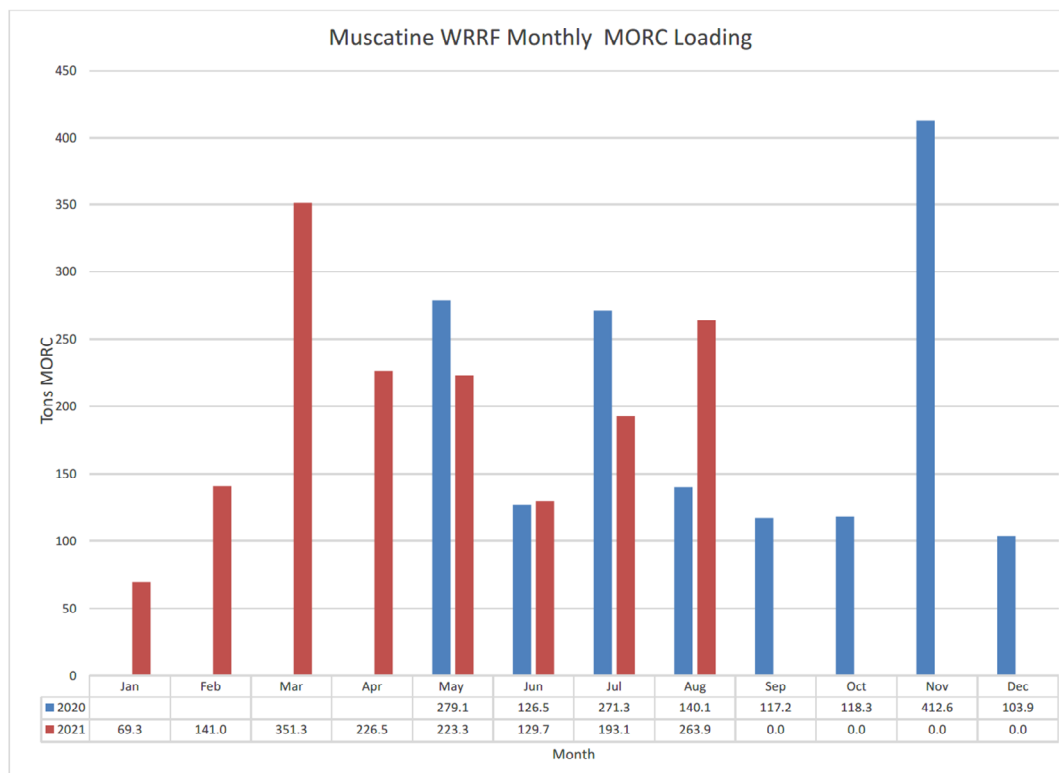
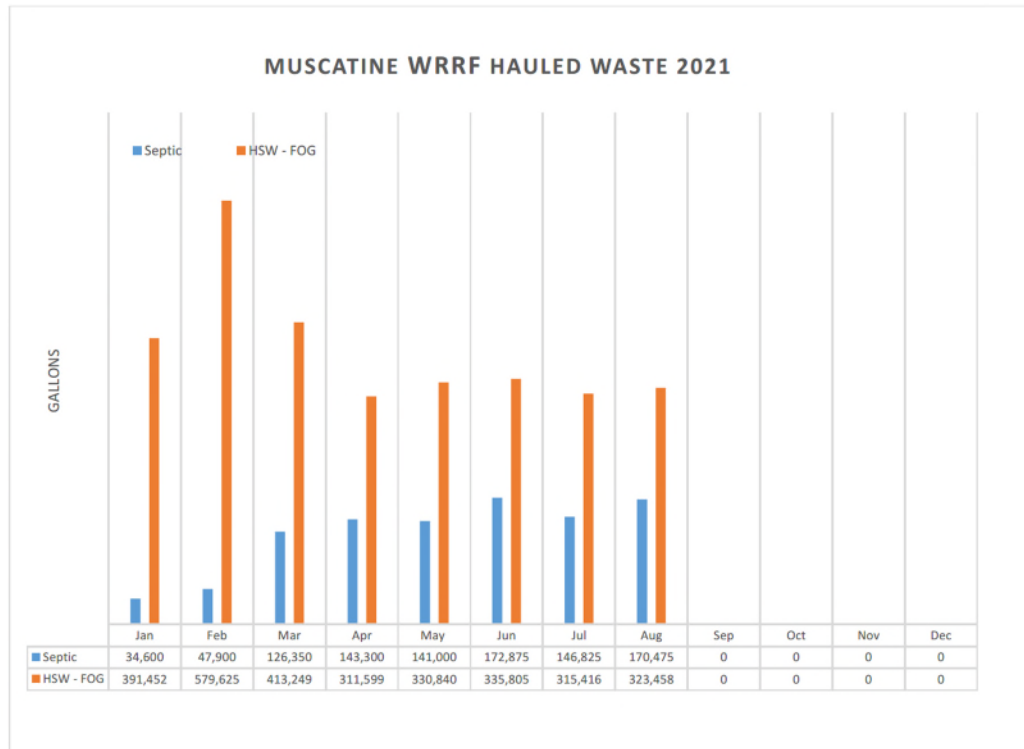
Collection & Drainage Division Report August 2021:

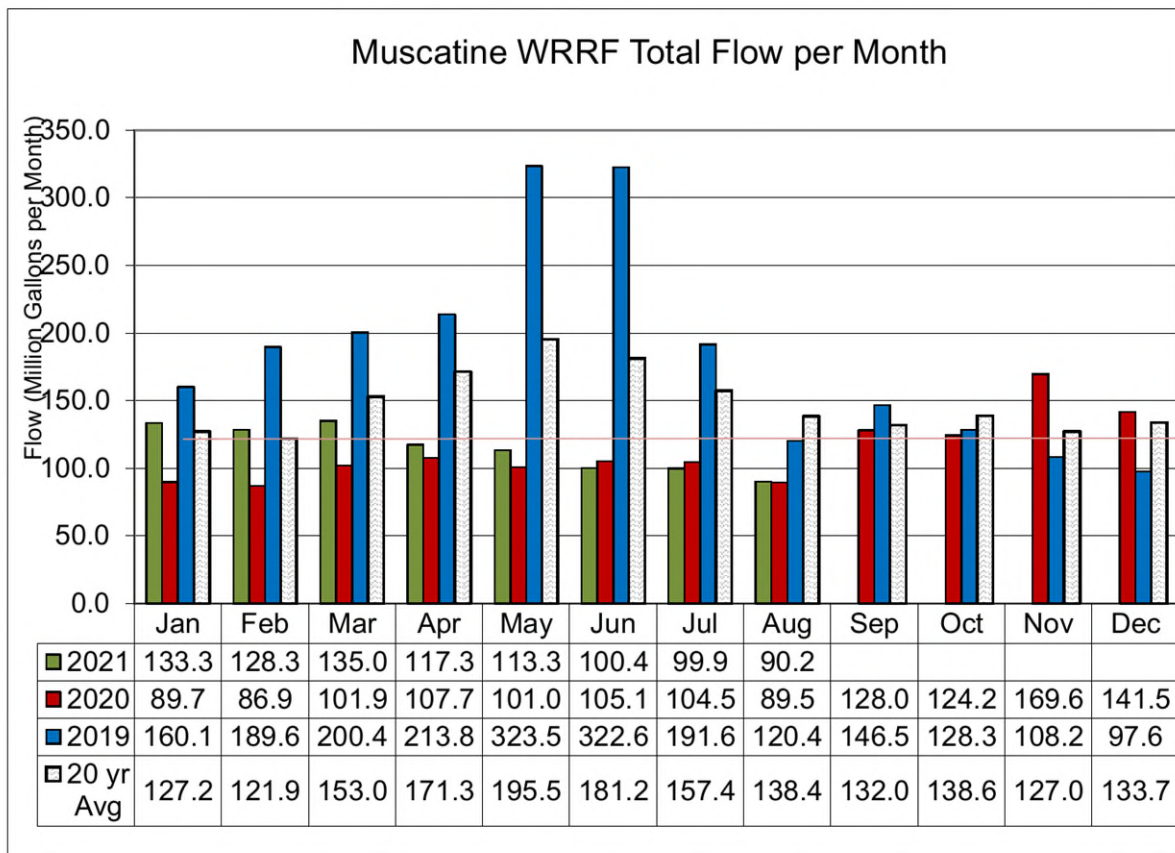
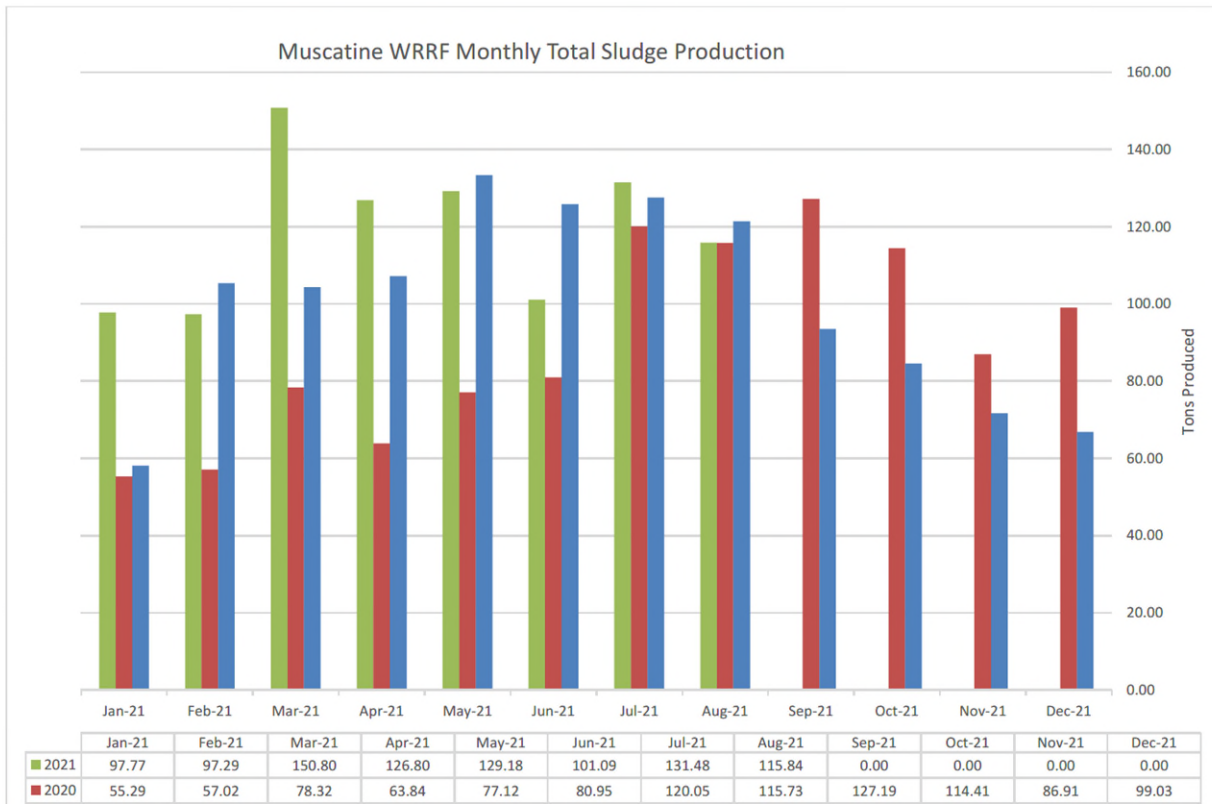
The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 stormwater catch basins, 112 miles of sanitary sewer and 68 miles of storm sewer pipe.



Water & Resource Recovery Facility

Water & Resource Recovery Facility & Muscatine Organic Recycling Center







Musser Public

Library

Musser Public Library & HNI Conference Center

Circulation Statistics for August 2021

PRINTED MATERIALS	August 2021	FY 21-22	August 2020
Adult Books	3,562	7,178	3,450
Young Adult Books	269	630	217
Juvenile Books	4,442	10,027	3,827
Magazines	182	357	167
Other	26	78	32
RECORDED MATERIALS			
MP3 Books	0	0	0
Digi-Books / Playaway	20	31	18
Recorded Books	256	475	239
CDs	286	513	390
Adult Kits and JKits	2	3	5
A-V MEDIA			
Equipment	15	26	22
Microfilm	0	1	0
Video Games	97	178	98
DVDs	2,152	4,566	3,518
Blue-Ray	75	164	138
ONLINE			
Internet Computer Use	574	1,027	545
WiFi Usage	3,458	7,044	3,221
Database Usage	11,586	22,328	12,621
E Audio	482	911	457
E Books	669	1,311	911
E Magazines	233	397	922
E Music / Streaming	1,026	2,551	862
Circulation 2021			
Total Circulation	29,412		31,660
Previous Circulation	30,384		38,140
Total Circulation To Date	59,796		69,800

INTER-LOANS	August 2021	FY 21-22	August 2020
RS BORROWED	1,622	3,398	2,585
RS SENT	1,273	2,471	1,366
SILO BORROWED	5	27	6
SILO SENT	13	28	25
OCLC BORROWED	26	77	24
OCLC SENT	14	27	12
TOTAL	2,953		4,018

CITY ADMINISTRATOR'S REPORT OF AUGUST 2021 ACTIVITY

PROGRAMMING	August 2021	FY 21-22	August 2020
CHILDRENS PROGRAMS	2	5 virtual 34 in person 989 one min. 5,887 raw views 1,317 in person	1
CHILDREN PRG ATTEND.	122		710 Views
TEEN PROGRAMS	0	0	0
TEEN PRG ATTENDANCE	0	0	0
ADULT PROGRAMS	2	4	0
ADULT PRG ATTENDANCE	60	115	0
TECHNOLOGY CLASSES	1	1	0
CLASS ATTENDANCE	1	1	0
BUILDING USAGE (WALK-IN)	9,653	20,134	6,846
MEETING ROOMS USAGE	694	1,084	0
REFERENCE			
REFERENCE QUESTIONS	281	502	116
TECHNICAL QUESTIONS	208	335	41
DIRECTIONAL QUESTIONS	284	504	57
TOTAL	773		214
EXAMS PROCTORED	0	0	0
NOTARY PUBLIC USAGE	11	25	14
GENEALOGY RESEARCHERS	8	14	3
GENEALOGY INTERLOANS	0	0	0
RESEARCH/OBIT REQUESTS	11	19	3
PHOTO PRINTS ORDERED	5	9	6

PATRON STATISTICS

	ADDED	TOTAL	2020
ADULT RESIDENTS	39	15,079	15,224
COMPUTER USE ONLY	1	346	328
JUV RESIDENTS	9	2,431	2,466
IL (CONTRACT)	1	677	689
OPEN ACCESS	3	1,011	1,005
NEW BORROWER	4	332	292
OTHER	3	168	180
TOTAL	60	20,044	20,184

HOME DELIVERY STATISTICS

(already included in circulation statistics)

	2021	TOTAL TO DATE	2020
MATERIALS CIRCULATED	116	241	220
VISITS	41	64	30
CLIENTS	41		41
VOLUNTEERS	1		11

CITY ADMINISTRATOR'S REPORT OF AUGUST 2021 ACTIVITY

DATABASE USAGE	2021	2020
Ancestry Library Edition	228	23
Chilton	0	6
ContentDM Images	1,233	1,213
Gale	0	5
Gale Forms	3	0
Heritage Quest	66	18
Learning Express	0	0
Newspaper Archive	2,477	2,591
Newspaper.com Musc. Journal	1,802	1,471
New York Times	2,404	3,534
Niche Academy	20	35
Novelist	61	6
RefUSA	6	10
Sanborn Maps	38	34
Transparent Language	0	5
Value Line	3,248	3,670
TOTAL	11,586	12,621

FACEBOOK	LIKES	5,744	
WEBSITE	VISITS	8,770	UNIQUE VISITORS
TWITTER	FOLLOWERS	948	8,359



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@muscatineiowa.gov.

EXHIBITIONS



Alterations.
tailored solutions to climate change



August 28 – October 17, 2021

ALAN ARKEMA



MUSCATINE
COUNTY



Broadmoor School

Gift of Richard G. and Sandra D. Toye
Through March 13, 2022



Wine at 5 “Alterations” Workshop

October 1, 2021

5 to 7 pm
at the Rendezvous



Featuring Artist, Environmental Educator,
and Creator of the “Alterations” Exhibition

Nancy Judd

Nancy will lead the workshop via Zoom.

Alterations.
tailored solutions to climate change

Gather your team
for a creative and
engaging evening!

- Learn about the Price of Fashion
- Work with your team to build a sculpture from repurposed materials

Tickets:

\$40/person

\$210/table of 6

For sale at the
Muscatine Art Center

Price includes one drink, appetizers, crafting tools,
upcycled materials, or bring your own
repurposed materials.

Proceeds benefit

friends
of the muscatine art center

MUSCATINE
ART
CENTER



FAMILY EVENTS



Scarecrow & Jack-o-Lantern - October 28-31

The Muscatine Art Center is inviting families, artists, crafters, and students to participate in the Scarecrow & Jack-o-Lantern competitions in October. The base for scarecrows will be provided, and pumpkins will be available to create hand-carved Jack-o-Lanterns. Competition entries will be exhibited at the Muscatine Art Center from Oct. 28-31. Vote for your favorites. Cash prizes will be awarded for those winning the popular vote. Visit www.muscatineartcenter.org or call 563-263-8282 for more information and to request an entry form.

UPCOMING CLASSES and ACTIVITIES

For Children

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 preregistration 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 September is "Imagination Time", and the theme for October is "Let's Explore".

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.

September 18: Wayne Thiebaud is an American artist best known for his still lifes of sweet treats and everyday objects. His most popular subject matter includes colorful cakes, pies, and candies. Join Miss Julie ***Saturday, September 18 from 1:30 to 2:30 p.m.*** to celebrate National Cream Filled Donut Day. Create and paint your own colorful donut in the style of Wayne Thiebaud, and enjoy a cream filled donut while you do!

For Families

Booked on Art - Kids' Edition

Thursday, September 16, 4:30 - 5:45 p.m.

In connection with the *Alterations* exhibition, the Muscatine Art Center presents its first *Booked on Art - Kids' Edition*. We will gather in the exhibition to read *Begin with a Bee*, the story of one rusty-patched bumblebee. The story follows the life cycle of a queen bee and teaches us not only about bees but also about our responsibilities to nature. This beautiful book is illustrated by Claudia McGehee who will provide a scratchboard demonstration and an activity for kids. Copies of the book will be available for sale. There is no fee to participate. Registration is required.

Scarecrow & Jack-O-Lantern Competitions

Entry forms due by September 21

The Muscatine Art Center is inviting families, artists, crafters, and students to participate in the Scarecrow & Jack-O-Lantern Competitions this October. The base for scarecrows will be provided, and pumpkins will be available to create hand-carved Jack-O-Lanterns. **Competition entries will be exhibited at the Muscatine Art Center from Thursday, October 28 through Sunday, October 31.** Vote for your favorites. Cash prizes will be awarded for those winning the popular vote. Visit www.muscatineartcenter.org or call 563-263-8282 for more information and to request an entry form. Free to participate.

For Adults

Thursday Night Makerspace

Thursday, October 7, 5:15 - 6:45 p.m. - Finger Knit Yarn Pumpkin

Join our Program Coordinator Katy on select Thursday nights to create fun projects to decorate your home or to give as gifts. Painted signs, keychains, fabric bowls, stepping stones, and more - there's always something new to try! Fees are \$15 or \$13.50 for Friends members and all supplies are included. Advanced registration and class fee required.

Red Barn Studio

Sunday, October 17, 1:30 - 2:45 p.m. - Watercolor Techniques for Painting Trees

Local artist Vada Baker gives step-by-step instructions on how to complete your project. Create a project just like Vada or add your own personal flair. Learn new techniques and have all your questions answered in this fun studio class you won't want to miss! Fees are \$15 or \$13.50 for Friends members, and all supplies are included. Advanced registration and class fee required. Now offered on Sundays.

Living Proof Creative Session

Thursday, October 14, 5:30 - 7:30 p.m. - Air Dry Clay Spoon Rests with Brian Allen

Living Proof Exhibit (LPE) provides the therapeutic benefits of the arts to those impacted by cancer. Each month LPE partners with different community organizations throughout the Quad Cities and beyond to bring **free** Creative Sessions to patients, survivors, families, and caregivers. Advanced registration required at www.livingproofexhibit.org/creative-sessions, or by calling the Muscatine Art Center at 563-263-8282.